



SCHOOL CATALOG
2016-2017

(published 7/01/16)

Dear Future Student:

Welcome to the Arizona Academy of Beauty, and thank you for selecting us to assist you in obtaining your desired field of training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

The world of hair and beauty is a career where your success and accomplishments are unlimited. It's a changing and growing industry where there is always room for more and better qualified people. At Arizona Academy of Beauty, we offer you more than the basic training to pass the State Board of Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. In order to reach this level of success, you must first learn the basics of hair and beauty culture. This means hard work, dedication and practice on your part. You will practice salon management, business concepts and the psychology of personal success.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you. The beauty and hair industry is bigger than ever, and the need for creative, well-trained designers is growing every day. Rest assured vanity will never go away. People are always going to want to look good.

More than half of the population are women, all seeking to look their best. Men are also seeking fashion after a decade of regimentation in hairstyle and dress. There are many high paying and specialized positions in the industry for men as there are for women.

We want to take this opportunity to tell you that not all schools are the same. This is where Arizona Academy of Beauty makes the difference. We employ qualified instructors to assist you in your learning journey. We have over 50 years of cosmetology experience right under our own roof! We have been in the "Beauty Business" for over 55 years and are well established with the local salons in the Tucson and surrounding areas.

Selection of the right school is one of the most important decisions you can make. We at Arizona Academy of Beauty invite you to visit our schools, meet and talk with our students and instructors. The difference in any training is education and the school. At our school, YOU, the student always comes first.

Changes to the Code of Federal Regulations (CFR 668.6) which governs the Higher Education Act (HEA) and the disbursement of Financial Aid (Title IV) determine how post-secondary schools, colleges and higher education institutions administer and advertise/market their education programs. The objective is to provide to prospective students consumer information so they can make the right decision in selecting a post-secondary school. Arizona Academy of Beauty believes that it is important that prospective students are provided all the information they need to make an accurate decision when choosing a beauty school. These HEA regulations can be confusing. We urge prospective students to address any questions or concerns you may have after you review the following consumer information found on our website at www.arizonaacademy.com/ge-programs.

The Arizona State Board of Cosmetology requires us to certify that our Academies have the necessary equipment as required by statute and rule for operating.

It is a pleasure to have you join us at Arizona Academy of Beauty. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sign up today....for a better future tomorrow!!!!

Sincerely,

Stewart White
President/Owner

Carey White
Vice President/Owner

MEMBERSHIPS/CERTIFICATION APPROVALS

This Institution is recognized as an eligible institution to participate in the Federal Financial Aid Programs by the United States Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202.

Approval to Operate granted by:

**ARIZONA STATE BOARD
OF COSMETOLOGY**

1721 E. Broadway Blvd
Tempe, Arizona 85282
(480) 784-4539

Accredited by:

**NATIONAL ACCREDITING COMMISSION
OF COSMETOLOGY ARTS & SCIENCES**

4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302
(703) 600-7600

CURRENT MEMBER OF:

Association of Accredited Cosmetology Schools

OTHER APPROVALS:

- Veteran's Training
- Department of Vocational Rehabilitation
- Department of Economic Security JOBS Program
- Regional Re-Employment Program
- Bureau of Indian Affairs
- PELL Grant Program/SEOG Grant
- Federal Direct Loan Program
- Federal Plus Loan Programs

APPROVAL DISCLOSURE STATEMENT

Arizona Academy of Beauty, was founded in 1961 to offer men and women a school of higher learning to prepare them to enter the growing field of Cosmetology, Nail Technology and Instructor Training and to meet the demands of society by giving them a means toward gainful employment and ultimately a more successful standard of living. Emphasis is placed on preparing each student to pass the State Board Examination and receive his or her license.

The Academies of Beauty have been examined and fully approved by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and by the Arizona State Board of Cosmetology. In addition, the United States Department of Education has recognized the Academies of Beauty to be in sound financial condition to operate as a school of higher learning and to participate in Title IV funding. By our Accreditation, we are accepted by all Federal and State agencies for educational and financial aid. The Accreditation process is one of the most important professional processes in American higher education. It provides a quality assurance program from within the higher education processes community and professional associations. Accreditation strengthens the value of the diploma that every graduate of the Academy receives. Institutional approval must be reappraised every five years and is subject to continuing review. Approved are the following courses: Cosmetology-1600 Hours; Nail Technology-600 Hours; Instructor Training-650 Hours

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Available are the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Direct Loan Program, and Federal Plus Loan Program. In addition, we have in house financing available and offer High School Scholarships.

The Arizona State Board of Cosmetology sets minimum standards for your program of study. The minimum number of class hours and the total clock hours for each course as outlined in the State Board's Rules and Regulations booklet, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for any further action may be made to Stewart or Carey White/Owners. Unresolved complaints may be directed to the Arizona State Board of Cosmetology, 1721 E. Broadway, Tempe, AZ 85282 Telephone number (480) 784-4539. A copy of the schools written Complaint Procedure can be obtained upon request.

ADMINISTRATION/FACULTY/QUALIFICATIONS/SUBSTITUTES/SCHOOL LOCATION

Arizona Academy of Beauty has 1 location to serve your educational needs. Stewart L. White operates as the President/Treasurer/Owner and Carey A. White operates as the Vice President/Secretary/Owner.

