

# **THE SALON PROFESSIONAL ACADEMY**

## **CATALOG & CONSUMER INFORMATION**

November 2011

The Salon Professional Academy  
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Anderson, Indiana 46013  
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[www.tspeederson.com](http://www.tspeederson.com)

# THE SALON PROFESSIONAL ACADEMY

## CATALOG AND CONSUMER INFORMATION

Revised November 2011

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## **Welcome**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group. The Academy is located in Anderson, Indiana. There are nice parks and public facilities in addition to great living, dining and shopping areas. Anderson has a population of 60,000 and there are many great places to visit within minutes of The Academy.

## **Mission Statement**

The Salon Professional Academy's objective is to produce highly trained, well prepared graduates for salons and spas. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

## **Facilities and Equipment**

The Academy is a 9,000 square foot educational facility with state-of-the-art equipment and spacious hair care, nail care, and skin care classrooms/areas, 42 individual styling stations, student salon, student lounge, reception and office areas. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere.

## **Responsibility for Catalog Information**

Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.

## **Our Points of Difference**

- We focus on training cosmetologists, estheticians and nail techs for top salons and spas across the country.
- We are the exclusive academy sponsored by Redken 5th Avenue New York.
- We train students in the critical business skills necessary for salons and spas to ensure their success after school.
- We limit class sizes for better education.
- We make the privately held salon where incomes are greatest a primary target for placement after graduation.
- We have contacts for placement with more than 7,000 Redken Club 5th Ave salons in all 50 states. We place students in more than 500 KRS Summit Salons across the nation.

- We know how crucial it is for students to have real world practice while in training and we provide that experience.
- We have spa, salon and hair studio owners who serve on our advisory board and recruit from our Academy.
- We hire school industry consultants from The Summit Consulting Group to develop excellence in our students, educators and owners.
- The Academy is owned and operated by successful salon and spa owners.
- We have the help of Michael Cole, Randy Kunkel, Kitty Victor, the Summit Salon Business College, and other industry leaders who will lend their expertise to The Academy.
- We are accredited by NACCAS, National Accrediting Commission of Career Arts and Science and can accept Federal Financial Aid for those who qualify.
- We are a veteran friendly Academy and can accept veteran education benefits.

### **Additional Information**

Additional information about The Salon Professional Academy may be found at [www.tspaanderson.com](http://www.tspaanderson.com).

### **Class Dates 2012**

Cosmetology Full Time 1500 hours (11 months)

Monday, January 16, 2012

Monday, March 12, 2012

Monday, May 14, 2012

Monday, July 16, 2012

Monday, September 10, 2012

Monday, November 12, 2012

Cosmetology nights 1500 hours (15 months)

Monday, October 15, 2012

Esthetics 700 hours (7 months)

Monday, June 11, 2012 (days)

Monday, July 30, 2012 (evening)

Nail Tech 450 hours (5 months)

Monday, March 26, 2012 (days)

Monday, September 10, 2012 (evening)

### **Tuition & Fees 2011**

Enrollment Fee \$200 due to secure spot in class and/or when enrollment agreement is signed

Cosmetology 11 months (full time); 15 months (evening)  
\$13,549

Esthetics 7 months  
\$8,549

Nail Tech 5 months  
\$3,549

Books and kit are included in tuition.

Students provide their own stationery type supplies.

Students purchase professional apparel and shoes that meet Academy requirements.

### **Evening and Day Classes 2011**

Cosmetology, Esthetics and Nail Technology Evening Schedule:

Classes meet Monday, Tuesday, Wednesday & Thursday evenings 4:45 p.m. - 9 p.m. & Saturday from 9 a.m. – 5 p.m.

Esthetics and Nail Day Schedule:

Classes meet Monday through Thursday 1 p.m. – 7 p.m.

### **Staff**

Owners:

Jean Rice  
Courtney Mitchell  
Nicole Eicks  
Julie Conwell

Educators:

Courtney Mitchell- Cosmetology  
Julie Conwell- Cosmetology  
Wendy Taylor- Cosmetology  
Melissa Wright- Esthetics and Nail Technology  
Ashley Hawkins- Cosmetology  
Amanda Conn- Cosmetology  
Queque Huffman- Cosmetology  
Meagan Stewart- Cosmetology

Financial Aid:

Julie Conwell  
Emily Diko – Assistant

Admissions:

Nikki Hollingsworth

## Career Planning

### Career Opportunities

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **ESTHETICIAN:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist.
- **MANICURIST:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

### Job Demand In Cosmetology / Related Fields

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Indiana plan to hire 5,394 new employees in the next twelve months. The average annual salary for a salon professional in Indiana is \$35,458. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 38,297 professionals employed at Indiana's 6,877 salons. 61% of salons in the state are employer-owned, and 14% are booth-rental salons. The other 25% are a combination of the two. 63% of Indiana salons are classified by their owners as full-service salons; 13% are listed as haircutting salons. Barbershops make up 5% of the total. Nationally, 58% of salons are listed as full-service, meaning that Indiana has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>.. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
-------------------------	------------------------------------	---------------------------------

Cosmetologists (Hairdressers) / 39-5012	\$11.21 / \$23,300	\$10.80 / \$22,500
Estheticians (Skin Care Specialist) / 39-5094	\$13.74 / \$ 28,600	\$10.58 / \$22,000
Manicurists / Pedicurists / 39-5092	\$9.48 / \$19,700	\$10.42 / \$21,700
Instructors (Vocational Education) / 25-1194	\$23.05 / \$47,900	\$25.72 / \$53,500

**ADDITIONAL DISCLOSURE INFORMATION**

Further information on potential employment for graduates can be found at [www.onetonline.org](http://www.onetonline.org).

