

## THE SALON PROFESSIONAL ACADEMY

### **Mission Statement**

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

### **Community**

The Academy is located in Nashville, Tennessee. There are nice parks and public facilities in addition to great living, dining and shopping areas. The Nashville area includes the population of 13 counties with a total of over 2,000,000 people 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  
312 Rosa L. Parks Ave., 9<sup>th</sup> Floor  
Nashville, TN 37243  
(615) 253-8857

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 as needed. Students will be notified of any updates. For the purpose of this document, The Salon Professional Academy will be further known as "TSPA" or "The Academy".

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## IMPORTANT INFORMATION FOR ALL COURSES

### How to Apply

1. Complete the free application online at [www.NashvilleBeautySchool.com](http://www.NashvilleBeautySchool.com). Someone from The Academy, will contact you once we receive your application.
2. If you will be applying for Financial Aid (student grants and loans) complete your FAFSA on-line and add our ID Code 042138
3. Schedule an Admissions interview and take a tour on-line or in person. **Availability for Admission interviews vary due to COVID 19.**  
While you're meeting with admissions, you'll learn about curriculum, books, kits, apparel code and financial options.
4. Once you've been accepted to The Academy, sign the enrollment agreement and pay your registration fee.
5. Have high school transcripts sent directly to The Academy.

**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 only.**

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

- 1) Enrollment application
- 2) Provide one of the following: Official Transcripts from a certified high school showing completion; HiSET; G.E.D.; or evidence of completion from a state credentialed home or private school. All official transcripts must include graduation date.  
**2a) Foreign applicants** must provide a transcript that is translated into English and determined equivalent to a U.S. (4) year high school diploma by an outside qualified agency.  
[USCES.org](http://USCES.org) CREDENTIAL EVALUATION REPORT AACRAO Professional Member American Translators Association  
Member USCES, LLC support@ [usces.org](mailto:usces.org)
- 3) Government issued photo I.D.
- 4) Signed complete enrollment agreement
- 5) Essay (1 paragraph minimum) why you should be selected to enroll
- 6) **1 Letter of Recommendation, from one of the following;**
  - a. High school teacher/counselor
  - b. Employer/manager
  - c. Salon Owner/Salon Manager
  - d. Business owner
  - e. Clergy
- 7) Required registration fee
- 8) Change of name documentation if applicable (marriage license, divorce certificate)

### **Instructor Training – Admissions Requirements**

- 1) Applicants must provide items listed above
- 2) Provide a copy of a current practitioner license
- 3) Be a licensed cosmetologist for three years prior to testing for Instructor's license

**School Objective** –

1. To graduate qualified, competent and competitive students to be successful in the field of cosmetology arts and sciences.
2. To prepare students for the Tennessee State Board of Cosmetology and Barber Examiners theory and practical licensing examination given by PSI. To become service professionals in cosmetology.

**Orientation** – Students enrolled at The Salon Professional Academy **are required to complete** orientation prior to commencement of class. This orientation is held the Saturday before classes start from **10:30am to 5:00pm**.

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

**Cosmetology** students in the 10 ½ -month (46 weeks) program begin with a schedule of five days (Tuesday – Saturday) 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 **8:30 p.m.** and two (2) days 9:00 a.m. to 4:30p.m.

**Instructor Training** – 16 – 40 hours a week, based on enrollment agreement.

**Aesthetics** - **Not offered at this time**

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

**Aesthetics' and Nail Technology programs are not offered at this time.**

**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, working camera and large plastic container (for state board testing).

**Apparel Code** - Students wear academy-approved apparel and shoes. (Please see page 28)

**Payment Plans**- The Academy has 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 student's program, as long as payments are made on time. All payments are due the 1<sup>st</sup> day of each month and are considered late on the 11<sup>th</sup> of each month.

\*Late payments incur a charge of \$25.00.

Financial assistance is available to those who qualify.

Financial Aid Advisors at The Salon Professional Academy are available for meetings with students/parent to assist with the Financial Aid processes - Students that are 30 days behind on payment plans may be placed on an administrative LOA until payments are made current.

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

**Cosmetology - 1500 Clock Hours**

Tuition:	\$19,460.00
Kit & Books:	\$ 2,430.00
<u>Registration Fee</u>	<u>\$ 200.00</u>
<b>Total</b>	<b>\$22,090.00</b>

**Instructor Training – 300 Clock Hours**

Tuition:	\$ 3,740.00
Kit & Books:	\$ 250.00
<u>Registration Fee</u>	<u>\$ 200.00</u>
<b>Total</b>	<b>\$ 4,190.00</b>

**Aesthetics– 750 Clock Hours (Program is currently not offered)**

Tuition:	\$ 7490.00
Kit & Books:	\$ 250.00
<u>Registration Fee</u>	<u>\$ 200.00</u>
<b>Total</b>	<b>\$ 7,940.00</b>

**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**.

**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.

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

\*\*\*\* Apartment finders – Leasing Specialist 615-833-3151

**ACADEMIC INFORMATION**

**Graduation Requirements** - Graduates earn a diploma once all items listed below are completed.

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.

Graduates earn a diploma once the following requirements are met for 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) Cosmetology students must complete the following services on eight (8) different guests while on the salon training floor: man cuts, woman cuts, hair colors and foil highlights.
- 6) All tuition payments must be up to date according to contract, or arrangements made at your Exit Interview.

