

THE SALON PROFESSIONAL ACADEMY / NASHVILLE

Mission Statement

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

Community

The Academy is located in Nashville, Tennessee. There are nice parks and public facilities in addition to great living, dining and shopping areas. Nashville has a market area population of 570,000 and there are many great places to visit within minutes of The Academy.

Facilities and Equipment

The Academy is a beautiful 8,500 square foot educational facility with state-of-the-art equipment and spacious styling, nail tech, skin care, student lounge, classroom and office areas located in the Donelson Plaza Shopping Center at 2710 Old Lebanon Road, Suite 6, Nashville, Tennessee 37214.

Responsibility for Catalog Information

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

CONTENTS

Important Information for All Courses	2
Academic Information	4
Career Planning	5
Academy Policies	6
Programs of Study	
Cosmetology	12
Esthetics	14
Nail Tech	16
Instructor	18
Regulatory Information	20
Title IX	21
Student Policies	22
Apparel Code	25
Refund Policy	27
Withdrawal Policy	28
Class Dates	29
Staff	30
History of the Summit System	31
Points of Difference	32

Inserts:

Financial Aid Information
Ken Parker Scholarship Information
Katie Martin Scholarship Information

IMPORTANT INFORMATION FOR ALL COURSES

How to Apply - Send completed application form to The Salon Professional Academy or apply on line at www.NashvilleBeautySchool.com . Have high school and post-high school transcripts sent to The Academy. Schedule a visit and tour. Meet staff and students. Learn about curriculum, books, kits, apparel code, and financial assistance. Sign enrollment agreement and pay enrollment fee.

Educational Requirements - A student must be at least 16 years of age, has completed and passed two (2) years of high school, and have received a high school diploma or G.E.D. certificate. The Academy does not admit ability-to-benefit students.

Admissions Requirements - The following are required for admission to all programs:

- 1) Enrollment application
- 2) Copy of student's high school diploma or G.E.D. certificate
or copy of State credentialed home or private school diploma
- 3) Official /certified high school transcript with graduation date in a sealed envelope from the high school.
- 4) Copy of the student's driver's license, government issued photo I.D, or birth certificate.
- 5) Signed complete enrollment agreement
- 6) Required registration fee
- 7) Instructor program applicants must provide a copy of a current practitioner license.

Transfers - A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis. Students from other Salon Professional Academies may transfer; however, no more than 20% of the program can be credited from another institution. A transfer student that does not transfer from another Salon Professional Academy must begin at the beginning. All transfer hours accepted are applied at the end of training.

If The Academy chooses to accept the transfer student and not the transfer hours, The Academy may honor the student a special scholarship depending on how many hours the student must forfeit up to 500 hours and within 12 months of obtaining hours from another facility including but not limited to high school cosmetology programs.

All transfer students are subject to a tuition charge of \$11.00 per hour that it takes to complete the program. We do not recruit students already attending or admitted to other schools offering similar programs

Terms of Re-entry - A student who must withdraw or who has been terminated by the Academy may apply to re-enter. Students re-entering within 6 months of withdrawal may re-enter at no penalty to the student. However, students entering after 6 months of withdrawal must pay all past balances owed the school from prior enrollment period, a \$200 registration fee, kit and book fees, and \$11.00 per hour tuition charge to complete the hours remaining in the program. All students re-enter in the same satisfactory academic progress status as at time of withdrawal.

Objective - The Academy trains the students to become cosmetology service professionals in cosmetology, esthetics, and nail tech.

Orientation - All courses hold a complete/required orientation on the Saturday prior to commencement of class from 1:30pm to 5pm.

Class Size – The Academy limits class size for all courses to a student to educator ratio of 15 students to 1 educator.

Hours - The Academy is open Tuesday through Saturday plus evenings. Hours of attendance depend on the schedule assigned.

Cosmetology students in the 10-month program begin with a schedule of five days 9 a.m. to 5:00 p.m. for the first nine (9) weeks. After the first nine (9) weeks each class is assigned a schedule that includes one (1) day of class 9:00 a.m. to 5:00 p.m., two (2) days 1:00 p.m. to 9:00 p.m. and two (2) days 9:00 a.m. to 4:30p.m.

Esthetic students in the 6-month program begin with a schedule of 5 days 9 a.m. to 5:00 p.m. for the first six (6) weeks. After the first six weeks class day is assigned a schedule that includes one day of class 9:00 a.m. to 5:00 p.m., two days 1:00 p.m. to 9:00 p.m. and two days 9:00 a.m. to 4:30p.m.

Class Starting Dates - Cosmetology classes start in January, April, July, September and November. Esthetics and nail tech classes start at varying times.

Books and Kits - Appropriate books and kits are provided by The Academy and issued to the student during training. Students provide their own paper supplies.

Apparel Code - Students wear academy-approved apparel and shoes. (please see page 25)

Holidays - The Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

Housing - Contact the admissions staff for assistance in locating housing.

**** Apartment finders – Vanessa Brown Leasing Specialist 615-833-3151 vanessa-tn@aptselector.com

Payment Plans- The Academy has loan and payment plans for those who qualify. We accept cash, check, Visa or MasterCard for any payments. Customized payment plans are specific to each individual. We charge no interest on payments made during the length of students program, as long as payments are made on time. All payments are due the 1st day of each month and are considered late on the 11th of each month. Late payments incur a charge of \$50.00. Financial assistance is available to those who qualify.

Tuition and Fees- The Academy charges and Registration fee of \$200.00 that is due upon signing the enrollment agreement. The total tuition and fees for all programs is as follows:

Cosmetology - 1500 Clock Hours

Tuition:	\$16,500.00
Kit & Books:	\$ 2,090.00
Registration Fee:	\$ 200.00
Total	\$18,590.00

Esthetics - 750 Clock Hours

Tuition:	\$ 7,485.00
Kit & Books:	\$ 505.00
Registration Fee:	\$ 200.00
Total	\$ 8,190.00

Nail Technology – 600 Clock Hours

Tuition:	\$ 5,430.00
Kit & Books:	\$ 560.00
Registration Fee:	\$ 200.00
Total	\$ 6,190.00

Instructor Training – 300 Clock Hours

Tuition:	\$ 3,740.00
Kit & Books:	\$ 250.00
Registration Fee:	\$ 200.00
Total	\$ 4,190.00

Extra Education - Extra educational events are available for students at The Academy. Guest speakers and classes are scheduled in advance and provided to students during class for free or on weekends with purchase of ticket.