<b>AWARD YEAR: July 1, 2009 – June 30, 2010</b>	<b>Cosmetology</b>	<b>Esthetics</b>	<b>Manicuring</b>	<b>Instructor</b>
On Time graduation rate for students completing during this award year (perfect attendance as scheduled).	52%	100%	80%	100%
Percentage of students completing during this award year within Satisfactory Progress standards.	73%	100%	100%	100%
Total number of students completing in the award year.	42	4	5	1
Job placement rate for students completing in the award year.	84%	100%	80%	100%
Median Title IV loan debt for students completing in the award year.	\$5000	\$5499	0	0
Median private or alternative loan debt for students completing in the award year.	\$9990	\$5990	0	0
Median Institutional Finance Plan debt for students completing in the award year.	0	0	0	0

**Essential Career Considerations / Requirements**

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

**In addition, prospective students should be aware that:**

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions

- such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
  4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
  5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

### **Placement**

The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

### **Reciprocity**

Licensed cosmetologists, estheticians and nail techs from Indiana may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

### **Licensing Requirements**

Upon graduation, students are eligible to take the state written exam provided that all money owed by the student to the school has been paid.

- To become licensed in **cosmetology** in Indiana, students must complete 1500 hours of approved training, graduate from an approved school, and pass the state board exams.
- To become licensed in **esthetics** in Indiana, a student must complete 700 hours of approved training, graduate from an approved school, and pass the state board exams.
- To become licensed in **nail technology** in Indiana, a student must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams.
- To become licensed in **beauty culture instructor** in Indiana, students must complete 1000 hours of approved training, graduate from an approved school, pass the state board exams, and have six months of work experience with their cosmetology, esthetics, or nail technology license.

## **Important Information For All Programs**

### **How to Apply**

Submit completed enrollment application to The Academy. Submit FAFSA. Schedule a visit and tour. Meet staff and students. Learn about curriculum, books and kits, apparel code and payment plans. Submit items needed for enrollment, sign enrollment agreement and pay enrollment fee. Meet with the Financial Aid

Administrator.

### **Educational Requirements**

A student must have a high school diploma or G.E.D. certificate. Students are admitted on the basis of educational background, aptitude and commitment. The Academy does not admit ability-to-benefit students.

### **Admissions Requirements**

The following are required for admission to all programs at The Academy:

- 1) Enrollment application
- 2) Proof of age (ID and/or Birth Certificate, passport, gov issued ID, driver's license)
- 3) Social Security Card or proof of eligible non-citizenship status
- 4) Proof of graduation (Diploma, Official High School Transcript Showing Graduation Date, or GED Certificate)
- 5) Required enrollment fee

### **Vaccination Policy**

Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance to the Academy.

### **Policy on Evaluating the Validity of High School Diplomas**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### **Transfers**

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis. No

more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning. All transfer hours accepted are applied at the end of training. Certification of transfer hours must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school. We do not recruit students already attending or admitted to other schools offering similar programs.

### **Cost of Attendance Budgets (COA)**

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets for the year 2011-2012.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$649	\$248	\$483	Case by Case	\$1380

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$968	\$371	\$721	Case by Case	\$2060

### **Federal Assistance Programs**

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. Cosmetology and Esthetics programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of

## Education:

**Federal Direct Subsidized Loan:** This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

## Eligibility of Title IV Aid

To be eligible for Title IV Aid, the student must:

- Have a High School Diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with The Academy Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR Social Security match successful or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Be a citizen or eligible non-citizen
- Have resolved any drug conviction issues

## How to Apply for Title IV Federal Financial Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA. To complete a web FAFSA, the student will complete the application on the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to follow all instructions when completing the FAFSA. List the School Code for The Salon Professional Academy in Anderson, Indiana (041667, REM SPA, Inc.) This will allow disclosure of information from the FAFSA to The Academy. In the case of a dependent student, both the student and parents will need to complete and

sign the FAFSA application in order to be eligible for financial aid.

2. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.

3. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The

Academy will be sent an ISIR (Institutional Student Information Record) for all students who list their School Code. All verification and/or corrections must be completed prior to qualifying for aid. The DOE selects one in every three students for verification. If the student is selected, the student will receive the Academy verification policy and verification worksheet from The Academy financial aid office that must be completed.

The student will also be required to provide copies of most recent signed tax returns and those of the student's parent, if parent information is listed on the FAFSA. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new EFC (Expected Family Contribution) number which could affect aid in the form of a Pell Grant and unmet need.

4. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of

Attendance Budget for each academic year includes the student's Career Investment Costs per academic year. These costs include tuition, applicable fees, textbooks and kit items (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.

5. The Salon Professional Academy utilizes the information presented on the student's

ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the students need or unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.

6. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or E-MPN online at [www.studentloans.gov](http://www.studentloans.gov).

7. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of the dependent student must complete a Parent Plus loan application.

8. Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.

9. Students will complete the process for the 1st academic year and 2nd academic year

10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at [www.dlenote.ed.gov](http://www.dlenote.ed.gov).

11. Students are required to notify The Academy Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued.

Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded

aid.

### **Dependency Status**

A student is considered independent if they answer yes to at least one of the following questions:

- Are you at least 24 years of age?
- Are you married as of the day submitting the FAFSA?
- Are you currently serving on active duty in the US armed forces?
- Are you a veteran of the US armed forces?
- Do you have children who will receive more than half their support from you during the academic year?
- Do you have legal dependents (other than your children) who live with and you and receive more than half their support from you during the academic year?
- At any time since you turned age 13, were both your parents deceased or where you in foster care or a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?

### **Dependency Override**

Students who do not meet the federal definition of independent status but have extenuating circumstances beyond their control can appeal their dependency status.

Students must provide written documentation explaining their situation and must provide three letters from professional persons other than family substantiating the appeal.

### **Professional Judgment**

Circumstances beyond the student's control that have affected their (or their family) income during the academic year could result in a reduced EFC.

Successful appeals may result in an increase in the student's eligibility for aid. Students with special situations should contact the financial aid office. Those determined eligible will be required to fill out a Professional Judgment form.

### **Verification**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the financial aid office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The financial aid office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The financial aid office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

### **Conflicting Information**

The Academy understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

### **Entrance Loan Counseling**

Entrance Loan Counseling for Direct Loans can be found at [www.dlenote.ed.gov](http://www.dlenote.ed.gov). Additionally, The Salon Professional Academy discusses Title IV loan counseling with students and/or parents when working with them privately prior to starting classes. Loan counseling and student rights and responsibilities are reviewed again during orientation. Orientation is conducted on the first day of class.

