

## **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 cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

## **Community**

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

## **Facilities and Equipment**

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

## **Responsibility for Catalog Information**

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

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## **IMPORTANT INFORMATION FOR ALL COURSES**

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

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

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

- 1) Enrollment application
- 2) Copy of student's high school diploma or G.E.D. certificate or a high school transcript with the graduation date.
- 3) Copy of the student's high school transcript.
- 4) Copy of the student's driver's license, or photo I.D.
- 5) Copy of social security card or birth certificate
- 6) Signed complete enrollment agreement
- 7) Required enrollment fee

**Transfers** - A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis. No more than 20% of the program can be credited from another institution. If The Academy chooses to accept the transfer student and not the transfer hours, The Academy may honor the student a special scholarship depending on how many hours the student must forfeit up to 500 hours. A transfer student that does not transfer from another Salon Professional Academy must begin at the beginning. All transfer hours accepted are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

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

**Orientation** - All courses have a complete orientation on the first day of classes.

**Class Size** - The Academy limits the class size for all courses.

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

Cosmetology students in the 10-month program begin with a schedule of five days 9 a.m. to 4:30 p.m. for the first eight (8) weeks. After the first (8) weeks each class is assigned a schedule that includes one day of class, two days 1 p.m. to 9 p.m. and two days 9:00 a.m. to 4:30p.m.

Evening Cosmetology, Aesthetics and Nail Tech students meet two evenings 5:30 p.m. - 9:00 p.m. plus every Saturday 9:00 a.m. to 4:30 p.m.

**Class Starting Dates** - Cosmetology classes start in January, April, July, September and November. Evening cosmetology, aesthetics and nail tech classes start at varying times. See the insert for class start dates.

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

**Apparel Code** - Students wear academy-approved apparel and shoes.

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

**Graduation** - Graduates earn a diploma.

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

**Extra Education** - Extra educational events are available for students at The Academy.

**Payment Plans**- The Academy has loans and payment plans for those who qualify.

## ACADEMIC INFORMATION

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

The following are required for graduation from all programs:

- 1) completion of state required number of hours
- 2) completion of all assignments and tests
- 3) completion of weekly project sheets and weekly grade sheets
- 4) an 85% attendance and 85% grade average
- 5) all tuition payments must be up to date according to contract, or arrangements made
- 6) a completed exit interview

**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.

**Incompletes** - Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

**Inadequate Grades** - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student has been advised several times during the same grading period.

**Suspension** - Students may be suspended for absence, tardiness or inappropriate behavior. If a student is suspended, the student will be counseled about the problem and what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of the school to inform the student and to tell the student how deficiencies could be corrected.

**Termination** - A student may be terminated for inadequate grades, failure to comply with student policies, or any failure to comply with attendance policies of The Academy as outlined in the policies (a part of the contract) and this catalog.

**Terms of Re-entry** - A student who must withdraw temporarily may re-enter The Academy under the following conditions:

- 1) The student had satisfactory progress academically and in attendance when the temporary withdrawal began;
- 2) The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
- 3) The student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student will be re-admitted without prejudice.

**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 owner. Upon receipt of the complaint, an educator or owner will review it. The student will then be notified as to how the issue will be resolved. If this is not satisfactory, the issue will then be turned over to the owner. Again the student will be notified as to how it will be handled. If the student is not satisfied with the result, the student may contact the Board of Cosmetology and/or NACCAS.

## CAREER PLANNING

**Placement** - The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

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

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

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

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

**Career Opportunities** - There are many opportunities open to licensed cosmetologists, estheticians, and nail techs. The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant, and in admissions and financial aid in cosmetology schools.

Additional licenses are required to become an educator in a school of cosmetology arts and sciences

## **ACADEMY POLICIES**

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

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

**Attendance** - Attendance at The Academy daily is the responsibility of the student. We expect students to attend their full contracted schedule to complete the hours of state-approved training.

If a student finds it necessary to be absent, it is the student's responsibility to notify the educators at The Academy of the absence by 8:30 a.m. the day of the absence.

Students may request brief absences seven days in advance and may be approved in accordance with the attendance policy stated in the policies. This will not allow an extension of the contract hours. Makeup of missed time must be scheduled. Students should not plan to leave The Academy once the day has begun except for meal breaks.

Special and emergency absences may be granted by the educators. Make ups must be scheduled by the student. If absent the day of an exam, the student will take the exam upon returning to school.

**Attendance and Tardiness Policy** – The student must maintain an 85% attendance average. When a student misses two or more days in one month, the student will be advised that an attendance problem exists.

If absent two or more days in a second month, the student will be suspended for one day and be advised that further absences of two or more days in a third month will be grounds for permanent dismissal.

The student will be suspended for one school day after the student has been tardy three times in one month. If a student is tardy after the suspension, the student will be advised the continued tardiness may result in being dropped from the program.