INSTRUCTIONAL STAFF: (as of 12/16)

Thelma Saenz	Director of Education/Instructor
Noel Sanchez	Director of Student Financial Aid
Jessica Weidler	Receptionist
Bert Bruneau	Instructor
Angela Norton	Instructor
Jennifer Smith	Instructor

INSTRUCTOR/STAFF QUALIFICATIONS

All instructors possess valid Arizona Cosmetology and Instructor Training Licenses and are approved through the Arizona State Board of Cosmetology. All Instructors are required to attend a minimum of 12 hours of continuing education each year. All financial aid related staff, including owner and directors, attend regular seminars to keep up to date in the financial aid industry.

SUBSTITUTES

Day and evening faculty alternate schedules to accommodate any substitution requirements.

The Academy is located in a large, attractive shopping center. It is a one story facility with 6000 square feet and is completely air conditioned. We have 3 large classrooms, 72 work stations, 10 dryers, shampoo area, facial room, dispensary, reception area, executive office, teachers office, financial aid office, laundry room as well as separate men's and women's restrooms. Vending and soda machines are located within the building providing snacks for break time. In addition, we provide a refrigerator to store any items that are brought in for dining enjoyment. For your convenience, a microwave is also available.

This ultra modern facility is located on the Eastside of Tucson and is close to public transportation, housing and daycare facilities. Due to city ordinances, this building is completely non-smoking. Smoking is permitted outside in the rear of the building only. Approximately 80-90 students can be enrolled at one time. Lighted parking areas surround both buildings, with restaurants within walking distance. Our Academy simulates salon conditions to help our students "learn by doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn to practice managing the reception desk, checking patrons in, answering the telephone and operating the cash register. Our students also learn inventory control and assist in operating our dispensary. Our objective is to help the student become "salon ready".

SCHOOL CALENDAR/START DATES

SCHOOL CALENDAR/START DATES - Our Academy operates continuously throughout the year except for the following holidays: New Year's Day, Labor Day, Memorial Day, Thanksgiving Day and Christmas Day where we are closed all day and night. We often close early on the Christmas Eve and New Years Eve as well as Halloween night. We are closed for summer vacation the entire week of July 4th. All religious holidays honored by a particular student will be respected by the Academies. The Academy is open for instruction as follows: Mon. 1:00 p.m. to 7:00 p.m. Tues.- Fri. 8:30 a.m. to 9:00 p.m. and Sat. 8:30 a.m. to 4:00 p.m. New classes start at least once a month, sometimes as frequent as 3 times a month. The day program runs Tuesday thru Saturday and the evening program runs Monday through Friday. All new classes begin on a Tuesday. Prior to your start date with our Academy, an orientation class will be scheduled to review all Rules and Regulations, inventory your kit and prepare you for your first day of classes. The Academy may add another starting day or change the day as circumstances dictate. Upon registering to attend our program, each student will be given a specific starting date and that date will appear on all records relating to enrollment. If the Academies should close due to extenuating circumstances, all students would be notified by phone or certified letter.

**EDUCATIONAL OBJECTIVES/MISSION STATEMENT AND GOALS/NON DISCRIMINATION POLICY
RECORD RETENTION/INSTRUCTIONAL LANGUAGE/RECRUITMENT POLICY**

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

At ARIZONA ACADEMY OF BEAUTY, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Arizona State Board Examinations for entry level employment. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, Supervisor or School Owner.

These objectives are monitored and attained by the schools continuous attention to and evaluation of the curriculum and practical training skills, as mandated by the State Board of Cosmetology. Our staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the State Board's required curriculum. The daily training at Arizona Academy of Beauty is under the instruction of qualified Supervisors who bring many years of valuable experience within the beauty industry and believe in continuing their education to keep abreast of the vast changes in our industry. Our expert instructors bring over 50 years of specialized instruction to each student.

EDUCATIONAL GOALS

▪ **COSMETOLOGY**

The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a hairdresser, salon manager, hair colorist, salon owner, school owner, etc.

▪ **NAIL TECHNOLOGY**

The Nail Technology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a manicuring specialist, product demonstrator, etc.

▪ **COSMETOLOGY INSTRUCTOR TRAINING**

The Cosmetology Instructor Training course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for employment as a cosmetology or nail technology instructor.

NON-DISCRIMINATION POLICY

The Academy, in its admission, instruction and graduation policies, practices no discrimination on the basis of age, color, ethnic origin, race, religion, sex, financial status or country or area of origin or residence.

RECORD RETENTION

The Academy maintain current records for a period of not less than six years. All financial aid records are secured in metal, fire resistant cabinets in a locked records office.

INSTRUCTIONAL LANGUAGE

The Academies do not offer English as a second language instruction. All classes and examinations are administered in English. All Arizona State Board examinations will be conducted in English.

RECRUITMENT POLICY

We do not recruit students already attending or admitted to another Academy offering similar program of study.

REQUIREMENTS FOR ADMISSION/ABILITY TO BENEFIT POLICY/TRANSFER AND RE-ENTRY POLICY/CREDIT FOR PREVIOUS TRAINING/ATTENDANCE & TARDINESS

REQUIREMENTS FOR ADMISSION

▪ COSMETOLOGY AND NAIL TECHNOLOGY

Entrance is open to career minded people who, in the opinion of the Academy staff, would be able to obtain and utilize the skills taught for employment. Candidates are thoroughly screened to determine their capabilities and career potential. Students must provide satisfactory evidence that they are at least 16 years of age with a government issued driver's license/id card, birth certificate or a passport. In order to award Financial Aid, the Academies will only admit as students, candidates having a high school diploma or GED certificate.

