

# Course Catalog

2019



19520 Nordhoff Street #9  
Northridge CA 91324  
818-701-5799

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# Welcome!

Academy for Salon Professionals was created out of my passion for the industry and my desire to help others begin a rewarding career in cosmetology or esthetics.

My vision and goal is to create a learning environment where every student is exposed to the diversity of our industry in order to discover his/her passion and become confident, competent professionals in their chosen field.

Our dedicated facilitators are working professionals who bring real-life experiences and knowledge to the Academy students. Their relationships in the salons, spas and other sectors allow our students to be exposed to theoretical knowledge as well as real-life experiences.

We promise to provide the highest quality of education, set high standards and impart the tools and confidence necessary to pass the state board exams and begin your career immediately following graduation.

Our commitment to our students' success does not end after graduation. We are proud of the relationships we foster with our students; many of our alumni return to share their professional knowledge and experience with current students. We also offer advanced continuing education opportunities our students and graduates.

We look forward to helping you take the first step toward your career by joining Academy for Salon Professionals family!

Sincerely,

Jill Eastman

Manager

# The School & Salon Facilities

Academy for Salon Professionals is the first Keune affiliated school in California. Its programs, modern facility, and faculty are striving to leave the very definition of “beauty school,” far behind.

Academy for Salon Professionals is a modern academy located at 19520 Northridge St #9, in Northridge California. Academy for Salon Professionals has 6000 square feet of modern space which includes separate classrooms and lockers for student’s personal items. Our classrooms have ample tables and chairs for our students, to facilitate a comfortable learning experience. All classes are held at Academy for Salon Professional 19520 Nordhoff St #9 Northridge, CA 91324.

The salon area has 38 modern stations and chairs for our clients to use while obtaining their service. Academy features a color bar, manicuring table, and spa rooms with 15 facial beds for our clients.

Academy for Salon Professional is fully ADA compliant for both their students and clientele. Academy for Salon Professionals is a PRIVATE institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. **See page 33** for additional information regarding the BPPE. Academy for Salon Professionals courses are taught in English only; proficiency in English is a pre-requisite for the classroom.

You can reach us at 818-701-5799 or fax us at 818-701-5227. Visit our website at [www.AcademyLA.com](http://www.AcademyLA.com). REQUIRED STATEMENT OF FACT: Academy for Salon Professionals does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the previous five years, and does not have a petition in bankruptcy filed against it within the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.). 94909(a)(12)

The Academy for Salon Professionals is approved to train veterans and other eligible persons. For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

## Mission Statement

“Empower, Inspire, Educate. That’s our mission at Academy for Salon Professionals. We are constantly updating our educational programs to stay on top of industry standards and trends so we can provide the best education possible to prepare our talented graduates for a successful career in their chosen field.”

### CAREER OPPORTUNITIES

There are many opportunities open to licensed cosmetologists and estheticians. Academy for Salon Professionals prepares all graduates for the licensing exam and entry-level positions in hair salons, spa/salons, and destination spas. Additional industry experience could lead to employment as a manufacturer/sales educator, a distributor sales consultant, as well as in teaching, admissions, and financial aid in cosmetology schools.

### CAREER PLANNING SESSIONS

Academy for Salon Professionals maintains contacts in the cosmetology and Esthetician profession to assist students in job placement. The Academy invites employers to meet and speak with students. Job opportunities are announced and posted on the student board, located within the facility and our private Facebook Alumni page.

### Placement

*This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available*

# Course Calendar

## HOLIDAYS AND CLOSURES

The following holidays are observed :

- Spring Break (April 20, 2019)
- Teachers training (May 3 - 6, 2019)
- Memorial Day (May 25 - 27, 2019)
- Independence Day and Summer Break (July 1 - July 6, 2019)
- Labor Day (August 31, 2019 - September 2, 2019)
- October 31 (Evening class ONLY)
- Thanksgiving Break (November 25 - November 30, 2019)
- Winter Break (December 23, 2019 - January 2, 2020)

\* Being absent (without prior notice and/or approval of at least two weeks) the day before and/or after a designated holiday or break will result in a one-day suspension. Holiday breaks for Thanksgiving and Christmas will be announced in advance. Extended student vacations or absences will not be approved during the months of November and December. Memorial Day and Labor Day include a 1PM end on the previous Friday, with Saturday off. Additional holidays, including religious holidays, are subject to the over-contract limit charge. Subject to change at any time.

## COSMETOLOGY 2019

start dates for the full-time Cosmetology program:

- February 12, 2019
- April 9, 2019
- June 11, 2019
- August 13, 2019
- October 8, 2019
- December 10, 2019

## ESTHETICS 2019

start dates for the full-time Esthetics program:

- February 5, 2019
- March 26, 2019
- May 21, 2019
- July 16, 2019
- September 10, 2019
- November 5, 2019

start dates for the part-time (night) Esthetics program:

- February 25, 2019
- May 13, 2019
- August 5, 2019
- October 28, 2019

## CONSTITUTION DAY AND VOTER REGISTRATION

Academy for Salon Professionals celebrates Constitution Day on September 17th of every year, as required by the Department of Education. Additionally, the Academy for Salon Professionals encourages all students and staff to vote in every election. Registration forms are available at the registrar's office every day, or can be downloaded at [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). Additional information is available through the Registrar's office or the Financial Aid Office at the Academy.

# Admissions

## ELIGIBILITY

Academy for Salon Professionals requires:

- GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent to a high school diploma
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.

(All foreign diploma's must be officially translated and approved and must be equivalent to US High School Diploma. We accept only certified, translated high school diplomas. Academy for Salon Professionals provides English language services only.)

All classes are taught in the English language. English language proficiency required at high school graduate level or G.E.D. certification.

## APPLICATION PROCEDURES

**Prior to or at the time of your first enrollment**, you should submit an Application for Admission. The application will not be processed if the packet is incomplete. Additional guidelines may be found in the current Catalog of Courses. For your application to be complete, you should do the following:

**Step 1:** Contact the Office of Admissions to learn about programs, schedule a career planning session, and take a school tour.

**Step 2:** Complete the Application for Admission. Application is valid for 1 enrollment process or 30 days whichever comes first.

**Step 3:** Hand in or mail in **ALL** required documents **AND:**

A copy of your Social Security card.

A copy of your driver's license or other proof of age.

Official high school or college transcript or copy of High School diploma or GED.

**Step 4:** Hand in or mail your application to the address below:

Attn: Office of Admissions  
Academy for Salon Professionals  
19520 Nordhoff Street #9  
Northridge, CA 91324

**Step 5:** With your letter of acceptance, you are ready to enroll and will receive a Program of Study indicating your course requirements. Please note that during the time of enrollment and signing of the Enrollment Agreement, provisions for deposit are due.

## TRANSFER OF CREDIT

Academy for Salon Professionals accepts transfer students after careful evaluation of the student's academic records. Each transfer student is evaluated on an individual basis in both practical and theoretical knowledge. Cosmetology program students cannot be credited with more than 300 hours and esthetic program students cannot be credited with more than 120 hours regardless of the number of hours attended at another school. Transfer students must begin at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs. We have not entered into a articulation or transfer agreement with any other institution. In the event of a school closure Academy for Salon Professionals may consider additional hours upon evaluation of skill level and a written testing. However, policy still applies that a student will start in our Phase 1 programs. Academy for Salon Professionals does not accept testing as a replacement for clock hours earned. Academy for Salon Professionals does not award hours for experiential learning.

