

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.

The Salon Professional Academy (also known as Salon Professional Academy, Salon Professional Academy (The), Academy, The Salon Professional Academy/Nashville, TSPA)

Community

The Academy is located in Nashville, Tennessee. There are nice parks and public facilities in addition to great living, dining and shopping areas. The Nashville area includes the population of 13 counties with a total of 1,903,045 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. 48 styling stations, 8 manicure stations, 8 pedicure thrones, 4 facial beds for skin care. We have in excess of 90 chairs and 30 tables for use in our classrooms. Even during large group presentation by guest artists, which is not a typical theory/lecture setting, we have ample seating, workspace and teaching areas for our entire student body and staff.

The school was designed so that each section of stations is easily monitored by the instructor. The open floor plan also allows instructors to easily monitor the pedicure/manicure area and the skin care room. Our facility also includes student lounge and administrative offices located in the Donelson Plaza Shopping Center at 2710 Old Lebanon Road, Suite 6, Nashville, Tennessee 37214.

Tennessee Higher Education Commission

The Salon Professional Academy is authorized by:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

*****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.

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IMPORTANT INFORMATION FOR ALL COURSES

How to Apply – Complete the free application on line at www.NashvilleBeautySchool.com or you may complete an application when touring The Salon Professional Academy. Have high school transcripts sent to The Academy. Schedule a visit and take a tour. While you're here you'll learn about curriculum, books, kits, apparel code, financial assistance and meet our staff and students. Once you've been accepted to The Academy, sign the enrollment agreement and pay your 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, Hi-Set or G.E.D. certificate. The Academy does not admit ability-to-benefit students. All programs are taught in English.

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

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

Transfers –

We do not recruit students already attending or admitted to other schools offering similar programs.

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis of their previous training.

A transfer student must begin in Foundations training.

Students from other Salon Professional Academies and Summit Salon Academies, may transfer; however, no more than 20% of the program can be credited from another institution.

The Salon Professional Academy Nashville will accept 75% of a student's hours up to 1000 hours from the following Salon Professional Academies; Grand Junction, Co Huntsville, Al. North Little Rock, Ar. Onalaska Wi.

Any transfer hours accepted are applied at the end of training.

All transfer students are subject to a tuition charge of per hour that it takes to complete the program.

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 **(\$2090.00)** and **\$12.50** 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 student to become service professionals in cosmetology.

Orientation – The Academy is required provide a complete orientation prior to commencement of class. This orientation is held the Saturday before classes start from **10:30am to 4:30pm**.

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

Hours - The Academy is open Tuesday through Thursday 9:00am – 9:00pm; Friday and Saturday 9:00-4:30pm. Hours of attendance depend on the schedule assigned.

The Salon Professional Academy – attends school three (3) Monday's a year.

The Monday before Thanksgiving and two (2) Monday's in December.

Cosmetology students in the 10 ½ -month (46 weeks) program begin with a schedule of five days 9 a.m. to 5:00 p.m. for the first eight (8) weeks. After the first eight (8) 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/evenings 1:00 p.m. to 9:00 p.m. and two (2) days 9:00 a.m. to 4:30p.m.

Class Starting Dates - Cosmetology classes start in January, April, July, September and November. Late enrollment is not permitted.

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 along with ink pens, pencils, highlighters, index cards, two-2 Inch binders, accordion folder, clip board, working camera and large plastic container (for state board training).

Apparel Code - Students wear academy-approved apparel and shoes. (please see page 24)

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 – Leasing Specialist 615-833-3151

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 \$25.00.
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:	\$17,900.00
Kit & Books:	\$ 2,090.00
Registration Fee:	\$ 200.00
Total	\$20,190.00

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 Sunday or Monday 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 **\$20.00 per hour**, or any part thereof, payable in advance until graduation.

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

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) *** Students must achieve a minimum of level 2 status at The Salon Professional Academy to graduate
- 5) An Exit Interview should be scheduled within fourteen (14) days after completion of all hours and curriculum/tests are completed.
- 6) All tuition payments must be up to date according to contract, or arrangements made at your Exit Interview.

Hours and transcripts will be turned in to the Tennessee Board of Cosmetologist and Barber Examiners once your account balance has been settled.

***Any account that goes without payment for 30 days may be turned over to collections.**

Graduation – A Graduation ceremony is scheduled for each Cosmetology class. Graduates earn a diploma once all hours are completed along with all curriculum and projects.