**Graduation** – A Graduation ceremony is scheduled five (5) times per year. Depending on the date of the ceremony, Students must have completed all graduation requirements and be in Satisfactory Academic Progress. Students may not be more than **21 calendar days** from completing the graduation requirements in order to participate in the Graduation ceremony. Student must be in TSPA dress code in order to participate in the Graduation ceremony. Graduation Ceremony dates are subject to change.

**Exit Interview** - After Graduation requirements have been met, students must complete an Exit Interview with the Financial Aid Advisor and the Compliance office or one of the owners. Students are responsible for contacting the Compliance Office to schedule an Exit Interview as soon as possible, following their completion of the program. All exit interviews will be conducted within 30 days of the date that the Student contacts the Compliance Office to request an Exit Interview.

During the Exit Interview the Compliance Office will be happy to assist with scheduling your theory test with PSI.

Students must complete all Financial Aid requirements, put in place by The Department of Education if they received any type of Federal Grants or Loans, including FSA Exit counseling on line.

Students that have an outstanding balance must pay the balance in full or set up a payment plan of no more than 12 months. Transcripts and/or hours will be released once account is paid in full.

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

**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.

If a student misses a class, (even 1 minute) that class must be made up the next time it is offered in curriculum. If a student misses a class or part of a class, in a “series” then the 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.

- If a student misses a **theory** test or needs to retake a **theory** test, it will be scheduled the following week. The missed theory test or retake theory test should be taken at the end of the next class day, once all scheduled class activity has been completed. If the student misses the “make-up or retake” test, then they will receive a 0 for that test.
- A student in ADVANCED training that misses more than one (1) class “series” will be transferred to another class until the completion of their program.

**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 (**50 leads, look book, resume...**) and/or failure to participate in the student level system.

If a project is passed due by 9 **school days** or more, the student will receive a 0 for the grade, and will incur a **1-day suspension for insufficient progress per suspension policy, giving the student the opportunity to complete the project that is overdue.**

**Grounds for Termination** - Enrollment may be terminated by The Academy for failure to comply with The Academy Catalog and Enrollment Agreement.

Including but not limited to, failure to meet any of the policies:

- 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
- Students may be dropped from the program for gossiping.

### **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 online. 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.

Students that obtain a **Level 2** 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. Because this lunch opportunity is considered an interview, students may not have their cell phones with them, and should be “interview ready” during this lunch.

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

### **Licensing Requirements and Fees – Cosmetology**

To become licensed in **Cosmetology** in Tennessee, students must complete a minimum of 1500 hours of approved training, graduate from an approved school, and pay the required fees (\$70.00 for both theory and practical tests) and pass the state board exams. **Graduates must then request their official TN state license and pay \$60.00 to the State of TN for their license.**

### **Licensing Requirements - Instructor**

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 both state board exams, theory and practical (\$70.00 each test). Graduates must then request their official TN state license and pay the fee to the State of TN to receive their instructor license. Student must then request their official TN state license and pay \$80.00 to the State of TN for their license.

### **Licensing Requirements – Esthetic not currently offered at The Academy**

To become licensed in **Aesthetician** in Tennessee, students must complete a minimum of 750 hours of approved training, graduate from an approved school, and pay the required fees (\$70.00 for both theory and practical tests) 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.

**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**

### **Purpose of these Policies**

These policies are important to your success at The Academy and are a condition of your enrollment. They have been created in order for the school to comply with: State Law, expectations of our Accrediting Agency, The US Department of Education, our salon advisory board and to promote the standards and culture of The Salon Professional Academy Nashville.

**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. **Students should place these signed forms in a safe place for future reference.**

**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.

**School Hours** - The Academy is open Tuesday through Thursday 9:00am – 8:30pm. 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) Mondays in December.**

**Holidays** - The Academy is closed for the following holidays:

\*New Year's Day

\*Memorial Day

\*Independence Day

\*Labor Day

\*Thanksgiving Day

\*Christmas

### **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. Student may not get more than 21 hours ahead of schedule or will be asked to take time off.

**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 272-hour Foundations training. Any student that does not meet 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 days of the student failing to comply with policy. When a student is late to school during the first 8 weeks of training, depending on the time of arrival the student may enter the classroom at 10:30am. The student will still need to repeat the class in order to complete all curriculum.



### **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 8:30 a.m. or 12:30pm** Tuesday – Thursday depending on assigned shift for the day and by **8:30am Friday - Saturday.**

Students may leave a voice mail if no one is available to speak to them when they call. Voice mails must be left by the student **by 8:30 a.m. or 12:30pm** Tuesday – Thursday depending on assigned shift for the day and by **8:30am Friday - Saturday.**

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

If absent the day of an exam, the student will take the 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.

**Emergency time off must be granted** - documentation must be provided to determine if the absence is/was an emergency.

**(Emergency** A serious situation or occurrence that happens unexpectedly and demands immediate action.)

**Be prompt!** If you are tardy, it is important that **you, the student**, 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 has three (3) or more days of unapproved absence in one month the School Coordinator will talk to the student about their commitment to the program and they will be suspended per suspension policy.
2. When a student has three (3) or more days of unapproved absence in a second month the student will be suspended **per** suspension policy.
3. When a student has three (3) or more days of unapproved absence in a third month the student will be suspended per suspension policy and may be dropped from the program.