## RE-ENTRY

Students must wait 180 days to re-enroll and pay any new fees. It is to the school discretion to re-enroll a student. Students who withdraw prior to completions to the course that wish to re-enroll, enroll into the same satisfactory progress static as at the time of withdraw.

## NON-DISCRIMINATION POLICY

Academy for Salon Professionals is committed to providing equal opportunities to all applicants into programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for ensuring that this policy is followed.

## DISABILITY ACCOMMODATION & GRIEVANCE POLICY

### 1. Statement of Non-Discrimination and Accommodation

- a. Academy for Salon Professionals does not discriminate on the basis of disability, sex, race, age, color, ethnic origin, or religion.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the Institute, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the Institute to comply with Section 504 and ADA.

ADA Compliance Coordinator: Jill Eastman, 19520 Nordhoff Street #9, Northridge Ca 91324. 818-701-9799. Jill@AcademyLA.com

### 2. Requests for Accommodation

- a. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.
- b. The ADA Compliance Coordinator will provide a student or applicant with a Request for Accommodation form.
- c. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional



Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Institute may request additional documentation as needed. The Institute may, at its discretion, waive the requirement for medical documentation to support accommodation requests that relate to obvious impairments and/or are de minimus in nature.

d. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

e. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

f. The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements

### 3. Grievance Process

a. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.

b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The Institute will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

c. The procedure for all escalated complaints are to be submitted to her via Forms, emails, or verbally. Forms are in the breakroom to fill out if need be.

i. Grievances must be submitted to the ADA Compliance Coordinator, Jill Eastman, 19520 Nordhoff Street #9, Northridge Ca 91324. 818-701-9799. Jill@AcademyLA.com

Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.

iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.

v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to Jill Murphy, 19520 Nordhoff Street #9, Northridge Ca 91324. 818-701-9799. Jill@AcademyLA.com, within 15 days of receiving the ADA Compliance Coordinator's decision. The [insert title] shall issue a written decision in response to the appeal no later than 30 days after its filing.

vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

vii. The Institute will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

## **NON-RECRUITING STATEMENT**

Academy for Salon Professionals does not recruit students already attending or admitted to another school offering a similar program of study.

## **FACULTY AND STAFF**

All students at Academy for Salon Professionals are taught by Cosmetologists and Estheticians, licensed by the State of California. The faculty and staff of Academy for Salon Professionals represent years of experience and expertise in their particular field; they are the reason for the success of our students. Below is a listing of our current team:

Academy for Salon Professional, LLC    Owing Corporation of Institute

Jill Eastman	Managing Member of LLC, Administrator Licensed Cosmetologist, experience as a Cosmetologist for over 20 years, Admissions, Registrar
Angela Cheung	Director of Operations, Licensed Cosmetologist
Danielle Johnson	Financial Aid Director
Kim Kibble	Licensed Cosmetologist, Instructor, experience as a Cosmetologist for 30 years
Bryana Chambers	Licensed Cosmetologist, Instructor, experience as a Cosmetologist for 11 years
Melissa Chitwood	Licensed Esthetician, Instructor, experience as a make-up artist for 13 years and an experience Esthetician for 5 years
Elizabeth 'Liz' Gonzalez	Licensed Cosmetologist, Instructor, experience as a Cosmetologist for 14 years
Amanda LaMourne	Licensed Esthetician, Instructor, experience as a Esthetician for 7 years

# Cosmetology Program

## PROGRAM DESCRIPTION

**Course hours: 1600**

**Students will complete 1,600 hours upon completion of our program in approximately 49 weeks. Graduates from this program receive a certificate and/or any certifications earned during the course of the program.**

Our curriculum is designed to inspire students to think “beyond the chair” and to pursue opportunities in salon management, runway, print advertising, television, stage, film, marketing, sales, and product development. Learn from some of the most knowledgeable people in the industry and graduate with the information and skills to not only pass the State Board exam but to be a skilled part of today’s thriving hair and beauty industry.

Academy for Salon Professionals’ cosmetology program presents students with classroom theory lectures and coaching in practical skills to prepare them for licensure, and employment in their field of study.

Our teaching methods are comprised of classroom lectures with an open format for questions/answers, facilitator demonstrations, student hands on training with manikins and clients, group projects, one on one coaching, and industry professional guest artists. All students are required to use Milady Standard Cosmetology text book, and are graded on chapter tests, and chapter homework. A minimum passing grade for these tests is 80%. Students practical skills are observed by their facilitator, and are graded on how technical and sanitary the operations are executed.

The cosmetology program consists of three phases. In order to continue on to the next phase students must pass all practical and written tests and each phase’s final exam. A phase outline will be given to each student upon the start of the new phase which contains subjects to be reviewed, classroom expectations, testing time and homework due dates. The phase cycle will repeat itself at the end of the allotted time frame.

### **Phase 1** (approximately 8 weeks)

This phase includes lectures and practical skills training in the following; Infection Control, Properties of the Hair and Scalp, Shampooing/Rinsing/Conditioning, Haircutting, and Haircoloring. During this Phase students are mainly in the classroom and are not servicing clients. However they are required to bring in models and are graded on their practical skills as well as chapter tests and homework.

Classroom Theory: Tues - Fri 9:00 - 3:00 and. Sat 9:00 - 5:00

### **Phase 2** (approximately 20 weeks)

This phase includes lectures and practical skills training in the following; Skin Structure and Growth, Skin Diseases and Disorders, Hair Removal, Facials, Chemical Texture Services, Finger Waves, Pin Curls, Nail Structure and Growth, Nail Diseases and Disorders, Manicuring, Pedicuring, Nail Tips/ Wraps & No-Light Gels, Acrylic Nails, UV Gels, Upstyling, Advanced Haircutting and Color Techniques, Advanced Clipper Cutting, Seeking Employment, On the Job, The Salon Business, and Retailing. A group field trip is taken during this phase. Students are graded on their practical skills as well as chapter tests and homework.

Classroom Theory: Tues -Thurs 9:00 - 1:00

Salon Floor: Tues - Fri 1:30 - 3 pm / 1:30 - 5:00, Sat 9:00 - 5:00

### **Phase 3** (approximately 19 weeks)

This phase includes lectures and practical training in the following; State Board Licensure preparation with mock state board exams practical/written, Advanced Hair Styling, Facial Make-up, Up Styling, Advanced Color Formulations, Color Placement, Advanced Haircutting and Color Techniques, Braiding, Principles of Hair Design, Wigs and Hair Enhancements, Creative Up Styling, Creative Color, and Creative Cuts, Career Opportunities, Life Skills, Professional Image, Communicating for Success, Anatomy and Physiology, Basics of Chemistry, Basics of Electricity.

