

# **Student Consumer Handbook**

## **The Salon Professional Academy**

2710 Old Lebanon Rd, Ste. 6, Nashville, TN 37214

615-828-1866

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## **PURPOSE**

This Student Consumer Handbook is published by the Financial Aid Office of The Salon Professional Academy. Its purpose is to describe the services available to students through this office as well as provide important information about policies and procedures that may not be covered in the student catalog. In the case of conflicting information between this publication and the student catalog, the student catalog supersedes.

This handbook will answer most of your questions relating to financial aid, however, it is important that students are aware that federal regulations are subject to change and may impact policies and procedures stated in this publication. Students should visit the Financial Aid Office for the most current information. General questions can usually be answered on a walk-in basis. Specific questions may require an appointment.

## **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.

## **STATEMENT OF PRINCIPAL**

The Salon Professional Academy strives to provide the resources and support that our students need in order to attend school, graduate, and find employment in a professional salon environment. We are committed to assisting our students and providing resources and support that are in the best interest of our students.

## **GENERAL SCHOOL INFORMATION**

Students and prospective students can obtain additional information about The Salon Professional Academy by contacting the school directly.

### **General Contact Information**

General information on the school can be obtained on the website at:

<http://www.nashvillebeautyschool.com> or by calling (615)828-1866.

### **Financial Aid Information**

Information relating to financial aid can be obtained by contacting our Financial Aid Office at (615)828-1866. The financial aid office can also be contacted by email at: [financialaid@nashvillebeautyschool.com](mailto:financialaid@nashvillebeautyschool.com).

### **Admissions Information**

Information relating to admissions can be obtained by contacting our Admissions Office at (615)828-1866. The admissions office can also be contacted by email at: [admissions@nashvillebeautyschool.com](mailto:admissions@nashvillebeautyschool.com).

**LICENSURE, ACCREDITATION & ORGANIZATIONS**

The Academy is licensed by the Tennessee Board of Cosmetology 500 James Robertson Pkwy, Nashville, TN 37243. Phone: (615)741-2515; fax (615)741-1310. The Academy is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone: (703)600-7600. The Academy is approved for Title IV Funding through the US Department of Education, 1999 Bryan St Suite 1410, Dallas, TX 75201-6817. Phone: (214)661-9484.

**STUDENT RIGHT TO KNOW (PRE-ENROLLMENT INFORMATION)**

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website [www.nashvillebeautyschool.com](http://www.nashvillebeautyschool.com) under program disclosure.

**RESEARCH OCCUPATIONS** at: [www.onetonline.org](http://www.onetonline.org)

**CHARGES AND FEES**

**TUITION**

Cosmetology Tuition (includes books and kit)	\$18,590
Cosmetology Hourly Fee	\$11/hour
Cosmetology Over Contract Fee (Charged per hour over contract)	\$11/hour
Esthetics Tuition (includes books and kit)	\$7990
Esthetics Hourly Fee	\$11/hour
Esthetics Over Contract Fee (Charged per hour over contract)	\$11/hour
Enrollment Fee all programs	\$200
Student Permit Fee all programs	\$00
Drop/Withdrawal Fee	\$150

The Academy purchases all textbooks and kit items used in training from professional suppliers. All students are required to have the same textbooks and kits. Books and Kit items are non-refundable.