Extra Instructional Charges – School will charge additional tuition for hours and/or work projects remaining after the contract ending date at the rate of \$11 per hour, or any part thereof, payable in advance until graduation.

ACADEMIC INFORMATION

Graduation Requirements - A grade average of 85% is required for graduation from any program at The Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs:

- 1) Completion of state required number of hours
- 2) Completion of all assignments, course work and tests.
- 3) An 85% attendance and 85% grade average.
- 4) An Exit Interview should be scheduled within fourteen (14) days after completion of all hours and curriculum/tests are completed.
- 5) All tuition payments must be up to date according to contract, or arrangements made at your Exit Interview.

Graduation – A Graduation ceremony is scheduled for each Cosmetology class. Esthetic and Nail classes will be joined with the Cosmetology class graduations. Graduates earn a diploma.

Grades - The Academy uses a 100-point grading scale: 85 - 100% is passing, 0 - 84% is not passing. Grades are given for classroom work, projects, and styling area/clinic performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

Classroom grading scale

- 95 - 100 EXCELLENT
- 90 - 94 VERY GOOD
- 85 - 89 SATISFACTORY
- 0 - 84 BELOW STANDARDS – UNSATISFACTORY

****The Salon Area Grading scale is based on a 1-6 Grading scale.**

- 1 = 75% Needs improvement
- 2 = 80% Below standards
- 3 = 85% Meets standards
- 4 = 90% Above standards
- 5 = 95% Exceeds standards
- 6 = 100% Far Exceeds standards

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 has been advised several times during the same grading period. If needed, based on assessment, a student may be asked to retake a specific skill set.

Insufficient progress is determined by inadequate grades and/or failure to participate in the student level system.

Suspension (In School Suspension)

A student may be subject to in school suspension or dismissal for not following these policies: Students may be suspended for poor performance, excessive absence, excessive tardiness, insufficient progress, disrespect, or inappropriate behavior including but not limited to bad attitudes. Suspension or dismissal is at the discretion of the Academy, and is a possible remedy for any behavior depending on the nature and severity of the conduct in question.

If a student is suspended, the student will be advised about what the student must do to correct the problem.

- First Suspension: One Day
- Second Suspension: Three Days
- Third Suspension: Five Days
- Following Suspensions: May be grounds for dismissal, and will require a formal meeting with School administrators and/or owners to discuss the student's willingness to complete the program.

**Please note that In-school suspension will be issued by School Coordinator or Educator for a future salon floor day – so that students are not taken out of the classroom environment.*

If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of the school to inform the student and to tell the student how deficiencies could be corrected or if they should drop from the program.

Grounds for Termination - The Student's enrollment may be terminated by The Academy for failure to meet any of the policies including insufficient progress, nonpayment of tuition, failure to comply with rules or policies per the Student Policy Handbook. In the case of termination by The Academy, the Student will receive a refund, according to the Academy's Refund Policy.

Complaint Procedure - In the event a student has a complaint that needs to be addressed, the student should follow this procedure: Submit a signed complaint in writing to an educator. Upon receipt of the complaint, an educator reviews it. The student will then be notified as to how the issue will be resolved. If this is not satisfactory, the issue will then be turned over to the owner. Again the student will be notified as to how it will be handled. If the student is not satisfied with the result, the student may contact the Board of Cosmetology and/or NACCAS, however, the Academy's complaint procedure must be exhausted prior to doing so. To submit a complaint you may contact the Tennessee State Board of Cosmetology at www.tn.gov/regboards/cosmo/complaint or National Accrediting Commission of Career Arts and Sciences (NACCAS) at www.naccas.org.

CAREER PLANNING

Placement - The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement. The Student may request and receive assistance in job placement at any time after completing training. Assistance in no way promises employment but means that graduates may request and receive help in locating job openings. Students that follow the level system while in school are easier to place in all salons both locally and across the country.

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

Licensing Requirements - To become licensed in **cosmetology** in Tennessee, students must complete 1500 hours of approved training, graduate from an approved school, and pay the required fees and pass the state board exams.

To become licensed in **Esthetics** in Tennessee, a student must complete 750 hours of approved training, graduate from an approved school, and pay the required fees and pass written state board exams.

To become licensed in **nail technology** in Tennessee, a student must complete 600 hours of approved training, graduate from an approved school, and pay the required fees and pass the state board exams.

To become a licensed **Instructor** in Tennessee, a student must hold a valid cosmetologist's, manicurist's, or Esthetician's license issued by the State Board, have a high school diploma or possess a GED, complete 300 hours of approved training (within a period of six months or served as an instructor trainee for one year), graduate from an approved school, and pass the state board exams.

Disclosure: Please refer to the Tennessee Code Annotated, Title 62, Professions, Business and Trades, Chapter 4, Tennessee Cosmetology Act of 1986, Code 62-4-127, for causes for suspension, revocation, or denial of a license and therefore reasons which may prevent an individual from becoming licensed or gain employment in their chosen field.

ACADEMY POLICIES

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

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

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

*A student may be granted a leave of absence for any of the following reasons:

- 1) Financial hardship;
- 2) Medical issues; or
- 3) Personal or family related issues.

On the day the student returns from a leave of absence the student is required to inform the financial aid office of the student's return and complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on the official leave of absence without any penalty to the student.

The leave of absence must be requested and approved in writing prior to the leave occurring. In addition the student is required to list the reason for the leave. An emergency leave of absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to school via mail or in person.

The minimum time frame for a leave of absence is one week and the maximum time frame for a leave is 180 calendar days. The school permits more than one leave provided the total number of days of all leaves does not exceed 180 calendar days in a 12-month period.