Classroom Theory: Tues and Wed 9:00 - 1:00

Salon Floor: Tues - Fri 1:30 - 3 pm / 1:30 - 5:00, Sat 9:00 - 5:00

## ACADEMY CURRICULUM

Principle-based color and cutting technique from Keune  
 Building a portfolio  
 Sessions by Keune guest artists  
 Reception skills  
 Salon business systems, development, and professional ethics  
 Client consultation, sales, and communication  
 Goal setting and career building  
 Building and maintaining a clientele  
 Resume writing and interview skills  
 Mock State Board exam  
 Salon ownership and management  
 Final project

## CALIFORNIA STATE BOARD MINIMUM HOURS

### Required Hours

### Operations

Barbering & Cosmetology Act & the Board's Rules & Regulations	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances (shall include training in)	45	
Theory of Electricity in Cosmetology (shall include training in)	5	
Disinfection & Sanitation	20	10
Bacteriology, Anatomy & Physiology	15	
Hairstyling	65	240
Permanent Waving & Chemical Straightening	40	105
Hair Coloring & Bleaching	20	80
Haircutting	20	80
Scalp & Hair Treatments	25	40
Manual, Electrical & Chemical Facials	25	40
Eyebrow Beautification & Make-Up	25	30
Manicure & Pedicure	10	25
Artificial Nail & Wraps	25	120 nails
Clinic Hours	<u>1220</u>	
Total Hours Needed:	<u>1600</u>	

## COURSE SCHEDULE DAY

Phase 1 Schedule (9 weeks)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 5:00 pm	X

All students attend on this schedule for Phase I (first eight weeks of study). After Phase I, students typically choose one of two schedules:

Approximately 49 Week Program (at 34 clinic hours per week)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 5:00 pm	9:00 am - 1:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	X
Approximately 55 Week Program (at 29.5 clinic hours per week)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 5:00 pm	X

(\*program weeks may vary due to holiday closures)

# Esthetics

## PROGRAM DESCRIPTION

**Course hours: 600**

**Students will complete 600 hours upon completion of our program in approximately 18 weeks. Graduates from this program receive a certificate and/or any certifications earned during the course of the program.**

Our esthetics program is designed to present our students with classroom theory lectures, and coaching in practical skills to not only prepare them for licensure but to be a skilled individual in today's thriving beauty industry.

Our teaching methods are comprised of classroom lectures with an open format for questions and answers, facilitator demonstrations, student hands on training with manikins and clients, group projects, one on one coaching, and industry professional guest artists.

All students use Milady Standard Esthetics text book, and final project are graded on chapter tests and chapter homework. A minimum passing grade for these tests is 80%. Students' practical skills are observed by their facilitator, and they are graded on how technical and sanitary the operations are executed. Students must pass all practical and written tests as well as midterm and final exams. A course outline will be given to each student upon the start of the course. It contains subjects to be reviewed, classroom expectations, testing and homework due dates. The course cycle will repeat itself at the end revolving curriculum of the allotted weeks.

### **Esthetics Course: (approximately 18 weeks day class) (approximately 38 weeks night class)**

This course includes lectures and practical skills training in the following: State Board Licensure preparation with mock State Board exams practical/written, Microdermabrasion, Acne Treatments, Makeup, Career Opportunities, Professional Image, Infection Control, General Anatomy and Physiology, Basics of Chemistry/Electricity/Nutrition, Histology of Skin, Skin Analysis, Skin Care Products, Facials, Facial Massage, Facial Machines, Hair Removal, Topics and Treatments, Career Planning, and Selling Products/Services. During this course, student time is split between classroom and spa room. From time to time students are required to bring in models and are graded on their practical skills as well as chapter tests, homework and final project.

Weeks: (18) 1-18

Hours: 600

Classroom Theory: Tues and Wed. 9:00-1:00

Spa Room: Tues and Wed 1:30-5:00, Thurs - Sat 9:00-5:00

## ACADEMY CURRICULUM

Skin science

Intro to medical Esthetics

Professional communication

Goal setting and career building

Professional ethics

Sales and retail skills

Reception skills

Client relations/consultation

Salon ownership and management

Mock State Board exam

Building and maintaining a clientele

Final project

**CALIFORNIA STATE BOARD MINIMUM HOURS****Required Hours****Operations**

Barbering & Cosmetology Act & the Board's Rules & Regulations	10	
Preparation	15	
Chemistry	10	
Health & Safety Considerations	40	
Disinfection & Sanitation	10	
Anatomy & Physiology	15	
Manual, Electrical & Chemical Facials	70	140
Eyebrow Beautification	25	50
Make-Up	20	40
Clinic Hours	<u>385</u>	
Total Hours Needed:	<u>600</u>	

**COURSE SCHEDULE DAY**

Phase 1 Schedule (3 weeks)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 5:00 pm	9:00 am - 1:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	X

All students attend on this schedule for Phase I weeks (first three weeks of study). After Phase I, students typically choose one of two schedules:

18 Week Program (at 34 clinic hours per week)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 5:00 pm	9:00 am - 1:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	X

20 Week Program (at 29.5 clinic hours per week)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm	9:00 am - 5:00 pm	X

**PART-TIME (NIGHT) COURSE SCHEDULE**

Phase 1 & 2 38 Week Program (at 16 clinic hours per week))						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:30 pm - 9:30 pm	5:30 pm - 9:30 pm	5:30 pm - 9:30 pm	5:30 pm - 9:30 pm	X	X	X

# Grading Method

The grading system practiced is one applicable beginning the first day of class for all students. Theory assignments are scheduled for each unit of study as defined by the licensing agency. Theory and practical applications are sequentially introduced as a means of integrating them throughout the course of study. The sequences follow an ascending order to acquaint the student with subject material applicable to their level of study and to correspond accordingly with the number of cumulative hours the student has attended classes. Students receive grades for all required units of study during the course of study specific to the enrollment agreement.

## **GRADING**

Academy for Salon Professionals uses a 100-point grading scale: 80-100% is passing, 0-79% is not passing. Grades are given for classroom work, projects, and styling area performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered. Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

## **INCOMPLETES**

Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

## **INADEQUATE GRADES**

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard and what course of action is to be taken to make-up. Students maybe placed on written warning, monitoring period or probation.

# Satisfactory Academic Progress Policy (SAP)

THE SATISFACTORY ACADEMIC PROGRESS POLICY IS CONSISTENTLY APPLIED TO ALL STUDENTS ENROLLED AT THE SCHOOL. IT IS PRINTED IN THE CATALOG TO ENSURE THAT ALL STUDENTS RECEIVE A COPY PRIOR TO ENROLLMENT. THE POLICY COMPILES 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.

Students at Academy for Salon Professionals must maintain 80% Academics (qualitative) and Attendance (quantitative). Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Homework grades, laboratory procedures, chapter tests, exams, and projects completed are used for all evaluations.

The time frame in which a student must complete the educational program may not be more than 125% of the published length of the educational program measured in clock hours. Example step 1: 80% attendance rate x 1600 hours = 1280 hours. Example step 2: 1600 clock hours / 1280 hours = 125%. The Academy for Salon Professionals current programs use an academic year that is 900 clock hours in length and 26 weeks to determine title IV eligibility.

