ACADEMY OF
SALON and SPA

School Catalog

311 S. 16th Street
Fort Smith, AR 72901
Phone 479-782-5059
Fax 479-782-0568

www.academysalonspa.com

Licensed by the: Arkansas Department of Health – Cosmetology Section

Accredited by the: National Accrediting Commission of Career Arts and Sciences, Inc.

Catalog Effective Dates: July 1, 2026, to June 30, 2027

Publication Date: August 1, 2011

R-6/2026b on 6/5/2027

Student Signature _____ Date _____

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- Mission Statement -

Academy of Salon and Spa is dedicated to educating young professionals with the fundamental knowledge to meet the present and future demands of the cosmetology industry. The vision of Academy of Salon and Spa is to ensure the development of competent, responsible, motivated individuals who receive a diploma and license in cosmetology related programs while in pursuit of a career in the beauty industry. We stand behind the ever-changing industry to train our students to meet all the requirements of the salon and spa environment for the entrepreneurs of tomorrow.

- History of Academy of Salon and Spa -

Academy of Salon and Spa was established and licensed as Mellie's Beauty College on May 13, 1955, and has served the City of Fort Smith and the surrounding area training in the field of cosmetology. Mellie's Beauty College was founded by Mellie Wright in 1955, continuing in the Wright family until June 30, 2006, when it was purchased by Alan and Patricia "Trish" Anderson. Trish Anderson received her cosmetology license in 1975. She received her instructor license in 1978 and has been in the cosmetology industry as an instructor and salon owner for over 40 years. We changed our image and name to Academy of Salon and Spa as of January 1, 2009. The Academy of Salon and Spa may, in approved instances, use the alternate name of Academy of Salon & Spa.

- Licensure & Accreditation -

Licensed by the: Arkansas Department of Health – Cosmetology Section
Accredited by the: National Accrediting Commission of Career Arts and Sciences, Inc.

Details of Licensure

The stockholders of the corporation (Mellie's Inc.) are Alan and Patricia Anderson. Patricia "Trish" Anderson is the Director/Administrator of the campus. Academy of Salon and Spa is licensed by the Arkansas Department of Health – Cosmetology Section located at 4815 W. Markham, Slot 8, Little Rock, Arkansas 72205. The telephone number is 501-682-2168. The Academy of Salon and Spa is governed, in part, by this State Licensing Agency.

Details of Accreditations

This campus of Academy of Salon and Spa is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., 3015 Colvin Street, Alexandria, Virginia 22314. The telephone number is 703-600-7600.

We at Academy of Salon and Spa take great pride to also be determined eligible by the United States Department of Education to participate in Title IV financial aid programs (Federal Student Aid). Contact information for the Department of Education: Department of Education, Office of the Ombudsman, Student Financial Assistance, U.S. Department of Education, Room 3012, ROB #3, 7th and D Streets, SW, Washington, D.C. 20202. Email: http://sfahelp.ed.gov or http://ombudsman.ed.gov

Certification Review

Applicable license and certifications may be reviewed at the campus during regular business hours. The campus administrator or designer may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution enrollment or available financial aid programs.

Professional Affiliations:

Academy of Salon and Spa is a member of the American Association of Cosmetology Schools.

- Facilities -

Contact Information

Academy of Salon and Spa is a subsidiary of Mellie's Inc. Fort Smith Campus facilities for Mellie's Inc. are located at 311 South 16th Street, Fort Smith, Arkansas 72901. The telephone number is 479-782-5059.

Facility Descriptions

Our Fort Smith Campus consists of the following: clinic area, classrooms, library, instructor's offices, administration offices, director's office, supply rooms, break room, dispensaries, and restrooms. Our campus buildings are over 12,000 square feet. The clinic is furnished with equipment for practical training in cosmetology, aesthetics, and instructors. The campus provides classrooms for both theory and practical classes. During training, each student is provided with tables, chairs, and rolling cabinets with locks. Visual aids are used in theory and practical classrooms. The library provides books, video tapes, DVDs, and internet access for research. The school is air conditioned with available off-street parking.

- Admissions, Enrollment, Re-Entry & Transfers -

Admissions

Entrance Requirements

Each student enrolling, regardless of program/course, is required to present proof of completion high school or its equivalent.
Each student must be 18 years of age or older.
Each student must have a valid state or federal issued photo ID.
The school does not enroll in Ability to Benefit students.

Physical Demands - Be Aware of These Facts

In addition, applicants and students should be aware that during this enrollment and/or entering the career field:

- The work can be arduous and physically demanding because of long hours of standing.
- There will be exposure to chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include salary, salary plus commission, commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon).

Student Status

As a student, you acknowledge that you are not and will not be considered an employee of the Academy of Salon and Spa. You will receive no monetary compensation for duties performed as a student.

Non-Discrimination and Section 504/ADA Policy

The school does not discriminate in admission or access to our program based on age, race, color, sex, disability, sexual orientation, religion, or ethnic origin.

Educational Accommodations

Accommodation may be available. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are people with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, must meet all standard admission requirements. The school will work with the applicant or student to determine whether any request for reasonable accommodation can be effective and/or are available.

If a student or prospective student would like to request academic adjustment or auxiliary aid they should contact the Director at any time.

Any qualified individual requesting accommodation or auxiliary aid, or service, should follow this procedure:

1) Notify the School's Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. All requests must be written; no verbal requests will be considered.

2) The Director will respond within two weeks of receiving the request.

3) If you would like to appeal the decision regarding your request, please contact Trish Anderson at (479) 782-5059 with all the previously requested information. Appeals must be submitted within one week of the date of the Director's response.

Veterans Training

Academy of Salon and Spa programs of study are approved for veterans and dependents training.

In accordance with Title 38 US Code 3679©, this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitations & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not: Prevent the student's enrollment; Assess a late penalty fee to the students; Require the student to secure alternative or additional funding; Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill."

However, to qualify for this provision, such students may be required to: Produce the VA Certification of Eligibility (COE) by the first day of class; Provide a written request to be certified; Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Pre-Enrollment Homework (you can email, mail, or bring to the school)

Write a letter of intent explaining why you want a career in Cosmetology or Aesthetics (write 3 paragraphs – tell us: anticipated class start date, why you would be a good candidate for Academy of Salon and Spa, what is your area of focus, your plan for employment, childcare, housing, tuition, and any challenges you foresee while you are attending Academy of salon and Spa. We ask that you also obtain 1 Letter of Recommendation from a teacher, employer, etc.

Enrollment Procedures

In addition to meeting the school's Entrance Requirements, prior to starting classes, students must:

- Provide a photo ID (state or federal issued photo ID or driver's license)
- High School Diploma or GED
  NOTE: You must provide evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Instructor Students must provide proof of being currently licensed in their field
- Submit a $170 cash, check or money order to Academy of Salon and Spa for the $100.00 non-refundable application fee and $70.00 registration fee that includes the State of Arkansas student permit fee.

Currently Enrolled Students

Academy of Salon and Spa does not solicit or enroll students who are currently enrolled at another institution. It is our policy to refer the students back to their current school to attempt to resolve any issues they may have. See Transfer Student Policy.

Re-Entry Students

Former students at the school who wish to re-enter must request approval in writing from the Director/Assistant Director. The request must outline the reason(s) for the initial withdrawal and discuss the changes in the student's circumstances that will enable the student to complete the program without further interruption should the request be approved. All documentation to support a positive change of circumstances the requesting party wishes to have considered should accompany the request. The request will be reviewed, and a decision will be made within 30 days of the receipt request.

Students who re-enter within six (6) months of the original official withdrawal date may be re-admitted, and their prior completed hours honored. All re-entering students are required to submit another registration and permit fee as stated above.

Students who re-enter more than six (6) months after the original last date of attendance may also be re-admitted with all prior completed hours honored, however they may be evaluated, in the same manner as a transfer student, to determine their current level of academic knowledge. Re-entry students admitted after six (6) months will be required to return to phase one for a period to be determined by the Director based on the evaluation.

Enrollment Agreement

Enrollment period will be calculated based on scheduled hours remaining on the date of re-entry.

Tuition/Fees

Tuition rates in effect at the time of re-entry will apply to all re-entry students. Re-entry students who do not have their complete kit and supplies, and who do not have current textbooks shall be required to purchase a new kit/text as if enrolling as a new student. Satisfactory arrangements for payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry.

Satisfactory Progress Determination

Students re-entering shall return in the same Satisfactory Progress status as when they left. Attendance percentages will be based on cumulative rates for all enrollment periods.