Program	Product	Language	Warehouse Code	Copyright	Edition	ISBN	Cover	Price
<b>Salon Fundamentals Cosmetology 3<sup>rd</sup> Edition</b>	Coursebook Study guide & LEP	English	SF01EC3C	2015	3rd	978-1-934636-66-4	hard	136.00
<b>Salon Fundamentals Cosmetology CD-ROM</b>	LG	English	SF01V2LG	2004, 2010	2	978-1-936349-46-3	CD case	\$46.50
	Coursebook	English	SF02V2T	2004		978-0-9742723-1-3 0-9742723-1-0	soft	\$66.95
<b>Salon Fundamentals Esthetics</b>	SSG	English	SF02V2SSG	2004		978-0-9742723-7-5 0-9742723-7-X	soft	\$56.00
<b>Salon Fundamentals Esthetics</b>	LEP	English	SF02V2LEP	2004		978-0-9742723-6-8 0-9742723-6-1	soft	\$41.40
<b>Salon Fundamentals Nails</b>	Coursebook	English	SF03T	2007	1	978-0-9779961-8-6 0-9779961-8-2	previous editions hard cover, current: soft	\$63.60
<b>Salon Fundamentals Nails</b>	Coursebook	English	SF03V2T	2007, 2010	1	978-0-9779961-8-6	soft	\$63.60
<b>Version 2 SF Nails Combo Textbook and Study Guide</b>	Combo CB, SSG	English	SF03V2	2010	2	978-1-936349-50-0	soft	\$90.25
<b>Salon Fundamentals Nails</b>	SSG	English	SF03V2SG	2007, 2010	2	978-0-9789765-0-7	soft	\$45.00
<b>Salon Fundamentals Nails</b>	LEP	English	SF03V2LEP	2007, 2010	2	978-0-9789765-1-4	soft	\$40.20

**REPLACEMENT ITEMS: ALL PROGRAMS**

New Name Tag	\$10.00
New Timer	\$5.00
TSPA Tote Bag	\$25.00
<b>TOTAL</b>	<b>\$40.00</b>

**REPLACEMENT ITEMS: COSMETOLOGY**

Salon Fundamentals Cosmetology Textbook Set (Textbook, Study Guide, and Exam Review)	\$136.00
Blow Dryer	\$225.00
¾" Curling Iron	\$42.00
1" Curling Iron	\$50.00
Flat Iron	\$185.00
Shears	\$225.00
Thinning Shears	225.00
Razor	\$32.00
Razor blades	\$13.95
Clippers (Essential Combo)	\$75.50
Mani/Pedi Set	\$20.00

**REPLACEMENT ITEMS: ESTHETICS**

Salon Fundamentals Cosmetology Textbook Set (Textbook, Study Guide, and Exam Review)	\$136.00
Make-up Brushes	\$36.00

**Student may be responsible for required shipping charges.  
Item prices are subject to change without notice.**

**TRANSFER POLICIES**

A transfer student may be accepted after careful evaluation of the student's academic records. No more than 20% of the program can be credited from another institution unless student is transferring from another Salon Professional Academy. Each transfer must be evaluated on an individual basis. Transfer students pay full tuition. Transfer students must begin at the beginning. All transfer hours accepted are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs. We do not guarantee the transferability of our credits to any other institution.

**FINANCIAL AID CODE OF CONDUCT**

(Based on Federal Regulations and the Higher Education Opportunity Act)

**Personnel Affected**

This code of conduct applies to all financial aid employees and all other employees and agents who have responsibilities with respect to educational loans or who have contact with guaranty agencies or lenders (either federal or private loan lenders). All decisions and actions must be consistent with the following principle:

1. **Student Choice** - All students must be given an equal and fair opportunity to choose from all lenders and loans, federal and private. These choices will not be limited to lenders or loans that are available through or recommended by The Salon Professional Academy. The Academy does not have a preferred lenders list.
2. **Student Interests** - The Salon Professional Academy will seek relationships with lenders which can provide the best benefits for students such as interest rates, fees, payment terms, and services.

3. **Avoidance of Conflict of Interest** - A conflict of interest is created when an employee's personal situation interferes with his/her judgment which can make him/her unable to act in the best interest of The Salon Professional Academy or the students attending the institution. All employees must avoid conflicts of interest. No employee shall have any relationship with any lender guaranty agency nor accept any fees or anything of value, other than token marketing items and nominal conference refreshments, from any lender.