### **Required Elements of Entrance Counseling**

- Go over Budget Management Worksheet
- Review deferment
- Reinforce the importance of repayment
- Review the importance of keeping financial aid papers
- Stress the importance that loan repayment is required even if the student does not finish their education
- Default and its consequences
- How to use the MPN or E-MPN
- Explain interest and capitalization
- Provide sample monthly repayment amounts and the importance of not over borrowing
- Explain NSLDS and how to access the system
- Contact information for questions
- Notification of change of name or address
- Withdrawal from the program and how the withdrawal will affect the student

### **Exit Loan Counseling**

All students at The Academy must complete an Exit Interview. The students can review Exit Loan Counseling for Direct Loans at [www.dlenote.ed.gov](http://www.dlenote.ed.gov). The students must also complete the Exit Interview process in The Academy financial aid office. All students receive exit loan counseling from the Financial Aid Administrator.

### **Required Elements of Exit Counseling**

- Review information concerning loans from entrance interview
- Review repayment options
- Provide a copy of repayment schedule and provide the average monthly

- repayment amount based on students borrowing history at The Academy
- Provide information on loan consolidation
- Provide pros and cons
- Discuss debt management strategies
- Hand out Exit Interview Budget Management Worksheet
- Provide information on forbearance, deferment and cancellation options
- How to access the NSLDS website and availability of FSA Ombudsman's office
- Help the borrower understand their rights and responsibilities concerning loan repayment
- Collect updated personal contact information for the borrower

### **Code of Conduct**

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

### **Orientation, Student Services, Housing, Counseling**

All courses have a complete orientation on the first day of classes which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary.

Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

### **Class Size**

The Academy limits the class size for all courses. Early enrollment is encouraged.

### **Hours**

The Academy is open Monday through Saturday including evenings. Hours of attendance depend on the schedule assigned.

**Cosmetology** students in the 11 month program attend 34 hours per week begin with a schedule of four days a week 9 a.m. to 4:30 p.m. and one day per week 9 a.m. to 3:30p.m. After basics each student has one day a week in class and four

days in the salon area. The student's floor schedule is given on the first day of classes.

**Evening Cosmetology, Esthetics and Nail Tech** students attend 24 ½ hours per week and meet Monday, Tuesday, Wednesday and Thursday evenings 4:45 p.m. to 9 p.m. and Saturday 9 a.m. to 5 p.m.

**Day Esthetics and Nail Tech** students attend 24 hours per week and meet Monday through Thursday from 1p.m.-7p.m.

### **Class Starting Dates**

Cosmetology classes start in January, March, May, July, September and November. Cosmetology evening classes are offered one or two times per year. Esthetics and Nail Tech classes are offered at least two times per year. All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes.

### **Books and Kits**

The Student will receive appropriate books and supplies used in training from The Academy at the appropriate time. Students are responsible for their own stationary type supplies.

### **Apparel Code**

Students wear Academy-approved professional apparel and shoes.

A name tag is provided and is to be worn at all times. If the name tag is lost, the student must pay \$10 to replace it.

Shoes should be black, clean, polished shoes with no scuffs. No sandals or open toed shoes shall be worn. Flip flops shall not be worn. If shoes tie, black shoestrings must be worn. Black tennis shoes can be worn. Students can add grey, white and red with level changes.

Tops, bottoms, and shoes must be black (level two add grey; level three add white; level four add red.) Student's tops must meet his or her bottoms. Black tops and bottoms must be in good condition - clean, pressed, fit properly. Replace lost buttons, repair torn seams, repair hems that are out. Black tops, not too low cut, may be sleeveless. Black skirts or slacks must not be too short or too tight. Socks must be black. Avoid bulky sweaters or low cut tops exposing cleavage. Avoid very short skirt lengths or baggy hose or tights. Denim material and shorts are not acceptable.

Belts, scarves, and jewelry of any color are acceptable.

Students shall wear makeup that is appropriate for daytime for women (including lipstick), and color coordinated with skin tone.

Nails must be clean and filed. If wearing polish, it must be neat and not chipped.

Students' hair must be clean, dry and finished style combed into place. Hair accessories are acceptable – examples, styled hairpieces, decorations, or

extensions.

### **Holidays**

The Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The school reserves the right to close additional days with posted notice.

### **Extra Education**

Extra educational events are available for students at The Academy.

### **Payment Plans**

The Academy has Federal Financial Aid and payment plans for those who qualify. See Course Information for specific criteria.

### **Scholarships**

The Academy provides scholarships to those students who demonstrate the qualities needed to be successful in our industry. The student displays the willingness and desire to make a difference.

The student must complete the scholarship application and enrollment application and return it to the Director of Admissions 30 days prior to class start date. The Scholarship Committee will select the recipients based on the criteria stated below. Criteria not considered in any particular order:

1. Complete the application.
2. Compose a statement of no more than two pages describing why you want a career in the beauty industry. Be specific explaining why you chose this field and what you expect to accomplish.
3. Provide two typed personal character reference letters.

The scholarships are reviewed and selected by the TSPA Scholarship Committee.

There are five scholarships available:

Gold Scholarship \$6,000 off Tuition

Silver Scholarship \$3,000 off Tuition

Bronze Plus Scholarship \$2,000 off Tuition

Bronze Scholarship \$1,000 off Tuition

School Choice Award Scholarship \$500 off Tuition

The scholarship award will be posted on the student's ledger at the first satisfactory academic checkpoint. At this time, the student must:

- Be maintaining an 85% or above in both attendance and grade average.
- Not have any suspensions.

The student must complete the course, maintain an 85% in attendance and grade average and not have any suspensions. Otherwise, the terms of the scholarship will be void and full tuition will be due.

## **Satisfactory Academic Progress Policy (See also SAP Appendix on page 47)**

### **Satisfactory Progress Policy**

The satisfactory progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report.