**Students that are late: One minute late is considered late at The Academy;**

- A. When a student in Advanced training is late to school on a **class day**, the student will not be allowed to enter class. Instead, the student will be asked to return at 1:00pm to continue their training on the salon training floor from 1:00 – 5:00pm.
- B. When a student in Advanced training is late to school for a **salon** training day, the student will be blocked from the schedule for the first part of their shift and will be asked to return from 1:00- 5:00pm (Friday/Saturday) or 5:15 – 8:30 (Tues/Wed/Thurs) in order to continue their skill training on the salon training floor.

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, and **Zone leader** will issue student consultation form.

*Students leaving The Academy early must check out with Classroom Educator and Compliance Officer on class day; on Salon area training days, students leaving early, must check out with the Compliance Officer, Zone leader and Front Desk Support. **Failure to check out with the proper staff, will result in suspension per suspension policy.***

**If you need to be away from The Academy on any scheduled days, for any reason, we request that you provide us with a seven (7) day notice so that we can adjust your schedule based on the class (s) that you will be missing or adjust your salon training floor time if needed.**

**\*\*Absences may be requested at least seven days in advance by completing The Academy Absence request form. The student must make up all work and hours that are missed.**

**APPROVED MEDICAL ABSENCES:**

**A)** Illness of student or student's immediate family - living within the household  
(child, spouse, parent, significant other)

**B)** Doctor/Dental appointments that cannot be scheduled during time off from school (Monday's or early morning depending on Salon Training Floor Schedule)  
(Example: medical, dental, vision, well-woman, pregnancy)

**\*\*\*Medical Absences will require a signed 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 no later than 5pm central time (no fax or e-mail doctors notes will be accepted)**

\*If the student is out multiple days per doctor's direction, the note must include date the student was seen in the doctor's office, the date the absence should begin and the date that student may return. The Academy reserves the right to follow up on any documentation to confirm legitimacy of absence. If we are unable to confirm with your health care providers office, or if no documentation is provided, upon returning to school, it will be considered a standard absence and will result in hours that must be made up after contract graduation, and over contract fees will apply.

Hours missed for **Approved Medical** Absences may, possibly be made up before contract completion **if the opportunity is offered** or the student will be over contract even though the medical absence was approved.

**Please remember that taking any time off may put you over your contracted completion date and result in additional charges and may hurt your chances of receiving financial aid if you are not making satisfactory progress. Any of hours, medical approved or unapproved, along with curriculum and course work that is not completed before contract completion 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 unapproved. When a student has two (2) unapproved Saturday absences (in 10 months) 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.) and/or When a student does not show up or call following a 15-minute break or lunch/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"

NO CALL-NO SHOW Suspensions are not available for any community service project.

**\*Suspension**

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

- Poor performance,
- Excessive absence (3 days or more in one month)
- Insufficient progress (deadlines not met on projects assigned in classroom),
- Disrespect to anyone (including gossiping)
- Inappropriate behavior including but not limited to bad attitudes.

Suspension or dismissal is at the discretion of the Academy and is a possible remedy for any behavior depending on the nature and severity of the conduct in question.

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

Students have the option to serve any suspension or to complete community service with an approved TSPA non-profit or charity partner in lieu of suspension. **See Community Service list posted in Student Lounge.**

**Suspensions are based on a 10 ½ -month program.**

- First Suspension: One Day (7 hours)
- Second Suspension: Two Days (14 hours)
- Third Suspension: Three Days (21 hours)
- Four or more suspensions: Student is ineligible to complete community service in lieu of serving suspension and may be subject to dismissal from the program. After the third suspension, student is required to have a formal meeting with School administrators and/or owners to discuss the student's willingness to complete the program.

**\*Any Suspension/community service day 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/community service day 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.***

Hours for Community service days may be made up by attending special events at TSPA (lunch and learn, Guest speakers, Student Council lunch...) all hours including approved hours must be complete BEFORE contract graduation or over contract fees apply

**Inclement Weather/School Closures**

In the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property, TSPA may decide to open late, close early, or close the school. TSPA will notify students and staff via Facebook of any Academy closure or change of regular schedule. Students should check Facebook regularly for any announcements, particularly during periods of adverse weather.

Students will not be penalized for any hours missed as a result of a school closure. Students will be allowed to make-up hours missed as a result of any delayed opening, early dismissal, or closure prior to their contracted graduation date.

Regardless of whether TSPA remains open or closed on an inclement day, it is each student's decision to determine if they can safely arrive at school under the conditions. Students assume personal responsibility for deciding if weather conditions are too hazardous to permit safe driving on public roads. Safety and good judgment are required in each individual case. As with any unplanned absence, students who elect not to report to attend school because they do not feel it is safe to travel should contact The Academy using approved methods.

**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 fingerprint 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.

The State of TN Cosmetology and Barber Examiner Board, will not allow students to clock more than 10 hours per day.

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

Time Clock guidelines: All students are given an eight (8) week grace period while in Foundations 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 students' completion date.

**\*\*\*No manual time clock entries will be made by administrative staff once the student has completed their scheduled time in FOUNDATIONS (first 8 weeks) training.**

Student's risk being dropped from The Academy for falsifying time clock records in any way.

Student hours are posted weekly in the student lounge by **student ID number**, please check your hours each week when they are posted.