Additional Withdrawal

Students who withdraw from enrollment two times may not be considered for re-enrollment a third time.

Financial Assistance Note

Re-entry students may be required to submit additional applications and documentation to determine eligibility for financial assistance. Former students at the school who wish to re-enter must request approval from the school administrator in writing. The request will be reviewed, and a decision will be made within 30 days of the request.

Transfer Students

Academic Policy for Transfer of Credits

Academy of Salon and Spa may accept coursework completed at outside institutions for transfer credit. Students who wish to seek approval of transfer credits (Prior Credit) must do so at the time of application for enrollment. Only hours certified by a State Agency will be accepted. Coursework must coincide with the number of hours certified by a state agency with a certified transcript mailed to the school by that institution.

Students should assume that credits earned at this institution will not be transferred to another institution.

Academic Evaluation:

A transfer applicant will be required to take a mock state board written exam to determine the applicant's knowledge of the program content. The maximum total hours/credits considered toward transfer will be based on the average score of the mock written. The school retains the right to accept less at the request of the transferring student and/or because of the interview and transcript review, or to meet the minimum requirements of this policy. Regardless of the outcome of the exams, all transfer students will enter the school's Phase One class.

Requirements

Transfer students are required to complete a minimum of 300 clock hours at Academy of Salon and Spa. In addition, such students must meet all regular entrance and registration requirements.

Tuition
If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus the applicable application fee and permit fee.

Qualifications for Kits
See the Financial Information & Payment Options section.

- Financial Information & Payment Options -

Tuition, Fees, Kits, and Other Charges:

Tuition and Fees
There is a Tuition charge for each course offered at the school (Cosmetology, Aesthetics, and Instructor). In addition, a registration fee is charged. Specific costs for each course offered can be found on Addendum A in the back of this Catalog.

Lab, Supplies & Learning Materials Fee
Each Student will receive and be assessed for a charge for the Lab, Supplies & Learning Materials to accompanies the course. The Lab, Supplies & Learning Materials contains the necessary tools, implements, and supplies to successfully participate in the student salon and practical assignment during your course of study and the State Licensing Examination. Students are required to maintain all tools in a clean and safe manner in accordance with state laws, rules, and regulations. Students are responsible for having an electronic device to use during school for the digital book to be downloaded too. This is a one-time charge for students and is non-refundable.

Schedule Change: Schedule changes will be charged at the rate of $100 each to cover the administration costs associated with the change.

Timely Completion of Course – Additional Tuition Charges
Hours missed during a student period of enrollment are subject to charges per the school's "Additional Tuition Charge Policy." Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the scheduled enrollment period as outlined in the enrollment agreement or as amended on an enrollment agreement addendum (if applicable), any remaining actual hours needed to complete the training will be billed at the rate of $11.50 per hour.
Estimated Charges: Additional Tuition Charges shall be estimated based on $11.50 per additional clock hour needed to complete the course during the scheduled payment period of enrollment. Period Evaluations show the difference between actual and scheduled hours which determines the Additional Tuition Estimate. This Additional Tuition Estimate will be shared with the students during regular advising and evaluation sessions. Charges shall be applied to the student's ledger as an official charge. Charges are due and payable prior to the student starting the next scheduled payment period of enrollment or, in the case of the student's last scheduled period of enrollment, prior to course completion/graduation. Attendance for the next period of enrollment may be withheld pending payment or arrangement of payment. Certification of hours will not be released if a ledger balance remains after the student has otherwise completed the program.

Claims for Credit: There is no tuition adjustment or credit made in cases where Additional Tuition Charges are not assessed. There is no cash value to this policy, and thus charges are not subject to refund or credit. If a student withdrawal or is withdrawn from a course, any monies paid toward additional tuition charges will be calculated and applied toward balances due to the Department of Education (if Title IV applicable) or the school. If no balance is due, any access monies shall be refunded back to the student. Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

Verification of Student Identity: There are no projected additional student charges associated with the verification of student identity as this institution, and the State of Arkansas requires a valid photo ID for enrollment. There is no distance-learning offered, thus no need for identity verification for distance-learning sessions of instruction.

Payment Options

Tuition Payment Policy

Students are required to make timely payments of all tuition (including additional tuition charges) and fees as outlined in the enrollment agreement. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. All loan balances and/or balances due to the Academy must be paid in accordance with the terms of the promissory note and/or enrollment agreement. Failure to clear financial obligations may result in damage to your credit, default, transcript hold and/or re-enrollment/transfer hold or other. Payment is due in the 1st week of school and by the 5th of each month thereafter. **A student must fulfill all financial obligations to the school before "Certified Hours" will be released to the Arkansas Department of Health – Cosmetology Section**.

Possible Payment Sources

Payments may be paid by cash, check, or money order, credit/debit card (fee may apply), or through financial aid, which is defined as assistance that the student has applied for been or will be awarded and remains eligible from Federal, State, or Institutional assistance programs and/or other scholarships, grants or loan programs as may be applicable.

Other Assistance

Other forms of assistance may be available to qualified applicants from the Veteran's Administration, Department of Workforce Services, etc. Contact the campus administration office for more information regarding financial assistance.

In-House Scholarships

We do not currently offer in-house scholarships.

Federal Financial Aid (Title IV)

The school is a participating school in the U.S. Department of Education's Title IV programs. For the school to disburse funds for or on behalf of the student, the individual student's eligibility must be determined. In addition, the student who participates in the Title IV funding programs (as qualified) must maintain all on-going eligibility requirements according to the applicable regulations and policies. Financial aid consists of two types of aid: grants and loans.
Grants are financial aid that does not have to be re-paid (unless, for example, you withdraw from school and owe a refund or overpayment).

Loans allow you to borrow money for your education which must be paid back (*with interest*) to the Federal Government. Each type of aid has specific eligibility requirements. If qualified, a student may be eligible for more than one type of aid.

Applying for Financial Aid

Prospective students may complete the Free Application for Federal Student Aid (FAFSA) online at www.FederalStudentAid.ed.gov with the School Code 010741. Current students may periodically need to update application materials or eligibility documentation. Students and/or parents of dependent undergraduate students, who can demonstrate that he/she meets the qualifications, will be considered for the following financial aid program listed below.

Federal Financial Aid Eligibility

To qualify for financial aid programs, Federal aid programs, Federal and State regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- Be a United States citizen, national or eligible non-citizen.
- Maintain Satisfactory Academic Progress.
- Demonstrate a financial need. (*Budget required if borrowing above the cost above attendance*)
- Be registered with selective service, if required.

- Not be in default on any educational loan and do not owe a refund on an educational grant.

To remain eligible for Federal Funds, students that are on Federal Financial Aid must complete their program within a specified time frame and adhere to the Satisfactory Academic Progress policy stated earlier in the catalog.

How Federal Funds Are Applied

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education-related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 clock hours. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such requests in writing. There will be a $100.00 fee for students who request a change in their approved award.

Title IV Fund Program Information

Funding Program	Pell Grant	Federal Direct Subsidized Loan	Federal Direct Un-Subsidized Loan	Federal Direct Parent Loan (PLUS)
Description	Grant: Does not have to be repaid	Loan: Must be re-paid	Loan: Must be re-paid	Loan: Must be re-paid
Eligibility	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate Need Based	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students Need Based	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students Need Based	U.S. Citizen or permanent resident. For Parents of Full-time or Part-time undergraduate No collateral requirements Credit Based
Amount	Maximum $7,395	Maximum Year 1: $3500 Year 2: $4500	Maximum Year 1: $6000 Year 2: $6000	Year 1: up to the total cost of education less other aid received
Interest Rate	NONE	Varies Annually	Varies Annually	Varies Annually
Repayment Term	NONE	Varies Annually	Varies Annually	Varies Annually
Minimum Repayment	NONE	$600 per year ($50 per month)	$600 per year ($50 per month)	$600 per year ($50 per month)
Interest Subsidy	NONE	Students pay no Interest while in school	NONE	NONE
Repayment Begins	N/A	Following 6-month grace period after going less than ½ time	Following 6-month grace period after going less than ½ time	Once the loan is fully disbursed (paid out)
Total Origination and Insurance Fees	N/A	6.52%	8.07%	9.07%

Federal Direct Loan Program

William D. Ford Federal Family Education Loan Program (FFELP): Can allow any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half-time basis in an eligible program at an eligible institution may apply for a Federal Direct Student Loan / FFELP. The borrower's repayment begins six months after the student graduates, withdraws or drops below half-time enrollment status. Students who do not qualify for interest subsidies under the William D. Ford Federal Direct Loan Program / FFELP or who qualify only for partial annual loan limits and need additional assistance may apply for an UNSUBSIDIZED Direct Stafford Student Loan. The school may certify Direct/ FFELP loans (subsidized or unsubsidized) to be delivered to the student for costs other than tuition and fees.