### **Attendance Progress**

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during basics. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of 75% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.3 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA.

### **Academic Progress**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0% is not passing.

### **Determination of Progress**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and

academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
Cosmetology	450, 900, 1200, 1500
Esthetics	350, 700
Nail Technology	225, 450
Instructors	500, 1000

### **Warning**

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

### **Probation**

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeal Procedure). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

### **Appeal Procedure**

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian, if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

### **Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **Reestablishment of Status**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%.

### **Reinstatement of Financial Aid**

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

### **Course Incompletes, Repetitions and Non-Credit Remedial Courses**

Course incomplete, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Progress Policy.

### **Reentry Students/Interruptions**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

### **Graduation Requirements**

The graduation requirements for all courses are as follows: 1) Completed the required hours of training within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress

Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 75 %. 4) Fulfill all financial obligations to the school. 5) Completion of an exit interview and required exit paperwork. Upon graduation, a diploma will be awarded. Certification of hours will not be provided until all tuition charges have been paid in full.

### **Suspension**

Students may be suspended for absence, tardiness or inappropriate behavior. If a student is suspended, the student will be counseled about the problem and what the student must do to correct the problem. It is the intention of The Academy to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of The Academy to inform the student and to tell the student how deficiencies could be corrected.

### **Termination**

The Academy may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return. In the case of termination by The Academy, the Student will receive a refund, according to the Refund Policy (a part of the enrollment agreement) and this catalog.

### **Complaint Procedure**

The educator will meet with the student in a private area away from other students. The complainant will be asked to put in writing to the school owner/director an outline of the allegation or complaint. A school representative will meet with the student within 10 days of receipt of the written complaint. The meeting will be documented. A written record will be given to student. If the problem has not been resolved through discussion, the complaint will be referred to the schools complaint committee. The committee will meet within 21 calendar days of receipt of the written complaint. The school complaint committee will review all allegations. The committee will respond and may request additional information from the complainant. The request for additional information will be in written form. A letter will be sent to the complainant within 15 calendar days of the committees' receipt of the complaint. The letter will clarify what the starting steps are to resolve the problem, or if the allegations were not warranted or based on fact.

The contact information for NACCAS (The National Accrediting Commission of Cosmetology Arts and Sciences) is also available for the student if the student wishes to contact them should the matter not be resolved first through the school.

## **Academy Policies**

### **Policies**

With the enrollment agreement, each student is issued a copy of and agrees to abide by the student policies for The Academy. Policies include standards for student conduct, appearance, attendance, and courtesy.

### **Standards**

Students at The Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at The Academy. Lack of basic honesty and integrity will result in termination.

### **Attendance**

Attendance is the responsibility of the student. We expect students to attend their full contracted schedule to complete the hours of state-approved training.

- If a student finds it necessary to be absent, it is the student's responsibility to notify the educators at The Academy of the absence before the beginning of the student's scheduled start time the day of the absence.
- Students may request brief absences in advance. This will not allow an extension of the contract hours.
- Students should not plan to leave The Academy once the day has begun except for meal breaks.
- When absent the day of an exam, it must be made up within one week of the student's return. After this a zero may be given.
- Students may only attend their scheduled hours. Makeup hours are not permitted.

The following **Attendance Policy** applies to all students:

- When a student misses two or more days unexcused in one month an educator will talk to the student about commitment to the program.
- When a student is absent two or more unexcused days in a second month the student may be suspended for one day.
- When a student is absent two or more unexcused days in a third month the student may be **dropped from the program**.
- After three suspensions the educator will inform the Director. After the Director meets with the other owners, it may be determined that the student is not a good fit for the Academy which would result in termination.

The following absences will be excused with proper documentation:

- Illness of student or student's child
- Funeral
- Car accident
- Doctor visits
- Court
- Requested time off is also excused if the Student Absent Request Procedure is followed.

**A student will be suspended for one day for being absent without notifying the Academy.**

\*Please remember that taking time off may put you over your contracted graduation date and result in additional charges. It may also keep you from receiving financial aid if you are not making satisfactory progress.

## Tardiness

A student may be suspended for one day after the student has been tardy five times in one month. If a student is tardy after the suspension, the student will be advised that further tardiness may result in **being dropped from the program**.

## Over Contract Charges

If the student does not complete training by the contracted graduation date, an additional fee of nine dollars per hour will be charged until the required hours are completed. A grace period of three weeks is added to each student's contract and is reflected in the student's graduation date.

## Leave of Absence Policy

A student who must take an approved leave of absence or must withdraw from training for nonacademic reasons may return to the program with no loss of satisfactory progress if the student was making satisfactory progress when the student left.

- A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to the leave occurring. In addition the student is required to list the reason for the leave. An emergency leave of absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to school via mail or in person.
- Complete documentation and certain conditions are needed to support this request (i.e.: jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under the Family and Medical Leave Act of 1993).
- The maximum time frame for a leave is 180 calendar days. The school permits more than one leave provided the total number of days of all leaves does not exceed 180 calendar days in a 12 month period.
- On the day the student returns from a leave of absence the student is required to inform the admissions of the student's return. The student's contract will be extended for the same number of days the student was on the leave of absence without any penalty to the student.
- All loans and payment plans must continue to be paid while on a leave of absence.
- A student who has been granted a leave of absence will be considered withdrawn if the student does not return to school at the end of the leave of absence. In said case, the withdrawal date will be the last day of recorded attendance at the Academy.

## Programs of Study

### Cosmetology

Enrollment fee	\$200 due at contract signing
Tuition	\$13,549

Program length      Day program 11 months; 49 weeks; 34 hours per week  
Night program 15 months; 69 weeks; 24 ½ hours per week

Books and kit are included in the cost of tuition. Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify. Financing is also available.

### Cash Payment Plans

- We accept cash, check or credit card for any payment. We charge no interest on the cash payment plans as long as payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.
- Day program \$13,549
  - \$2710 down
  - \$985.36 per month payment until paid in full (11th payment \$985.40)
- Evening program \$13,549
  - \$2710 down
  - \$722.60 per month payment until paid in full (15 payments)

Cosmetology training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500-hour training program in cosmetology that meets Indiana state standards including 575 hours of cosmetology theory and demonstration practice, and 925 hours of actual practice. The program is taught in English.