#### Maximum Hours

$1600 \text{ (program hours – Cosmetology)} \times 1.25 \text{ (Maximum Time Frame)} = 2000 \text{ (Max number of Hours)}$

#### Maximum Weeks

$1600 \text{ (program hours – Cosmetology)} / 34 \text{ (full time hours per week)} = 47.02 \text{ (weeks to complete the program)}$

$47.02 \text{ (weeks to complete the program)} \times 1.25 \text{ (Maximum Time)} = 58.82 = 58 \text{ Maximum Weeks to complete the program.}$

#### Maximum Hours

$600 \text{ (program hours – Esthetics)} \times 1.25 \text{ (Maximum Time Frame)} = 750 \text{ (Max number of Hours).}$

#### Maximum Weeks

$600 \text{ (program hours – Esthetics)} / 34 \text{ (full time hours per week)} = 17.65 \text{ (weeks to complete the program)}$   
 $17.65 \text{ (weeks to complete the program)} \times 1.25 \text{ (Maximum Time)} = 22.06 = 22 \text{ Maximum Weeks to complete the program.}$

Students who do not complete the program in the maximum 125% published length will be terminated, institutional and R2T4 refund policy will be in effect.

Students who take documented approved Leave of Absence will have their contract period and maximum time frame extended by the same number of days taken in the Leave of Absence. Qualitative factors will be used to evaluate and determine academic performance using reasonable systems of grades and/or work projects and/or comparable factors measurable against the norm – qualitative factors are: assigned homework, practical exams, theory exams, practical assignment.

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. Practical skills are evaluated according to text procedure and set forth in practical skills evaluation criteria adopted by Academy for Salon Professionals.

90-100%	Excellent
80-89%	Good Passing
0-79%	Below Satisfactory



Academy for Salon Professionals contains a grading scale that includes a minimum acceptable level of progress at least the equivalent of 80% cumulative grade average, or have an academic standing consistent with Academy for Salon Professionals requirement for graduation, whichever is higher.

Students' attendance and academics are measured at specific points in their program. Failure to be at 80% at any SAP point may result in written warning, probation, loss of Financial Aid, and/or expulsion. Student Academic Progress policy check points are based on the following actual hours: 450 hours, 900 hours, and 1250 actual hours for Cosmetology students and Esthetics students at 300 and 600 actual hours. The first evaluation must occur no later than the mid-point of: the academic year or the course and/or program, whichever occurs sooner. All evaluations SAP will be completed within 7 business days following the established evaluation points. The academic and attendance rates are reflective of actual evaluation date. Student who meets 80% attendance and academic performance are considered to be making satisfactory progress until the next evaluation point. Students who fail to meet the minimum requirements for attendance or academic progress at an evaluation period are placed on written warning and considered to be making satisfactory academic progress during the warning period, until the next scheduled evaluation point. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum 80% attendance and academic requirements by the end of the evaluation period. Students who fail to meet the minimum requirements for attendance or academic progress after warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on academic plan must be able to meet requirements set forth in the academic plan by the end of the maximum time frame. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reason for which a student 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 with supporting documentation of the reason why the determination should be revised. This information should include why the student failed to make satisfactory academic by the next evaluation point and what has changed in the students situation that will allow the achievement of satisfactory academic progress at the next evaluation. 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 to place the student on probation and federal financial aid will be reinstated, if applicable. Acceptable supporting documentation for an appeal as follows: Doctors' Notes, Obituaries, Counseling Records and a Narrative Statement Students deemed not maintaining Satisfactory Academic Progress, may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**Warning:** 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.

**Probation:** 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 as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and may be dismissed from the program.

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 the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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.

With regard to 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. SAP evaluation periods are based on actual contracted hours at the institution.

Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Signed Student Academic Progress Determination reports will be kept in the student files in the Financial Aid office.

# Teaching Method

Students must attend classroom instruction in the art and science of cosmetology and esthetics. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements and equipment's which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.

Training and opportunity for the practice of all manipulative skills required in Cosmetology and Esthetics. For this purpose, practical operations are hands-on training by the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties in mastering of Cosmetology and Esthetic skills. Evaluation will determine progress and reveal deficiencies where additional help is needed.

A blending of interest, motivation, training, and knowledge in the scientific study and practice of cosmetology arts and sciences will help qualify students in their pursuit of a Cosmetology and Esthetic licenses. A total of 1,600 hours are required by the State of California for a cosmetology license and 600 hours are required for an Esthetics license.

Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time to prepare students to the best of their ability for positions in the field of Cosmetology arts and sciences.

Classes are taught in English only. Students without a Social Security number are unable to sit for the State Board of Cosmetology, and all prospective students without the appropriate paperwork requested by the State Board are apprised of this fact. The Academy does not offer VISA services to our students. All students attending the Academy must present a high-school diploma or its equivalent in order to attend the school; there is no Ability to Benefit Test offered to prospective students.

Operations are performed on manikins, students, models, and clients. Students service consist of the following: facials, waxing, makeup, haircuts, hair color, hair styling, and chemical services.

# Academy Policies

## ATTENDANCE AND TARDINESS

When you sign your enrollment contract, you are given an anticipated graduation date. Your tuition covers all fees up to that date. Academy for Salon Professionals will continue to train Cosmetology students toward their completion for an additional 40 hours at no charge, and Esthetics students for an additional 20 hours at no charge. Once a student has exhausted the additional 40/20 hours of training, each hour will cost \$20. These 20/40 hours are not applied until you have completed all course hours 600/1600. Days off, sick days, mental-health days, personal religious holidays, etc. are subject to this charge. Documented medical emergencies, court days, pre-arranged-and-contracted-days-off, and funerals are not subject to this overage charge. Absences due to illness on a Saturday will result in a suspension, doctors notes are not excused absences unless they are 3 or more days consecutively. Doctors notes must be faxed into the school (818) 701-5227 while absent, the doctors note must have the date seen and the return to school date listed. The doctors note submission will be reviewed for possible excused absence. Doctors notes must be received no later then 48 hours upon return to school or will no longer be considered for excused absence.

Additionally, Saturdays are a mandatory day at Academy for Salon Professionals. All students (except those whose contract specifies otherwise, due to employment or religious considerations) must request (up to five maximum for the program for Cosmetology students and three maximum for Esthetics students) a Saturday off at least two days in advance, to be assured of the day off. Failure to request in advance will result in a one-day suspension. It is to the Academy's discretion to excuse documented medical emergencies (three days or more), court date is pre-arranged and contracted days off, and funerals may not be subject to these overcharges.

## TARDINESS

Be prompt! If you are, report to a salon administration staff before entering class or the salon area. If you are tardy and clock in after 9:00 am or 5:30 pm more than two times within a 30 - day period, it is considered an absence and on the 3rd tardy you will be sent home. If you arrive after 9:05 am or 5:35 you may not attend class and will be suspended for the day/night.

## ABSENTEEISM

An attendance rate of 80% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact your instructor or a staff member before class begins for the day (email or phone are acceptable); If a student does not maintain 80% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained. For those students with FSA or VA funding, notification will be sent immediately if student is terminated or if FSA Probation is initiated.

### 14 DAYS ABSENT POLICY

Student's who are absent for 14 consecutive days, are considered to have abandoned school are withdrawn from the program on the 15 day.

# LEAVE OF ABSENCE (LOA) Policy

Academy for Salon Professionals acknowledges that on occasion, students are forced to take an approved Leave of Absence. Students must follow the Academy LOA policy.