Loans through the Direct Loan Program or the Federal Family Education Loan Programs, if applicable, must be paid back according to the terms and conditions of the borrower's promissory note.

-School Hours and Closings-

Hours of Operation

Hours of operation are Monday through Friday 8:30 a.m. to 3:00 p.m. regardless of course/program.

Class Schedules

All students regardless of course/program are enrolled full time. The available schedule for classes is Monday through Friday 8:30 a.m. to 3:00 p.m.

Classes are scheduled on the campus daily during hours of operation.

Start Schedules

New Aesthetics classes start every 4 weeks on a Monday. New Cosmetology classes start every 4 weeks on Monday. Contact Admissions for exact dates. Some start dates may vary due to class size or other needs of the institution.

Holidays/Planned Closures

Observed Holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day. All holidays and other scheduled days off are not considered scheduled for the purposes of establishing the enrollment period end date (scheduled graduation date).

Inclement Weather

School closures due to weather may be announced on most local TV, radio stations, websites and/or other means of social media. The school will send out notifications via the school's student management system.

Closure Impact on Scheduled Hours

In the event the school has unscheduled closures which equal or exceed a total of 5 school days during a student's period of enrollment, the scheduled graduation date for the student shall be adjusted accordingly.

Scheduled hours for the purpose of attendance percentages, satisfactory academic progress determination, maximum timeframe and/or overtime charges as may apply, will be adjusted for each day that has been unscheduled due to closure.

- Attendance -

Attendance, Tardiness & Absences

All programs are measured in clock hours. All students in all programs are enrolled full-time and are scheduled to attend as per their Enrollment Agreement. Academy of Salon and Spa educational hours are Monday through Friday 8:30am to 3:00pm. This schedule may be modified periodically (as announced or posted), due to in-service training, special events, or other events.

All Students Must:

- Clock in and out to accurately reflect hours of attendance. No student may clock in or out for others.
- Clock out prior to leaving the campus.
- Attend all education hours according to the assigned schedule including theory classes, even if all required tests have been passed.
- Comply with scheduled breaks or lunch. Time of the lunch break will depend on the class schedule and/or student salon/spa services assigned. All changes must be approved by your instructor.
- Any student attending school for more than (4) hours must clock out for a lunch break.
- Each student is required to inform the Front Desk and to clock in/out when departing and returning from lunch or leaving early.
- Arrive for classes on time and attend Theory each day as may be scheduled.

Tardy Policy - If you do not clock in and are seated by the time your scheduled theory starts (8:30am), you will not be allowed to enter the classroom until such time there is a break in the instruction, and the door is open for you to enter. Students who are excessively late must check in with an administrator or instructor when clocking in. In this case, the student is required to report to the assigned instructor to receive and complete an independent study assignment. **Students arriving after 9:30am will not be allowed to clock in or attend school that day.** Tardiness will cause an adverse effect on scheduled vs actual hours attended, resulting in "additional tuition costs" (see page 8).

- Must call in (**Call in Policy**) If he/she will be absent or tardy. Students must call the school and speak to a staff member prior to the scheduled start time so the student's instructor can be properly notified, and proper arraignments can be made for classes or guest services, which the student may have been assigned. Failure to call in advance of absenteeism (No Call/No Show) may result in disciplinary action including warning, suspension, attendance hold and/or termination.

Required Call in Phone Numbers is: 479-782-5059

- Clock in (Clock in Procedures) for the day, clock out for lunch, clock in from lunch and clock out at the end of the day or if leaving the campus for any reason. The Time clock will default to 8:300am for all early punches.
- Obtain permission from the Director/Assistant Director/Designee to leave the campus for any reason other than lunch or closing. If a student is leaving school early, they must inform their assigned instructor and the front desk after permission is given.
- Be always involved in curriculum-related activities while clocked in. When assigned to the student salon, the student should be working on a mannequin, assignment or client always.
- Attend total number of clock hours within his/her required course prior to graduating.

Excused Absence

There are no "Excused Absences" allowed since all hours and academic requirements are required and must be made up in accordance with the attendance, make up and graduation policies of the Academy of Salon and Spa. Students are required to make up all missed or failed exams with a passing grade to complete the course by checking with instructors or designated staff members for assignments and testing. A passing makeup grade will be recorded as a minimum passing grade of 70%.

Not to be confused with the above policy, documentation may at times be referred to as an “excuse” from a doctor or agency that provides the document to the student as proof of activity. Students may be required to provide documentation to the Academy of Salon and Spa as part of an appeal or to allow for re-admittance into a class or program.

Days or hours missed during a student’s period of enrollment are subject to charges per the school's "Additional Tuition Charge Policy" unless covered by the terms of the school’s Leave of Absence Policy or other applicable policies herein.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the students’ reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student later; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days designated in the leave document or used by the student. No additional charges will be assessed because of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn, and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student payment period is suspended during the LOA, and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student’s return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student’s failure to return from a leave may have on the student’s loan repayment terms, including the expiration of the student’s grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

- Student Progress Evaluation & Graduation Requirements-

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy of Salon and Spa. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education and VA.

Evaluation PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology (1,500 Actual Clocked Hours)
- 1st Evaluation Period Ends: 450 Actual Hours and 15 Weeks
- 2nd Evaluation Period Ends: 900 Actual Hours and 30 Weeks
- 3rd Evaluation Period Ends: 1200 Actual Hours and 40 Weeks

Aesthetics (600 Actual Clocked Hours)
- 1st Evaluation Period Ends: 300 Actual Clock Hours and 10 Weeks

Instructor (600 Actual Clocked Hours)
- 1st Evaluation Period Ends: 300 Actual Clock Hours and 10 Weeks

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Academic Year

The academic year of each course or program offered by this institution is the amount of academic work students enrolled in a course or program must complete each year, and the number of academic weeks in which they are expected to complete it. The Academic Year for this institution is 900 hours / 30 Weeks.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. This institution is required to notify all students of each evaluation. This notification will be advised in written form.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 142% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	**MAXIMUM TIME ALLOWED**	
	WEEKS	**SCHEDULED HOURS**
Cosmetology: 30 hrs./wk. – 1500 Hours	71	2130
Aesthetics & Instructor: 30 hrs./wk. – 600 Hours	28	852

The maximum time allowed for transferring students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who exceed the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a "cash pay" basis in a manner consistent with the re-enrollment provisions of the school admissions policy.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least one comprehensive practical skills evaluation will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students are encouraged to make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

70 – Above	SATISFACTORY
BELOW 70	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding or VA Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds or VA funds if applicable.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the subsequent evaluation period may be placed on probation. OR the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress requirements by a specific point within the maximum timeframe established for the individual student. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds or VA funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid or VA funds as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance

percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal to the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed the students' situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Graduation Requirements

All students must meet the following requirements in the applicable course of study to qualify for graduation:

- Complete all course hours required by the State Regulating Agency as outlined in the school catalog.
- Complete all written and practical requirements with a cumulative grade average of 70%
- Complete a final written examination with a passing minimum score of 70%.
- Complete a final practical examination with a passing minimum score of 75% (State Minimum)
- Complete the course with a satisfactory attendance average of 70%.
- Complete all course work within 142% of the length of time (maximum time) of the student's program of study.

Upon successful course completion and satisfying all requirements, a diploma or certificate for the applicable course of study will be awarded to the student. There are two types of diplomas and one certificate offered by the Academy of Salon and Spa. Each graduate/course completer will be awarded a diploma or certificate upon course completion.

All students must meet the following requirements in the applicable course of study to qualify for graduation or certification and to be awarded the:

"Honor's Diploma"

- Complete all course hours required per the student's "Enrollment Agreement" meeting the "Arkansas Department of Health – Cosmetology Section" requirements as outlined in the school catalog.
- Complete all written and practical requirements including the final written and practical examination with a minimum cumulative "Grade Average" of 97% or greater.
- Complete the course with a cumulative attendance average of 97% or greater with no LOA's.