### Description

Cosmetology training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500 hour training program in cosmetology that meets Indiana state standards including 575 hours of cosmetology theory and demonstration, and 925 hours of supervised practical instruction and sanitation.

### Goals

The Academy provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as a cosmetologist.

### Program Content

Cosmetology training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500-hour training program in cosmetology that meets Indiana state standards. The program is taught in English.

**Program Content:**                      **Theory &**                      **Sanitation and**

	Demonstration	Actual practice	Total	hours
Hair cutting	100	175		275
Sanitation	40			40
Statute & rules	10			10
Salesmanship	5	5		10
Management	10			10
Manicuring	5	25		30
Pedicuring	5	15		20
Hair removal (waxing)	5	10		15
Eyebrow, upper lip & chin area				
Anatomy & physiology	5			5
Skin	5			5
Hair	5			5
Electricity	5			5
Chemistry	10			10
Shampooing	5	30		35
Scalp performances	10	10		20
Facials and makeup	20	45		65
Hair coloring	40	150		190
Texture services	70	250		320
Hair styling	70	210		280
Wet & thermal sets, hair waving, hair pressing, hair braiding & finger waves				
Discretionary hours	150			150
Totals	575	925		1500

**Students in cosmetology are required to perform at minimum the following number of performances:**

Hair styling	400
Hair styling – finger waves	20
Texture services	100
Scalp treatments	25
Facial treatments	30
Makeup applications	15
Hair cuts	250
Hair coloring	75
Manicures	25
Pedicures	15
Salesmanship	25
Hair removal	30

### **Methods**

Instruction in cosmetology at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

## **Grading**

Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction.

## **Educators**

Licensed cosmetologists/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

## **Texts & Kits (subject to change)**

Textbooks and kits are included in tuition and are handed out as the student is trained to use them. Items lost/stolen will not be replaced by the Academy. Your textbook and kit items are your responsibility. Keep all items locked in locker when not in use.

Milady textbook, workbook, and exam review book

Jump Journal

The Academy Tote bag

Blow dryer

Marcel curling iron

Jumbo curling iron

Flat iron

Shears

Thinning shears

Razor

Clipper

Trimmer

Manicure kit

Color apron

Shampoo cape

\*Must have all items daily in order to be prepared for salon training.

## **References**

A comprehensive library is provided in The Academy. Students have regular access and may check out materials for daytime or overnight use.

## **Levels of Achievement**

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, chemical sales performances, add on services and retail performances.

## Esthetics

Enrollment fee	\$200 due at contract signing
Tuition	\$8,549
Program length	Day Program 7 months; 33 weeks; 24 hours per week Evening Program 7 months; 33 weeks; 24 ½ hours per week

Books and kit included in tuition  
Students provide their own basic school supplies  
Students follow the apparel code for their program

Federal Financial Aid is available to those who qualify. Financing is also available.

### Cash Payment Plans

We accept cash, check or credit card for any payment. We charge no interest on the cash payment plans as long as payments are made on time.

For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.

Day and Evening programs \$8,549  
\$1710 down  
\$977 per month payment until paid in full (7 payments)

## Description

Esthetics training at The Academy includes theory and practical instruction that prepares the student to perform esthetic (skin care and makeup) services on the public. The school offers a 700 hour training program in esthetics that meets Indiana state standards. The program is taught in English.

## Goals

The Academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an esthetician.

## Methods

Instruction in esthetics at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

## Grading

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

## Educators

Must be Licensed Estheticians. Guest instructors with expertise in a specific area may be involved in this program.

## Texts & Kits (subject to change)

Textbooks and kits are included in tuition and are handed out as the student is trained to use them.

Salon Fundamentals for Esthetics textbook, workbook and state board review guide

The Bioelements Manual

Tote bag

Makeup brushes

Tweezers

Apron

## References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

## Levels of Achievement

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

<b>Program Content</b>	<b>Theory &amp; Dem</b>	<b>Actual Practice</b>	
Total Hours			
Chemistry of skin care	15	25	40
Physiology & histology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology,	15	20	35
Disinfection, Sterilization, Sanitation			
(1) Personal hygiene			
(2) Public health			
(3) Sanitation, disinfection and sterilization			
(4) Methods and Procedures			
Introduction to & operation of	20	30	50
Skin care machinery			
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin analysis			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Masks and packs			
(4) Massage and cleansing hands and feet			

(5) Extraction technique			
Makeup	15	40	55
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
(7) Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing & depilatories			
(1) Eyebrow arching			
(2) Lip, chin and face			
(3) Leg			
(4) Body areas			
Introduction to advanced spa techniques	10	15	25
(1) Exfoliation techniques			
(2) Advanced techniques			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Development	20		20
Professional and personality			
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Salesmanship	25	20	45
Marketing, salon management and retailing			
(1) Salon development			
(2) Insurance			
(3) Client records			
State statutes and rules	10		10
Discretionary hours			70
Totals	230	400	700

**Students in esthetics are required to perform at minimum the following number of performances:**

Skin care analysis/consultations	50
Facial cleansing	100
Massage	100
Facials	125
Acne treatments	5
Hand and foot treatments	25
Makeup applications	50
Eyelash applications – strip or individual	15
Advanced Techniques	10
Waxing	110
Lip, chin face	30
Eyebrow	40
Body areas:	25
Arms, underarms, upper thigh – bikini or back	
Leg	15
Sterilization, disinfection and sanitation	50

## Nail Technology (Manicuring)

Enrollment fee        \$200 due at contract signing  
 Tuition                 \$3,549  
 Program length        Day Program 5 months; 23 weeks; 24 hours per week  
                               Evening Program 5 months; 23 weeks; 24 ½ hours per week  
 Books and kit included in tuition  
 Students provide their own basic school supplies  
 Students follow the apparel code for their program

Financing is available.