The Salon Professional Academy will not accept any service or anything of value from any lender or guaranty agency with exception of the following services: loan processing materials and financial literacy materials, training or financial aid staff related to loan processing, entrance and exit counseling services conducted under the supervision of a financial aid officer from The Salon Professional Academy, emergency staffing services, and/or reimbursement of reasonable costs for domestic travel and training conferences hosted by lenders and/or guaranty agencies.

### **Student 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. Written permission is required for each and every request prior to the release of information. Parents/guardians of a minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student. This policy will be given at orientation, and is available at any time through the Admissions, Financial Aid, or Education offices at The Salon Professional Academy.

### **Code of Conduct**

All financial aid employees and all other employees and agents are required to comply with all of the following rules (prohibited relationships) in this Code of Conduct regarding lender relationships and loans. In addition, they are required to notify the director/owner if they become aware of facts indicating that there may have been a violation of the Code of Conduct regarding lender relationships and loans.

- No financial aid employee or any other employee or agent, shall act as an employee, consultant or sales representative or officer for any lender or guaranty agency.
- No financial aid employee or other employee shall serve on the Board of Directors (compensated or uncompensated) for any lender or guarantee agency.
- No financial aid employee or any other employee shall serve on any lender or guaranty agency's advisory board.
- No agent of The Salon Professional Academy will be allowed to serve on a lender or guaranty agency's advisory board without written approval from the director/owner to ensure the agent will comply with this policy.

### **WHO RECEIVES FEDERAL STUDENT AID?**

Our most basic eligibility requirements are that you must:

- Demonstrate financial need
- Be a US citizen or an eligible noncitizen
- Have a valid Social Security number
- Register with Selective Service (if you haven't already and are male between the ages of 18 and 25)
- Maintain satisfactory academic progress in a postsecondary school, and show you are qualified to obtain a postsecondary education by
  - having a high school diploma or General Educational Development (GED) certificate
  - completing a high school education in a home school setting approved under state law

### **TYPES OF FINANCIAL AID AVAILABLE**

#### **FEDERAL PELL GRANT**

Pell Grants provide a foundation of financial assistance that may be supplemented by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

#### **WILLIAM D. FORD DIRECT STAFFORD LOANS**

Loans made through this program are referred to as Direct Loans, because eligible student and parents borrow directly from the US Department of Education. You must be enrolled as at least a half-time student to be eligible for a loan. Direct loans include the following:

Direct Stafford Loans

- Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- Direct PLUS Loans (PLUS Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

#### **G.I. BILL**

If you've spent time in the military, you are eligible to use your G.I. Bill toward your cosmetology education. The G.I. Bill was specifically designed for college or vocational education. Certified by State Approving Agency for Veterans' Educational Benefits. *\*These approvals are state and school specific and may not apply to all schools.* For updates and more information on federal financing, go to [studentaid.ed.gov](http://studentaid.ed.gov) to learn more.

### **LOAN DISCLOSURES**

- Student Loan Information Published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Office.
- NSLDS (National Student Loan Data System – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

### **HOW FINANCIAL NEED IS CALCULATED**

1. Apply for federal student aid – Complete the Free Application for Federal Student Aid (FAFSA). For FAFSA on the web go to [www.fafsa.gov](http://www.fafsa.gov). Using FAFSA on the web is faster and easier than using paper. (Hint: be sure to have your tax forms from the previous year available to use in filling out the FAFSA). Our school code is 041834.
2. The school will receive your Institutional Student Information Record (ISIR). The Financial Aid Officer will review your ISIR and your Expected Family Contribution (EFC) calculated on your FAFSA application. The Financial Aid Officer will then figure out how much aid you can expect to receive through grants and loans. The Financial Aid Officer will discuss with each student what aid they will receive because each student has different personal information and financial circumstances.

### **DEPENDENCY STATUS**

Dependency status is determined by the information that is filled out on the students FAFSA.