"Diploma"

- Complete all course hours required per the student's "Enrollment Agreement" meeting the "Arkansas Department of Health – Cosmetology Section" requirements as outlined in the school's catalog.
- Complete all written and practical requirements with a cumulative grade average of 70% or better.
- Complete a final written examination with a minimum passing score of 70%.
- Complete a final practical examination with a minimum passing score of 75% (State Minimum)
- Complete the course with a cumulative attendance average of 70%.
- Complete all course work within the maximum timeframe (142%) for the course of study as required per the student's enrollment agreement and

After Graduation or Course Completion - Licensure

Requirements for Licensing Examination

The Arkansas Department of Health – Cosmetology Section requires the following before admitting students to test for a license:

- Complete a minimum 80% of course hours along with all chapter and phase tests to apply for early testing
- Be approved by the school of cosmetology for testing *(some students may qualify for early testing prior to graduation)*
- Pay the examination fee to take any examination

Upon successful completion of the State Licensing examination and course completion from a school of cosmetology by meeting the enrollment agreement requirements, the student is eligible for licensing.

There is currently no fee for the State Practical Exam as it is administered at the school. There is a $78.00 fee for the written examination payable to the State authorized testing agency. The cost of all examinations is to be paid for by the student. State Licensing examination fees are subject to change without notice.

Annual Report Completion Rates:

Completion rates as compiled from the most recent NACCAS Annual Report (2024 submitted in November 2025) are:

Overall Graduation Rate – 68.12% Placement Rate – 77.50% Licensure Rate – 97.50%
Cosmetology Graduation Rate – 39.39%, Placement Rate – 90.91%, Licensure Rate – 90.91%
Aesthetics Graduation Rate – 94.29%, Placement Rate – 71.43%, Licensure Rate – 100%
Instructor Graduation Rate – 75.0%, Placement Rate – 100%

-Student Services -

Academic Counseling/Advising, Placement, Access to Files & Other

Counseling/Advisement Services

Students will have the ability to access their attendance and grades via Student Mobile App. The school will also be able to counsel and or advise students regarding attendance or grading in the event of falling behind. Other advisement regarding licensing regulations, reciprocity, employment and continuing education opportunities are available to students as needed and/or upon request.

The school does not employ a counselor. In the event a student needs counseling or advisement regarding non-academic issues, the administration office has a list of agencies. The presence of this list does not imply that the providers on the list are in any way approved or recommended by the school. The school has no relationship or responsibility regarding the agencies a student may choose to utilize. Additional providers may be contacted by searching on-line or by consulting the local telephone directory.

Progress Evaluations

Regular progress evaluations include advisement regarding the student's progress in attendance, theory, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified as plans for needed improvement are discussed. In addition, students will be evaluated for Satisfactory Academic Progress as outlined in the schools' Satisfactory Academic Progress Policy.

Housing

The school does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Employment Placement Assistance

The school cannot guarantee employment for graduates; however, assistance in finding suitable employment is provided by an online search of local listings provided by area salons and spas. Students also receive training in how to seek employment which includes how to write a resume, complete an employment application, and prepare for an effective interview. As part of their training, each course curriculum will cover the skills needed for resume writing and professionalism. Guest speakers are invited to speak to the student body about job opportunities throughout the course of study.

Voter Registration

If you are not a registered voter and would like to be, you can register at:

Arkansas: www.sos.state.ar.us/election/message.htm.

Oklahoma: www.ok.gov/elections/Voter_Registration

Our campus is equipped with Student computers if you choose to register online.

Finances and Financial Assistance

It is the policy of the Academy of Salon and Spa to encourage all students to minimize excessive borrowing or spending. To that end, the school provides most of the supplies and materials needed to complete the course, teaches students the proper care for kit supplies in effort to minimize replacement costs borne by the student, and advises students regarding borrower rights and responsibilities related to student loans. Such advice includes a recommendation to all students not to borrow beyond direct educational expenses.

Reference Materials/Library

The school has a supply of reference books, magazines, videos, and other materials to support students in their educational pursuits. Materials may be used on campus during all school hours. Should a student wish to utilize any of the materials off campus or for an extended period, he/she may check out the item by contacting the lead instructor.

Access to Files - Privacy and File Access Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 DFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A complete copy of the Privacy and File Access policy is available upon request.

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records
- required written consent from the student (or parent or guardian if the student is a dependent minor) for release of records in response to each third party request unless otherwise requested
- the school does not publish "directory information" about
- Provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, by NACCAS or in response to a directive of the Commission.

The school guarantees the rights of students and their parents or guardians. If the student is a dependent minor, the right to have access to their cumulative records. If requested, the school will also provide proper supervision and interpretation of the students' records when they are being reviewed.

When Records May Be Reviewed

Access to records must be arranged and previously requested in writing. Records will be provided for review within 7 days of the date of the request. A staff member must be present while the records are being reviewed. Cumulative education records are maintained for a minimum of 5 years after graduation or termination.

Outside Review

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the Academy of Salon and Spa.

Addendum for Independent Study

Per Title 38, CFR 21.4267, Independent Study (online training), students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified by the Academy Salon and Spa.

Complaint and Grievance Policy

Students are encouraged to appropriately communicate any concerns to members of the school faculty and/or administration. This procedure will help facilitate the resolution process by placing formal complaints into a framework in which they may be resolved. All student complaints submitted in writing shall be handled in the following manner:

STEP ONE – Contact School Personnel

1. Students are to present in writing complaints relating to any aspect of the education programs, facilities, or other services provided by this school, or relating to any action or alleged misrepresentation by an employee or a representative of this school to the Director/Assistant Director.

2. Upon receipt of such a complaint, the administration shall review the circumstances, attempt to determine the cause of concern, as well as a possible resolution to the complaint by engaging in discussion or other activities relevant to the complaint. The administration shall prepare a summary of findings and review the findings with the complainant.

3. The administration shall have a written response to the student within five working days of receipt of the complaint, including any agreed or proposed resolution of the student's complaint and take appropriate steps to ensure that the agreed upon action is taken.

4. The school shall maintain a file of all complaints made under this procedure including copies of the written complaint, the written response or the school and the summary of the informal conference. The information will be used to evaluate the institution's effectiveness and outcomes.

STEP TWO – Appeal if needed

1. If the complaint has not been resolved by the school to the satisfaction of the student, the student may refer their complaint to the Arkansas Department of Health – Cosmetology Section, 4815 W. Markham Slot 8, Little Rock, AR, 72205, phone 501-682-2168.

2. If the complaint has not been resolved by the school to the satisfaction of the students, the complaint may be referred to NACCAS, 3015 Colvin Street, Alexandria, VA, 22314.

These procedures are included in the student orientation to ensure that all students know the steps to follow should they register a complaint at any time.

-Rules and Regulations & Standards of Conduct-

Safety, Crime Awareness, & Harassment

OSHA Compliance

The United States Department of Labor of Occupational Safety and Health Administration require the school to advise its students of the chemicals used in cosmetology and related training. During their training, the student will learn about the importance of safety in the workplace 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. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

Crime Awareness and Campus Security /Drug Free Schools

The U.S. Department of Education Requires All Schools to Disclose the Following Information:

Crime Awareness and Drug Abuse Policy Report

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

Crime Awareness/Prevention Information

Students and/or staff should report any crime activities that occur at the Academy of Salon and Spa to the Director/Assistant Director such as murder, rape, robbery, aggravated assault, burglary, motor vehicle theft and/or vandalism.

Local police are available to aid students at the Academy of Salon and Spa. The Director/Assistant Director and other Academy officials have the responsibility to assist any student in reporting campus crimes.

A school official will be present at all off-campus activities sponsored by the Academy of Salon and Spa. Students and/or staff should report any criminal activity occurring during off-campus activities to this school official. The school official will then aid any student in reporting the criminal activity to the local police. The school official will also document and report the incident to the school Director/Assistant Director. In addition, a daily log is maintained on any crimes reported to law enforcement agencies as applicable.

Campus security procedures will be fully described to all students and employees at orientation and periodically thereafter. At least annually students and employees of the Academy of Salon and Spa will receive an update of the most current crime statistics report as well as a review of the procedures, during a student meeting and/or staff/faculty meeting as appropriate.

Drug Free Campus

Information about drug and alcohol abuse education programs is available from the school Director/Assistant Director, as required by the “Drug Free Campus Act.” This act forbids the possession, use, or sale of alcoholic beverages or illegal drugs on campus by any student, faculty, or staff member. The school has certified the Department of Education that it operates on a drug free campus.