Reasons for Approved Leave of Absence (LOA):

- 1) Medical/health issues
- 2) Family Emergencies
- 3) Financial Hardship

Leave of Absence requests must be presented in writing in advanced unless unforeseen circumstances prevent the student from doing so and that the request must be in writing, including the student reason for the LOA signed and dated by the student. It will be forwarded and reviewed by the board. If at all possible, a student needs to present documentation to support the request for a LOA, though a student's statement will be accepted in some cases. Paperwork for the LOA is processed in the Financial Aid Office. Academy for Salon Professionals reserves the right to deny a LOA based on the facts provided. In order for the school to approve the LOA, there must be a reasonable expectation that the student will return from the LOA.

A LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Academy documents the reason for its decision *and* the Academy collects the request from the student at a later time. The Academy establishes the start date of the approved LOA as the first date the student was unable to attend.

When approving the LOA, Academy for Salon Professionals will not assess the student any additional institutional charges, and the student's need may not increase. The Financial Aid Administrator will, if the student is a Title IV loan recipient, explain to the student, prior to granting the LOA, the effect that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The LOA extends the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence. An addendum to the enrollment agreement must be signed by the financial aid department and student.

A Leave of Absence may not exceed 30 days, though a student may request an additional leave of absence prior to the end of a Leave of Absence if necessary, the student will begin at the point he or she left the program. A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 says in a 12-month period. A student in Phase I at Academy for Salon Professionals who requests a LOA will be required to follow a specialized program created by the educator upon return, and cannot expect to resume in the Phase I class he or she was previously in. The class selection will be the Educator's choice, not the student's, to maximize the education and minimize the effect of the LOA.

A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, no R2T4 calculation is required and the Academy refund calculation is not required either. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period. While the LOA absence is not subject to overage charges, or Financial Aid returns.

Student's contract period will be extended by the same number of days taken in the LOA. An addendum to the enrollment agreement must be signed by the student and the Financial Aid office, the student will receive a copy of the addendum with their revised end date.

If the student wants to return prior to the 30th day, and they are able to resume immediately at the level the student was at when the LOA began, the student may return early from the LOA. Should a LOA need to be extended past the 30th day, the student must contact the Financial Aid Administrator (FAA) to request a NEW LOA BEFORE the original LOA ends. The extension must be signed by both the student and the FAA.

Students who take an unapproved LOA or fails to return from an approved LOA, the student will be withdrawn. The Date of Determination will be the day that the student failed to return from the LOA, the Academy is required to take attendance, the students withdrawal date for the purpose for calculating a refund will be the students last day of attendance. Should a student decide not to return to Academy for Salon Professionals while on an approved LOA, the date of notification (in writing) would be the Date of Determination, and the Date of Withdrawal would be the last day of attendance. Federal Student Loan repayment is determined by the Date of Withdrawal, not the Date of Determination.

A student who must take an approved leave of absence or must withdraw from training for non-academic reasons may return to the program with no loss of progress if the student was making progress when the student left. Students taking a LOA during Phase I of the program will be placed in a classroom at the same point at which they left, so a student in Phase I cannot expect to re-join the same classmates he or she had at the onset of the LOA and it is possible that the student will not be able to return on his or her day of preference, due to scheduling.

## MAKE-UP WORK POLICY

Must be approved. If you choose not to make up work and go over contract (20/40 hours allotted) you will have to pay \$20 an hour. Students may make-up any work missed during their absence at the discretion of the instructor.

This school uses software published by RGM software and Salon Iris to track student participation and attendance. Specifically, the system will allow your instructor to record the hours you spend taking the course by tracking both your hours at the school, your time performing various duties, your lab time, practice time, and your specific skills development.

## SUSPENSION/TERMINATION

Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be notified of the problem and what the student must do to correct the problem. It is the intent of Academy for Salon Professionals to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of Academy for Salon Professionals to inform the student and to tell the student how deficiencies can be corrected. If terminated for cause (academic, attendance or attitude), students may (at the discretion of Academy for Salon Professionals manager and in accordance to FSA limitations), after presenting a detailed, written plan outlining the student's commitment to the program, return to Academy for Salon Professionals to continue the program. Should the student, at any time after his or her return, fail to live up to the submitted plan, immediate termination would result, and the student would not be allowed back to Academy for Salon Professionals.

## TUTORING SERVICE

Arrangements may be made for tutoring if a student requires or desires such assistance. The fee would be negotiated between the student and the tutor. The school limits its responsibilities in this regard to providing assistance in finding a tutor.

## DRESS CODE (COSMETOLOGY AND ESTHETICS)

Adherence to our professional dress requirements is an integral part of your education. We work in a fashion industry and must learn to advise clients regarding their personal image. During your program, you will receive training and advice regarding your personal image. If an instructor deems your appearance for the day unsatisfactory, you may be asked to leave Academy for Salon Professionals and return with appropriate dress. You will be clocked out and will not receive hours until you return in compliance with Academy for Salon Professionals standards.

**The dress code for Academy students is all black standard scrubs.** Long sleeve shirts may worn under Academy shirt or scrub top, outer wear must be a black sweater / cardigan (no hoodie / sweatshirt) Academy shirts will be provided, additional shirts may be purchased through the student store. You may wear any close toed shoe that is professional looking (no ugh boots, slipper like shoe, athletic shoes, or old dirty looking shoe). You may wear black athletic shoes (10% white (if laces and rim is white is over 10% one or the other). Hair and make-up should be appropriate for someone working in a fashion and image career. Hair and make-up should be done before arriving to class. Jewelry should not interfere with salon work. School apron and name tag must be worn at all times.

## GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in the course of study with a GPA and Attendance being 80% or better and student's tuition account is paid in full, he/she will be awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Examination.

# State Board Licensing

## RECIPROCITY

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

## LICENSING REQUIREMENTS

To become licensed in cosmetology in California, students must complete 1600 hours of approved training, graduate from an approved school, and pass the state board exams.

To become licensed in esthetics in California, students must complete 600 hours of approved training, graduate from an approved school, and pass the state board exams.

## PHYSICAL DEMANDS

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the beauty industry, should obtain a doctor's release before entering Academy for Salon Professionals or continuing school. Examples of such health conditions might include asthma, pregnancy, or allergic reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrollment.

## SAFETY REQUIREMENTS

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. Safety instructions are an ongoing concern throughout the entire course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in the preparation of nails eye protection should be worn. Hair may not be left on the floor following a hair-cut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

# Tuition & fees

<b>COSMETOLOGY PROGRAM</b>	
Tuition	\$18,000.00
Registration Non-Refundable	\$150.00
Supplies Non-Refundable	\$2819.00
Other Non-Refundable	\$267.81
STRF Non-Refundable	\$0.00
<b>Total Cost</b>	<b>\$21,236.81</b>
<b>ESTHETICS PROGRAM</b>	
Tuition	\$8,175.00
Registration Non-Refundable	\$150.00
Supplies Non-Refundable	\$1,757.00
Other Non-Refundable	\$166.92
STRF Non-Refundable	\$0.00
<b>Total Cost</b>	<b>\$10,248.92</b>

\*Total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

## DEPOSIT

Due at enrollment is a minimum down payment of \$250.92 esthetics and \$250.81 cosmetology.

## TEXTBOOKS

Students may purchase their own textbook, workbook, exam book, and CD, as long as the items are exactly the same as those offered through the kit. Notice that the student will be purchasing their own books must be made before the enrollment contract is completed. Students may access <http://www.cengage.com/highered> for more information; ISBN numbers are available through the Admissions office.