### Cash Payment Plans

We accept cash, check or credit card for any payment. We charge no interest on the cash payment plans as long as payments are made on time.

For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.

Day and evening program \$3,549

\$710 down

\$567.80 per month payment until paid in full (5 payments)

## Description

Nail Tech (manicuring) training at The Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 450 hour training program in nail tech that meets Indiana state standards.

## Goals

The Academy provides education in all phases of the nail profession. The graduate will be a knowledgeable, skilled professional nail tech (manicurist). The graduate will have the background and skills to pass the state board exams, and to work as a nail tech (manicurist).

## Program Content

Nail tech training at The Academy includes theory and practical instruction that prepares the student to perform nail care services on the public. The Academy offers a 450-hour training program in manicuring that meets Indiana state standards including 195 hours of manicuring theory and demonstration practice, and 255 hours of actual practice. The program is taught in English.

Program Content:	Theory & Demo	Actual Practice	Total Hours
Sanitation	40		40
Anatomy & disorders	25		25
Statutes & rules	10		10
Nail techniques with sanitation	30	160	190
(1) Basic preparation			
Tips			
Sculptures			

Overlays			
(2) Product Application			
Fiberglass			
Gel Nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	45		45
Totals	195	255	450

**Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report.**

Manicures	40
Nail techniques	28
Nail repair	15
Pedicures	15
Salesmanship – service or retail	20
Electric file/drill	20

### **Methods**

Instruction in nail tech at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

### **Grading**

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

### **Educators**

Licensed cosmetologists/nail tech/instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

### **Texts & Kits (subject to change)**

Milady's Standard Nail Technology textbook, workbook and state board review guide  
 OPI Nails to go kit  
 OPI 3000 nail brush  
 OPI Nail Pusher Plus  
 Tip clipper  
 Acrylic nipper  
 Manicure kit

Dappen dish  
Apron

## References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

## Levels of Achievement

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

## Instructor Program (Beauty Culture)

Enrollment fee           \$200 due at contract signing  
Tuition                    \$8,000  
Program length          6 months; 29 weeks; 40 hours per week  
Books included in tuition

Financing is available.

### Payment Plans

We accept cash, check or credit card for any payment. We charge no interest on the payment plans as long as payments are made on time. Federal

For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.

Program \$8,000

\$1,600 down

\$1066.70 per month payment until paid in full (5 payments, final payment \$1066.50)

Beauty Culture Instructor training at The Academy includes theory and practical instruction that prepares the student to teach all aspects of Cosmetology, Esthetics or Nail Technology. The Academy offers a 1000-hour training program that meets Indiana state standards including 300 hours of theory and demonstration practice, and 700 hours of actual practice. The program is taught in English.

Program Content:	Theory & Demo	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering,			

and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms		150	150
(2) Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1,000

## Regulatory Information

### Owners

The Salon Professional Academy, 5335 South Scatterfield Road, Anderson, Indiana 46013, phone 765-649-5555, is owned by Rem Spa Inc., a corporation in Indiana owned by Jean Rice, Nicole Eicks, Courtney Mitchell, and Julie Conwell.

### Organizations

The Academy is licensed by the Indiana Professional Licensing Agency, 402 W. Washington St., Room W072, Indianapolis, IN 46204. Phone: 317-234-3031. Email: [pla12@PLA.IN.gov](mailto:pla12@PLA.IN.gov).

The Academy is accredited by NACCAS, National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Ave., Alexandria, VA 22302. Phone: 703-600-7600. Email: [webinfo@naccas.org](mailto:webinfo@naccas.org).

### Rights and Privacy

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right or parent/guardian( if the student is a dependent minor), of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student or parent/guardian of a dependent minor. The school does provide access to student and other school records as required for any accreditation process initiated by the school or by NACCAS. All other third party requests will require written consent from student or parent/guardian (if the student is a dependent minor) for each 3<sup>rd</sup> party request unless otherwise required by law. The Academy does not sell student information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of 7 years after graduation or termination.

### Drug Abuse Prevention

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

## **State and Federal Penalties and Sanctions**

### **Possession of a Controlled Substance:**

A possession of a controlled substance charge can be pressed when anyone has physical control or dominion over a controlled substance or has access to a controlled substance without proper authority. A controlled substance can be prescription medication that is not theirs, illegal drugs or any other type of material compound or substance that is considered to be restricted or controlled. Driving in a vehicle where controlled substances are found, even if they are not yours, can result in the charge if you know or had reasonable ability to know that the substance was in the vehicle.

### **Possession of a Controlled Substance Penalties:**

Although a felony offense in many cases, the courts are not as harsh for first time offenders on this charge than some of the other felony offenses. The amount of substance and if the intent to sell can be established will impact on the penalties possible.

**Possible Penalties:**

- Jail time
- Probation
- Parole
- Random drug testing
- Community service
- Suspended sentence with guilty plea
- Alternative drug rehabilitation programs
- Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses.

Although penalties vary greatly by case, in the state of Indiana average fines could reach \$10,000. The average jail term is 7 years. Average probation time is 5 years, at times including rehabilitation programs and community service. Maximum federal fines could reach \$250,000 and up to 25 years in prison.

Intervention Program For Immediate Drug Addiction Treatment:

[www.DrugRehabCenter.com](http://www.DrugRehabCenter.com)

Agencies where the student can get assistance are posted in the student lounge.

**OSHA Requirements**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

**Policy for Safeguarding Student Information**

The Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment

shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

### **Non-discrimination**

The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

### **Voter Registration**

The school encourages its students to be registered voters and to exercise their right to vote. Students are advised at orientation that they can register to vote at [www.indianavoters.com](http://www.indianavoters.com).

### **Campus Security Act Information Disclosure**

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and employees have keys to the building.

A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local police speakers will be scheduled at least once annually for all staff and students.

## Emergency Procedures

### Timely Warning

Notification is provided in a suitable manner to students, staff, and salon area guests or community neighbors if necessary, of an impending or occurring emergency situation.