The school fully supports the prevention of drug and alcohol abuse. Upon enrollment, students are provided with an informative pamphlet, which outlines the hazards of drug abuse. Drug Abuse is always prohibited by students and employees on the campus or as part of any of its activities. Drug Abuse Defined: “The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."

The institution prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws and state and federal drug laws. The Drug Free Awareness Program includes providing a copy of the "Who Cares If I Do or Don't” and a copy of this report. Hotline numbers and other Off Campus Resources are posted in the student break room and other areas throughout the campus and/or are available upon request. As a condition of employment, employees shall notify the

institution of any criminal drug statute conviction for a violation which occurred in the workplace or at a related activity no later than five days after such conviction.

There is no on-campus drug or alcohol counseling, treatment, or rehabilitation program available.

Off-campus Services for Drug Abuse Information and Treatment, Crisis Intervention, Counseling and Mental Health include:

National Institute of Drug Abuse Hotline: 1-800-656-4673

Suicide and Crisis Lifeline: 988

Penalties to be imposed on students and employees for drug

- Notification of the abuse to the proper authorities
- Notification of the US Department of Education will take place within 30 days of an employee or students' involvement in any criminal drug statute violation conviction which occurs on campus/workplace
- Expulsion or termination will be considered based on the circumstances surrounding the violation.

Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information.

Campus Definition/Locations Cover Under These Policies

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located at 311 South 16th Street, Ft. Smith, Arkansas. There are no buildings or properties owned or controlled by the school's student organizations recognized by the institution. There are no off-campus housing facilities.

Campus Access

No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off-campus activities or events sponsored by the school are supervised by campus employees. Thus, the Academy of Salon and Spa will monitor and report any criminal activity at such events to local law enforcement authorities should it occur.

Annual Report

This policy and the Annual Crime Report(s) are disseminated annually in September (but must be disseminated by October 1 annually) to all current and prospective students and employees at the specified campus and/or as employee may periodically be assigned. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.

Security Officials

Academy of Salon and Spa does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individual has the authority to make arrests. Local police will be enlisted to support the requirements herein.

Reporting Responsibilities

All individuals are encouraged and requested to report immediately; any known criminal offense, or other emergency occurring on campus, to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

Timely Warning Requirement

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees. Warning will be made via announcement, text and/or via telephone as appropriate and as may result is best possible and most timely warning/notice.

Additionally, the school administration will provide timely warning to the local community in the event a crime or incident at the campus may impact community members adversely. Procedures related to timely warning are outlined in the Emergency Response and Evacuation Plan.

Personal Responsibilities Regarding Prevention

All students and employees are encouraged to be responsible for their own security and the security of others. See Related Policies and Procedures in the school catalog including Unlawful Discrimination and Harassment Policy and the Compliant and Grievance Policy.

Resources Available

Sexual assault prevention programs are discussed during new student/employee orientation which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and/or other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to the staff and students. Resource lists are available in the Academy of Salon and Spa Catalog, in the local telephone directory, posted in the student break room, and/or in the Director/Assistant Director office which may be obtained by any school staff member.

The Academy of Salon and Spa does not provide on campus housing during enrollment, thus can make no changes in the living situation of the student. The school may however change the academic situation of a student who has been the target/victim of a crime including but not limited to harassment or sexual harassment or alleged sex offense if requested by the victim, and the change is reasonably available.

Sex Offence/Harassment Information

It is the express policy of Academy of Salon & Spa that all individuals associated with our school are to always conduct themselves to provide an atmosphere free from sexual harassment. This type of activity is a violation of federal and state law. Sexual harassment in the workplace by school personnel or by students in the educational setting is grounds for severe disciplinary action.

Sexual harassment or assault is a violation of federal and state law and is always prohibited. Please report sexual harassment to a school supervisor or administrator immediately.

In the event a sex offense occurs on campus, the accuser has the options to take the following steps:

- Report the offense to school administration in the administration office.
- Preserve any evidence as may be necessary to prove criminal sexual assault.
- Request assistance, if desired, from school administration personnel in reporting the crime to local law enforcement.
- Report the crime to local enforcement agencies.
- Request a change in the academic situation if desired.
- Contact an appropriate agency in the community for counseling or other services that may be needed.

The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health, or other student services available.

Disciplinary Action/Penalties

On campus, disciplinary action in the case of a student found to be in violation of any of the policies covered herein, as well as those covered in the Standards of Student Conduct shall be based on a full investigation of the facts. In the case of alleged criminal activity including but limited to sexual harassment or assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigating circumstances. School actions have the following provisions/conditions: 1. The accuser and the accused may have others present during the campus disciplinary proceedings; and 2. The accused and accuser shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused. Possible sanctions the school may impose following a final investigation of determination may vary depending upon the final determination and may include suspension or expulsion.

Copyright Infringement

There are Civil and Criminal Penalties for Violation of Federal Copyright Laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the filing-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov. Violators may be subject to discipline including termination.

Standards of Student Conduct

All students and staff of the Academy of Salon and Spa have the right to a safe and peaceful environment in which to seek an education or to work. To this end, the Academy of Salon and Spa set forth specific Standards of Student Conduct.

Goals and Expectations

There are goals and expectations for all students enrolled at the Academy of Salon and Spa are:

- To promote a positive learning environment, professionalism, and a pathway to career success.
- To develop efficient work habits, a positive attitude and definite goal orientation during training which will enhance the future salon and spa professional success.
- To create an environment where all students treat others with care and respect, regardless of individual differences or beliefs.
- To have all students express themselves in a supportive and encouraging manner toward others, especially when fellow learners face challenges.

To ensure that all students hold themselves accountable.

- To assure that all students follow the laws, rules and regulations of the state and federal regulating agencies as well as maintain compliance with all policies and procedures of the Academy of Salon and Spa as outlined in the Standards of Student Conduct, catalog, enrollment agreement and/or addendums and bulletins and/or as directed by school staff.

Behavior, Ethics and Professionalism Standards

Student Dress Code Policy

Dress Code – Students should come to school ready to have a positive learning experience. We encourage you to always dress in a professional and fashionable way. Your dress, proper grooming, and hygiene will enhance this experience. Clothing must not keep the student from performing or functioning in assignments.

Students must always comply with the published dress code

- Practice proper hygiene and grooming to avoid offensive odors (breath, body, and other) and to present yourself in a manner befitting the professional beauty industry.
- Shoes must be clean and in good repair.
- Wear a visible Academy issued name tag. (State of Arkansas Requirement)
- Wear clothing and shoes closed or open toed shoes, **no fuzzy slippers.**
- Always wear a Black smock over clothing.
- Smock shall not have writing or other embellishments visible and worn with the correct side facing out.
- The black smock should be a **length below the waistline**.
- Pants, shorts, or dresses at a length **above your fingertips are not considered professional dress**.
- **Cut-offs and spandex are not considered professional dress.**
- **Holes in jeans or pants are not considered professional dress**.

If out of dress code, a student must come into compliance immediately or he/she will be clocked out for the day.

Parking Policy - Parking is permitted in designated student parking areas only.

- Parking in front of the building is reserved for Academy of Salon and Spa guests or as special signage indicates.
- Violators may be towed at their own expense.

Food and Beverage Policy

- Students are to refrain from chewing gum, eating or drinking in class, in the student salon or other education areas on campus.
- The exception regarding beverages is: Approved beverages may be consumed if they are in a covered container.

Smoking Policy -

The Academy of Salon and Spa campuses are non-smoking facilities.

- Smoking is only allowed in designated smoking areas outside of the building. This policy includes electronic cigarettes and other smoke systems or tobacco substitutes. (Vape)
- Students are encouraged to guide guests to adhere to the school's smoking policy.

Lab, Supplies & Learning Materials

Lab, Supplies & Learning Materials are to always remain on campus.

Phone and Electronics Policy

- Academy of Salon and Spa business phones are for conducting school business or emergency student calls only.
- Cellular phones are permitted if they are silent and providing use is limited to contacting guests who may wish to occupy your chair and/or confirming your student salon guests. Such use is limited to times when you are not otherwise engaged with a student salon guest and with the consent of an instructor. No cell phones may be in use in theory or during other class times unless the current instructor authorizes use of the device for testing or for a class assignment.
- The use of iPod, tablets and other electronic devises is permitted as long as their use is related to the advancement of your education in the profession and as long as you are not otherwise engaged in discussion with a staff or faculty member, engaged

with a student salon guest or a service is in progress/processing, in a theory or other class setting, or if you are engaged in specialty class. Personal devices should come to school fully charged and ready for your day.