If the student does not return from the leave within the expected day of return, the student will be dropped from the program and the student's tuition will go into immediate repayment. Leave of Absence – may have an adverse effect on class/curriculum days. All class/curriculum must be completed in order to graduate from The Salon Professional Academy – Nashville. Making up class/curriculum may require the student to attend class days even after 1500 hours have been completed.

Satisfactory Academic Progress Policy - All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress which is defined as reaching each evaluation period of training with a minimum cumulative theory and practical grade of 85% grade average and 85% attendance. It is consistently applied to all students enrolled. The policy is stated in the school catalog to ensure that students receive this information prior to enrollment.

Evaluations periods

Cosmetology-at 450, 900, and 1200 (actual) hours

Esthetics –at 375 (actual) hours

Nail Technology –at 300 (actual) hours

Instructor –at 150 (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of the evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or program, whichever occurs sooner.

Attendance Progress

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Students must attend a minimum of 85% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u> <u>Scheduled Hours</u>
Cosmetology (Full time, 34 hrs. /wk.)- 1500 hours	1770
Esthetics (Full time, 34hrs/wk.) 750 hours	885
Nail Tech (Part time, 13.5 hrs. /wk.)- 600 hours	708
Instructor Training (Hours may vary)- 300 hours	354

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Academic Progress

Students are assigned classroom study and practical assignments. Classroom study is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a grade average of 85% GPA and pass a final written and practical exam prior to graduation. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
90-94	B = Very Good
85-94	C = Satisfactory
0-84	Below standard – Unsatisfactory

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

Determination of Progress Status

Students meeting the minimum requirements for academics (85%) and attendance (85%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students will be evaluated at the following checkpoints. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

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 attendance and academic requirements, he/she may be deemed ineligible to receive Title IV funds, if applicable. Students deemed ineligible to receive Title IV funds must make cash payments for any disbursements missed due to ineligibility or will be terminated from the program.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing the cumulative grade average to 85% or better, and/or 2) Increasing cumulative attendance to 85% by the end of the warning period.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have reestablished Satisfactory Progress at the next scheduled evaluation.

Interruptions, Course Incompletes, and Withdrawals

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

Transfer Hours

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.

Noncredit and Remedial courses

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

Program Hours

The course hours are determined by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The electronic scanner time clock keeps your hours recorded in minutes. **Even one minute late is a tardy!**

Break Time/ Lunch-Dinner

Each student is given two (2) fifteen (15) minute breaks each day.

One break should be taken the first half of their shift the other break should be taken the second half of their shift. Breaks should be taken on campus, in the student lounge, outside on lower level of the complex, or in your automobile.

Each student is given one (1) hour lunch/dinner breaks each day. Specific times are set by the classroom educator or their schedule on the floor. Lunch/dinner breaks are not optional for students of the Academy.

Absences and Tardiness

***Absences must be reported** by 8:55 a.m. or 12:55pm Tuesday – Thursday depending on assigned shift for the day and by 8:55am Friday - Saturday. Special and emergency time off must be granted. If absent the day of an exam, the student will take exam the following class day, if time allows during class, or student may be required to stay late that class day in order to take the exam.

*If absent, documentation for the absence must be provided upon returning to school. The Academy reserves the right to follow up on any documentation to confirm legitimacy of absence.

If no documentation is provided, it will be considered an unapproved absence and will result in hours that must be made up after contract graduation, and over contract fees will apply.

Be prompt! If you are tardy, it is important that you call the school and speak with the School Coordinator or educator to let them know that you are going to be late.

*Once you arrive on campus, report to the School Coordinator or Financial Aid representative, before entering class or the salon area.

*A student will be suspended per in school suspension policy after the student has been tardy (3) three times in one month.

*If a student is tardy after the in school suspension, the student will be advised that further tardiness may result in being **dropped from the program**.

*A student will be suspended per in school suspension policy if they "NO CALL – NO SHOW" and will lose their scholarship for "NO CALL- NO SHOW"

*A student may be dismissed from the program after the third "NO CALL-NO SHOW" (no call before 9:00am/1:00pm or not showing up by 9:00am/1:00pm depending on daily schedule)

*Any In School Suspension will result in loss of any scholarship that has been awarded to any student in attendance at The Salon Professional Academy

The following **attendance policy** applies to all students:

1. When a student misses two or more days in one month an educator will talk to the student about commitment to the program.
2. When a student is absent two or more days in a second month the student will be suspended per in school suspension policy.
3. When a student is absent two or more days in a third month the student may be **dropped** from the program.
4. Students may NOT leave the Academy early without permission. Any request to leave early (**more than 30 minutes**) is considered an absence, must be approved and adequate notice must be provided.
5. Leaving The Academy early (**29 minutes or less**) will count as a tardy and will follow tardy policy for tracking purposes.
6. Leaving the Academy LATE (**more than 30 minutes late**) or working through lunch/dinner is not accepted by the Academy. Any student that leaves the Academy late more than 3 times will be written up.
The student will be placed in ISS if they have 3 write ups.

Leaving The Academy early without approval will result in In-school suspension the following salon floor day, and loss of scholarship.

****Other absences may be requested at least seven days in advance if the student has an 85% grade average, 85% attendance, NO unapproved absences, NO suspensions, NO disciplinary actions, AND makes up all work missed. (See absence request form.)**

APPROVED ABSENCES:

- #1. Illness of student or student's immediate family - living within the household (child, spouse, parent, significant other) with a doctor's excuse that can be verified with a phone call from School Coordinator or Financial Aid Representative
- #2. Funeral of a family member (child, spouse, parents, sibling, grandparent, significant other) with documentation from Funeral home or Crematory – (death certificate) that can verified with a phone call from School Coordinator or Financial Aid Representative
- #3. Car accident or moving violation, with Police Report/ticket.
- #4. All doctor appointments require a doctor's written excuse. (Example: medical, dental, vision, well-woman, pregnancy) that can verified with a phone call from School Coordinator or Financial Aid Representative

Hours missed for Approved Absences should be made up before contract graduation or the student will be over contract even though absence was approved.