### **STUDENT (BORROWER) RESPONSIBILITIES**

1. Borrower - It is the responsibility of the student to:
  - Think about how much you are borrowing: how the amount of the loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
  - Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received.
  - Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
  - Continue to pay your loans while waiting for deferment or forbearance approval.
  - Keep in touch with your loan servicer: Notify your servicer when you graduate; withdraw from school, drop below half time status, change your name, address, or Social Security number; or transfer to another school.
2. **Entrance and Exit Counseling:** First-time borrowers must complete an entrance



counseling session before your first loan disbursement for useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online. You also must receive exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. Each student will complete the Department of Education's exit counseling online.

- 3. Repayment of Loans:** There is a set time period after a student graduates, leaves the school, or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. PLUS Loans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10 – 25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period, and repayment plan chosen. For more information, go online to [www.studentaid.ed.gov/repaying](http://www.studentaid.ed.gov/repaying).

### **VERIFICATION POLICY**

Verification is the process of checking the accuracy of the data supplied by the any applicant for Federal Financial Aid. The Department of Education may select a student's FAFSA for verification. The student must provide information to the school in order to complete the verification process.

The Salon Professional Academy verifies student financial aid documents that are selected by the Central Processing System (CPS) for verification. The Salon Professional Academy may select a student for verification if there is conflicting information.

Students selected for verification must submit all documents to the Academy 30 days prior to class start date, unless for some extenuating circumstances documentation cannot be provided within that time frame (i.e. student enrolled after the 30 day cut off. At this point in time, a student would have 7 days to submit documentation).

If a student does not submit the documentation as requested and it hinders the first payment period's tuition, the student will be asked to make cash payment towards the first payment period's tuition due to the delay in processing. If the verification is due for the Grade Level 2 loan and the student does not respond with documents within 30 days before the start of the student's Grade Level 2 loan period, the student will be asked to pay a portion of their Grade Level 2, first payment period's tuition due to the delay in processing.

When the above information is received the financial aid officer will check all items for accuracy.

### **HOW FUNDS ARE DISBURSED**

In order to receive their Pell Grant/Direct Loan disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 85%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as an 85% or higher attendance requirement. The Salon Professional Academy uses a 100-point grading scale: 95%-100% is an A, 90% - 94% is a B, 85% - 89% is a C, and 0%-84% is not passing.

The hourly disbursement schedule for the cosmetology student is as follows:

- a. First disbursement is scheduled for the first day for Pell and thirty days after class begins for direct loans.
- b. Second disbursement after successful completion of 450 clock hours and 13 weeks.
- c. Third disbursement after successful completion of 900 clock hours and 27 weeks.
- d. Fourth disbursement after successful completion of 1200 clock hours and 36 weeks.

The hourly disbursement schedule for an esthetics or instructor student is as follows:

- a. First disbursement is scheduled for the first day of class for Pell and 30 days for direct loans.
- b. Second disbursement after completion of 300 hours.

### **PROCEDURES FOR EARLY WITHDRAWAL**

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Academy's Admissions/Financial Aid office. The notification may be in writing or orally. The Admissions/Financial Aid office must begin the withdrawal process. For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non attendance.

An unofficial withdrawal with regard to a student that has taken an approved leave of absence, and does not return will have a withdrawal date of the last day that the student attended before beginning the Leave of Absence.

The student must then set up an exit interview with the admissions/financial aid office to complete the withdrawal. At the exit interview the student's file will be checked for correct documentation. Exit loan counseling, concerning loans and financial aid, must be read through by any student taking financial aid loans. A tuition refund will be calculated using the formula listed on the student's contract, and any required refund would be paid within 45 days.

Dependent upon the student's hours, a withdrawal may result in the student owing The Academy tuition funds. After a student has dropped or terminated, any awarded financial aid disbursements can only be requested/applied to a student's balance if the student has satisfactory progress at the time of the exit and if the Return of Title IV Funds Calculation worksheet indicates the school can be paid. If the calculation shows that the student owes The Academy, all funds must be paid before the student's transcripts can be released. If the calculation shows a refund to the student, a refund check will be issued to the student/guarantee agency within 45 days of the date of the determination of the withdrawal from school.