- The use of school computers is limited to activities related to testing, test preparation, academic assignment preparation or completion, career search and preparation and state board registration or other related activities.

- Computers may not be used to access materials or websites etc.…which are of an inappropriate or immoral nature and/or which may violate the social media policy and/or the sexual harassment or harassment policy of the school.

Honesty, Integrity, and Privacy Policy

All students are expected to be fair, honest, and act with integrity.

- Never steal from others or from the Academy of Salon and Spa

- Never cheat on an assignment, exam, or other academic activity.

- Do not falsify or alter grades, other academic measurements, or provide false information on an application, registration, or other document. These activities are considered fraud and are punishable by law.

- Plagiarism is illegal – Students are required to abide by the guidelines outlined in the Copyright Act. Additional information may be found in the Academy's Catalog.

- Theft of the intellectual property and trade secrets of the Academy of Salon and Spa will not be tolerated. Violators will be subject to all penalties under the law.

- Respect the property of others and refrain from activities or behaviors which may damage or destroy property.

- Do not share confidential information regarding others.

- Do the right thing! Even when others are not watching.

Professional Language Policy

- Language should be respectful, appropriate, and professional always.

- Topics and tone of discussions are to be free of offensive, discriminatory, or prejudicial words or gestures and should be absent of profanity/cursing and sexual content.

- Students are to refrain from gossip or participate in discussions that may insult or demean others.

- The Academy of Salon and Spa offer instruction in English only, although at times students, guests or other visitors have English as a second language, students are asked to speak English unless interpreting for a guest.

Academic and Attendance Policy

Students are to be in attendance according to the schedule outlined in the enrollment agreement and as outlined in the attendance policy.
Students are to clock in and out according to school policy. This includes the beginning and end of the day as well as going in and out for breaks and/or lunch.
Students shall not clock in or out for others.
Students are required to advise staff if they are leaving the campus or if you will not return from lunch or other breaks (This policy does not apply to beginning of lunch breaks or scheduled end of the day before leaving.

Students who will be late or will be absent from class will call the school before the scheduled start time.

Students will avoid excessive tardiness and absenteeism.
If requesting an excused absence, a student must bring verifiable documentation supporting the reason for absence
Students are expected to complete their program on time to avoid additional tuition charges and to allow themselves to avoid dismissal from their program of study and ultimately pursue their professional career.

If tardy, the student shall not enter class so not disrupt the educational process. If excessively tardy, students shall not enter theory class but instead check in with the assigned instructor for an independent student assignment.

Students arriving after 9:30am will not be allowed to clock in or attend that day.

If absent, the student will make up the work so as not to fall behind and disrupt the education of others.
While on the clock, students are to be actively engaged in the learning process. The school staff has the right to send a student home due to non-productively, loitering and/or refusal to engage in a learning activity with or without specific assignment issued by an instructor.

Students will maintain satisfactory progress as outlined in the published Satisfactory Progress Policy. Failure to maintain satisfactory progress may result in a loss of, or delays in funding, delay in graduation, and result in additional tuition charges.

Students must complete assignments and follow instructor directives.
Satisfactory completion of a practical assignment or task in the career area selected, require proper set up, sanitation, guest greeting and consultation, instructor consultation, skill demonstration/delivery, safety monitoring, cross check, instructor check, guest satisfaction exit, post clean up and sanitation.

Student Salon and Guest Policy

- Students are to practice courtesy and professionalism at all times when dealing with other students, clients, staff and visitors to the school.
- Students are responsible for maintaining clean and sanitary equipment, and workstations/areas always in accordance with school and state policies, procedures, laws and regulations.
- Daily assigned sanitation duties within the facility must be completed and evaluated before clocking out at the end of each day.
- Students must provide services to guests as assigned. Refusal of an assigned guest will result in dismissal for the rest of the day.
- Student and guest safety is the highest of priorities – all safety, sanitation and OSHA standards are to be always followed.
- Avoid slips, falls, or salon accidents always. All students are required to alert staff to possible hazards and/or to immediately and safely address and provide remedies for the hazardous issue. Damage which may pose a hazard must be announced, blocked off, and reported to the school administration immediately. Students/guests are to stay away from the hazard as needed to ensure safety.
- Guests are to be educated on the proper way to get in and out of hydraulic and pedicure chairs/thrones and/or on and off facial beds at the beginning of each service.
- Students are expected to provide no more than a standby assist (a helping hand for balance or guidance only). Guests requiring additional assistance must provide their own aid device, or a person not employed by or attending the school.
- For the protection and safety of the guest, student, staff and business, chemical cards and/or Guest Check Lists are required. Such information contains personal information which under FERPA requirements may not be shared with others. Guest records are the property of the Academy of Salon and Spa and must not be duplicated in any manner nor leave the premises.
- If not receive a service, all visitors must remain in the reception area.
- Only persons who receive services are allowed in the student salon and spa areas. Minor children must be accompanied by a parent or guardian.
- If a student's minor children are guests in the student salon, or are models in class, they must be accompanied by a parent or guardian other than the student, unless the student is off the clock.
- Students may not complete services after 3 o'clock.
- Student or student family services must be paid according to the published guest service menu when service is received.
- Student personal services must be approved in advance by the Director or Instructor and only on designated days.

Drug and Alcohol-Free School and Workplace Policy

- Students shall not engage in behaviors that are illegal or in violation of the US Department of Education's requirements for Drug Fee School/Workplace.
- Consuming, possessing, or distributing alcoholic beverages and/or illegal substances during school hours, at school events or on Academy of Salon and Spa property is strictly prohibited.

- The school fully supports the prevention of drug abuse.

- The Academy of Salon and Spa has certified the Department of Education that it operates a drug-free campus, no person may possess, use, or be under the influence of illegal drugs or alcohol on campus.

- Upon enrollment and or upon request, students are provided with an informative pamphlet, outlining the hazards of drug abuse.
- There are no on-campus drug or counseling, treatment, or rehabilitation programs available.

- A list of off-campus services, including agency contact numbers, is maintained in the administration office and is provided to any student requesting assistance in this area. Contact numbers are also published in the school's catalog and/or in the local phone directory.
- Information is available in the areas of: Drug Abuse Information and Treatment, Crisis Intervention, Counseling and Mental Health
- The school administration reserves the right to require any person it suspects is under the influence of drugs or alcohol while on campus to submit to a third party test.

- Persons refusing to submit for cause testing are in violation of the school's Standards of Student Conduct and may be subject to discipline including termination.

Harassment/Sexual Harassment/Violence and other Illegal Behaviors

- It is the express policy of Academy of Salon and Spa that all individuals associated with our school are to always conduct themselves to provide an atmosphere free from physical or verbal harassment and/or sexual assault or harassment. Activities of these types and others outlined in this section are a violation of federal, state law and/or regulations or rules of the school. People found to be engaging in any of these activities within or in relation to our educational setting will be subject to severe disciplinary action and/or legal action.

- Discussing or participating in actions or behaviors of a sexual nature is covered under the sexual harassment policy herein.

- Please report harassment (sexual or other) to your instructor or the school administrator immediately.

- Crime is everyone's concern. Full details of the Campus Security Act may be found in the school's catalog.

- The Annual updated Crime Awareness and Drug Abuse Report related to the Academy of Salon and Spa may be found on the bulletin board in the student break area and upon request.

- The report is released each October for the period described in the regulation. All students and staff will be required to sign off on receipt of updated information. The information is shared during class announcements and in accordance with Public Law 101-542 as amended.
- The school does not employ security or law enforcement officials. Security is a shared responsibility of all staff and faculty but requires the assistance of its students and patrons as they are often the eyes and ears with knowledge of a possible threat.

- All students are required to immediately alert the school staff, faculty, and/or administration of any possible threat to the campus, the school's students, staff, and occupants.

- The Academy of Salon and Spa will provide timely warning to the campus and surrounding community of any applicable crime(s) that may present a continuing threat to students and/or employees, which have been reported to the campus administration or local police agencies.

- Possession of a firearm, knife, or deadly weapon, exploding device or device to harm or immobilize any kind on school property is prohibited. Please see the school Director or Assistant Director for approval of items in these classes which may be allowable.
- Violent or disruptive behaviors or language will not be tolerated. This includes yelling or other excessively loud verbal gestures whether aimed at another person or not.