### **Break Time/ Lunch-Dinner**

#### **Break Time**

Each student is given two (2) fifteen (15) minute breaks each day. **\*additional breaks that are taken will require students clocking out.**

One break should be taken the first half of their shift the other break should be taken the second half of their shift.

Breaks **MUST** be taken on campus, in the student lounge, outside on lower level of the complex, or in your automobile

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

#### **Lunch-Dinner**

Each student is given one (1) hour lunch/dinner on class days, Tuesday Friday and Saturday. **Students must clock out for the 1-hour lunch/dinner break**

Students will have a 30-minute lunch/dinner break (4:45 – 5:15pm) on Tuesday, Wednesday and/or Thursday when they are on the Salon Training Floor.

Students on the salon training floor, may eat in the break room, at their own station or leave campus during their lunch/dinner breaks – **if eating on campus, student must clean their area completely before guests arrive.**

Specific lunch/dinner 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.

The student must follow the institutions policy on requesting a Leave of Absence and must sign all documentation. The student will not be assessed any additional charges as a result of a Leave of Absence.

### **Leave of Absence Policy Continued**

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

- 1) Medical issues (requires medical documentation w/start and return dates)
- 2) Active Duty-Military
- 3) Administrative

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.

**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**, along with documentation supporting emergency leave **an emergency is defined as** - (1.an unforeseen combination of circumstances or the resulting state that calls for immediate action **2:** an urgent need for assistance or relief)

A student's Leave of Absence will begin the first day that they are unable to attend school.

For the students that do not request Leave in advance, the institution may grant the request, if the institution documents the reason for its decision.

The minimum time frame for a leave of absence is one week (7 calendar days) 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.

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** and the addendum must be signed by all parties. 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.

A student may return from a Leave of Absence early if they choose by providing The Academy **48-hours'** notice and supporting documents with permission to return.

If a student is granted a Leave of Absence, he/she is not considered to have withdrawn and no refund calculation is required at this time.

**Students who take an unapproved Leave of Absence or do not return from an approved Leave of Absence on the expected day of return will be dropped from the program.** For the purposes of calculating a refund worksheet, the last date of attendance will be used, 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 to graduate from The Salon Professional Academy. Making up class/curriculum may require the student to attend class days even after hours have been completed.

**\*\*Students that request/require a Leave of Absence 8 weeks in length or longer will need to retest (and obtain 85% or above on each test) on all Foundations curriculum to be sure that they have retained the FOUNDATION portion of training before moving into Advanced Curriculum.**

**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.

The Salon Professional Academy recognizes 900 hours as an academic year.

**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

Esthetics – at 375 and 750

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 SCHEDULED HOURS**

Cosmetology (Full time, 34 hrs. /wk.) 1500 Clock hours

Instructor Training (Full time, 34 Hours may vary)300 clock hours

Esthetic - (Full time, 34 Hours may vary) 750 Clock hour

**MAXIMUM TIME FRAME**

1770 (52 weeks)

354 (10 weeks)

885 (26 weeks)

**The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 118% 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.

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.

**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 Training 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 training 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 for the rest of the day/evening.

**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.

**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 will 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.

### **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.

The Salon Professional Academy **does not accept transfer hours** from any other cosmetology school. However, depending on the student's academic record, may offer a financial scholarship for hours completed at another institution. A transfer student must begin in training at The Salon Professional Academy in Foundations.

### **Transfer Hours**

The Academy does not accept transfer hours.

### **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.

**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 may vary from state to state.

### **Professional License Reciprocity Disclosure**

The Salon Professional Academy will provide programs of study that meets the minimum curriculum requirements as prescribed by the State of Tennessee.

For states outside of Tennessee: the institution has not made a determination on whether the programs meet other states' educational/licensure requirements.

Information regarding other states requirements can be found at the following link:

<https://www.beautyschoolsdirectory.com/faq/license-requirements>

The Salon Professional Academy does not provide training activities out-of-state. All programs offered at the institution lead to professional licensure in the State of Tennessee. All students, including those who live in bordering states, are notified prior to enrollment that the education received here at The Salon Professional Academy follows the Tennessee Board Of Cosmetology and Barber Examiners Standards



**ALL PROGRAMS OF STUDY ARE TAUGHT IN  
THE ENGLISH LANGUAGE ONLY**

(This statement is made on a single page for importance of notification)

**COSMETOLOGY** - Program length – 1500 Clock hours - Day program 10 ½ months (46 weeks)  
 Cost: Tuition, kit & books and fees **\$22,090.00**. 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

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 (2018) job information at <http://www.careeronestop.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	\$11.88 / \$24,730	\$11.37 / \$23,640
Esthetics/ 39-5094	\$16.29/\$33,895	\$12.69/\$25.390
Instructors (Vocational Edu) / 25-1194	\$25.54 / \$53,120	\$22.67 / \$47,150

**Description:** 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.

**Objectives:** 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 workstations, 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, online examples, audio tapes, DVD’s 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) Pivot Point** Textbooks and kits are distributed as the student is trained to use them.