All students are required to attend the exit interview. However, if for some extenuating circumstances a student fails to attend the exit interview, all exit documents will be mailed to the last known address of the student. It will include the responsibilities of repaying the loan and where to get information concerning their loan. A student can contact the Admissions/Financial Aid office at any time if they have questions concerning their loan or need information concerning loan consolidation.

### **RETURN TO TITLE IV POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, PLUS loans, Stafford Loans, and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

### **REFUND POLICY**

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

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

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

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

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

If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee. If mitigating circumstances are evident, the Owner/Director of The Academy can make a determination to exceed the minimum cancellation and settlement policy.

A student must notify the Academy if they choose to withdrawal from school. In a case of withdrawal or cancellation, the date will be determined by the postmark on written notification or the date the information is delivered to the school. If a student withdrawals or is expelled from the Academy, the refund policy applies.

Any monies due to the Student shall be refunded within 45 days after the Student's last day of attendance or, in the case of a leave of absence, the date of determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies The Academy that the student will not be returning. The actual withdrawal date will be the last day of physical attendance.

An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and enrollment fee.

If The Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition.

If the course is cancelled after the Student's enrollment, The Academy shall provide a full refund of all monies or provide for completion of the course.

- Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the Student owing tuition and fees to the Academy.
- The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Stafford Student Loans, or Federal PLUS Loans awarded under the

Federal Family Education Loan Program.

- If the enrollment is terminated during the first 60% of any payment period (450 hours), the Federal return of Title IV funds calculation will apply. If the Student has completed 60% of the payment period, no refund is due. However, if the Student must terminate due to physical incapacity or the transfer of a spouse's employment, the Student will receive a refund based on the formula(s) above.

## **CAMPUS SECURITY:**

### **Crime Log**

The Salon Professional Academy maintains a written crime log. The log details the time and date the crime was reported, the nature of the crime, the general location of each crime and the disposition of the complaint, if known. Any and all crimes that are reported to The Salon Professional Academy Staff that occurred on campus will be recorded in this log. This log is part of the school's Operations Manual.

The Salon Professional Academy will make an entry to the log within 2 business days (Tuesday – Saturday, except days when the school is closed) of the report of the information to TSPA staff, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The Salon Professional Academy may withhold one or more of the required pieces of information if there is clear and convincing evidence that the release of the information would-

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection, or
- Result in the destruction of evidence

The school will disclose any information that is initially withheld for any of these reasons, once the adverse effect is no longer likely to occur.

The Salon Professional Academy will make the crime log for the most recent 60-day period open to the public inspection during normal business hours. The school will make any portion of the log older than 60 days available within two business days of a request for public inspection.

### **Policies on timely reporting of crimes**

The Salon Professional Academy requires students and staff to report a crime the local law enforcement (Metro Nashville Police Department 615-862-8600) and to the lead educator or owner immediately after learning of the crime.

### **Timely warning & emergency notification**

The Salon Professional Academy will, in a manner that is timely and will aid in the prevention of similar crimes, report to the student body on crimes that are:

- Included in campus crime statistics, such as: Criminal homicide (murder, non-negligent manslaughter, and negligent manslaughter), Sex offenses (forcible sex offenses and non-forcible sex offenses), Robbery, Aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, and illegal weapons possession. Also, persons not included in this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession, or
- Reported to local police agencies or to TSPA staff (as identified under the school's statement of current campus policies), and
- Considered by the school to represent a threat to students and employees.
- Current campus policies - The Salon Professional Academy will report by category of prejudice, the following crimes reported to local police agencies or to TSPA staff that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. The crimes to include, but are not limited to: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property and any other crime involving bodily injury.