### Emergency Response Procedures

In the event of an emergency, staff and students will be notified by staff members by either verbal communication (for students currently in the building), or written communication (for students not in attendance) to notify them of the particular situation. For written communication, an attempt will be made to email or text the student using the Smart Management System and/or a message will be posted via the social networking site, Facebook. Roll call will be taken as soon as reasonably possible to ensure that all students and staff are accounted for at the time of the emergency.

For closing and delays, a notification will be reported to Channel 13 news and is posted on their website at [www.wthr.com](http://www.wthr.com).

Emergency procedures are tested annually. Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

### Emergency Procedures Due to Criminal or Terrorists Threats

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact the civil authorities to determine appropriate action which may include evacuation of The Academy for a length of time to be determined based on the situation at hand. If necessary, The Academy will post on the outside doors the time class will resume.

### Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- A tornado has been indicated by radar
- Public warning has come over the radio
- The local emergency sirens have sounded

### Tornado Warning Procedure

- DO NOT leave the building.
- Move away from the perimeter and exterior of the building.
- Go to an inner hallway or a smaller inner room.
- Vacate any exterior rooms and close the doors to those room.
- Stay away from windows.
- Take shelter under tables, if possible.
- Avoid places with wide-span roofs and windows such as salon area.

- Go to the center of the room.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.
- If you have a guest at that time, the guest is your responsibility.

### **Fire Drills**

Fire drills will be practiced annually. All exits must be in working condition and unobstructed.

### **In A Fire Emergency**

- If you smell smoke or see fire, report it immediately to a staff member. A warning will then be given by staff. Do not panic. Proceed as follows:
- Students in the salon area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Academy, proceed safely away from the building.
- Support staff at the front desk will help guest in receptions area out the front doors.
- Proceed to safety away from the building.
- Students and staff in the classrooms, student lounge, conference room, restrooms, offices, and spa area should exit through the nearest door, single file.
- When outside, locate the students and guests from the salon area.
- Familiarize yourself with the evacuation route and the location of all emergency and regular exits.
- All exits are shown to students during the tour at orientation.

Violation of fire safety rules puts lives in jeopardy. Tampering with fire alarms or fire equipment can result in fines and possible incarceration according to Indiana state laws.

### **In case of serious accident or illness**

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure them that help is on the way.

### **Power Failure**

- Remain calm.
- Do not move.
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

## First Aid

A first aid kit is located in the dispensary in the salon area and also in the educator's office.

## Emergency Phone Numbers

Immediate Help (Fire, Police, Rescue Squad):	911
Madison County Sheriff:	765-642-0221
Anderson Police Department	765-648-6711
Anderson Fire Department:	765-648-6600
Poison Control Center	1-800-222-1222

## Crime Statistics

### Crime Statistics Procedure

Crime statistics are requested from the Chief of Police at the Anderson City Police Department annually by The Academy Director, Jean Rice. Crime statistics are updated by October 1<sup>st</sup> each year and are posted in the Catalog and Consumer Information on The Academy website, [www.tspaanderson.com](http://www.tspaanderson.com).

### Crime Statistics Report

In 2010, there were no reports of the following:

- Aggravated assault
- Arson
- Burglary
- Motor vehicle theft
- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Robbery
- Weapon law violation
- Drug abuse violations
- Liquor law violations.

### Copyright Infringement Policy

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing is prohibited and may subject students or staff to criminal liabilities. Copyright infringement is the act of violating any of a copyright owner's exclusive rights granted by the federal Copyright Act.

A student or staff member in violation of The Copyright Infringement Policy may be subject to criminal penalties resulting from prosecution. The legal penalties for copyright infringement include: infringer pays the actual dollar amount of damages and profits, the law provides a range from \$200 to \$150,000 for each

work infringed, the infringer pays for all attorneys fees and court costs, the Court can issue an injunction to stop the infringing acts, the Court can impound the illegal works, or the infringer can go to jail.

### **Computer Use**

The student is under the supervision of a licensed educator or an Academy staff member at all times while using the Academy computer.

Students do not have access to the following Academy computers:

- Admissions
- Financial Aid Office
- Owners

### **Refund Policy**

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in writing within three business days of the execution of this agreement, all monies paid herein, including the enrollment fee, shall be refunded by The Academy to the Student. This policy applies regardless of whether or not the student has actually started training.

If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the enrollment fee of \$200.

In the event the Student begins but does not complete the course, the Student is charged according to the Refund Policy. The Academy will receive or retain tuition as follows:

<b>Percentage of total program represented by hours scheduled</b>	<b>Maximum amount of total shall</b>
<b>tuition Academy receive or retain</b>	
0 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

If the Student has passed 50% of the scheduled course hours, no refund is due and all tuition is due.

If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee.

Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the Academy, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the Academy that he/she will not be returning. In said case, the withdrawal date will be the last day of recorded attendance at the Academy.

The Academy will comply with all Title IV Refund policy regulations. These calculations are separate from the institutional school refund policy and are regulated by the U.S. Department of Education. Any overpayment made to the

Academy with Title IV funds will be returned to the Department of Education within 45 days from the date the Academy determines the student withdrawn. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and enrollment fee.

If The Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.

If the course is cancelled after the Student's enrollment, The Academy shall provide a full refund of all monies or provide for completion of the course. The school reserves the right to reschedule, postpone, or cancel classes.

The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. Kits that are deemed unacceptable for re-issue may not be returned to the school for refund upon termination of enrollment.

Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

### **Return of Title IV Fund**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

- The "unearned" portion of the *institutional charges* will be returned by the *institution* to the appropriate Title IV program. The college will then bill the

- student for the amount of *institutional charges* that were returned in excess of the college's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

## **Refunds**

Refunds for financial aid recipients who **do not** receive Title IV aid will be issued in accordance with the School's Institutional refund policy as stated on the school's enrollment/registration form.

The school will return Title IV funds to the following Title IV programs from which the student received aid during the payment period as applicable, up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford loans.
- Subsidized Federal Stafford loans.
- Federal PLUS loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.

## **Pre-Enrollment and Consumer Information Cosmetology**

### **Completion, Licensure, and Placement Rates**

Below are the statistics about the students who enrolled in the cosmetology program at The Salon Professional Academy.