Pivot Point Books:

FUNCSSG	Study Guide 978-1 940593 52-4	\$89.00
FUNC 101	Life Skills 978-1 940593 40-1	\$20.00
FUNC 102	Science 978-1 940593 41-8	\$27.00
FUNC 103	Business 978-1 940593 42-5	\$27.00
FUNC 104	Client Centered Design 978-1 940593 43-2	\$20.00
FUNC 105/106	Ladies/Men’s Sculpture 978-1 940593 44-9	\$61.00

**Pivot Point Books Continued:**

FUNC 107	Hair Design 978-1 940593 45-6	\$32.00
FUNC 108	Long Hair 978-1 940593 46.3	\$27.00
FUNC 109	Wigs and Hair Additions 978-1 940593 47-0	\$9.00
FUNC 110	Color 978-1 940593 48-7	\$25.00
FUNC 111	Perm and Relaxer 978-1 940593 49-5	\$20.00
FUNC 112	Skin 978-1 940593 50	\$32.00
FUNC 113	Nails 978-1 940593 51-7	\$32.00
FUNICLES	Exam Prep 978-1 940593	\$52.00
TOTAL BOOK PRICE		<b>\$473.00</b>

Student 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.

Students are required to complete all practical on campus, as we do not enroll strictly distance students who reside in other states.

**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

**Description:**

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.

**Objectives** 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 textbook	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, online examples audiotapes, DVDs, power point, computers 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, classroom 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

**ESTHETICS – The Academy has been approved to offer this program; however, it is currently not offered.**

750 Clock Hours (34 hrs. a week – 22 weeks/6 months)

Tuition, kit & books and fees: \$7,940.00

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 Skin Care Specialists: 39-5094

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

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

**Program Content:**

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

**Total Program Hours** 750

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

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

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

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

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

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

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

**All Program Completion requires:** An Exit Interview to be scheduled within 30 days after completion of all hours and curriculum/tests are completed.

## **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, Wanda Williams-Woods, Randy Kunkel, Sharon Kunkel, Angela Lema and Bob Hawks

**Organizations** - The Academy is licensed by the Tennessee State Board of Cosmetology and Barber Examiners, 500 James Robertson Parkway, Davy Crockett Tower, Nashville, Tennessee 37243.

Phone 615- 741- 2515.

The Academy is accredited by NACCAS, 3015 Colvin Street, Alexandria, VA. 22314.

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 online**

<https://nashvillebeautyschool.com/wp-content/uploads/2019/09/Campus-Security-10-2019>

**Or candidate may request a hard copy**

**\*Title IX Notice of Nondiscrimination – See online** <https://tspanashville.wpengine.com/wp-content/uploads/2019/01/TSPA-Title-IX-Policy->

**Or candidate may request a hard copy**

Wanda Woods

Director of Education and Title IX Coordinator

2710 Old Lebanon Road Suite 6

Nashville TN 37214

615-828-1866

[TitleIXCoordinator@nashvillebeautyschool.com](mailto: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](mailto: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 **2020** the Academy boasts the following rates:

Overall Completion Rate:	85.71%
Overall Licensure Rate:	100%
Overall Job Placement Rate:	80.00%
Cosmetology Completion Rate:	85.71%
Cosmetology Licensure Rate:	100%
Cosmetology Job Placement Rate:	80.00%

Instructor Completion Rate:	100%
Instructor Licensure Rate:	100%
Instructor Job Placement Rate:	100%

Program listed below **is not currently offered** at The Salon Professional Academy.

Esthetic Completion Rate:	0%
Esthetic Licensure Rate:	0%
Esthetic Job Placement Rate:	0%

**Department of Education rates:**

Annual rates are based on the 12-month period ending August 31<sup>st</sup> 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 20/21: 85.19%**

**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 weightlifting 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, no monies would have been exchanged.
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 institutional refunds are based on scheduled hours:

PERCENT OF <b>SCHEDULED</b> TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN	HOUR RANGE
0.01% to 04.9%	20%	.15 - 74.999
5% to 09.9%	30%	75 - 149.99
10% to 14.9%	40%	150 - 224.99
15% to 24.9%	45%	225 - 374.85
25% to 49.9%	70%	375 - 749.85
50% and over	100%	750 - 1500

- All Title IV 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.

- **REFUND POLICY – NOTICE OF CANCELLATION CONTINUED**

If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, 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 that is due upon withdrawal. 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.

### **Title IV Funds**

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.

**1098 T Forms** - Post-secondary institutions must send **Form 1098-T** to each tuition-paying student by January 31 each year. Forms are mailed to the address that the school has on file for each student and alumni that should be receiving forms. Be sure to update your address if there are any changes throughout the year. If forms are returned via the US Postal service, the student will be contacted and asked to pick up the form at school. Copies of the form may be requested and picked up at the school after Feb.15<sup>th</sup> for a \$4.00 service charge.

### **Hours/Transcripts**

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 e-mail, text, 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 Advisor or Compliance Officer will attempt to contact by telephone, text or e-mail 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 14<sup>th</sup> 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 14<sup>th</sup> day since their last date of attendance, the Financial Aid Advisor or Compliance 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, Compliance Officer or the Financial Aid Advisor in writing that they wish to withdraw from the program, official withdraw date will be based on postmark or date notification is delivered to The Academy in person, or date of expulsion by The 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.

**Abandoned items** – Any student that withdraws from the program either with an official withdrawal or unofficial withdrawal, may claim items in their locker within 30 days of last day of attendance. After 30 days, all unclaimed items will be considered abandoned and The Salon Professional Academy will donate/dispose of such items.

**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 the Enrollment 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.

**Terms of Re-entry** - A student who must withdraw or who has been terminated by the Academy may apply to re-enter.

Former Students that wish to re-enter the program and have already been turned over to collections (after 30 days of non-payment), will need to settle their account with the collections attorney prior to requesting re-entry.