The school is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, The Salon Professional Academy will follow its emergency notification procedures. The school will not be required to issue a timely warning based on the same circumstances, however the school will provide adequate follow-up information to the community as needed.

### **Emergency Notification Procedures**

A student or educator reporting an immediate threat should call 911 immediately. A student should let the educator in charge of them know about the situation as soon as possible. The educator/student should do what they can to handle the situation and notify as many students, staff, and guests as possible until law enforcement arrives. The educator should let the lead educator or owner know about the situation as soon as possible.

### **Current Campus Security**

The most current campus security statement is available in the Financial Aid and Admissions office.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

The Salon Professional Academy

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

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

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

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

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

## **DRUG TRAFFICKING PENALTIES**

### **Federal penalties and sanctions for illegal possession of a controlled substance**

#### U. S. C. 844 (a)

- 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2500 but not more than \$250,000 or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5000 but not more than \$250,000 or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:
  - (a) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
  - (b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams.
  - (c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### U. S. C. 853(a) (2) and 881 (a) (7)

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

U. S. C. 881 (a) (4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

U. S. C. 844a

- Civil fine of up to \$10,000 (pending adoption of final regulations).

U. S. C. 853a

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offences.

U. S. C. 922 (g)

- Ineligible to receive or purchase firearm.

Miscellaneous

- Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional state penalties and sanctions may apply.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)POLICY**

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.



- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest.
  - b. Other schools to which a student is transferring.
  - c. Specified officials for audit or evaluation purposes.
  - d. Appropriate parties in connection with financial aid to a student.
  - e. Organizations conducting certain studies for or on behalf of the school.
  - f. Accrediting organizations.
  - g. To comply with a judicial order or lawfully issued subpoena.
  - h. Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **SAFEGUARDING CUSTOMER INFORMATION**

### **Procedure for Maintaining and Safeguarding Student Records**

- All student financial records are kept in a locked cabinet which is located in the financial aid office.
- The financial aid office is locked when unoccupied.
- The financial aid officer and the school owners are the only persons who have keys to the student files. No other employees have keys to the file cabinets.
- The building in which the financial aid office is located is protected by a security system.
- Student records are maintained on a computer software system called SMART. This is a live, on line system with a daily back up. All data is stored off site at their Phoenix Arizona location.

### **SATISFACTORY PROGRESS POLICY**

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

### **ATTENDANCE PROGRESS**

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals must check in with the educator in their class or the salon area when they arrive. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school 30 minutes prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled foundation period. Students who miss 14 calendar days without communicating with the School may be terminated on the 15th calendar day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of **85%** of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to **117%** of the contract hours of the course. The maximum time frame in which students have to complete the program is not more than 1765 scheduled hours and 8 weeks for the day cosmetology program or 20 weeks for the night cosmetology program beyond the contract end date. The maximum time frame an Esthetics student and a Nail Technology student can complete the program is no more than 706 scheduled hours and 8 weeks beyond the contract end date. The maximum time frame an Instructor student can complete the program is no more than 706 scheduled hours and 4 weeks beyond the contract end date. However, any student who attends beyond the contract end date will pay additional fees as stated in the enrollment agreement. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA.

### **ACADEMIC PROGRESS**

The Academy utilizes a 100-point grading scale of which 100-95% is equivalent to an "A", 94-90% is equivalent to a "B", 89-85% is equivalent to a "C", and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 85% or higher GPA to graduate.

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

74% and less may warrant the student to be removed from the Student Salon Area and returned to theory. A Zero will be given in each step for refusal of a guest or service.

Course incompletes, repetitions, and non-credit remedial courses have no affect on The Academy's Satisfactory Progress Policy. 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**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both 85% attendance and 85% academic minimum requirements. Students will be evaluated at the following checkpoints:

<b>Course / Program</b>	<b>Attended Hours</b>
Cosmetology	450,900,1200
Esthetics	300
Nail Technology	300
Instructor	300

**WARNING**

Students failing to meet requirements for attendance or academic progress at a checkpoint will be placed on Warning Status with documentation placed in the student's file. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are required to be SAP at the next checkpoint to continue to receive Title IV funding following the warning period. Students are not required to appeal a Warning Status.