**This information is based on audit requirements of the reporting time frame of 1-1-2010 to 12-31-2010.**

Completion Rate: 87% or 51 of the 58 students in the cosmetology program scheduled to complete the program completed.

Placement Rate: 87%, or 41 of the 47 students who completed and were eligible for employment also reported finding jobs in the cosmetology industry.

Licensure Rate: 89%, or 44 of the 49 students who took the state board exam, passed the state board exam.

### **Compensation Expected**

Cosmetology graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits resulting in higher earnings.

### **Physical Demands of Cosmetology**

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

### **Safety Requirements of Cosmetology**

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### **Licensing Requirements for Cosmetology in Indiana**

Upon graduation, students are eligible to take the state written exam provided that all money owed by the student to the school has been paid.

To become licensed in cosmetology in Indiana, students must complete 1500 hours of approved training, graduate from an approved school, and pass the state board exams.

The exam covers cosmetology theory and Indiana law and rules related to cosmetology.

### **Instructor**

#### **Completion, Licensure, and Placement Rates**

Below are the statistics about the students who enrolled in the Instructor Training program at The Salon Professional Academy.

**This information is based on audit requirements of the reporting time frame of 1-1-2010 to 12-31-2010.**

Completion Rate: 60% or 3 of the 5 students in the instructor program scheduled to complete the program completed.

Placement Rate: 100%, or 3 of the 3 students who completed and were eligible for employment also reported finding jobs in the industry.

Licensure Rate: 100%, or 3 of the 3 students who took the state board exam, passed the state board exam.

#### **Compensation Expected**

Instructor graduates earn from \$20,000 to \$25,000 in salary in an entry-level position depending on the work schedule and the area population. An hourly rate or salary is commonly used to pay instructors. Many schools now offer benefits resulting in higher earnings.

#### **Physical Demands**

There are physical demands placed on the body in any career. In this industry, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

#### **Safety Requirements**

Safety suggestions with this profession would include wearing shoes that would

not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### **Licensing Requirements for Instructors in Indiana**

Upon graduation, students are eligible to take the state written exam provided that all money owed by the student to the school has been paid.

To become licensed in beauty culture instructor in Indiana, students must complete 1000 hours of approved training, graduate from an approved school, pass the state board exams, and have six months of work experience with their cosmetology, esthetics, or nail technology license.

### **Esthetics**

#### **Completion, Licensure, and Placement Rates**

Below are the statistics about the students who enrolled in the esthetics program at The Salon Professional Academy.

**This information is based on audit requirements of the reporting time frame of 1-1-2010 to 12-31-2010.**

Completion Rate: 100%, or 7 of the 7 students in the esthetics program scheduled to complete the program completed.

Placement Rate: 100%, or 7 of the 7 students who completed and were eligible for employment also reported finding jobs in the esthetics industry.

Licensure Rate: 100%, or 6 of the 6 students who took the state board exam, passed the state board exam.

### **Compensation Expected**

Esthetics graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months.

### **Physical Demands of Esthetics**

There are few physical demands in the area of esthetics. Some services will require standing for a length of time; it is suggested that you wear proper fitting, supportive shoes.

### **Safety Requirements of Esthetics**

Safety suggestions with this profession would include wearing shoes that would

not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each esthetician to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### **Licensing Requirements for Esthetics in Indiana**

Upon graduation, students are eligible to take the state written exam provided that all money owed by the student to the school has been paid.

To become licensed in esthetics in Indiana, students must complete 700 hours of approved training, graduate from an approved school, and pass the state board exams.

The exam covers esthetics theory and Indiana law and rules related to esthetics.

### **Nail Technology**

#### **Completion, Licensure, and Placement Rates**

Below are the statistics about the students who enrolled in the nail technology program at The Salon Professional Academy.

**This information is based on audit requirements of the reporting time frame of 1-1-2010 to 12-31-2010.**

Completion Rate: 100%, or 9 of the 9 students in the nail technology program scheduled to complete the program completed.

Placement Rate: 87%, or 7 of the 8 students who completed and were eligible for employment also reported finding jobs in the nail technology industry.

Licensure Rate: 100%, or 7 of the 7 students who took the state board exam, passed the state board exam.

### **Compensation Expected**

Nail Technology graduates earn from \$18,000 to \$22,000 in salary plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay nail technologists resulting in much higher pay after an introductory period of several months.

### **Physical Demands of Nail Technology**

There are physical demands placed on the body in any career. In nail technology, care must be taken to protect your wrists, hands, and fingers. Regular excises and stretches will help strengthen and prevent problems. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

## **Safety Requirements of Nail Technology**

Safety requirements associated with this profession would include keeping the chemicals away from your eyes as well as the clients. If a product should happen to get in to your or your clients eyes, flush with water and call a physician immediately. Also refer to the MSDS sheets for the product you are using. Keep small children away from the nail table at all times. A mask may be worn during the filing of artificial nails to aid in keeping dust particles from being inhaled.

## **Licensing Requirements for Nail Technology in Indiana**

Upon graduation, students are eligible to take the state written exam provided that all money owed by the student to the school has been paid.

To become licensed in nail technology in Indiana, students must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams.

The exam covers nail technology theory and Indiana law and rules related to nail technology.

## **Satisfactory Academic Progress Policy Appendix**

### **Satisfactory Progress Policy**

This report notifies the students of any evaluation that may impact the student's eligibility for Title IV aid.

### **Determination of Progress**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress until the next scheduled evaluation. FAA office evaluates SAP daily using SMART. Student will be informed by FAA office and will initial SAP checklist log at the scheduled intervals. Access to SAP information is available to students daily by request.

### **Warning**

When a student is placed on warning status, they are given a warning notification and it is placed in their file.

### **Probation**

The Academy may allow for the status of probation if it is determined that SAP standards can be met by the end of the subsequent evaluation period.

### **Appeal Procedure**

The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation including what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal.

All documentation regarding the appeal is kept in the students' file.

### **Transfers**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.