## OVER CONTRACT CHARGES

If you need to make-up a missed day (over the 40 hours allowed in Cosmetology or the 20 hours allowed in the Esthetics Program), there will be a fee of \$20.00 per hour. This charge is payable in advance and is not covered through any form of Federal Financial Aid. The 40 and 20 hours allowed are designed to cover illness, personal and religious holidays, and family commitments. Suspensions, undocumented, and/or non-emergency absences are subject to these hours and excessive absences will result in over-contract charges.

While hours missed due to illness or personal request may be replaced by makeup hours and hours missed due to disciplinary action (suspension) cannot be made up and must fall in total within the allowed hours, or an overage charge will result.

## TRANSCRIPTS

Each student's file will contain student's academic progress record and evidence of certificate issued by this institution. No transcripts will be issued until all tuition and other fees due the institution are paid in full. All transcripts will be maintained on premises (via online retrieval) permanently. Student to complete graduation requirements will receive a certificate.

## CHANGE OF CONTRACT

Change of contract is granted for the following:

There is a \$300.00 charge for changing schedule resulting in a contract addendum.

The Academy has the right to grant a charge of contract for the following:

medical issue that arises (doctors note needed)

work (letter from work)

child care (has to be yours)

Change of contract will not allow you to attend any other hours, other than new schedule (can not be used to make up hours you already need to.

## HOUSING

Academy for Salon Professionals does not offer on-campus or subsidized housing for our students. Academy for Salon Professionals does not have the facilities to assist our students in finding appropriate housing. There is housing available in the surrounding communities; the estimated cost for such housing is approximately \$1100/month for a one-bedroom apartment.

## EXTERNSHIPS

Academy for Salon Professionals students are encouraged (but not required) to serve an externship. Esthetics student may begin their externship at 400 hours; cosmetology students may begin their externship at 1200 hours, as long as their academic and attendance performance is at Academy for Salon Professionals standards (>80%), and as long as the salon/spa chosen is approved through the California State Board of Cosmetology. No more than 7.5 hours per week of externship are allowed for any student. All hours clocked in externship must be approved by the Registrar or Manager and documented through the workplace within 72 hours of the workday. Hour sheets submitted late will not be accepted. Students serving externships are expected to uphold Academy for Salon Professionals standards throughout their tenure at the externship. Externship is in place of school or in addition to. If you are released from your externship early, because they are slow it is your responsibility to come to school or lose those hours. Schools policy still is in effect while externing. All externships are subject to unannounced monitoring by Academy for Salon Professionals staff.

## DEMANDS OF SCHOOL

You must be able to perform all duties of the curriculum if you are not then you must not attend school (this is why we give you 20/40 hours).

## LIBRARY

Academy for Salon Professionals provides a library for our students, located in teachers office. Students have access to all materials in the library during school hours. See an educator for permission to take books home overnight; all books, videos and DVDs must be returned by the next school day.

## SCHOLARSHIPS AT THE ACADEMY

Academy for Salon Professionals does, on occasion, offer scholarships to our students. When a scholarship is offered, all non-transferring students starting with that particular class are eligible for the scholarship, as long as they meet the enrollment requirements. Enrollment requirements would include enrollment deadlines and essay. Scholarships are applied during the last SAP period of the course, once academic and attendance performance requirements are met and it is determined that required SAP minimums have been maintained throughout the course.

# Enrollment Procedures

Academy for Salon Professionals will attempt to meet the needs of every eligible aid applicant. However, all awards are contingent upon the availability of funds and satisfactory progress regulations.

All financial aid must be used for legitimate educational costs.

1. Meet the admissions office, discuss program, signing of the enrollment agreement, complete entrance counseling and MPN if loans are needed, and provisions for deposit are due.
2. Submit the federal aid application (FAFSA) at <http://www.fasfa.ed.gov/index.htm>.
3. Remember to include the school code 041898 on the FASFA application. Inclusion of the school code allows the institution access to the students information electronically.
4. Submit all follow up request as soon as possible after notification from the financial aid officer for completion of file.
5. Financial aid is not automatically renewed. Continuing students must reapply for aid each year. Therefore, item should be in the financial aid office by April 1 of each year for new and continuing students to receive priority awards.

Academy for Salon Professionals has student financial services available. We will find the right financial program for you upon your visit to our campus. Call to meet with our admission team to help reach your career goals, book your tour of Academy for Salon Professionals today! Start living your dream.

## ACADEMY FINANCING

Students may choose to finance their education through Academy for Salon Professionals. We charge no interest as long as payments are made on time and are completed before the end of the student's contract.

## METHODS OF PAYMENT

Upon enrollment, the tuition and fees are due and payable in full. However at the school's option, a payment plan may be devised. The balance then can be paid in monthly installments until tuition is paid in full.

Academy for Salon Professionals accepts cash, checks, Visa, MasterCard, Debit, and Discover card for payment on all tuition-related fees and charges.



# Cancellation and Refund Policy

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh calendar day after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$150.00 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Course Cancellation:** If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

## NOTICE (CEC §94916)

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at **ACADEMY FOR SALON PROFESSIONALS** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(certificate)** you earn in **(Cosmetology / Esthetics )**, is also at the complete discretion of the institution to which you may seek to transfer. If the credentials that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution you are transferring. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **ACADEMY FOR SALON PROFESSIONALS** to determine if your credentials will transfer.

**Note:** Academic transcripts will not be released until tuition charges are paid in full.

**Placement:** This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

# Consumer Information

## DETERMINING NEED

The information you report on the FAFSA form when you apply for aid is used in a formula (established by U.S. Congress) that calculated your Expected Family Contribution (EFC).

Academy for Salon Professionals uses the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) using a calculation of the information you report on the FAFSA form when you apply for aid. The formula used to calculate your EFC is established by the U.S. Congress.

## NINE MONTH STUDENT EXPENSE BUDGET FOR THE 2018-19 ACADEMIC YEAR

**COST OF ATTENDANCE (COA):** Academy for Salon Professionals uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION.

Allowance	Student Living with Parents	Off Campus
Tuition & Registration Deposit	Actual Institutional Charges	
Books & Kit	\$1,638.00 per academic year	
<b>Living Cost Allowance (monthly figures)</b>		
Room & Board, Food	\$482.00	\$1,208.00
Transportation	\$118.00	\$130.00
Personal/Misc.	\$344.00*	\$314.00*
*cost of uniforms is included in the personal allowance		
Child/Dependent Care: reasonable expenses with adequate documentation provided by the student, depending upon age and number of children		
Loan Fees: for student loan borrowers, actual or average loan origination and insurance fees.		
<b>Total (excluding allowances based on actual institutional charges) (per month):</b>		
	<b>\$1,124.00</b>	<b>\$1,834.00</b>

\*This institution does not provide on campus housing

## AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

The Academy does not receive enough campus-based funds to satisfy all the students' financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF- HELP CONCEPT is a first-come, first served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family Contributions
2. Other Resources
3. Federal PELL Grant
4. Self Help (Stafford and/or PLUS loans)

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours on instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of student in relation to the academic year.