Please remember that taking time off may put you over your contracted graduation date and result in additional charges and may hurt your chances of receiving financial aid if you are not making satisfactory progress.

All missed hours, along with curriculum and course work must be completed before graduation. Any of those not completed before contract graduation may result in additional charges.

Time Clock Policy & Student ID's -Each student receives a student ID card that allows the student to buy professional products at local distribution stores. Students buy at cost like salon professionals. Purchases made at the school are at retail prices. Shop at the distributor and save. Losing the ID means losing the ability to shop. Replacement bar code ID cards cost \$10 cash. Do not lose this card.

Students record their hours daily using the electronic biometric finger print scanner.

Students must clock hours at the beginning of their shift and at the end of their shift, at the beginning of their lunch break and at the end of their lunch break. Any hours over a ten hour period in a day will be deducted by the time clock per Tennessee state law.

Students may scan in up to 15 minutes before the scheduled starting time.

As the finger print is scanned the time clock will verbally "thank you" if the print was read correctly. If not, it will ask you to "please try again"

The time clock is how the student receives and records hours. It's an electronic signature.

The student is responsible for their hours.

Time Clock guidelines; Esthetics students are given a six (6) week grace period and Cosmetology students are given a nine (9) week grace period while in Foundations in order to learn how to use the time clock. After that time, students are responsible for all time clock entries. Failure to clock in/out correctly will therefore affect contract graduation date.

No manual time clock entries will be made by administrative staff or Educators once the student has completed their scheduled time in FOUNDATIONS training.

Students risk being dropped for The Academy for falsifying time clock records in any way.

Get full credit for all your training and graduate on schedule. Use the time clock scanner to help achieve this goal.

Accurate records affect financial aid. Accurate records affect extra tuition charges. Accurate records affect the required 85% attendance.

Student hours are posted weekly, please check your hours each week when they are posted.

A student may be sent to In-School Suspension for all or part of a day for not following these policies

PROGRAMS OF STUDY (All programs are taught in the English language only)

COSMETOLOGY - Program length – 1500 Clock hours - Day program 10 months Students provide their own basic school supplies
Students follow the apparel code for their program.

Occupations: Tennessee Department of Labor Jobs and Standard Occupation Codes

- Hairdressers, Hairstylists, and Cosmetologists: 39-5010
- Manicurists and Pedicurists: 39-5092
- Shampooers: 39-5093
- Licensing Examiners & Inspectors: 13-1041

NATIONAL AND STATE MEDIAN WAGE INFORMATION

The US Department of Labor provides current (2014) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state and national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Department of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	Tennessee Median Hourly/Yearly Wage
Cosmetologists / 39-5012	\$11.12 / \$23,100	\$11.36 / \$23,600
Estheticians / 39-5094	\$13.97 / \$29,100	\$16.29 / \$33,900
Manicurists / Pedicurists / 39-5092	\$9.43 / \$19,600	\$10.42 / \$21,700
Instructors (Vocational Edu) / 25-1194	\$23.25 / \$48,400	\$20.63 / \$42,900

Objectives: Cosmetology training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500 clock-hour training program in cosmetology that meets Tennessee Board of Cosmetology Standards.

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

Program Content:

- General 300 hours
Sterilization, sanitation (the development and application of [sanitary](#) measures for the sake of cleanliness, protecting public health/the disposal of solid waste) and bacteriology, anatomy and physiology, ethics, Personality and salesmanship, state law
- Chemical 600 hours
Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry
- Physical 600 hours
Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

Orientation, policies and procedures, Tennessee law and rules
Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing, scalp and hair analysis
Haircutting and trimming including scissors, razor, thinning shears and clippers
Hair styling including wet, dry and thermal styling braiding and styling aids

COSMETOLOGY CONT.

Cutting and trimming of facial hair including beard and mustache, design and eyebrow, ear, and nose hair trimming
Artificial hair that may include extensions and fitting
Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl and neutralizing
Chemical relaxing including sectioning, strand test and relaxer application
Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application, and removal of chemicals
Esthetician services including facials and makeup
Manicure and pedicure services
Disinfecting of individual work stations, individual equipment and tools proper use and storage of linens
Diseases and disorders of the scalp, hair, skin and nails, safety including proper use and storage of chemicals, implements and electrical appliances
First aid as it relates to cosmetology
Orientation/reorientation
Business/Career building
Professional Sciences

Total Program Hours

1500

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

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
90-94	B = Very Good
85-94	C = Satisfactory
0-84	Below standard – Unsatisfactory

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

Texts & Kits: (subject to change) Textbooks and kits are distributed as the student is trained to use them. Tools come with manufacturer's warranty for replacement if needed.

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

Levels of Achievement: An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance.

ESTHETICS - Program length – 750 Clock Hours - Day program 6 months
 Students provide their own basic school supplies
 Students follow the apparel code for their program

Occupations

Tennessee Department of Labor Jobs and Standard Occupation Codes
 Skin Care Specialists: 39-5094

Objectives

Esthetician training at The Academy includes theory and practical instruction that prepares the student to perform Esthetic (skin care and makeup) services on the public. The Academy offers a 750 clock-hour training program in Esthetics that meets Tennessee Board of Cosmetology standards.

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

Program Content:

General	150 hours
Sterilization, sanitation (the development and application of sanitary measures for the sake of cleanliness, protecting public health/the disposal of solid waste) and bacteriology, professional ethics, personality, and salesmanship, anatomy and physiology, state law	
Chemical	150 hours
Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements	
Physical	450 hours
Massage movements and manipulations, masks and packs, facial treatment with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, makeup and corrective makeup arching.	
Orientation, policies and procedures, Tennessee law and rules	
Theory in the practice of Esthetician services	
Skin care of the face, neck and hands including hot compresses, massage, electrical or mechanical appliances or chemical compounds	
Facials	
Makeup	
Temporary removal of superfluous hair of the face, neck and hands by tweezing, waxing, tape, chemicals, lotions, creams, mechanical or electrical apparatus and appliances	
Disinfecting of individual work stations, individual equipment and tools, and proper use and storage of linens	
Diseases and disorders of the skin, face, neck and hands	
Safety including proper use and storage of chemicals, implements and electrical appliances	
First aid as it relates to Esthetics	
Orientation	
Business/Career building	
Professional sciences	
Total Program Hours	750

ESTHETICS CONT.