For students not seeking Financial Aid, enrollment exceptions may be made for students that can provide satisfactory evidence that they are at least 16 years of age with a government issued driver's license/id card, birth certificate or a passport and must be able to provide proof of having 10 high school credits, with at least 2 of those credits in English or provide satisfactory evidence that they are at least 18 years of age.

▪ COSMETOLOGY INSTRUCTOR TRAINING

Entrance is open to individuals that hold a current Arizona Cosmetology license. In addition, each applicant must have a minimum of one years documented working experience in the salon. Students must provide satisfactory evidence that they are at least 16 years of age with a government issued driver's license/id card, birth certificate or a passport. In order to award Financial Aid, the Academies will only admit as students, candidates having a high school diploma or GED certificate.

TRANSFER AND RE-ENTRY POLICY/CREDIT FOR PREVIOUS TRAINING

Appropriate credit may be granted to students with prior training in an accredited school of Cosmetology. Students who have had prior training within or outside the state of Arizona must furnish proof of the number of hours of training to the Academy officials. Each student must take a written and practical freshman final prior to starting classes. This will help to determine how many hours the Academy will transfer into our program. Upon review and verification by school officials, hours and cost of attendance may be prorated at the Academies current hourly rate of tuition. (See Additional Charges Section).

Students with prior training at Arizona Academy of Beauty may re enroll at any time. Hours and cost of attendance will be prorated at the Academies current hourly rate of tuition. (See Additional Charges Section). Applicants who have been out of school for longer than 5 years will need to furnish proof of the number of hours of training that they previously completed.

A student who temporarily withdraws who is deemed to be in good standing may re-enter their program without loss of prior credit. Transfer or re-enrolled students will also meet the Academies normal admission requirements in addition to this policy. Any previous balance with Arizona Academy of Beauty must be paid off or arrangements made prior to enrollment. The Academies reserve the right to refuse the entry of transfer students and the re-entry of students who have previously withdrawn from any Arizona Academy of Beauty.

Cosmetology transfer students are only allowed to transfer in a maximum of 1000.00 Cosmetology hours and must complete a minimum of 600 Cosmetology hours. If a student has Nail Technology hours from Arizona Academy of Beauty, a maximum of 120 hours are allowed to transfer into Cosmetology and must complete a minimum of 1480.00 Cosmetology hours.

Nail Technology transfer students are only allowed to transfer in a maximum of 300 Nail Technology hours and must complete a minimum of 300 Nail Technology hours.

ATTENDANCE/TARDINESS

Each student is expected to attend all classes according to the schedule on their enrollment agreement. Each student is required to clock in and out through the timeclock system when entering and leaving the school. Students must report to class on time. Late arriving students after 8:40am will not be permitted to interrupt the theory classes already in session. The front door is locked promptly at 8:40am and will reopen at 9:30am.

COUNSELING SERVICES/DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY/RELEASE OF INFORMATION/RECORD KEEPING/SATISFACTORY PROGRESS/LEAVE OF ABSENCE

CAREER/COUNSELING SERVICES

Students will be issued a progress report each month which will help track both attendance and grade point averages. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. Any student who needs personal, educational or financial counseling is advised to make an appointment with the financial aid office or their instructor.

DISCLOSURE OF EDUCATIONAL RECORDS & STUDENT PRIVACY RELEASE OF INFORMATION

It is the policy of the Academies to release educational information to third parties on students only when it is authorized by the student, or in the case of a minor student, their parent or legal guardian. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Authorization to release information must be obtained on a case by case basis, and must include what information is to be released on the release of information form. Release of educational records to third parties will be made available within 10 day business days of receipt of request to release educational information.

This policy does not apply to the Arizona State Board of Cosmetology, NACCAS, the U.S. Department of Education or any other governmental agency so authorized by law. A copy of the Academies Privacy of Information Policy – Family Educational Rights and Privacy Act (FERPA) is available upon request.

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. A request to review records by a parent or eligible student must be submitted, in writing, to the school owner/director. Educational records will be made available within 45 business days of receipt of request to review records. Educational records are defined as files, materials and documents which contain information directly related to a student and maintained by the Institution. Dependent students are not entitled to inspect the financial records of their parents. When any information is being reviewed, a school owner/director or representative will be present at all times.

RECORDKEEPING

Student practice and grades are recorded on a weekly basis and posted to the computer within 24 hours of receipt in the office. All attendance hours are posted to the computer daily and retained by the Academies. Student progress reports are distributed monthly and if specifically requested, may be issued on a more frequent basis.

SATISFACTORY PROGRESS

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled at the Academies. Students are issued a Satisfactory Progress Policy during orientation which outlines the specific regulations.

LEAVE OF ABSENCE POLICY

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The Academy may allow a student under such circumstances to take a Leave of Absence (LOA) from the program not to exceed 180 consecutive days. Under current regulations, subsequent Leaves of Absences may be requested in the event of mitigating circumstances not to exceed 180 days in total. Any Leave of Absence must be requested in writing by the student and must be approved by the school Director, Financial Aid Director or Owner. A Leave of Absence request form may be obtained from the financial aid office. Do not request a Leave of Absence unless you absolutely need one. Student's on approved Leave of Absences will not be assessed any additional charges of tuition. Students returning from an authorized Leave of Absence will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the Leave of Absence. Students who fail to return from a Leave of Absence will be considered withdrawn as of the documented date of return. A refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 calendar days from the withdrawal date.