A student will be charged an hourly rate for hours extending beyond the contracted completion date in the enrollment agreement.

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

A student may be granted a leave of absence for any of the following reasons: 1) financial hardship; 2) medical issues; or 3) personal or family related issues.

On the day the student returns from a leave of absence the student is required to inform the financial aid office of the student's return. The student's contract will be extended for the same number of days the student was on the leave of absence without any penalty to the student.

The leave of absence must be requested and approved in writing prior to the leave occurring. In addition the student is required to list the reason for the leave.

An emergency leave of absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to school via mail or in person.

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

If the student is using federal funds to pay tuition, no federal loan payments will be disbursed during the leave.

If the student does not return from the leave within the 180 days, the student will be dropped from the program and the student's loans will go into immediate repayment.

## PROGRAMS OF STUDY

### Cosmetology

Enrollment fee \$200  
Tuition \$16,990  
Day program 10 months  
Night program 25 months

Books and kit included in tuition  
Students provide their own basic school supplies  
Students follow the apparel code for their program

#### Payment Plans

We accept cash, check or credit card for any payment. We charge no interest

#### Program Content:

General	300 hours
Sterilization, sanitation and bacteriology, anatomy and physiology, ethics, personality and salesmanship, state law	
Chemical	600 hours
Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry	
Physical	600 hours
Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures	

on the payment plans as long as payments are made on time. On time payments are due the 1<sup>st</sup> day of each month.

Financial assistance is available to those who qualify.

#### Objectives

Cosmetology training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500-hour training program in cosmetology that meets state standards.

**Aesthetics**

Enrollment fee \$200  
Tuition \$7,990  
Night program 13 months

Books and kit included in tuition  
Students provide their own basic school supplies  
Students follow the apparel code for their program

**Payment Plans**

We accept cash, check or credit card for any payment. We charge no interest on the payment plans as long as payments are made on time. On time payments are due the 1<sup>st</sup> day of each month. Financial assistance is available to those who qualify.

**Objectives**

Aesthetics 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 hour training program in Aesthetics that meets state standards.

**Program Content:**

General	150 hours
Sterilization, sanitation 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	

## **Nail Technology (Manicuring)**

Enrollment fee \$200

Tuition \$5,990

Night program 10 months

Books and kit included in tuition

Students provide their own basic school supplies

Students follow the apparel code for their program

### **Payment Plan**

We accept cash, check or credit card for any payment. We charge no interest on the payment plans as long as payments are made on time. On time payments are due the 1<sup>st</sup> day of each month. Financial assistance is available to those who qualify.

### **Objectives**

Nail tech (manicuring) training at The Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The Academy offers a 600 hour training program in manicuring that meets state standards.

### **Program Content:**

General	150 hours
Sterilization, sanitation, bacteriology, anatomy and physiology, state law, salon management and ethics	
Chemical	100 hours
Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements	
Physical	350 hours
Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails and nail safety	

### **Instructor (Trainee)**

Enrollment fee \$200  
Tuition \$3,990  
2 months

Books and kit included in tuition  
Students provide their own basic school supplies  
Students follow the apparel code for their program

### **Payment Plan**

We accept cash, check or credit card for any payment. We charge no interest on the payment plans as long as payments are made on time. On time payments are due the 1<sup>st</sup> day of each month. Financial assistance is available to those who qualify.

### **Objectives**

Instructor training at The Academy includes theory and practical instruction that prepares the student to teach students in a school. The Academy offers a 300 hour training program in instruction that meets state standards.

### **Program Content:**

Lesson planning and motivation	100 hours
Practice teaching	200 hours

## REGULATORY INFORMATION

**Owners** - The Salon Professional Academy, 2710 Old Lebanon Road, Nashville, Tennessee 37214, is owned by Level Up, LLC, a corporation in Tennessee owned by Wanda Williams-Woods and Chip Woods, Randy Kunkel and Sharon Kunkel, Lessie Pruitt, Mary Lokken and Angie Torgeson

**Organizations** - The Academy is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway, Davy Crockett Tower, Nashville, Tennessee 37243. Phone 615- 741- 2515. The Academy is in the process of becoming accredited by NACCAS, 4401 Ford Ave, Suite 1300, Alexandria, VA 22302. Phone 703- 600- 1432.

**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 minor (or tax dependent) student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

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

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

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

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

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

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

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

## REFUND POLICY

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

If the student (or in the case of a student under legal age, his / her parent or guardian) cancels enrollment contract in writing after three business days of contract signing but prior to entering classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to The Academy, less enrollment fee of \$200.

In the event the student starts but does not complete the course, The Academy will receive or retain tuition as follows:

Percentage of total program represented by hours completed	Maximum amount of total tuition academy shall receive or retain
0 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

If a terminating student has completed fifty percent or more of the course, no refund is given and all tuition is due.

If the student terminates prior to course completion, the student is assessed a \$150 termination/withdrawal fee.

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

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

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

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