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

Grading: Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
90-94	B = Very Good
85-94	C = Satisfactory
0-84	Below standard – Unsatisfactory

Educators: Licensed cosmetologists/estheticians/educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

Texts & Kits: (subject to change) Textbooks and kits are distributed as the student is trained to use them.

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

Levels of Achievement: An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance.

**NAIL TECHNOLOGY (Manicuring) - Program length- 600 Clock hours –
Night program 10 months**

Students provide their own basic school supplies
Students follow the apparel code for their program

Occupations

Tennessee Department of Labor Jobs and Standard Occupation Codes
Manicurists and Pedicurists: 39-5092

Objectives

Nail Technology training at The Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The Academy offers a 600-clock hour training program in manicuring that meets Tennessee Board of Cosmetology standards.

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

Program Content:

General	150 hours
Sterilization, sanitation, (the development and application of sanitary measures for the sake of cleanliness, protecting public health/the disposal of solid waste) bacteriology, anatomy and physiology, state law, salon management and ethics	
Chemical	100 hours
Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements	
Physical	350 hours
Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails and nail safety Orientation, policies and procedures, Tennessee law and rules Theory in the practice of manicuring and pedicuring services Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal Cleaning, shaping and polishing of nails and the hands and treatment of cuticles Cleaning, shaping and polishing of nails of the feet Disinfecting of individual work station, individual equipment and tools and proper use and storage of linens Diseases and disorders of the nails of the hands and feet Safety including proper use and storage of chemicals, implements and electrical appliances First aid as it relates to manicuring and pedicuring Orientation Business/Career building Professional sciences	
Total Program Hours	600

NAIL TECHNOLOGY (Manicuring) CONT.

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

Grading: Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
90-94	B = Very Good
85-94	C = Satisfactory
0-84	Below standard – Unsatisfactory

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

Texts & Kits: (subject to change) Textbooks and kits are distributed as the student is trained to use them.

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

Levels of Achievement: An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance

INSTRUCTOR (Trainee) - 300 Clock Hours (must be a licensed cosmetologist for three years prior to receiving instructors license)

Students provide their own basic school supplies

Students follow the apparel code for their program

Occupations

Tennessee Department of Labor Jobs and Standard Occupation Codes
Vocational Education Teachers- Secondary: 25-1194

Objectives

Instructor Training at The Academy includes theory and practical instruction that prepares the student to instruct students in a school of cosmetology, esthetics, or nails. The Academy offers a 300-clock hour training program that meets Tennessee Board of Cosmetology standards.

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

Program Content:

Lesson planning and motivation based on text book	100 hours
Practice teaching	200 hours
Orientation, policies and procedures, Tennessee law and rules	
Preparation for classroom activities including	
Choice of teaching methods	
Classroom setup	
Topic/subject matter	
Student assignments	
Materials and supplies	
Recordkeeping	
Presentation of information including	
Lectures (oral and written)	
Demonstrations	
Questions and Answers	
Project methods and discussions	
Application of practice including	
Salon area supervision	
Classroom management	
Client relations	
Evaluation by the instructor-trainee of the student's	
Understanding and performance including	
Written/Practical assessment and communication skills	

Total Program hours

300 Hours

Methods:

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

INSTRUCTOR (Trainee) CONT.

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class room and salon area work, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
90-94	B = Very Good
85-94	C = Satisfactory
0-84	Below standard – Unsatisfactory

Educators: Licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Texts: Milady's Master Educator textbook, workbook & exam review book

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

Levels of Achievement: An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance.

REGULATORY INFORMATION

Owners - The Salon Professional Academy, 2710 Old Lebanon Road, Nashville, Tennessee 37214, is owned by Level Up, LLC, a corporation in Tennessee owned by Wanda Williams-Woods and Robert (Chip) Woods, Randy Kunkel and Sharon Kunkel, Angela Lema and Bob Hawks.

Organizations - The Academy is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway, Davy Crockett Tower, Nashville, Tennessee 37243. Phone 615- 741- 2515.

The Academy accredited by NACCAS, 4401 Ford Ave, Suite 1300, Alexandria, VA 22302. Phone 703- 600- 7600.

Rights and Privacy - It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student.

Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

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

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

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

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

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc.

Local police speakers will be scheduled at least once annually for all staff and students.

The local police and The Academy report the following information. There were no reports of murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson or any other crime involving bodily injury in the last year. Also, the police and The Academy have no reports of illegal weapons possession, drug law violations, or liquor law violations.

Title IX Notice of Nondiscrimination - The Salon Professional Academy Nashville does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by The Salon Professional Academy Nashville to handle inquiries regarding The Salon Professional Academy Nashville Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Wanda Woods

Director of Education and Title IX Coordinator

2710 Old Lebanon Road Suite 6

Nashville TN 37214

615-828-1866

TitleIXCoordinator@nashvillebeautyschool.com

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by The Salon Professional Academy Nashville;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by The Salon Professional Academy Nashville; or
- such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking.. These acts will not be tolerated at The Salon Professional Academy Nashville as such acts are inappropriate and create an environment contrary to the goals and mission of The Salon Professional Academy Nashville . Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within The Salon Professional Academy Nashville community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under The Salon Professional Academy Nashville policies and procedures

All students and staff of The Academy are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

STUDENT POLICIES

The following policies are important to your success and are a condition of your enrollment.

Appearance

Students are required to follow the Apparel Code. Your image must be professional. You are selling beauty services. Students at The Academy must be an example of good grooming and should be in good health. You must look the part to grow a successful career. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes and smile are part of your total look. Your appearance influences the type of guest you will attract. Only hair color that is achieved using Redken Hair Color Products may be worn by our students and staff.

Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or strips handy. No gum PLEASE. Your hair must be styled and makeup applied before arriving. Students are required to wear their Academy assigned nametag every day they are in school.

If you lose your badge contact your team educator to replace it. There is a \$10 replacement fee.

Conduct

Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. All state cosmetology laws and rules are practiced and taught at The Salon Professional Academy. The Academy's goal is to prepare students for placement in the salon & spa industry. Social Media posts containing any reference to The Salon Professional Academy and/or your new career should be made with caution. A student's professional conduct is very important to future employers. Lack of basic honesty, professionalism, and integrity may result in termination from the program.

Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services. You need an educator's permission to have personal services done during school time.

Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip.

Students will be suspended for swearing or using improper language. Do not gather at the reception desk, in the salon area, or around a station where another student is working with a guest. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services.

Courtesy

Common courtesy is expected. Use "please" and "thank you." Address your educators and guests properly by using Mr., Mrs., Miss, Ms. (as they prefer) and their last name. When meeting a guest, make eye contact, introduce yourself and offer a hand shake. Disrespect or insubordination towards a guest, an educator or other staff member may be grounds for disciplinary action or termination from the program.

Posture

When working on cosmetology projects, please remain standing. Students or stylists should **never** be seen sitting in the salon area. Specialty course students should also use good posture practices but may be required to sit for certain services. Students are provided a lounge area for breaks.

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

Personal Services

Students in good standing (85% Attendance, 85% GPA, all on time arrivals **and** all on time departures) will be approved to receive personal services using TSPA Bucks.

All students are encouraged to receive services at The Salon Professional Academy during their enrollment. Services **must** be scheduled through the front desk coordinator or team leader and placed on our booking system.

In order to receive discounted rates, Students may secure their appointments in advance with a level one (1) student. If a student prefers to use a higher level they may schedule their services in advanced and pay full price for all services provided that day. This is to ensure that services are performed by preferred student on the date/time of their choice.

The students GPA and Attendance will determine how the students will be charged for those services.

Any personal services that are done during the students clocked in hours will be full price. (cash, check, or card)

Services performed after class day (Tuesday, Wednesday or Thursday) will be ½ price and may or may not be paid for with TSPA bucks depending on students status (in SAP or not in SAP)

*****Personal Services MUST be approved by the front desk coordinator or team leader along with the educator in charge of the Salon Area.**

When a student is booked for services, if a paying guest comes into the salon area for services – the student will be removed in order to provide services to the guest.

If the student is paying full price for the service with cash, check or credit card they will be considered a salon guest and their service will continue as scheduled.

Students are NOT allowed to do their own hair, nails and/or make-up in the salon area at any time. Students observed doing their own hair, nails and/or make-up will be clocked out, and not receive hours for time doing their own personal services. Students will also be asked to pay cash, check or credit card for any Academy product that they used on themselves without permission.

Students should not receive personal services while working on a guest. Once the student goes into the Salon Area, if they choose to wear hair color, the only brand that is permissible while in school is Redken. Any student that chooses to wear hair color other than Redken will be asked to change their color, at their own expense, and on their own time. The student will be placed in In-School Suspension until haircolor can be corrected.

*****It is unlawful to perform hair, skin, and nail services in an unlicensed facility. Students who choose to perform or receive services in an unlicensed facility (any location other than school or salon) will be reported to the State Board of Cosmetology which may result in license revocation, denial and may be released from TSPA in accordance with State Law.**

Phones and Cell Phones

Students may not use The Academy phones for personal calls, unless approved by an educator. Cell phone use is restricted to the lounge or outside on breaks or lunch periods, never at your locker or in the hallways. Turn your cell phone off or place it on "silent" when you arrive at The Academy and store it in your locker. Any student found with a cell phone on them during class time or on the salon floor will be suspended per our suspension policy.

Care of Texts, Kits, and Equipment

Your texts and kits are provided. **Have them in The Academy every day, along with required items per supply list given by an educator.** Text and workbooks (Salon Fundamentals Text Book, Work Book, Exam Prep Book, Planner and Over the Top) remain property of the school until kit costs are paid in full. Your entire kit must remain on school property at all times with the exception of text and work books. If not prepared with any of these items, the student will be sent home and may return when equipped with items. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost. **Borrowing is not allowed.** Lock up your professional tools. Your texts are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or salon area) clean and neat at all times. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. These duties must be checked and graded by an educator before leaving each day. The Academy equipment is not to leave The Academy at any time.

Stealing is NOT tolerated in any way. The student will be dropped from the program if they are caught stealing tools, products, services, items of another student, guest or the Academy.

Library

A library of materials is provided for your use when approved by an educator. You may use the study materials any time during school hours, when regular assignments have been completed. Please be respectful when using items as they are there for all students to use. Materials are kept in the educator office to be

Rest –

Students should get plenty of rest on their time off campus. – Sleeping in school is unacceptable behavior. If found sleeping in school, you will be awakened and placed into In-School Suspension.

Smokers

If you are a smoker, please smoke outside downstairs away from the doors of tenants below. Smoker's sanitations will be required.

No guests are allowed in the student smoking area.

No student should invite their guests to smoke with them, nor should they go out with a guest to smoke if invited.

Lockers

Each student will use a locker to store personal items. Purses must be locked in your locker to protect your personal belongings.

Students are provided with a padlock that must be returned in working condition or a fee will be charged. Drinks and open food items are not allowed in student lockers at any time, nor should they be placed on top of the lockers.

The only way your items can be protected is if they are secured inside your locker.

Any student that does not keep their locker locked at all times will be asked to keep their items secure in their personal vehicle so that the academy is not responsible.

Students should keep their nametag and kit in their locker overnight. This reduces the chance of leaving the items at home or losing them.

Replacement nametags are \$10.00 each

*Students should not store any personal items (purse, back-pack, phone, iPod...) under their stations even while working on the salon floor, as these are not secure.

The Academy is not responsible for any lost or stolen items.

Food and Beverages

Please keep all eating and drinking in the student lounge.