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 1-3 Grading scale.**

1 = 75% Needs improvement

2 = 85% Meets standards

3 = 100% Exceeds standards

****While in the salon area students must be working on improving their technical skills by either working on a guest or on an assigned project sheet. Refusal of a guest or project sheet assignment will result in suspension.**

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.

When a student misses a class, that class must be made up the next time it is offered in curriculum. If a student misses a class in a "series" then student must make up the entire series together to complete curriculum. Classes offered in a series build from each other and must be taken as a unit.

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. If needed, based on assessment, a student may be asked to retake a specific skill set.

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

If a project is passed due by 9 days or more, the student will incur a 3-day suspension for insufficient progress per suspension policy.

Grounds for Termination - The Student's enrollment may be terminated by The Academy for failure to meet any of the policies including insufficient progress, failure to work within the student level system, 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 the School Coordinator. Upon receipt of the complaint, the School Coordinator 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 Wanda Woods, Director of Education and Title IX Coordinator/2710 Old Lebanon RD, suite 6 Nashville TN 37214 (615-828-1866). 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 Barber Examiners and/or NACCAS, and /or Tennessee Higher Education Commission 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 and Barber Examiners www.tn.gov/regboards/cosmo/complaint or National Accrediting Commission of Career Arts and Sciences (NACCAS) at www.naccas.org, Tennessee Higher Education Commission. Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900 Nashville, TN 37243, (615) 741-3605 "any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

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. 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.

CAREER PLANNING CONTINUED

Students that obtain Level 3 will be invited to attend special lunch opportunities with local salons from time to time. When invited, students are strongly encouraged to attend this lunch/interview as part of the job placement opportunity. The Academy uses an Alumni Facebook page to notify graduates of salon openings throughout the country along with upcoming educational events. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students

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 a minimum of 1500 hour of approved training, graduate from an approved school, and pay the required fees (\$70.00 each test) and pass the state board exams. Student must then request their official TN state license and pay \$60.00 to the State of TN for their license.

To become a licensed **Instructor** in Tennessee, a student must hold a valid cosmetologist's, manicurist's, or Esthetician's license for a minimum of three (3) years, issued by the State Board, have a high school diploma, HiSet 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.

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!**

Attendance

Attendance at The Academy daily is required and is the responsibility of the student. We expect students to attend their full contracted schedule to complete the clock hours of state approved training in the contracted time.

Foundation classes are a vital period in our curriculum and the overall success of our students. Because of this the school has a more stringent attendance requirement during the foundation training period. The requirements are: Cosmetology students can miss no more than **4 days or 28 hours** of their 252-hour Foundations training. Any student that exceeds this attendance requirement will be subject to repetition of foundation classes or termination/withdrawal from school. Approval for flexibility with this policy may be provided to a student with extenuating circumstances. Request for flexibility must be submitted to the owner within 7 of the student failing to comply with policy.

Absences and Tardiness

***Absences must be reported by the student (Call 615-828-1866)** to an Academy Support Staff member, School Coordinator, Financial Aid Advisor or Educator by 8:55 a.m. or 12:55pm Tuesday – Thursday depending on assigned shift for the day and by 8:55am Friday - Saturday.

Messages taken by a fellow student will not be accepted as excused. Message left for TSPA owners are not excused.

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 first day that you return to school. The Academy reserves the right to follow up on any documentation to confirm legitimacy of absence. **If no documentation is provided, upon returning to school, 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.**

Emergency time off must be granted

Be prompt! If you are tardy, it is important that you call the school (615-828-1866) and speak with the School Coordinator or Educator to let them know that you are going to be late.

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

1. When a student misses three (3) or more days **or** is tardy three (3) or more days in one month an educator will talk to the student about commitment to the program during their monthly PDM and will be suspended per suspension policy.
2. When a student is absent three (3) or more days **or** is tardy three (3) or more days in a second month the student will be suspended **per** suspension policy.
3. When a student is absent three (3) or more days **or** is tardy three (3) or more days in a third month the student will be **suspended per suspension policy and may be dropped from the program.**
4. Students may NOT leave the Academy early without permission.
5. Leaving the Academy LATE (**more than 30 minutes late**) or working through lunch/dinner is not accepted by the Academy. Issues will be addressed one on one.