- Inappropriate or threatening physical contact or physical threats to another person will not be tolerated.
- Bullying (whether in person, via social media or via a third party) will not be tolerated •
Violent, inappropriate, insubordinate, language or behavior toward staff, faculty or other students will not be tolerated.

Payment and Financial Obligations Policy

- All students and/or persons who have signed an enrollment agreement, addendum, and/or promissory note with the Academy of Salon and Spa are required to pay tuition in a timely manner.

- It is unfair to expect to receive an education for free as this elevates the costs of instruction to other students and the cost of services to our student salon guests.

- Failure to keep your tuition payments current can result in your suspension and/or termination from enrollment at the Academy of Salon and Spa.

- All students who have applied for and request that eligible awards are paid on their behalf through various financial assistance programs and local, state, or tribal agencies are required to provide documentation on a timely basis and as requested.
- All laws, rules and regulations of outside agencies must be followed by school staff and applicants for assistance.

- The school has the right to ask all applicants for payment/financial assistance to provide proof of any information the applicant has claimed to be fact.

- Providing false information on an application is considered fraud and is punishable by law.

- Funds disbursed on behalf of or to a student are to be used for educationally related purposes only.

- Funds are required to be paid back according to the agency or promissory note requirements, Refund/Return to Title IV Regulations and/or over payment regulations. Failure to pay according to terms and conditions may result in suspension or dismissal from the program of study, damaged credit, and legal action amongst others.

Penalties/Discipline

A student found to have committed any violation of the Standards of Student Conduct or other policies outlined in the school catalog, addendums, bulletins and/or staff and faculty directives, may be subject to disciplinary action. Actions/penalties may include warning, suspension, termination, and legal prosecution at the discretion of the administration.

-Separation of Enrollment and Refunds -

Withdrawal and Termination Policy

A Student is withdrawn when one of two conditions occurs:

1. The student "Officially" notifies the Director/Assistant Director that he/she has the intent to withdraw. This Notice is to be in writing on the voluntary withdrawal form.
2. Formal termination (an unofficial withdrawal) of the student shall occur 14 consecutive days after the student's last date of physical attendance (except in the case the student is on an approved Leave of Absence).

Termination from the Academy may also occur based on a violation(s) of the Standards of Student Conduct and/or failure to adhere to rules, policy and procedures outlined in the school's Catalog.

Students who voluntarily, unofficially withdraw, or who are terminated from enrollment prior to course completion must:

- Complete all required exit paperwork.

- Attend an exit interview.

- Satisfy all debits owed to the school or make satisfactory arrangements for debts to the school as approved by the Director or Assistant Director.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the State Regulating Agency. If withdrawal requirements are not met, no transcript will be released.

Students who withdraw or terminate prior to course completion will be charged a $130.00 withdrawal fee.

Personal items left at the school more than 30 days after withdrawing, unofficial withdrawal or termination, become property of the school.

A student who withdrawals from his/her contracted course or prior to completing his/her training will have a notice placed in his/her file as to their progress standing at the time of withdrawal. A student who applies re-entry (re-enrollment) shall return to the same Satisfactory Academic Progress Status.

All financial obligations from prior periods of enrollment must be satisfied prior to re-entry. See related Re-entry Policy.

Institutional Refund and Return to Title IV Funds Policies

Institutional Cancellation and Refund Policy:

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within three (3) business days of signing the enrollment agreement regardless of whether the student has started training. All monies collected by the school are refunded except for a non-refundable application fee of $100.00.
3. A student cancels the contract after three (3) business days of signing, but prior to starting classes. In this case, students are entitled to a refund of all monies paid to the school less and application fee, if applicable, and registration fee of $70.00 for each course of study.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled from school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

The "formal cancellation date" will be determined by the earlier of:

• The postmark on written notification,

• The date notification is delivered to the school in person

• The last date of attendance if a student is terminated by the school

• 14 consecutive calendar days after the last day of documented attendance

• The scheduled return date from an approved Leave of Absence or

• The date the student notifies the school that they are not returning from an approved Leave of Absence.

This policy applies regardless of whether the student has started training.

If a student does not notify the school that she or he is withdrawing, unofficial withdrawals are made by the school by monitoring clock hour attendance at least every thirty (30) days and other academically related activities.

Enrollment time is defined as the time elapsed between the students' start date and the last physical date of attendance at the school. Refunds will be calculated on scheduled hours.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the enrollment agreement); the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	**TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**
0.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49%	70%
50% AND OVER	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student's withdrawal shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made which may exceed the tuition adjustment guidelines. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the course and/ or program; or participate in a Teach – Out Agreement; or provide a full refund of all monies paid.
If the school closes permanently and ceases offering instruction after a student has enrolled, the school must plan for the students. The school has it option to provide a pro rata refund OR participate in a Teach – Out Agreement. If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or provide completion of the course and/or program.

Students who withdraw or terminate prior to course completion are charged with a withdrawal fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. No refund shall be made for kit and books received by the student; however, other miscellaneous charges the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

This school does use promissory notes or contracts for tuition and associated fees. The school does not intend to sell notes or contracts to third parties, but if a sale occurred, the third party must comply with the cancellation and settlement policy of the institution.

The school does have the right of collection. Any collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third party representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. All collection procedures shall reflect good taste and sound, ethical business practices.

Repayment of Title IV Aid

If a Title IV financial aid recipient withdraws prior to course completion, the Return to Title IV calculation will be completed first and applicable funds returned within 45 days of the formal withdrawal date and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Any Returns to Title IV owed by the school shall be paid as applicable, first to the unsubsidized Direct Stafford Loan; second to the subsidized Direct Stafford loans; third to Federal PLUS; fourth to the Direct PLUS loan; and last to the

Pell Grant. If a student has received personal payments of Title IV aid, he/she may be required to return the aid to the applicable program.

Returned funds to Title IV programs will be reduced from the payment received on behalf of the student before applying the institutional refund policy to determine whether the student is owed for a refund or if a balance is owed to the institution. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview, and complete all required exit paperwork.

Refunds for students who are the recipients of Veteran's educational benefits will be calculated according to the policies herein or as may be otherwise mandated by the Veteran's Administration.

Return of Title IV Funds

If a Title IV financial aid recipient withdraws prior to course completion, the Return to Title IV calculation will be completed first and applicable funds returned within 45 days of the formal withdrawal date. Any Returns to Title IV unearned by the student and thus owed by the school shall be paid as applicable, first to the unsubsidized Direct Stafford Loan; second to the Subsidized Direct Stafford loans; third to Federal PLUS; fourth to the Direct PLUS loan; and last to the Federal Pell Grant. If a student has received personal payments of Title IV aid, he/she may be required to return the aid to the applicable program.

Unearned Financial Aid

Students who have not completed the verification process are ineligible to receive financial aid. For students receiving Title IV financial aid, any unearned financial aid must be returned to the Department of Education or to the Federal Stafford or parent's Federal Plus loan lenders. Aid is earned in proportion to the number of actual hours or scheduled hours prior to the student's complete withdrawal. The school must calculate, according to a specific formula, the percentage of total scheduled financial assistance that the student has earned and is therefore entitled to retain. (Example: Completing 30% of the scheduled hours; 70% of aid must be returned.) If a student receives (or the school receives on the student's behalf) more assistance than the student has earned, the unearned funds must be returned.

The Return of Title IV policy does not affect the students' charges due to the school. Funds returned by the School to Title IV programs, based on the Return of Title IV, will be reduced from the payments received on behalf of the student before applying the Institutional Refund Policy to determine whether a refund is owed the student or if a balance is owed by the Student to the School. The Institutional refund policy will be used to determine the reduction, if any, in the student tuition and fees. The student shall therefore be responsible for paying any outstanding charges to the school.

Financial Aid: All financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the federal refund regulations per 34 CFR 668, 682 & 685, published Nov. 1, 1999

VA Students

For VA Students, the school has and maintains a refund policy enrolled under provisions of Title 38, that provides a refund for the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws, or is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 students for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears its total length. An amount not more than ten dollars ($10.00) for an established registration fee is not subject to refund or proration. Refunds **must** be completed within 40 days by Code of Federal Regulation (CFR) 221.4255

Exit Interview

A withdrawing student must contact the administration office, complete an exit interview, and complete all required loan or institutional exit paperwork prior to the release of records/transcripts.

- Course/Program Descriptions -

Cosmetology

1500 HOUR COURSE

Description - The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Licensing Examination and for competency in job entry level positions in Cosmetology or related career field. The language of this course is English.