Plain, sparkling, or distilled water in bottles only, is allowed in the classroom during class.

No flavored water or other beverages unless prior approval by school management/owners

No beverages or food is allowed in the classroom.

No beverages or food are allowed at styling stations.

No Gum is permitted on the salon area floor.

Only staff and students are permitted in classroom and break area. No guest or friend/family of student is allowed beyond salon area.

Parking Area

Please park away from the building. This leaves room for our guests to park close by and walk into The Academy. The Salon Professional Academy students will be given a parking decal that must be posted in the rear window. Student parking is behind the building as instructed in foundations. During Central Standard Time, students may park in the front lot after 5:30pm in the two (2) rows to the far right of the building.

Interruptions

When a class is being held in any room of The Academy, it is important that class not be interrupted. Please respect that the classroom doors are closed and do not interrupt unless it is an emergency and you have been directed to do so by the Educator in charge, School Coordinator or owner of The Academy. Please stay in the classroom or salon area where you are assigned for the day. Do not roam about interrupting other students in training.

Educator in Charge

When you are working on practical skills either in the classroom or the salon area, please work with the educator who has responsibility for that zone/area

Refusal of a Guest

Refusing a guest is unacceptable and the student will receive an automatic zero and will result in an in school suspension for the following salon floor day. The Salon Professional Academy is a learning environment, and everyone must learn skills needed to serve every guest.

Harassment

The Academy does not tolerate harassment of any kind (verbal, physical or sexual). Refer to Title IX policy.

Student Counsel

Each class will elect one representative to set on the Student Counsel board. This board meets once a month to discuss, issues, or concerns and make suggestions on activities that the student body would like to participate in at The Academy. Students that are elected to this board must maintain an 85% GPA and 85% attendance.

It is the intent of The Academy to prepare professional people for a career.

Apparel Code

Criteria for Appearance When Arriving at School Create a Perfect First Impression!

***If you are not professionally dressed, you will be sent home to change, or placed in school suspension.**

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

Shoes- Solid Black, (all visible material) clean, polished shoes – buckles, bows, snaps, zippers accents must be black as well. Black shoestrings, if shoes tie. Sandals are ok, if toes are polished correctly. Flat sandals must have a back unlike a flip/flop. No Flip Flops. No Tennis Shoes No Crocks, Toms, Bobs, Uggs

Uniform-

Professional/Current/Stylish

Tops – In good condition, clean, pressed and fit properly

Solid Black tops for level 1, 2, and 3 students.

Level 4 and 4A students may wear solid black, solid white or solid gray tops

Underarms must be covered. Tops must meet bottoms!

No bare midriffs or backs exposed

Avoid bulky sweaters; sweat shirts/hoodies, low cut tops exposing cleavage,

Tank tops spaghetti straps and strapless

Esthetics students only may wear white jackets over their black attire.

Black bottoms in good condition–clean, pressed, and fit properly.

1. Slacks, Trousers or Skirt -

a. The word *slacks* is defined as a pair of pants. An example of *slacks* is the nice pair of pants you put on to go to work.

b. Trousers - a piece of clothing covering the body from the waist to the feet, divided into separate parts for each leg and worn by both men and women

c. Skirt – The part of a garment, such as a dress or coat, that hangs freely from the waist down.

i. A garment hanging from the waist and worn especially by women and girls.

*Pants should be hemmed properly according to shoes. They should not drag the ground as this is a safety hazard. Bottoms should also not be too tight.

*Skirt/dress length is no shorter than 2 inches above the knee. This also includes the length of the slit on any skirt or dress.

Socks, hose and tights –

Socks must be black.

Hose and tights, if worn must be neutral or black in solid color

Leggings may be worn as tights or hose, under a skirt or shirt that is no shorter than 2 inches above the knee. *** Leggings may not be worn as pants.

Accessories –

Belts – solid black

Scarfs – solid black

Jewelry – may be a “splash” of color

Jackets if worn on salon floor must be solid black, or TSPA logo jackets.

No denim of any color including black. No shorts or scrubs

Please be sure to replace lost buttons, repair torn seams and/or torn hems

The Salon Professional Academy logo wear is permitted and encouraged to wear.

Makeup- Must be sex and age appropriate.

Ladies should wear, foundation/powder eye shadow/liner, mascara and lip color

Gentlemen (if they choose to wear make-up) concealers, foundation, skin toners & bronzers

Make-up should be color coordinated with skin tone.

Nails- Clean, short, and filed

Polish must be neat and not chipped.

CND and OPI polish are the approved brands by The Academy.

Hair- Clean, dry, styled into place and interview ready.

Ponytails are not permitted.

If color treated, must have REDKEN color

No hats, bandana's, nothing covering more than 30% of the head or more

Hair accessories:

head bands – approved, may be any color

Bobbie pins, hair pins, prong clips of any color are approved if they cannot be
Seen within the up-style

**Look the part of a professional and you will feel professional! Remember that you are on
a job interview every day that you are at school!**

Graduation, Licensure and Job Placement Rates (NACCAS Annual Report):

For the year 2014 the Academy boasts the following rates:

Completion Rate: 88.68%

Licensure Rate: 94.74%

Job Placement Rate: 80.43%

Department of Education rates:

Annual rates are based on the 12 month period ending August 31st of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Norm time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institutions catalog.

The Graduation / Completion rate for 14/15 : 86.54%

Physical Demands:

There are physical demands placed on the body in any career. In cosmetology arts and sciences, care must be taken to protect your back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet.

*We recommend consulting your doctor before starting any exercise program.

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

Sitting is not allowed on the salon area floor at any time unless providing nail services or facial services to a guest.

Safety Requirements

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

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

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

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee in the amount of \$200.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be 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.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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For students who enroll 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. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- 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 the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or provide completion of the course and/or program. If the school cancels a course and/or program and ceases to offer instruction after student have enrolled and instruction has begun, the school will either provide a full refund of all monies paid; provide a pro-rata refund of tuition; participate in a teach out agreement; or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

COLLECTION POLICY

The school expects tuition and expenses to be paid in a timely manner. The school provides the courtesy of a collection phone call or written notice to a student when a payment becomes a few days past due. Once a student's account exceeds 30 days past due and no alternative payment arrangements have been made, the account is subject to being turned over to a collection agency and reported to the

appropriate credit bureaus. All fees incurred due to collection efforts (**including collection attorney fees**) will be added to the student's total balance due.