****Leaving The Academy early without 7 day approval will result in unapproved absence and over contract fees will apply. Students leaving The Academy Early must check out with Classroom Educator and Compliance Officer on class day; Compliance Officer, Zone leader and Front Desk Support on Salon Training days. Failure to check out with the proper staff, will result in suspension per suspension policy.**

****Other absences may be requested at least seven days in advance if the student has an 85% grade average, 85% attendance, AND makes up all work missed. (See absence request form.)**

APPROVED ABSENCES:

- #1. **A)** Illness of student or student's immediate family - living within the household (child, spouse, parent, significant other)
B) Doctor/Dental appointments (please attempt to book on time off from school when possible) (Example: medical, dental, vision, well-woman, pregnancy)
*****All of the above will require a doctor's excuse that can be verified with a phone call from School Coordinator or Financial Aid Representative- documentation is due the first day that you return to school.**
- #2. Funeral of a family member (child, spouse, parents, sibling, grandparent, significant other) with documentation from Funeral home or Crematory – (death certificate) that can be verified with a phone call from School Coordinator or Financial Aid Representative
- #3. Car accident or moving violation, with Police Report/ticket.
- #4. State, Federal or Legal obligations that can not be scheduled on time off from school.
Documentation that can be verified with State, Federal or Legal officer must be provided upon first day that you return to school.

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 will result in additional charges.

Saturday Policy – Students that are absent on Saturday's without prior approval (7 days in advance) or without an **official doctor's note that can be verified with a physician's office**, will be considered un-approved. When a student has two (2) unapproved Saturday absences the student will be suspended for one (1) day.

No Call/No Show Policy

- **When a student does not call before 9:00am or 1:00pm or does not show up by 9:00am or 1:00pm** (depending on their daily schedule.)
- **When a student does not show up or call following a 15-minute break or lunch or dinner breaks.**
- A student will be suspended **ONE (1)** day for each time that 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"

*****Suspension**

A student may be subjected to suspension or dismissal for not following these policies:

Students may be suspended for poor performance, excessive absence (3 days or more), excessive tardiness (3 or more) insufficient progress (deadlines not met on projects assigned in classroom), 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.

*****Suspension Continued**

If a student is suspended, the student will be advised about what the student must do to correct the problem. **Suspensions are based on a 10 ½ -month program.**

- First Suspension: One Day
- Second Suspension: Two Days
- Third Suspension: Three 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.

*Any Suspension will result in loss of any scholarship (other than Transfer Hour - High School Financial - Cosmetology Scholarship) that has been awarded to any student in attendance at The Salon Professional Academy

**Please note that suspensions 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.*

Student ID's -Each student receives a student ID card that allows the student to buy professional retail products at local distribution stores. Students buy at cost like salon professionals. **Students should not purchase color, permanent waves or relaxers to perform services outside of The Academy as it is against TN state law to perform services in an unlicensed facility.**

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.

Time Clock Policy

Clock hours

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

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

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.

The student is responsible for clocking in and out each day in order to receive their hours.

Time Clock guidelines; Cosmetology students are given an eight (8) 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 and 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 from The Academy for falsifying time clock records in any way.

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

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.

Break Time/ Lunch-Dinner Continued

** If leaving The Academy for break time, students must sign out at the front desk.

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.

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 and has been in attendance for at least the first 8 weeks prior to the student taking a leave.

*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 US Postal 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. The student will incur a fee of \$150.00 per leave of absence for administrative costs. 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.

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.

Evaluations periods

Cosmetology-at 450, 900, and 1200 (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.

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:

COURSE	MAXIMUM TIME ALLOWED Scheduled Hours
Cosmetology (Full time, 34 hrs. /wk.)- 1500 hours	1770 (52 weeks)
Instructor Training (Full time, 34 Hours may vary)-300 hours	354 (10 weeks)

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
- 85-89 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 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 450, 900, 1200. 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 Financial Aid 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.

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

COSMETOLOGY - Program length – 1500 Clock hours - Day program 10 ½ months (46 weeks)
 Cost: Tuition, kit & books and fees \$20,190. 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 (2017) 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	\$11.66 / \$24,260	\$11.60 / \$24,130
Instructors (Vocational Edu) / 25-1194	\$24,63 / \$50,660	\$21,11 / \$43,900

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, hair structure and chemistry

Physical

600 hours

Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, 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, 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
- 85-89 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.

INSTRUCTOR (Trainee) - 300 Clock Hours (34 hrs a week – 8.8 weeks) (must be a licensed cosmetologist for three years prior to receiving instructors license) Tuition, kit & books and fees: 4,190.00

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, 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 –Suite 6, Nashville, Tennessee 37214, 615-828-1866 phone, 615-232-7073 fax, is owned by Level Up, LLC, a corporation in Tennessee owned by Robert (Chip) Woods, Randy Kunkel and Sharon Kunkel, Angela Lema

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.