Objectives - Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Safely perform basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures, and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply theory, technical information, and related matters to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

Format - The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instructions that relate to the performance of useful, creative, and productive career-oriented activities. The course is presented with well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of required practical and clinical activities. Audio-visual aids, guest speakers, and other related learning methods are used in the course. This course is in English.

Hours per Subject - The State of Arkansas requires 1500 clock hours for the Cosmetology Course. The requirements are below:

Hygiene & Sanitation	80 hours
Related Science	120 hours
Hairdressing	1000 hours
Cosmetic Therapy	100 hours
Manicuring	100 hours
Salesmanship	50 hours
Professional Ethics	49 hours
Domestic Violence	1 hour

References/Texts – Students follow Milady's digital program "CIMA" for Cosmetology. A comprehensive library of references, periodicals, books, texts, standard dictionary, dictionary of medical terms, standard textbooks, anatomy charts and audio-video tapes are available to support the course of study and supplement the students' training. Students should take the opportunity to use these extensive materials.

Grading Procedures:

Students are assigned academic learning, assignments, and practical experiences. Academic learning is evaluated after each unit of study and includes theory and practical grades averaged together based on the Grading Procedure described herein.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated or in the case of guest services, must be adjusted until satisfactory. Comprehensive practical skills evaluations will be conducted during study. A Practical Final will be conducted at the end of the course.

Written grades consist of Chapter Tests and Written Phase Tests (Written Finals).

Students must make up missed tests and incomplete assignments prior to graduation.
Students are allowed to retake a failed exam but will receive a maximum make-up grade of 70%.
Retaking exams may be a different version of the initial exam. Passed exams may not be retaken.

Repeat Curriculum Impact:

Theory curriculum rotation may result in a repeat curriculum.
Students are required to take tests associated with all curriculums regardless of repeat. In the case of a repeat curriculum, the exam score shall be recorded.

The final grade of record is the highest of all exam scores, regardless of repeat curriculum.

Numerical grades are considered according to the following scale (based on percentage):

70 and above – SATISFACTORY
BELOW 70 – UNSATISFACTORY

Determination of Grade Average (Grading Procedure):

Theory (Chapter Tests) = 40%

Practical (Skills Assessments based on monthly progress report average score) = 40%

Major Tests/Exams (Written Finals, Practical Finals) = 20%

600 HOUR COURSE

Description: The Aesthetics Course offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the Arkansas Department of Health – Cosmetology Section. It will also prepare each student for the practical and theory examination for an Arkansas Aesthetics License. In addition, the course will incorporate the knowledge needed for entry-level employment in salons, spas, and clinical esthetics. The language of this course is English.

Objectives: Upon completion of the course requirements, the graduate will be able to:

- Perform and meet the standards set by the school and the aesthetics industry
- Perform technical, communication, and servicing skills
- Successfully complete the State of Arkansas requirements to practice aesthetics
- Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
- Take and pass the State Licensing Exam for Aesthetics licensing.

Format: The clock hour education is taught within a set of structured curriculums that prepare students for state board examination, graduation, and entry level skills. The aesthetics course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in industry. The course is presented with well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques.

Hours per Subject: The State of Arkansas requires 600 clock hours for the Aesthetics Course. The requirements are below:

Chemistry	40 hours
Physiology	35 hours
Bacteriology & Sanitation	35 hours
Intro to Skin Care	45 hours
Skin Care	150 hours
Makeup & Corrective Makeup	50 hours
Eyebrow & Lashes	40 hours
Hair Removal (Superfluous Hair	40 hours
Safety Precautions	20 hours
Prof. & Personality Development	20 hours
Management	20 hours
Salesmanship	15 hours
State Law & Rules	10 hours
Testing Evaluation	15 hours
Instructor's Discretion	65 hours
Domestic Violence	1 hour (concurrent with above stated hours)

References/Text: Students follow Milady's digital program "CIMA" for Aesthetics. A comprehensive library of references, periodicals, books, texts, standard dictionary, dictionary of medical terms, standard textbooks, anatomy charts and audio-video

tapes are available to support the course of study and supplement the students' training. Students should take the opportunity to use these extensive materials.

Aesthetics Course Description Continued

Grading Procedures:

Students are assigned academic learning, assignments, and practical experiences. Academic learning is evaluated after each unit of study and includes theory and practical grades averaged together based on the Grading Procedure described herein.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated or in the case of guest services, must be adjusted until satisfactory. Comprehensive practical skills evaluations will be conducted during study. A Practical Final will be conducted at the end of the course.

Written grades consist of Chapter Tests and Written Phase Tests (Written Finals).

Students must make up missed tests and incomplete assignments prior to graduation.
Students are allowed to retake a failed exam but will receive a maximum make-up grade of 70%.
Retake of exams may be a different version of the initial exam. Passed exams may not be retaken.

Repeat Curriculum Impact:

Theory curriculum rotation may result in a repeat curriculum.
Students are required to take tests associated with all curriculums regardless of repeat. In the case of a repeat curriculum, the exam score shall be recorded.

The final grade of record is the highest of all exam scores, regardless of repeat curriculum.

Numerical grades are considered according to the following scale:

70 – and above - SATISFACTORY
BELOW 70 – UNSATISFACTORY

Determination of Grade Average (Grading Procedure):

Theory (Chapter Tests) = 40%

Practical (Skills Assessments based on monthly progress report average score) = 40%

Major Tests/Exams (Written Finals, Practical Finals) = 20%

600 HOUR COURSE

Description: The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Licensing Examination and for competency in job entry level employment as an instructor or related career avenue. The language of this course is English.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver a worthy service for value received.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction, measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply theory, technical information, and related matters to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills and teaching methodologies to improve teaching skills

Format: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. The course is presented with well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of demonstration and student participation. Student Instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids, guest speakers, and other related learning methods are used in the course.

Hours per Subject: The State of Arkansas requires 600 clock hours for the Instructor Course

Preparatory Training	50 hours
Class Attendance	100 hours
Conducting Theory Class	50 hours
Conducting Practical Class	300 hours
Method of Keeping Records	10 hours
Individual training/ Practice	89 hours
Domestic Violence	
Sexual Assault	1 hour

References/Text: Students follow Milady's digital program "CIMA" for Master Educator. A comprehensive library of references, periodicals, books, texts, standard dictionary, dictionary of medical terms, standard textbooks, anatomy charts and audio-video tapes are available to support the course of study and supplement the students' training. Students should take the opportunity to use these extensive materials.

Grading Procedures: Students are assigned theory of study and a minimum number of practical experiences. Theory is evaluated 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 set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 70% and complete all written and practical requirements including the final written and practical examination with a passing score prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

70 – and above - SATISFACTORY
BELOW 70 – UNSATISFACTORY

Determination of Grade Average (Grading Procedure):

Theory (Chapter Tests) = 40%

Practical (Skills Assessments based on monthly progress report average score) = 40%

Major Tests/Exams (Written Finals, Practical Finals) = 20%

- Addendum A –

Course Costs

Cosmetology	
Application Fee	$100.00
Registration Fee	$70.00
Tuition	$17,250.00
Lab, Supplies & Learning Material	$1000.00
Total	$18,420.00

Aesthetics	
Application Fee	$100.00
Registration Fee	$70.00
Tuition	$6,900.00
Lab, Supplies & Learning Material	$1,000.00
Total	$8,070.00

Instructor	
Application Fee	$100.00
Registration Fee	$70.00
Tuition	$6,900.00
Lab, Supplies & Learning Material	$1,000.00
Total	$8,369.00

Additional Fee Schedule

Application Fee	**$100.00**
Registration Fee	**$70.00**
Arkansas State Student Permit Fee	**$20.00** (Included in the Registration Fee)
Withdrawal Fee	**$130.00**
Additional Tuition Charge	**$11.50 clock hour**

Additional Fees charged for initial State testing, licensure, and renewal of license. Those fee amounts, and other requirements, are set by the state of issue.

Addendum B - Administrative Staff & Faculty

Patricia E. (Trish) Anderson – President/Owner, Director, Cosmetology Instructor

Alan Q. Anderson – Vice President/Owner

Kenjie Iglesia – Assistant Director

Ariana Alvarado – Front Desk Manager

Amanda Marcotte – Admissions Officer

Telitha McMurray– Financial Services

Amber Lowery– Cosmetology Instructor

Sarah Uselton -Cosmetology Instructor