The school provides necessary documentation to collection agencies and credit bureaus to assist in collecting payment for past due accounts. Signature from third party agency is required on documentation provided. As with in-house collection efforts, all fees incurred will be added to the student's total balance due.

If promissory note or contract for tuition is sold or discounted to a third party, the third party agrees to comply with the refund policy of the school.

Un-Official Withdrawal - When a student is absent for 14 calendar days, without an approved leave of absence, the academy must withdraw the student from the program. The financial aid officer will attempt to contact by telephone the student after 10 days. The student will be notified that they have been absent without approval and that if they are not in attendance on or before the 14th day since their last date of attendance, they will be withdrawn from the program. The academy monitors student attendance a minimum of every 14 calendar days.

If the student is not in attendance on or before the 14th day since their last date of attendance, the Financial Aid Officer will inform the student by certified mail that they have been withdrawn from the program. At which time the academy will follow the refund policy and complete the Tuition Refund Worksheet.

Official Withdrawal - A student may notify the Director, Admissions Director, or the Financial Aid Officer in writing that they wish to withdraw from the program, official withdraw date will be based on postmark or date notification is delivered to academy in person, or date of expulsion by academy or the expiration date of an approved leave of absence.

When a student is withdrawn from the program the academy will follow the refund policy and complete the Tuition Refund Worksheet.

Class Dates 2016-2018

Cosmetology- Full Time

- 2016 -** January 26, 2016
April 12, 2016
July 12, 2016
September 20, 2016
November 22, 2016
- 2017 -** January 31, 2017
April 11, 2017
July 11, 2017
September 19, 2017
November 21, 2017
- 2018 -** January 30, 2018
April 17, 2018
July 10, 2018
September 18, 2018
November 20, 2018
- 2019 -** January 29, 2019
April 16, 2019
July, 16, 2019

Estimated Completion Dates

- December 10, 2016
- February 25, 2017
- May 27, 2017
- August 5th, 2017
- October 14, 2017
- December 16, 2017
- February 18, 2018
- May 26, 2018
- August 4, 2018
- October 6, 2018
- December 15, 2018
- March 2, 2019
- May 25, 2019
- August 3, 2019
- October 5, 2019
- December 14, 2019
- February 29, 2020
- May 30, 2020

Esthetics- Full Time

To Be Determined

Nail Technology- Part Time

To Be Determined

Instructor Training- Flex Schedules

To Be Determined

Staff

Owners:

Wanda Williams-Woods
Robert (Chip) Woods
Randy Kunkel
Sharon Kunkel
Angela Lema
Bob Hawks

Administration:

Rebecca Brown
Gerald Corbett
Robert (Chip) Woods
Wanda Williams-Woods
Morgan Sims (part time)

Cosmetology Educators:

Victoria O'Brien
Jennifer Smith
Clara O'Donnell
Desiree Vargas
Suzanne Miller
Ashley DuBois

All educators have salon experience, are licensed cosmetologist, estheticians or nail technicians, and are licensed instructors/instructor trainees with the State of Tennessee

History of the Summit System

The Summit Salon System was founded in 1993 by Randy and Sharon Kunkel along with Michael and Mary Cole, and is the largest consulting firm in the salon industry.

Currently 72+ consultants are in over 750 salons and schools monthly coaching over 8000 service providers and school leaders.

The Summit Salon System is endorsed by REDKEN 5th Ave. and they sponsor all The Salon Professional Academies.

The Summit grows service providers for a living. Their intention is to grow each of you personally and professionally.

The intention of The Summit Systems is to teach you skills and concepts that will help you discover your true potential and turn that potential into abilities.

The **purpose** of Summit Systems at TSPA is to pass on the knowledge that unites the salon and school leaders. Our Vision together is to grow future industry leaders, one student at a time.

The Summit Systems will provide you with the tools needed to become a top 20 in our industry. We continue to improve and build upon the systems that have been proven successful.

As Michael Cole would say, "Buckle Up Baby and Get Ready for the Ride of Your Life!"

Points of Difference

Our Education:

The Salon Professional Academy focuses on spa services offering classes in cosmetology, Esthetics, Nails and Industry related business practices.

The Academy trains for the top salons across the nation and makes the privately held salon a primary target for placement of our students.

The Academy trains students in the critical business skills necessary for salons and spas to ensure their success after school.

The Academy provides salon mentoring with professionals to further develop the students in the industry.

Our Location:

Our address is 2710 Old Lebanon Road, Suite 6, Nashville, TN 37214. We are located close to reasonably priced apartments for students.

Our History:

We are a group of individuals that have over 100+ years combined in the beauty industry. With backgrounds as salon stylists, managers, and owners, along with manufacturing, distributing and salon consulting representatives.

Our Career Opportunities:

We make the privately held salons, where incomes are greatest, a primary target for placement after graduation.

We have contacts for placement with more than 7,000 REDKEN Club 5th Ave Salons in all 50 states. We place students in more than 750 Summit Salons across the nation.

Our Professional Affiliations:

We hire industry leaders as consultants to develop excellence in our students, educators and owners.

We are an exclusive academy endorsed by REDKEN for excellence in education.

We have the help of top industry leaders including Michael Cole, Randy Kunkel, Sam Villa, Jayson Morgan, Tina Terry-Hunt, The Summit Salon Business College, along with many others who will lend their expertise to The Academy.

We know how crucial it is for students to have real world practice while in training and we provide that experience.

We have sister schools in Iowa, Minnesota, Texas, Wisconsin, Florida, Ohio, Vermont, Colorado, Illinois, Missouri, Washington, Montana, Kentucky, New York, Alabama, Indiana, and Arkansas. The Iowa Academy has a 40-year history of training excellence.