The Academy is state authorized by:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

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 – See insert in folder**

***Title IX Notice of Nondiscrimination – See insert in folder**

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>

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

For the year 2017 the Academy boasts the following rates:

Completion Rate:	79.17%
Licensure Rate:	100%
Job Placement Rate:	81.58%

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. Normal 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 17/18: 80.00%

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%

REFUND POLICY – NOTICE OF CANCELLATION CONTINUED

- 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 Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Student Loan Program; second to subsidized Federal 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.

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 Direct 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 spouses' employment the student will receive a refund based on the formula above.

Hours and, or transcripts will be released and, or turned in to the Tennessee Board of Cosmetologist and Barber Examiners or school of the student's choice, once the account balance has been settled. *Any account that goes without payment for 30 days may be turned over to collections.

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 part, 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 or compliance 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.

TRANSCRIPTS. Student agrees that if payment of tuition and fees is not made in accordance with this Agreement TSPA shall have the right to withhold Student's official transcript and hours until such tuition and other fees have been paid in full. By signing this Agreement, Student authorizes the School to withhold his/her official transcript, hours, and other records until tuition and other fees have been paid in full.

STUDENT POLICIES

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

Appearance

Your image must be professional. You are selling beauty services. Students at The Academy must be an example of good grooming and 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 School Compliance Officer or Financial Aid Advisor, to replace it. There is a \$10 replacement fee.

Apparel Code

Students are required to follow the 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 suspended. If you have a question about attire – bring a back-up**

A name tag is provided for each student and is to be worn at all times. If the name tag is lost, the student must pay \$10 to replace it. Students may not wear another student's name tag.

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.

Unapproved footwear: No sport/athletic type shoes, Flip Flops, Tennis Shoes, Crocks, Toms, Bobs, Vans, Chaco's, Birkenstocks, Ugg's, or Ugg type shoes

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. Shoulders may show, without bra straps showing.

Tops must meet bottoms!

No bare midriffs or backs exposed

No Tank tops spaghetti straps and strapless

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

***No colored bra's or colored camisole may show.

Apparel Code Continued

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

Slacks, Trousers or Skirt -

*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. Leggings, yoga or sweat pants are not part of our professional dress code.

*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.

Coats must be black, gray or white if worn inside The Salon Professional Academy.

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

Ties - Solid colors Black, Gray, Royal Blue or pink for level 1,2, 3. White ties may be worn at level 4

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 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!

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. Derogatory comments about The Academy on Social Media are grounds for immediate dismissal.

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.

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. You need permission from your zone leader and the front desk before you may schedule personal services done during school time.

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

Phones, Cell phones and Smart watches

Students may not use The Academy phones for personal calls, unless approved by an educator. Cell phone and smart watch 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 and your smart watch in your locker. Any student found with a cell phone or smart watch on them during class time or on the salon floor will be suspended for the rest of the day and possibly the next day as well.

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.

Expectations

Part of your professional role is looking, acting and feeling the part of the beauty industry professional. When you are out in the community we expect that you will interact with others with respect. Your behavior while in school will help to set you up for a successful career after.

Student Consultation Procedure

An Educator, Director, Financial Aid Advisor or Owner may wish to consult with a student on any of the following: Grades, Attendance, Tardiness or Attitude

At the time of each consultation the educator must fill out the Student Consultation form and the student will be asked to sign it to come to a solution. If the student refuses to sign, a note will be made by The Academy staff member that student has refused to sign. If after the consultation no action toward improvement has been taken, the staff member may choose to meet with the director/owner along with the student. After the second consultation if there is still no sign of improvement the decision for dismissal may be made by the director/owner.

Student Termination Policy

A student may be terminated for failure to comply with The Salon Professional Academy School Catalog or Enrollment Agreement. If a student chooses to withdraw from the program, they must do so in writing or verbally to an officer of the school. When any of the above takes place, the Financial Aid Advisor or School Coordinator will prepare all documents required to finalize the process.

Student PDM'S

Each month after Foundations the students will meet with their team coach for Personal Development meetings. This time will be used to discuss goals, service performance, GPA, attendance and anything else the student would like to discuss pertaining to their education.

Personal Services

Students in good standing, that qualify, or jump will be approved to receive personal services using **TSPA Vouchers** if they have been awarded.

All students are encouraged to receive services at The Salon Professional Academy during their enrollment.

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 (cash, check or card) for all services provided that day. This is to ensure that services are performed by preferred student on the date/time of their choice.