If a student drops and decides to re-enroll **prior to 6 months** away from The Academy, must pay all past balances owed the school from prior enrollment period. Students will be charged **\$20.00** per hour to complete the hours remaining in the program. All students re-enter in the same satisfactory academic progress status as at time of withdrawal/termination.

Students entering **after 6 months** of withdrawal/termination must pay all past balances owed the school from prior enrollment period, a **\$200 enrollment fee**, kit and book fees (**\$2430.00**) and **\$20.00** per hour tuition charge to complete the hours remaining in the program. All students re-enter in the same satisfactory academic progress status as at time of withdrawal/termination.

Students that return to the program **after 8 weeks away** from The Academy will be asked to study and re-take all Foundation theory test, to see if they have retained the foundational training their received. If any tests are below 85% the student will be asked to repeat that portion of the course with the next class.

# STUDENT POLICIES

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

## **Adult Learning**

The Salon Professional Academy offers post-secondary education designed to prepare students for a career in the salon & spa industry. As such, all students are treated as adults. All students are responsible for learning the materials that are presented by Educators on a daily basis. Every student has their own way of learning and retaining the material. If a student needs assistance in finding a learning technique that works best for them, an educator can discuss options available (i.e. quizlets, flash cards, journaling, etc.). In addition, all students have the opportunity each month to discuss with their coach, how they best learn, challenges that they are having, and ways for them to grow as a professional.

For students over the age of 18, all issues regarding student discipline, attendance, and academic performance, and other TSPA policies, will be addressed directly with the student. The Salon Professional Academy does not offer or participate in parent/teacher conferences or individual parent/guardian meetings unless the student is a minor

## **Appearance**

\*\*\* MASK MANDATE ----

**At this time Masks are optional and we are allowing students to wear color masks of their choice as long as they are not offensive to any student, guest or team member.**

**Mask should not have any type of political statement or social issues addressed.**

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 clean and styled, and makeup applied before arriving.**

## **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**

Students are required to wear their Academy assigned nametag every day they are in school  
A name tag is provided for each student and is to be worn at all times.

If you lose your name tag, contact School Compliance Officer or Financial Aid Advisor, to replace it. The student must pay \$10 to replace their name tag.

**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. In step must be black if visible - NO COLORED STITCHING is approved

**Unapproved footwear:** No sport/athletic type shoes, **no visible rubber soles**, Flip Flops, Tennis Shoes, Crocks, Toms, Bobs, Vans, Chaco's, Birkenstocks, Fuzzy/furry slippers, House shoe type slippers, 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.**

No off the shoulders

Tops must meet bottoms!

No Bare midriffs or backs exposed

No Tank tops.

No Spaghetti straps and NO Strapless

No Bulky sweaters

**No Sweatshirts**

**No Hoodies of any type.**

No Low-cut tops exposing cleavage

**\*No colored bra's or colored camisole may show –**

**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 sweatpants 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.**

**Clothing MUST BE SOLID in color -**

**They may not have any metal showing - no rivets, no zippers, no sparkle, no “bling” of any type. They may not have any stripes, polka dots or floral patterns...**

**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 (metal buckles are approved - gold, silver, gunmetal... no color buckles)

Scarfs – solid black

Ties - Solid colors Black, Gray 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

**Makeup-** Must be sex and age appropriate and **worn every day.**

**Ladies** should wear, foundation, (powder is optional), eye shadow (Natural colors) blush or bronzer, **mascara** and lip color (**eye liner and eye lashes are optional**) – If a Team One member cannot see, that you have on enough makeup to be seen by the naked eye, they will ask you to clock out and apply more.

**Gentlemen** (if they choose to wear make-up it must be worn **every day**) concealers, foundation, skin toners & bronzers

**Make-up should be color coordinated with skin tone.**

Visible hickies are not professional and therefore not permitted. If you can't cover them with make-up, you will be sent home.

**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.**

**Hair style should be classic or current trend.**

**Ponytails are not permitted.**

If color treated, must have REDKEN color (\*swatches)

No hats,

No bandana's

No head scarfs/wraps,

No Sunglasses worn as “head bands”

Nothing covering more than **30%** of the head/hair or more, **including wigs.**

**Hair Extensions:** The Salon Professional Academy does not offer any type of hair extension service on the salon training floor. If a student chooses to wear extension they may certainly do so, understanding that when students are learning on each other that the extensions must be removed until the service is complete.

If extensions are worn, they must look professional. Tape, tracks, clips or any other type of fasteners cannot show. Extensions must be clean and styled into place to look professional.

**Hair accessories:**

Head bands – approved, must be black, white or gray

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

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

**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!**

### **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 handshake. Disrespect or insubordination towards a guest, an educator or other staff member may be grounds for disciplinary action or termination from the program.

### **Conduct**

Good Conduct is expected of everyone at The Academy, this includes following all policies, regulations and following the direction and instructions of the staff.