**CLOCK HOUR:** Consists of 50-60 minutes of supervised instruction during a 60-minute period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the Academy in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education-related expenses.

**ESTIMATED FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**PARENT(S):** For the purposes of the financial aid programs, a 'parent' is the mother and/or father or adoptive parents, stepparent or legal guardian – not foster parent.

**PAYMENT PERIOD:** 450 hours and 13 weeks for courses of 900 hours or more. It is the midpoint of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**FINANCIAL AID - CONSUMER INFORMATION:** In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures during enrollment, in the catalog, at orientation or on [www.academyla.com](http://www.academyla.com):

California State: Institutional Performance Fact Sheet

Federal Disclosures: Right to know Act – How Our Students are doing

Gainful Employment Disclosures

Fire Policy

Campus Security Act Disclosure Statement– Clery Act ( Paper Disclosure )

Constitution & Citizenship Day (Sept. 17th)

Drug and Alcohol Abuse Policy

Enrollment disclosure

Voting Information

FERPA

These disclosures may be completed annually and distributed on paper (requiring signatures on forms) in the catalog of the financial aid section or on the school website.

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and based on their eligibility; receive tuition aid and financial assistance while attending the school. The Federal programs Academy for Salon Professionals participates in are:

Federal PELL Grant: (FPELL) does not require repayment

Federal Supplemental Education Opportunity Grant: (FSEOG) does not require repayment

# NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Academy for Salon Professionals receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write Academy for Salon Professionals registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Academy for Salon Professionals discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. Academy for Salon Professionals discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Academy for Salon Professionals in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Academy for Salon Professionals who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Academy for Salon Professionals. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Academy for Salon Professionals to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202
6. The Academy provides access to students & other school records to its accrediting agency.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student to other school officials, including teachers, within Academy for Salon Professionals whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met (§99.31(a)(1))the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the Academy’s state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at Academy for Salon Professionals may be found in “

- “The Student Guide” [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)
- “Free Application for Federal Student Aid” <http://www.fafsa.ed.gov/> questions about the FAFSA, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)
- “Funding Your Education Beyond High School” [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)
- The U.S. Department of Education may be contacted directly at: U.S. Department of Education 400 Maryland Ave, SW Washington, D.C. 20202 (800) 872-5327 [www.ed.gov](http://www.ed.gov)

**COMPLIANCE STATEMENT:** The Federal Privacy Act of 1974 requires that students be notified that disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

**FINANCIAL AID:** Financial aid helps reduce out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school attendance. Financial aid includes grants which do not have to be repaid. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student cost and the cost of education at this school.

**NSLDS DISCLOSURE:** Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

#### STUDENT ELIGIBILITY REQUIREMENTS:

To be eligible for financial aid, a student must:

- Have financial need.
- Be a citizen or eligible non-citizen.
  - Have a valid social security Card Except applicants from the Marshall Islands, Federated State of Micronesia or The Republic of Palau.
  - Be registered for selective service (if you are a male, between the ages of 18-25)
- Be admitted as a regular student in an eligible program.
  - Be making satisfactory progress (as defined by the school’s policy) in the course of study.
- Have signed a statement of educational purpose.
- Not owe a refund on a FPELL Grant or FSEOG at any school.
  - Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school.
  - Have a high school diploma (or its equivalent) a GED or High School Equivalency.
  - Agree to use any federal student aid received solely for educational purpose.

#### NET PRICE CALCULATOR

A template that calculates the estimated net price, which is available on line at <http://ifap.ed.gov>. The template looks up a populated data from the FAFSA application database to identify a median EFC and median grant to determine the estimated amount of grant aid from the estimated total price of attendance.

#### U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The Academy is approved for, and does participate in the following USDE Title IV programs

**Federal PELL Grant (FPELL):**The Federal Pell Grant Program provides need based grants to low income undergraduate students to promote access to a school education. The Pell Grant is free money that does not have to be paid back.

**Federal Supplemental Education Opportunity Grant (FSEOG):** Priority for need based FSEOG funds will be given to students eligible for PELL Grant. FSEOG is free money that does not have to be paid back. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non

Pell recipient's students with the lowest Expected Family Contributions enrolled during the last three months. For additional information about Federal Financial Aid programs, request "The Student Guide" published by USDOE.

## **FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING ARE:** FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

The FAFSA is the main application to apply for financial aid at Academy for Salon Professionals. The FAFSA needs to be completed as instructed on the form and may be submitted either by paper or electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation for the Expected Family Contribution. If the FAFSA was completed by paper, the results will be sent to you on a Student Aid Report. If the form was completed electronically, the results will be available on-line to both to you and Academy for Salon Professionals.

**INSTITUTIONAL FORMS:** In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office.

**RENEWAL PROCESS:** If a student crosses over award years (July 1 to June 30 of the following year), it is not automatically renewed for the next year. Students must re-apply by completing a FAFSA - School coded 041898

## **EMERGENCY NOTIFICATION AND EVACUATION PLAN:**

Academy for Salon Professionals has an Emergency Evacuation Plan. Employees and students are notified about this procedure, a drill to practice and the procedures periodically during weekly school meetings on Tuesday mornings 9:00 am and Monday 5:30 pm and at all orientation required for all students which is documented.

In the event that a confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees is occurring on the school premises, a verbal notification will be announced by the director or an appointed staff member to all students and staff. Students and staff of Academy for Salon Professionals that are not in the school at the time the emergency is occurring or had occurred will be notified by text and or email. The content of the notification will be all the relevant information regarding the emergency. The emergency will be logged and documented.

Students, staff and customers should proceed to the nearest available exit, in a calm and orderly manner. Help the elderly, handicapped and children to the nearest exit. Leave all personal belongings behind. Don't attempt to put out the fire yourself. Leave immediately.

## **GENERAL INFORMATION AND QUESTIONS**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Academy for Salon Professionals is approved to operate by the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs. This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs, P.O. Box 980818, West Sacramento, CA 95798-0818 Physical Address: 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: 916-431-6959; Fax: 916-263-1897.

A student or any member of the public may file a complaint about this institution with the BPPE by calling toll free, 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.cs.gov](http://www.bppe.cs.gov).

## COMPLAINT PROCEDURES

Any student, teacher, or interested party may file a complaint with the school. All complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant. If the complaint cannot be resolved it will be referred to the schools complaint committee.

The school's complaint committee consists of three members from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest. The complaint committee will meet within 21 calendar days of the school receiving the complaint to review the allegations. If more information is required, a letter will be written outlining the additional information needed. If the additional information is not received by the committee within 15 calendar days, the committee can take any action include dismissal of the complaint.

If no further information is needed, the complaint committee will act on the allegation and a letter be sent to the complainant within 15 calendars days. The letter will state the steps taken to correct the problem, or prove that the allegations were neither warranted nor based on fact.

The complainant may contact the following agencies if the complainant wishes to further pursue the complaint:

### **Private Postsecondary Education Information**

Mailing: P.O. Box 980818  
West Sacramento, CA 95798-0818  
Physical: 2535 Capitol Oaks Dr., Suite 400  
Sacramento, CA 95833  
Phone (916) 574-7720  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Board of Barbering and Cosmetology**

P.O. Box 944226  
Sacramento, CA 94244-2260  
1 (800) 952-5210  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### **National Accrediting Commission of Career Arts & Science**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

## STUDENT RECORDS

All student records kept permanently (hard copy for a minimum of five years, and online retrieval after that) and include both academic and financial information. The school grants its accrediting agency access to all school records. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information requested and Academy for Salon Professionals will make the information available within 15 days for the students review. Upon review, if records are inaccurate, the student may request that errors be corrected. If a third party makes a request, a student must fill out a release form every time a request is made.