WITHDRAWAL POLICY/DRESS CODE/MAKE UP HOURS/GRADUATION REQUIREMENTS/EMPLOYMENT ASSISTANCE

WITHDRAWAL POLICY

A student will be considered as withdrawn when one of the following occurs:

1. The student officially notifies the Financial Aid Director of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the Student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.

DRESS CODE

Each student is required to purchase a lab jacket for \$150.00. A name tag will be furnished on the student's first day of classes. The lab jacket and name tag must be worn at all times. In addition, the student is also required to wear a black shirt and black pants below the knee to ankle length. Jean material or sweat pant material will not be acceptable. Black closed toe, low heel shoes must be worn at all times. A full dress code policy will be covered during the student's orientation.

MAKE UP HOURS/WORK

It is important to make up any class work or hours missed. Any class work or tests missed due to an absence (whether excused or un-excused) or tardy must be made up. This class work must be done on the student's own time (OFF OF THE CLOCK) and must be kept up in order to maintain satisfactory progress. Hours that are not made up prior to graduation are subject to overtime charges.

There are many opportunities to make up missed hours. Assistance with scheduling make up hours can be obtained in the financial aid office. Overtime charges can accrue rather quickly and are avoidable. Charges for Cosmetology, Nail Technology and Instructor Training accrue at \$15.00 for every absent hour that a student has accrued as of the scheduled completion date as well as for any additional absent hours that accrue after the scheduled completion date according to the enrollment agreement signed before the first day of classes.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, you must first successfully complete the required number of clock hours, pass all written and practical examinations with a 75% average and satisfy all financial obligations to the Academies. Graduation Requirements: Cosmetology-complete a minimum of 1600 clock hours of training. Nail Technology-complete a minimum of 600 clock hours of training. Instructor Training-complete a minimum of 650 clock hours of training. All students must pass their Senior Final Examination, both a written and a practical test. Each part of the Senior Final Examination must be passed at 75% or higher. Cosmetology students can apply for Senior Final Examinations once they reach 1500 hours and Nail Technology students can apply for Senior Final Examinations once they reach 500 hours. Students must have a zero balance and have all of the required examinations pass at 75% or higher. There will be a \$25.00 late testing fee for any student who does not take the final examination on their scheduled date.

EMPLOYMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our licensed graduates highly employable. Our Academies work closely with salon owners and employers throughout the Tucson area so that all licensees are given an opportunity to secure a good job. The Academies have never had difficulty placing our graduates. Established salons will contact the Academies for recent graduates or students almost ready to take the Arizona State Board of Cosmetology examination. The Academies do not guarantee employment to its graduates; however, will assist students in finding employment if necessary.

The Academies placement assistance procedures include identifying employment opportunities and advising graduates on appropriate means of realizing these opportunities.

Students are advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school.

CONDUCT/GROUNDS FOR DISMISSAL/SUSPENSION/HARASSMENT/GRIEVANCE PROCEDURES

GROUNDS FOR DISMISSAL/SUSPENSION

The Academy reserves the right to dismiss/suspend a Student for any reason, including but not limited to the following:

- Failure to attend classes regularly and/or complete assigned class or clinic floor work
- Breach of school rules and regulations
- Falsification of school records or providing fraudulent information or documentation of requirements for admission or attendance
- Cheating
- Conduct or conditions that pose a direct, adverse threat (including bullying) to customers, other Students or employees of Arizona Academy of Beauty. Physical violence and threats of violence can mean immediate dismissal/suspension without previous warning.
- Failure to make the required cash payments

Students are responsible for their own education equipment and personal belongings. Any items that may have been left in the Academy must be removed by the Student within 30 days from the date of the dismissal/suspension letter, or they will be removed by the Academy and disposed of accordingly.

POLICY AGAINST HARASSMENT

Arizona Academy of Beauty has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapons or instrument that may be used to inflict bodily harm, theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at Arizona Academy of Beauty will not be approved.

GRIEVANCE PROCEDURES

A student, teacher or interested party may file a complaining against the Academy; however, the complaint should be in writing to the School Director and should outline the allegations or nature of the complaint.

The School Director will meet with the complainant within 10 calendar days of receipt of the written complaining. If after careful evaluation, the problem cannot be solved through discussion, the complaining will be referred to the Owner.

The Owner will respond within 21 calendar days of receipt of the written complaint and review the allegations. If more information from the complainant is needed, a letter will be submitted outlining the additional information required. If no further information is needed, the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 calendar days, stating the steps taken to correct the problem, or information to show that the allegations are not warranted or based on fact.

If the complainant wishes to pursue a matter, a complaining form is available through the Academy's accrediting agency. Arizona Academy of Beauty's accrediting agency requires that the complainant attempt to resolve any issues through the Academy's complaint process prior to filing a complaint with the Academy's accrediting agency. This procedure does not limit a Student's right to exercise his or her legally protected rights.

National Accrediting Commission of Career Arts and Sciences (NACAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600 www.naccas.org

Arizona Board of Cosmetology
1721 E. Broadway
Tempe, AZ 85282-1611
(480) 784-4539 <https://boc.az.gov/complaints>

CAREER OPPORTUNITIES

Cosmetology and Nail Technology are highly recognized professions that gives the individual total freedom of expression. Students have been interviewed and feel that Arizona Academy of Beauty has been the beginning of a whole new world. Many doors have been opened to a great feeling of self-esteem.