- 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.
- A professional does not gossip or complain. Should you have challenges with anything while you are a student, you should always go to a staff member for assistance.
- Choose your words carefully. Swearing and other improper language will not be tolerated. Students may be suspended for swearing or using improper language.
- Students are not permitted to raise their voice or become disrespectful to other students, staff or guests. Any students that engage in an argument including yelling, screaming, cussing, throwing things. Etc. may be dismissed without warning
- Students should not disrespect an educator if and when the educator is handling conflict. The students should listen and do as they are asked to do in the moment to allow the educator/staff member to gain control of the issue is with a guest. No arguing raising voice, etc....
- Students must be coachable. This is primarily a hands-on learning environment and educators must be able to provide feedback for your growth
- 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.
- While on the salon training floor, students should be at their station at all times unless they are on break, lunch
- 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.
- Photo's posted branding yourself as a student at The Salon Professional Academy should be done in front of the school, step and repeat, front desk or in the school. Photo's branding yourself at The Academy should not be done in front of trees, vines, cars... Brand yourself as a professional stylist.
- 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.
- The Academy's goal is to prepare students for placement in the salon & spa industry.



**Copyright Infringement** - The Academy has developed this Copyright Infringement Policy to effectively combat the unauthorized distribution of copyrighted materials by users of The Academy's network.

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright laws include, but are not limited to, literary, dramatic, musical, artistic, film, and multi-media works. Copyright protection extends into software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and use. Copyright infringement occurs whenever someone makes a copy of any copyrighted works, such as songs, videos, software, cartoons, photographs, stories, or novels, without the owner's permission (i.e., a license) or without falling within specific exceptions as provided for under copyright law.

**Permissible uses of copyright include:**

1. Distribute multiple copies of excerpts of copyrighted works that meet the fair use standards (include copyright notice).
2. Show Videos or DVDs in class for instructional purposes (if The Academy or professor owns a legal copy)
3. Listen to CDs or records in class for instructional purposes (if The Academy or professor owns a legal copy)
4. Include a small number of images (no more than 5 from one author) in a multimedia presentation
5. Live music performances in class
6. Performance of a dramatic work (not to the public and not for profit)

**Inappropriate uses of copyright include:**

1. Posting Copyrighted materials on the open web without permission
2. Copying from consumable materials, e.g., workbooks, test booklets, etc.
3. Copying and distributing or placing on reserve the same excerpts for more than one semester without copyright permission.
4. Copying large portions of materials, especially to avoid purchasing a copy.
5. Copying music for use in performance.

Unauthorized distribution of copyrighted material may subject prospective and enrolled students to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

**Vaccinations** - At this time, The Academy does not require current or prospective students to be vaccinated as a condition of enrollment or to be a Federal Pell Grant recipient.

**Diversity** – Information about student body diversity is available to current and prospective students upon request, including the percentage of enrolled, full time students in the following categories: Male; Female; Self-identified members of a major racial or ethnic group and Federal Pell Grant Recipients.

### **Posture**

When working on cosmetology projects, please remain standing and positioned as if there were a guest in your chair.

Students or educators should **never** be seen sitting in the salon area.

Specialty course students should also use good posture practices but may be required to sit for certain services. Students are provided a lounge area for breaks

### **Learning**

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

**Curriculum is taught in English only.**

### **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 PDM'S**

Each month after Foundations the students will be offered a time to meet with their team coach for Professional 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.

### **Phones, Cell phones, Ear buds 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.**

### **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 may fill out the Student Consultation form and the student may 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.

### 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. Please do not wander into another zone/area while training.

### **Clean workspace**

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.

### Personal Services –

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

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.

See Culture Questions at orientation for specific details

**\*\*\*It is unlawful for a student 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 and Barber Examiners which may result in license revocation, denial and may be released from TSPA in accordance with State Law.**

### Guest Handling /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 rest of the 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.

- Refusing a guest includes:
  - Voicing that you do not know how to do the service
  - That you do not have the tools to do the service
  - Saying that you won't have time because you are leaving early (without prior permissions or a request off)
  - Saying that you don't want to do the services
  - Saying you don't feel well.
  - Telling the front desk to find someone else – or that someone else needs the guest to hit their goals
- If you can not be found with in with in 5 minutes of your guest arriving, your guest will be moved to another student, and it will be considered that you refusal of a guest.
- We want our guests to have a positive experience at the school and if you have a poor or negative attitude you will not be able to provide a positive experience for your guest, and may be sent home
- The student is responsible for their guests experience while they are in the salon area. The salon area must have consistent rules enforced by the educators and staff to maintain a safe environment. Hot tools, shears, razors, chemicals and other equipment may be harmful to our guests. All aspects of the salon area cannot be watched at ALL times so.

- Guests receiving services may NOT have small children in the salon training area. We DO NOT want a child to be injured in any way. Students/staff should not “babysit” or hold a child while a guest receives services. Guest also cannot have their friends, family etc. “Hang out” in the salon area while they are receiving services.
- When doing services on children you should confirm w/the parent or guardian what will happen prior to performing the service.
  - **Children 7 years old and younger may have 1 parent/guardian with them for the service.**
  - **Children should never be left at TSPA without a parent on campus (sidewalk/parking lot).**
- Any challenges with children or adults regarding this policy should be expressed to your educator immediately

### **Care of Texts Books, Kits, and Equipment**

Your textbooks and kits are provided. **Have them in The Academy every day, along with required items per supply list given by an educator.** Textbooks, workbooks (Salon Fundamentals Textbook, Workbook, Exam Prep Book, Planner and Over the Top) and tools 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 textbooks and workbooks. Your textbooks are your personal, professional library. Write notes in them to aid your learning.