In the event that a difference of opinion exists regarding the existence of errors, the student may request a meeting to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of each students' financial, academic, and other school records. We will not release such information to any individual without a student's written request, or unless otherwise required by law. The school provides access to students & other school records to accrediting agencies.



## PRE-ENROLLMENT

### Information Sheet

The pre-enrollment information sheet contains valuable information students should know before enrolling as a Cosmetology and/or Esthetics student at Academy for Salon Professionals in Northridge, California.

This information is provided for information purposes only.

Academy for Salon Professionals is accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS). Therefore, many of the standards found within this information sheet are consistent with NACCAS standards and the California Board of Barbering and Cosmetology.

## STATE LICENSING AND ACCREDITING AGENCIES

### Private Postsecondary Education Information

Mailing: P.O. Box 980818

West Sacramento, CA 95798-0818

Physical: 2535 Capitol Oaks Dr., Suite 400

Sacramento, CA 95833

Phone (916) 574-7720

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento, CA 94244-2260

1 (800) 952-5210

[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### National Accrediting Commission of Career Arts & Science

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

[www.naccas.org](http://www.naccas.org)

## COMPLETION, PLACEMENT, AND LICENSURE RATES

TYPE	RATE FOR 2017	RATE REQUIRED BY NACCAS
Completion Rate	Cosmo 96% / Esti 93.31% / Total 93.53%	+ 50% Meets Requirements
Placement Rate	Cosmo 62.5% / Esti 41.67% / Total 63.89%	+ 60% Meets Requirements
Licensure Rate	Cosmo 89.47% / Esti 97.78% / Total 95.38%	+ 70% Meets Requirements

\* NACCAS requires an institution to have a program completion rate of 50%, a job placement rate of 60%, and a licensure rate of 70%.

## NATURE OF WORK

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services. Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising. Hairstylists offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise

clients, both male and female, on how to care for their hair at home. Hairstylists also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling and flat irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

Estheticians or skin care specialists cleanse and beautify the face and body to enhance a person's appearance. Skincare specialists give facials, full-body treatments, and head and neck massages to improve the health and appearance of the skin. Some may provide other skin care treatments, such as peels, masks, and scrubs, to remove dead or dry skin. In addition, skincare specialists create daily skincare routines for clients based on skin

analysis and help them understand which skincare products will work best for them. A growing number of specialists actively sell skincare products, such as cleansers, lotions, and creams.

Source: Occupational Outlook Handbook 2016-2026, US Department of Labor ([www.bls.gov](http://www.bls.gov))

## WORKING CONDITIONS

OCCUPATION	ENVIRONMENT	WORKLOAD
Cosmetologist (hair stylist, stylist)	Clean surroundings with good lighting and ventilation Exposure to chemicals Required to stand for extended periods of time	May be required to work more than 40 hours per week and weekends
Esthetician (skin care specialist)	Skincare specialists usually work in salons and beauty and health spas, and some are self-employed. Although most work full time, many work evenings and weekends.	Typically work full time, with many working evenings and weekends. Working more than 40 hours a week is common.

## WORK ENVIRONMENT

**Cosmetology:** Barbers, hairstylists, and cosmetologists work mostly in a barbershop or salon. Physical stamina is important, because they are on their feet for most of their shift. Many work full time, but part-time positions are also common.

**Esthetician:** Skincare specialists usually work in salons and beauty and health spas, and some are self-employed. Although most work full time, many work evenings and weekends.

.Source: US Department of Labor ([www.bls.gov](http://www.bls.gov)) 2018

## JOB OUTLOOK

**Cosmetology:**

Employment of barbers, hairstylists, and cosmetologists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. Population growth will lead to greater demand for hair care services.

**Esthetician:**

Employment of skincare specialists is projected to grow 14 percent from 2016 to 2026, faster than the average for all occupations. The desire among many women and a growing number of men to reduce the effects of aging will result in employment growth. Good job opportunities are expected.

Source: US Department of Labor ([www.bls.gov](http://www.bls.gov)) 2018

## EMPLOYMENT AND MEAN WAGE ESTIMATES

OCCUPATION	EMPLOYMENT	MEAN HOURLY WAGE	MEAN ANNUAL WAGE	
Cosmetologist (hair stylist, stylist)	673,700	\$11.94	\$24,830	
Esthetician (skin care specialist)	61,300	\$15.05	\$31,290	

Source: US Department of Labor ([www.bls.gov](http://www.bls.gov)) 2018

## INDUSTRY OPPORTUNITIES

### COSMETOLOGY / ESTHETICS

A career in Cosmetology or Esthetics means you will devote your talents to making others look and feel their best. A Cosmetology education and license are necessary for pursuing a career as a hair stylist/designer/barber, nail technician, esthetician, or make-up artist. Licensing requirements vary from state to state for each area of expertise. Esthetician education and license is necessary for pursuing a career in skin care and makeup.

The primary goal of a successful, licensed Cosmetologist and Esthetician is creating an experience for the client that he or she will enjoy and want to repeat. Cosmetologists and Esthetician keep pace with the fashion world and stand ready to meet the constantly changing career skills vital to success. Today's Cosmetologists and Esthetician must possess and continually upgrade and refine a wide range of skills to meet the needs of a diverse clientele. Continuing education is a must! Cosmetology and Esthetics offers opportunities for personal growth and many career options.

# Academy for Salon Professionals Financing

## ZERO (0%) INTEREST

### Cosmetology

Tuition:	\$18,000.00
Registration Fees (Non-Refundable):	\$150.00
Supplies (Non-Refundable):	\$2,819.00
Others (Non-Refundable):	\$267.81
STRF (Non-Refundable):	\$0.00
<b>Total:</b>	<b>\$21,236.81</b>

10% of Tuition	\$1800.00
Supplies	\$2819.00
Other	\$267.81
Stud Tuition Recovery Fee	\$0.00
Registration Fee	\$150.00

### Total deposit \$5036.81 paid 30 days before class starts

Tuition balance:	\$16,200.00
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Full-Time payment: **\$1800.00** for 9 months.

### Esthetics

Tuition:	\$8,175.00
Registration Fees (Non-Refundable):	\$150.00
Supplies (Non-Refundable):	\$1757.00
Others (Non-Refundable):	\$166.92
STRF (Non-Refundable):	\$0.00
<b>Total:</b>	<b>\$10,248.92</b>

20% of tuition	\$1635.00
Supplies	\$1757.00
Other	\$ 166.92
Stud Tuition Recovery Fee	\$0.00
Registration Fee	\$150.00

### Total deposit \$3708.92 paid 30 days before class starts

Tuition balance of \$6,540.00

Full-Time payment: **\$1635.00** for 4 months Part-Time payment: **\$817.50** for 8 months

\*Total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

**Note: Payment begins on the 1st day of each month after signing the enrollment contract.** \*Subject to change without notice.