The study of Cosmetology has unlimited possibilities to all students who show applied effort and will merit the recognition that research and endeavor deserve. Your total training in this course includes all phases of beauty culture; Hair, Skin and Nails. After basic schooling and practical experience in a beauty salon, the knowledge gained may lead into the more specialized facets of the profession. The cosmetologists' horizons are unbound and widely diversified. Advancement will come as the cosmetologist gain experience and becomes specialized in one or more phases of the work. For those who wish to specialize, advanced courses in hair-styling, hair coloring, permanent waving, make-up and skin analysis, etc., are available in many colleges, private classes and sometimes by manufacturers of beauty preparations. Arizona Academy students receive instruction in every phase of Cosmetology and its related areas. The students are taught anatomy, care and disorders of the hair, skin and nails, light therapy, chemistry, massage and salon management. Through the process of practical application, the student learns to master methods of hair styling, haircutting, finger waving, permanent waving, tinting and bleaching, rinsing, scalp treatment, manicuring, make-up and facial treatments.

The study of Nail Technology is the care of the hands, arms, legs and feet. With unlimited possibilities and opportunities, a lot of hard work and determination will take you a long way to a lasting career. Manicuring is considered an art. Your total training in this course includes all phases of nails. Arizona Academy Nail Technology students receive instruction in every phase of Nail Technology and its related areas.

The students are taught manicuring, pedicuring, fiberglass nails, acrylic nails, sculptured nails, fiberglass and gell nail applications, wraps, nail art and drilling. Through the process of practical application the student learns to master these services.

There are many opportunities for individuals entering the Cosmetology or Nail Technology Industry. Your goals can guide you to a lifetime career. Employment opportunities are available in individual salons, salon chains, department stores or beauty supply houses. Ambitious, capable men and women, after a comparatively short experience, many enter more specialized, well-paying positions such as: Salon Owner, Fashion and Hair Styling Coordinator, Make-up and Hair Consultant, Assistant, Hair Coloring Technician, Makeup Artist, Stylist, Facialist, Ethnic Hairstyling Specialist, Designer, Haircutting Specialist, Make-up or Hair Styling Authority for TV, Stage, Ballet or Screen and many other specialized areas

Various positions also exist within the following areas:

MERCHANDISING FIELD: Salesperson, Buyer, Assistant Buyer, Direct Seller

SCIENTIFIC FIELD: Demonstrator/Manufacturer Representative
Research Assistant
Trade Technician
Technical Supervisor

WRITING FIELD: Beauty Editor (Newspapers/Magazines)
Editorial Assistant
Free Lance Writer
Promotional Writer

IN THE EDUCATIONAL FIELD: Teacher of Cosmetology/Instructor Trainer/Substitute Teacher
Department Head/Guidance Counselor
Academy Owner/Supervisor/Director
State Inspector/State Board Member
Educational Director for Manufacturer

We at the Academy are willing to give the best of our knowledge to help those who are willing to give the best of themselves.

FEE SCHEDULE/TERMS OF CASH PAYMENTS/SCHOLARSHIPS/ADDITIONAL CHARGES
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FEE SCHEDULE:

COURSE	APPLICATION	KITS/BOOKS	TUITION	TOTAL
COSMETOLOGY	\$100.00	\$1,000.00	\$14,400.00	\$15,500.00
NAIL TECHNOLOGY	\$100.00	\$1,050.00	\$3,750.00	\$ 4,900.00
INSTRUCTOR TRAINING	\$100.00	\$ 300.00	\$4,350.00	\$ 4,750.00

TERMS OF CASH PAYMENTS:

COSMETOLOGY: A payment of \$7,750.00 is required at the time of enrollment. The balance of tuition is to be paid in 10 monthly installments of \$775.00 each.

NAIL TECHNOLOGY: A payment of \$2,450.00 is required at the time of enrollment. The balance of tuition is to be paid in 3 monthly installments of \$817.00 each.

INSTRUCTOR TRAINING: A payment of \$2,325.00 is required at the time of enrollment. The balance of tuition is to be paid in 4 monthly installments of \$581.00 each.

SCHOLARSHIP POLICY

The Academies offers each year over \$80,000.00 in scholarships through local high schools. See the Director of Financial Aid for a list of participating schools.

ADDITIONAL CHARGES

Extra instructional charges will be assessed when the student reaches 100% of the scheduled course completion. (See Table Below). Upon enrollment, students will be given a computer generated completion date. This is the date by which students are required to complete their education. If a student takes an approved leave of absence, the scheduled completion date will not remain the same. The completion date will be revised to include the exact number of days that the student was out on his/her leave of absence. Completion dates include any scheduled school closures for holidays. The additional hourly fee may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver.

If a student wishes to return to school after drop out or termination or a student is transferring hours in from another Cosmetology school, the current hourly rate of tuition will be charged. (See Table Below) Any unpaid balances from the previous enrollment must be brought up to date and a re-registration fee will be charged. The term "Brush-Up" is defined as applicants that have the required state hours for licensing or are/were licensed or could have been licensed in their respective field needing extra and/or additional hours of training. Students who terminate or drop prior to course completion will be charged an administrative fee associated with withdrawal or termination of \$150.00. This fee is assessed upon any termination or drop.

COURSE	OVERTIME CHARGE	ENROLLMENT CHARGE
COSMETOLOGY (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 9.00/HOUR
NAIL TECHNOLOGY (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 6.25/HOUR
INSTRUCTOR TRAINING (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 9.00/HOUR
COSMETOLOGY BRUSH UP	\$15.00/HOUR	\$12.00/HOUR
NAIL TECHNOLOGY BRUSH-UP	\$15.00/HOUR	\$12.00/HOUR
INSTRUCTOR TRAINING BRUSH-UP	\$15.00/HOUR	\$12.00/HOUR

Each student must purchase a lab jacket as a part of their uniform. These items are purchased at the Academy for \$150.00 during orientation. Each student must also furnish their own notebook, paper, dividers, pens/pencils.