If not prepared with any of these items, **(including OTT, FTP, STUDY GUIDE, PAPER and PEN/PENCIL)** 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.

### **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.**

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 **all personal items.** Purses/backpacks **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.** Any student that does not follow this policy and causes damage to the students’ items in the locker below, will be responsible for replacing/reimbursing the student for damaged good.

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

**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.

### **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.

### **Medications**

Students are not allowed to share medication of any kind. Team One is not allowed to provide students with medicines either. Any prescription medication should be in the original container with the students name on it.

### **Energy**

Energy is a part of The Academy culture; all students must attend energy during their scheduled time. Important announcements happen during energy. Student may not eat or drink during energy. Students MUST attend energy.... And then go to their station to wait for their guests to arrive. **The last student to energy, gets to sing!!!!** Don't be late

### **Smokers**

Donelson Plaza is a NO SMOKING development.

If you smoke/vape, please smoke/vape 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/vape if invited.

**Smoking/vaping 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.**

**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.

### **Food and Beverages**

Please keep all eating and drinking in the student lounge.

**Students cannot have beverages or food at the styling stations or in the classroom at any time**

**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**

### **Loitering**

Family, friends, boyfriends, girlfriends, husbands, wives, etc.... are not allowed to “hang out” in the school. This includes breakroom or waiting area. They must be receiving services if they are on campus. They can not just be visiting.

### **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.

**Any student found parking up front at other times will be asked to clock out and 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.

### **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 (**or suspected of being under the influence**) of drugs or alcohol from attending class, or training on the salon floor. Any student found under the influence (**or suspected of being 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.

### **Maintaining The Salon Professional Academy Brand**

Students are provided business cards for The Salon Professional Academy to hand out to guest and potential guests. Students should not create their own “business cards” without approval from The Academy. Students should not re-create any logo wear or print material without the approval of the owner.

When promoting yourself on social media platforms, photos should be taken in front of the Step and repeat for branding purposes.

### **Business, Sales and Professional Conduct**

Making and selling wigs, hairpieces, extensions, or any other products is prohibited, Students are not allowed to sell each other or staff goods/products including but not limited to clothes, make-up, cookies...

**Student Council**

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 marketing team will help to assist others students in promotional ideas on Social Media and be sure they are branding them selves while enrolled at The Academy

**Student Inventory Team**

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 as needed.

**Class Dates 2022 – 2023**

**Cosmetology- Full Time**

**Estimated Completion Dates**

**2022-** July 12, 2022  
September 13, 2022  
November 15, 2022

June 27 2023  
July 29, 2023  
September 30, 2023

**2023** January 24, 2023  
April 18. 2023  
July 11, 2023  
Sept. 12, 2023  
November 14, 2023

Dec. 9, 2023  
March 2, 2024  
May 25, 2024  
July 27, 2024  
September 28, 2024

**Instructor Training-**  
**2022 - June 7, 2022**

**Hours may vary 16 – 40 hours a week**

**Esthetic's**

**Not Currently offered**

Approved TSPA non-profit or charity partners

## **2022 Community Service Partners**

Ms. Davenport will be responsible for setting up all community service days, based on day of suspension and availability for volunteering at selected partner.

### **Animal Rescue Corp. Gallatin**

Michael Cunningham

Students must do 2 shifts

9:00 – 5:00pm

Volunteer [bit.ly/VolunteerARC](http://bit.ly/VolunteerARC)

### **Second Harvest Food Bank**

615-627-1581

Second Harvest has a form that they will complete and send back with the student

Cold Food Sorting/Dry Food Sorting

Rescue Food Drive/Elderly baskets

### **End Slavery**

Tia Bowden

Volunteer page should be set up by the end of January. –

Students will need to volunteer for 2 shifts

Tuesday/Wed/Thursday 8:30 – 11 & 1:00 – 4:00pm (they also have an evening shift 5:30 – 8:00pm)

### **The Salvation Army – Approval pending**



**Staff**

**Owners:**

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

**Administration:**

Wanda Woods CFO/Director of Education  
Abigail Beckham - Director of Chaos/Admissions/Compliance/Licensed Instructor  
Kelley Davenport - Compliance/Financial Aid/ School Coordinator /Licensed Instructor  
Catherine Mann/Administrative Assistant/ Compliance/Financial Aid/ Chaos Coordinator  
OPEN POSITION - Financial Aid Officer / Associate in Accounting  
OPEN /Front Desk Support  
OPEN /Support Staff – Part time

**Cosmetology Educators:**

Abigail Beckham/Licensed Instructor  
Amy Garlock /Licensed Instructor  
Dan Thomas/Licensed Instructor  
Kelley Davenport/Licensed Instructor  
Suzanne Pitts / Licensed 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 1000 salons and schools monthly coaching over 16,000 service providers and school leaders.

The Summit Salon System is endorsed by REDKEN 5<sup>th</sup> 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 5<sup>th</sup> 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 Center, 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 50-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, or School Coordinator. Upon receipt of the complaint, an educator or 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 (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 at <https://www.tn.gov/commerce/regboards/cosmo/consumer-resources/file-a-complaint.html>. or National Accrediting Commission of Career Arts and Sciences (NACCAS) at [www.naccas.org](http://www.naccas.org)

Tennessee Higher Education Commission  
312 Rosa L. Parks Ave., 9<sup>th</sup> Floor  
Nashville, TN 37243  
(615) 253-8857

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

"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

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."