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

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

**REESTABLISHMENT OF STATUS**

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

**REINSTATEMENT OF FINANCIAL AID**

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

**COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incomplete, repetitions and non-credit remedial courses are not offered at The Salon Professional Academy.

**LEAVE OF ABSENCE (LOA)**

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the program with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any of the following reasons: 1) Financial Hardship 2) Medical Issues 3) Personal or Family Related Issues 4) Recommendation of Staff 5) Military Deployment. The day the student returns from a LOA the student is required to inform the financial aid /education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student.

The LOA must be requested and approved in writing prior to LOA occurring. In addition the student is required to list the reason for the LOA. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within reasonable resolution of the emergency.

The maximum time frame for a LOA is 180 calendar days. The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days in a 12 month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from The Salon Professional Academy.

If the student is receiving federal funds, no federal aid payments will be disbursed during the LOA. If the student does not return from the LOA within the 180 days, the student will be dropped from The Salon Professional Academy and the student's loans will go into immediate repayment.

### **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible) will pay a \$200 re-enrollment fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

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

### **PLANS FOR IMPROVING AN ACADEMIC PROGRAM**

The Salon Professional Academy will make readily available any plan for improvement of any academic program upon the determination by the institution that such a plan exists.

### **ADMINISTRATION AND FACULTY**

The Salon Professional Academy's faculty consists of the Owner, Admissions Director, Financial Aid Officer, Support Staff, and a minimum of one educator per 20 students including a Lead Educator.

### **MISREPRESENTATION**

The Salon Professional Academy strives to represent itself transparently. The Academy does not misrepresent the Nature of the Educational Programs, Financial Charges, Employability of graduates, or any other information. All questions regarding information about facilities and curriculum can be directed to the education office.

Questions about enrollment and placement should be directed to the admissions office, and any questions concerning financial aid should be directed to the Financial Aid office. All offices have an open door policy.

**COPYRIGHT MATERIALS AND INFRINGEMENT**

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. The Salon Professional Academy strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

The Salon Professional Academy respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of The Salon Professional Academy to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, the Academy will follow the legal doctrine of fair use currently a part of the copyright law. The Academy's students and staff will not make unauthorized copies of copyrighted material on or using The Salon Professional Academy's computer system, network or storage media. Also, the Academy's staff and students will not store unauthorized copies of copyrighted works using the The Academy's system, network and/or storage media. The Academy's staff and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the Academy's computer system, network, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The Salon Professional Academy reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the Academy reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

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**EMERGENCY RESPONSE/EVACUATION**

Emergency procedures regarding safety, fire, and tornadoes are presented to the students in orientation. These procedures are also available at any time from the Admissions, Financial aid or Education offices. Tornado and Fire Drills are performed annually.

**TIMELY EMERGENCY WARNINGS**

Any emergencies are reported immediately to the Lead Educator then Owner. The process and procedures that must take place will be determined by the owner according to what type of emergency.

**VACCINATION POLICY**

The Salon Professional Academy does not require any vaccinations or records for attendance or admission.

**VOTER REGISTRATION**

The Salon Professional Academy gives voter registrations to every student enrolled at orientation.

**SERVICES TO STUDENTS WITH DISABILITIES**

The Salon Professional Academy will provide reasonable accommodations to any student with a disability. The student should discuss the disability with the Lead Educator. The student should explain in writing what accommodations are required, and the Lead Educator and owner will develop and implement a plan to accommodate the student. All facilities at The Salon Professional Academy are handicap accessible.

**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:

<b>Job Position / SOC Code</b>	<b>National Median Hourly/Yearly Wage</b>	<b>Tennessee Median Hourly/Yearly Wage</b>
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