There is a \$25.00 official/unofficial transcript fee.

We accept cashiers checks, money orders or cash as acceptable forms of payment. Personal checks or business checks are not accepted. There will be a \$10.00 late charge per week for all late payments to the Academies after the specified payment date as stated on their contract.

FINANCIAL AID PROGRAMS/RETURN TO TITLE IV

FINANCIAL AID PROGRAMS

Arizona Academy of Beauty administer Federal Programs of student assistance. Grants and loans are available from a wide variety of government sources. Here are some of the most utilized programs: Pell Grant Program; Supplemental Educational Opportunity Grant Program; Direct Subsidized and Unsubsidized Loans and Direct Parental Loans. If you are enrolled or accepted for enrollment, and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs. Remember! Grants are "gifts"....Loans must be repaid. For more information and application forms, talk to the Financial Aid office. We encourage students to get in touch as soon as possible, at least 2 to 4 weeks before beginning classes.

FEDERAL PELL GRANTS are available for qualifying students to assist them with their tuition costs. The school's computerized system will calculate the amount of need you are eligible to receive. The maximum grant available for the 2016-2017 award year is \$5,815.00.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS can supplement the Pell grant and is awarded to students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility and amount of Direct Loans.

FEDERAL DIRECT SUBSIDIZED LOANS allows all students to borrow funds to be used towards the cost of attending an Accredited postsecondary school. Loan amounts may differ, depending upon the individual personal need of each applicant. Your eligibility can be determined by the Financial Aid Officer. Repayment is based on the rate of \$50.00 per month beginning 6 months from your last date of attendance.

FEDERAL DIRECT UNSUBSIDIZED LOANS allows all students, regardless of income, to be able to obtain a student loan. The interest rate and loan limits are the same as for the Federal Family Education Loan Program. The borrower may be responsible for interest that accrues throughout the life of the loan including in-school and deferment periods.

FEDERAL DIRECT PLUS LOANS allow parents to obtain a parental loan. The parent is the borrower. Applicants must sign a consent to allow for a credit check. The loan amounts are dependent upon the individual need of each applicant. Your eligibility can be determined by the Financial Aid Officer. Repayment is based on the amount that is borrowed beginning 45 days after the final disbursement on the loan. This loan will begin repayment while the student is still in school.

RETURN TO TITLE IV

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. The new requirements do not prohibit a school from developing its own refund policy or complying with refund policies required by outside agencies. The final regulations apply to any student who withdraws on or after October 7, 2000. If a recipient of SFA grant or loan funds withdraws from a school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined. If the amount disbursed to the student was/is greater than the amount the student earned, unearned funds have to be returned. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The Return to Title IV Calculation will determine the order in which funds must be refunded. The student could owe an overpayment to the Federal Government under this calculation. In addition, any future federal regulations could supersede this policy. Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course and an application not to exceed \$100.00. The following would be the order in which the moneys would be refunded: (1) Unsubsidized Direct Student Loan (2) Subsidized Direct Student Loan (3) Federal Direct PLUS Loan (4) Pell Grant (5) FSEOG (6) Other Federal, state, private or institutional sources of aid (JTPA, JOBS, DES, VA etc.) (7) Student.

RETURN OF TITLE IV FUNDS AND REFUND POLICY

The law specifies how Arizona Academy of Beauty must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during a payment period, if the amount of Title IV program funds up to that point received on your behalf less assistance is less than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the School must return the excess funds. Arizona Academy of Beauty has 45 days from the date the school determined a student was no longer attending to return the Title IV program funds to the Department of Education.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earned 30% of assistance that you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive.

If you are due a post-withdrawal disbursement, the Student may choose to decline loan funds so that you do not incur additional debt. Arizona Academy of Beauty may automatically use all or a portion of a post-withdrawal disbursement (including loan funds if eligible) for tuition and fees. If you allow the School to keep the funds, it will reduce your debt to the School.

Because of other eligibility requirements, there may be some Title IV program funds that you were scheduled to receive which are not available once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you are not eligible for any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return the portion of excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of your Title IV program funds.

If the School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds. Arizona Academy of Beauty has 30 days from the date the school determined a student was no longer attending to notify a student that they own an overpayment

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Arizona Academy of Beauty may also charge you for any Title IV program funds that the School was required to return. The Arizona Academy of Beauty's refund policy (Educational/Institutional Refund Policy) is also printed on your enrollment agreement. Also printed in this catalog are the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID. The center accepts calls from 8am to midnight (EST), seven days a week. TTY users may call 1-800-730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Students Home Page" at www.studentaid.ed.gov.

EDUCATIONAL/INSTITUTIONAL REFUND POLICY

The following Refund Policy shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the Student has started actual class attendance. The following refund policy is for all Students, including persons enrolled under provision of Title 38, United States Code (Veterans).

1. The following application fees are a part of the total price set out for each program: \$100.00 for Cosmetology, Nail Technology and Instructor Training.
2. Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - A. An applicant is not accepted for training by the School. The applicant shall be entitled to a refund of all monies paid with the exception of the application fee as stated in paragraph (1) above.
 - B. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract. In this case, all monies collected by the School shall be refunded with the exception of the application fee as stated in paragraph (1) above. This policy applies regardless of whether or not the student has actually started training.
 - C. If the student cancels his/her enrollment after three (3) business days after signing the enrollment agreement/contract but prior to entering classes, the student shall be entitled to a refund of all monies paid to the School with the exception of the application fee as stated in paragraph (1) above.
 - D. A student notifies the institution of his/her withdrawal;
 - E. A student on approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 - F. The student is expelled by the school.
3. In type (B), (C), (D) or (E), official cancellations or withdrawals the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to financial aid director/school owner in person.
4. Any monies due a student who unofficially withdraws from the institution shall be refunded within forth-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals will be monitored at a minimum once a month.
5. When situations of mitigating circumstances are in evidence, the school may provide a refund which may exceed this policy.
6. The cost of the kit and supplies is not included in tuition refund computations. These items become the property of the student and are non-refundable except as stated in items (A), (B) or (C) above. In the event of (A), (B) or (C) above, the school shall determine if the contents of the kit have been used. If the kit has been used, then it will become the property of the student and is non-refundable or returnable to the School.
7. Application Fee and Book/Supply Fees are not included in tuition refund computations. Books and Kits will not be issued prior to the commencement of classes unless certified funds are received by the School. The Book and Kit Fees are earned upon issuance of these items. All fees are identified in the catalog,
8. Students who withdraw or terminate prior to course completion will be charged a termination fee of \$150.00. This fee is assessed upon any termination or drop. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the school (IE: extra kit materials, books, products, late fees, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
9. If the school is permanently closed and no longer offering instruction, after the student has enrolled, the school will provide a pro rata refund of tuition OR provide course completion through a pre-arranged teach out agreement with another institution.
10. If a program or course is canceled subsequent to the student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a teach out agreement OR provide a full refund of all monies paid. shall at its option: (1) Provide a full refund of all monies paid.

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

Percentage Of Scheduled Time Enrolled To Total Course	Total Tuition School Shall Receive/Retain
.01% to 4.9%	20% Retained
5.00% to 9.9%	30% Retained
10.00% to 14.9%	40% Retained
15.00% to 24.9%	45% Retained
25.00% to 49.9%	70% Retained
50.00% and over	100.00 Retained

Enrollment time means the amount of actual hours completed between the Students' first day of attendance in the Program to the last day the Student actually attended class. Total Time means the total hours of instruction for the Program in which the Student is enrolled. Any refunds due to the Student shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by the School, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance or the date that the Student contacts the institution that he/she will not be returning. School monitors Student attendance every day.

Where required all refunds due will first be made to the source that provided funding before any refund will be paid to Student.

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in a student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

CURRICULUM: COSMETOLOGY

COSMETOLOGY:

The Cosmetology course of instruction consists of 1600 clock hours and is a 54 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 81 weeks or 2288 scheduled hours . The first 450 hours are devoted to classroom instruction where you learn design principles, technical information and professional practices. The remaining 1150 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a cosmetology course shall complete the following curriculum: 1.) Theory of cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases and disorders, and Arizona cosmetology laws and rules; and 2.) Clinical and laboratory cosmetology including theory that involves nails, hair, and skin: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the hair, skin, and nails; (c) Morphology and treatment of hair, skin, and nails; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Cosmetology machines, tools, and instruments and their related uses; (g) Chemical texturizing; (h) Changing existing hair color; (i) Hair and scalp care; (j) Fundamentals of hairstyling including braiding and extensions; (k) Body, scalp and facial massage and manipulations; (l) Hair cutting fundamentals; (m) Fundamental aesthetics of the body and face; (n) Fundamentals of nail technology; (o) Clinical and laboratory practice that includes hair, skin and nails, (p) Alternative hair, skin and nail technology; (q) Pre and post client consultation, documentation and analysis; (r) Body and facial hair removal except by electrolysis; (s) Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices, (t) Cosmetology technology; and (u) Required industry standards and ecology including monitor duties.

CURRICULUM: NAIL TECHNOLOGY

NAIL TECHNOLOGY:

The Nail Technology course of instruction consists of 600 clock hours and is a 15 to 20 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 30 weeks or 858 scheduled hours. The first 300 hours are devoted to classroom instruction where you learn hands on, technical information and professional practices. The remaining 300 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a nail technology course shall complete the following curriculum: 1.) Theory of nail technology, infection control, diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails and skin structures, and Arizona cosmetology laws and rules; and 2.) Clinical and laboratory nail technology including theory that involves nails, skin and limbs: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the nail and skin; (c) Massage and manipulation of the limbs; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Nail Technology machines, tools, and instruments and their related uses; (g) Clinical and laboratory practice that includes nails, skin and limbs; (h) Pre and post client consultation, documentation and analysis; (i) Manicuring, including use of nippers; (j) Pedicuring, including use of nippers; (k) Artificial nail enhancements (application and removal); (l) Alternative nail technology; (m) Electric file use; (n) Pedicure spa modalities; (o) Exfoliation modalities on limbs or the body; and (p) Required industry standards and ecology including monitor duties.

CURRICULUM: INSTRUCTOR TRAINING

STUDENT INSTRUCTOR TRAINING:

The Student Instructor Training course of instruction consists of 650 clock hours and is a 22 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 33 weeks or 929 scheduled hours. The first 120 hours are devoted to classroom instruction where you learn teaching principles, technical information and professional practices. The remaining 530 hours are spent in both the classroom and clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a Student Instructor Training course shall complete the following curriculum:

SUBJECT	HOURS
Orientation and Arizona Laws And Rules	8
Theory, Preparation and Practice	
<ul style="list-style-type: none"> ▪ Curriculum Development and Using Educational Aids ▪ Presentation Principles Both Practical and Written ▪ Classroom Management ▪ Evaluation, Assessment and Remedial Methods both Pactical and Written ▪ Diversity in learning-Including Cultural Methods of Teaching ▪ PersonalDevelopment-Including Ethics ▪ Alternative Learning 	405
Lab (clinic) oversight	237
Total	650

GRADING SYSTEM

GRADING SYSTEM

Students must maintain an overall grade point average of 75% (C) grade in order to be considered making satisfactory progress. Grades for both theory and practical subjects will be added together and averaged out. If a student is absent and misses coursework, a zero will be posted to the students account. Students are encouraged to make up all missed coursework within 2 weeks of absence. Progress evaluations are given to all students in all programs. Evaluations are distributed to the student on a monthly basis. Each evaluation will be determined by the students progress in: Theory Work and Practical Work. Each student is evaluated monthly in the areas of grades and attendance. Regular attendance is conducive to a high grade of scholarship and develops the habits of dependability and punctuality. The following factors will be measured to determine academic progress:

Written tests and practical assignments will be graded according to the following breakdown:

90% - 100%	Excellent
81% - 89%	Good
75% - 80%	Average
00% - 74%	Failing

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Progress in attendance and academic work is required for all students to remain enrolled at the Arizona Academy of Beauty.

REQUIREMENTS

In order to meet SAP, Students must meet the following:
Academic Requirement: 75% Cumulative Grade Average
Attendance Requirement: 70% Cumulative Attendance Average

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

COSMETOLOGY 1600 HOURS	NAIL TECHNOLOGY 600 HOURS	INSTRUCTOR TRAINING 650 HOURS
Payment Period 1 450 Hours	Payment Period 1 300 Hours	Payment Period 1 325 Hours
Payment Period 2 900 Hours	Payment Period 3 600 Hours	Payment Period 2 650 Hours
Payment Period 3 1250 Hours		
Payment Period 4 1600 Hours		

TRANSFER HOURS

Transfer Students in any program will be evaluated at the midpoint of the actual contracted hours or the established evaluation periods, whichever comes first. If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of that academic year. If a subsequent academic year if 450 hours or less, then it is considered one payment period. An academic year consists of 900 clock hours over a period of not less than 30 weeks.

ACADEMIC PROGRESS EVALUATIONS

Students receive a number of theory and practical assessments during each unit of study. Evaluation, feedback and grades are given to the Student for each assessment.

Students must maintain an overall grade point average of 75% (C) grade in order to be considered making satisfactory academic progress. Grades for both theory and practical subjects will be added together and averaged out. If a student is absent and misses coursework, a zero will be posted to the students account and must be made up. In the case of a failing grade, the student is required to retake the written or practical examination until there is a passing grade of 75%.

Written tests and practical assignments will be graded according to the following breakdown:
90% - 100% Excellent 81% -89% Good 75% - 80% Average 00% - 74% Failing

ATTENDANCE PROGRESS EVALUATIONS

School holidays are not considered in the calculation of cumulative attendance. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on clocked actual contracted hours.

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

Students meeting the maximum requirement at any evaluation are considered to be making SAP until their next scheduled evaluation. Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds, and may be subject to termination from the program.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress 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 an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as the time of withdrawal.

NON CREDIT, REMEDIAL COURSES, REPETITIONS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days providing that the following conditions are met. A Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

- a. Any Student seeking an appeal must do so in writing. Students that do not appeal may be terminated.
- b. The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.
- c. The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 calendar days of being notified of being put on Unsatisfactory Status. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the appeal is granted, the Student will remain eligible for Title IV funds during the Probation period.
- d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student may also be terminated from the program.

A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the Financial Aid Director. The Financial Aid Director will determine if the Student is eligible to re-enroll. If a Student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

MAXIMUM TIME FRAME

The maximum time frame for course completion for students is 143% of the enrollment period. Students who have not completed the course within the maximum timeframe may continue as a student at the Academy on a cash pay basis.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled contracted hours. A student's transfer hours will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time frame has been exhausted. Students who switch from one program to another will be treated as a new student in terms of making satisfactory academic progress and maximum time frame will reset to the program transferred into.

The contracted length for any course for a student attending any scheduled hour per day as described below is the minimum time frame. This time can be extended with a leave of absence not to exceed 180 days in any 12 month period. Any student not completing the course within minimum scheduled time frame will be charged their contract hourly rate of tuition (please refer to your contract/enrollment agreement for specific charges) per program hours not made up by this date, as well as any additional absent hours that accrue after the scheduled completion date stated in the contract/enrollment agreement.

COURSE NAME	HOURS IN PROGRAM	MINIMUM ATTENDANCE PER WEEK	CONTRACT LENGTH SCHEDULED HOURS	MAXIMM TIME ALLOWED IN SCHEDULED HOURS	MAXIMUM TIME ALLOWED IN WEEKS
COSMETOLOGY	1600 HOURS	30 HOURS 25 HOURS	54 WEEKS 64 WEEKS	2288 HOURS 2288 HOURS	81 WEEKS 96 WEEKS
NAIL TECHNOLOGY	600 HOURS	30 HOURS	20 WEEKS	858 HOURS	30 WEEKS
INSTRUCTOR TRAINING	650 HOURS	30 HOURS	22 WEEKS	929 HOURS	33 WEEKS