Services on students are performed **after class** day on Tuesday, Wednesday or Thursday (for April class) for ½ price or with TSPA points

When a student is booked for services (using a TSPA voucher or paying ½ price) if a salon 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 or that of a classmate, will be clocked out, and not receive hours for time doing those services. Students will also be asked to pay cash, check or credit card for any Academy product that they used on themselves or others without permission.

Students should never 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 suspended until hair color 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.**

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, **included but not limited to books from The Academy library.**

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. Keep your locker clean. **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.

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 **Academy at all times.**

Rest –

Students should get plenty of rest on their time off campus. – Sleeping in school is unacceptable behavior. If found with your head down or sleeping in school, you will be awakened and suspended.

Smokers

Donelson Plaza is a NO SMOKING development.

If you are a smoker, please smoke in your car or at the back of the parking lot near the fenced in garbage dumpsters

No student should go out with a guest to smoke if invited.

Smoking in your vehicle is preferred.

Please do not sit on the steps or congregate in front of the building, on the sidewalk or in front of the bowling alley.

Food and Beverages

Please keep all eating and drinking in the student lounge.

Plain, sparkling, or distilled water in bottles or clear plastic cups with secure lids are only allowed in the classroom during class.

Plain water - 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.

No liquids should be kept in lockers or on top of lockers

Classroom/break area - 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

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 (Oct. 31 – March 15th)** students may park in the front lot **after 5:30pm** at the far end of the complex in front of Donelson Heating and Air. Please park away from the building. This leaves room for our guests to park close by and walk into The Academy. **Any student found parking up front at other times will be asked to move their car the first time and sent home each time after that.**

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/Project Sheet

Refusing a guest/project sheet is unacceptable and the student will receive an automatic zero and will result in 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 and pass their state board exam.

Harassment

The Academy does not tolerate harassment of any kind (verbal, physical or sexual). Refer to Title IX policy. A copy of our Title IX policy and Cleary Act are posted on our website for your convenience.

Drug and Alcohol Abuse

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 prohibits a student under the influence of drugs or alcohol from attending class, or training on the salon floor. Any student found under the influence will be suspended or possibly expelled.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol on campus. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

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. Student council meets once a month for 1 hour; 12 – 1:00pm

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

Student Marketing Team

Each class will select one or two team members (depending on class size) to serve on the student marketing team. Students that are interested in learning more about what it takes to market a salon or have ideas on how to market a salon better should apply to be a part of this group. This team meets once a quarter with the Marketing support team that represents The Academy. These meetings are typically held on a Thursday afternoon from 4:30 – 5:30pm. Specific dates set by The Academy. Before asking to join this team, please be sure that you are available to attend these meetings.

Student Inventory Team (Not offered at this time)

Each class will select two team members to train on the Inventory Committee. Students that are interested in learning more about how to order for a salon, and what it takes to run a salon should ask to join this team. Each team learns how to order for professional and retail items. This team meets once a month for 1 hour 12 – 1:00pm

Class Dates 2019-2020

Cosmetology- Full Time

Estimated Completion Dates

2019 - July 16, 2019
September 17, 2019
November 19, 2019

May 30, 2020
August 1, 2020
October 3, 2020

2020- January 28, 2020
April 21,2020
July 14, 2020
September 22, 2020
November 17, 2020

December 12, 2020
March 6, 2021
May 29, 2021
August 7, 2021
October 2, 2021

Instructor Training- Flex Schedules

To Be Determined

Staff

Owners:

Robert (Chip) Woods CEO

Randy Kunkel

Sharon Kunkel

Angela Lema

Bob Hawks

Administration:

Wanda Woods CFO/Director of Education

Stephanie Watts- School Coordinator- Director /Compliance

Kelley Davenport - Admissions/Career Coach

Gerald Corbett Financial Aid Officer / Associate in Accounting

Abigail Beckham/ Director of Chaos and Licensed Instructor

Catherine Mann Coordinator of Chaos

Cosmetology Educators:

Suzanne Pitts / Licensed Instructor

Dan Thomas / Licensed Instructor

Patricia Stephenson/ Licensed Instructor

Amy Garlock /Licensed Instructor

Marina Nichols/Jr Instructor

*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, 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 placement opportunities for 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, Doug Cox, 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.

Tennessee Higher Education Commission

Disclosures

The Salon Professional Academy is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

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 School Coordinator. 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

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

The Salon Professional Academy staff: Wanda Woods
Director of Education and Title IX Coordinator
2710 Old Lebanon Road Suite 6, Nashville TN 37214 615-828-1866

The Salon Professional Academy is a special purpose institution.

That purpose is: **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.

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred."