

# **THE SALON PROFESSIONAL ACADEMY / NASHVILLE**

## **Mission Statement**

The Salon Professional Academy's objective is to produce highly trained, well prepared graduates for our industry. We are committed to excellence in 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. Students from other Salon Professional Academies may transfer; however, 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 hold a complete orientation on the first day of classes.

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

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

Cosmetology students in the 10-month program begin with a schedule of five days 9 a.m. to 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.

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

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

Guest speakers and classes are scheduled in advance and provided to students during class for free or on weekends with purchase of ticket.

**Payment Plans**- The Academy has loans and payment plans for those who qualify.  
See Insert #2

## **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 test.
- 3) an 85% attendance and 85% grade average.
- 4) all tuition payments must be up to date according to contract, or arrangements made.
- 5) A completed exit interview.

**Graduation** - Graduates earn a diploma.

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

95 - 100 EXCELLENT

90 - 94 VERY GOOD

85 - 89 SATISFACTORY

80 - 84 BELOW STANDARDS – UNSATISFACTORY

**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 per the Student Policy Handbook. 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.

**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,
- 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.

## 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.

**Grounds for Termination** - The Student's enrollment may be terminated by The Academy for failure to meet any of the policies including insufficient progress, nonpayment of tuition, failure to comply with rules or policies per the Student Policy Handbook. In the case of termination by The Academy, the Student will receive a refund, according to the Refund Policy outlined on page 4.

**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. Hours and attendance is monitored at least every 30 days.

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 may 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 of \$11/hour for all 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 does not return from the leave within the expected day of return, the student will be dropped from the program and the student's tuition will go into immediate repayment.

Un-Official Withdrawal - When a student is absent for 14 calendar days, without an approved leave of absence, the academy must withdraw the student from the program. The financial aid officer will attempt to contact by telephone the student after 10 days. The student will be notified that they have been absent without approval and that if they are not in attendance on or before the 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 30 days or monthly.

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 Officer will inform the student by certified mail that they have been withdrawn from the program. At which time the academy will follow the refund policy and complete the Tuition Refund Worksheet.

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

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

## PROGRAMS OF STUDY

### COSMETOLOGY

Enrollment fee \$100

Tuition \$16,990

Program length- Day program 10 months

Night program 24 months

Books and kit included in tuition

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

Job Position	2010 National MEDIAN Wage		2010 State MEDIAN Wage	
	hourly	yearly	hourly	yearly
39-5012 Cosmetologist	10.94	22,800	10.63	22,100
39-5094 Aestheticians	13.91	28,900	10.68	22,200
39-5092 Manicurist	9.45	19,700	13.53	28,100
25-1194 Instructors	23.18	48,200	21.08	43,800

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

**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.	
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	
Cutting and trimming of facial hair including beard and mustache, design and eyebrow, ear, and nose hair trimming	
Artificial hair that may include extensions and fitting	
Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl and neutralizing	
Chemical relaxing including sectioning, strand test and relaxer application	
Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application, and removal of chemicals	
Esthetician services including facials and makeup	
Manicure and pedicure services	
Disinfecting of individual work stations, individual equipment and tools proper use and storage of linens	
Diseases and disorders of the scalp, hair, skin and nails, safety including proper use and storage of chemicals, implements and electrical appliances	
First aid as it relates to cosmetology	
Orientation/reorientation	
Business/Career building	
Professional Sciences	
Total Program	1500
Hours	

## **AESTHETICS**

Enrollment fee \$100

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

### **Occupations**

Tennessee Department of Labor Jobs and Standard Occupation Codes

Skin Care Specialists: 39-5094

### **Objectives**

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

Orientation, policies and procedures, Tennessee law and rules

Theory in the practice of aesthetician services

Skin care of the face, neck and hands including hot compresses, massage, electrical or mechanical appliances or chemical compounds

Facials

Makeup

Temporary removal of superfluous hair of the face, neck and hands by tweezing, waxing, tape, chemicals, lotions, creams, mechanical or electrical apparatus and appliances

Disinfecting of individual work stations, individual equipment and tools, and proper use and storage of linens

Diseases and disorders of the skin, face, neck and hands

Safety including proper use and storage of chemicals, implements and electrical appliances

First aid as it relates to aesthetics

Orientation

Business/Career building

Professional sciences

Total Program Hours

750

## **Nail Technology (Manicuring)**

Enrollment fee \$100  
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

### **Occupations**

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

### **Objectives**

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

### **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	
Orientation, policies and procedures, Tennessee law and rules	
Theory in the practice of manicuring and pedicuring services	
Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal	
Cleaning, shaping and polishing of nails and the hands and treatment of cuticles	
Cleaning, shaping and polishing of nails of the feet	
Disinfecting of individual work station, individual equipment and tools and proper use and storage of linens	
Diseases and disorders of the nails of the hands and feet	
Safety including proper use and storage of chemicals, implements and electrical appliances	
First aid as it relates to manicuring and pedicuring	
Orientation	
Business/Career building	
Professional sciences	
Total Program Hours	600

## Instructor (Trainee)

Enrollment fee \$100  
Tuition \$3,990  
Length may vary

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

## Occupations

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

## Objectives

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

## Program Content:

Lesson planning and motivation	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	300 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, and Lessie Pruitt.

**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- 7600.

**Rights and Privacy** - It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

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

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

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

Only 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 dependent minor) cancels the enrollment in person or in writing within three business days of the execution of this agreement, all monies paid herein, including the enrollment fee, shall be refunded by The Academy to the student. This policy applies regardless of whether or not the student has actually started training.

If the student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to The Academy, less the enrollment fee of \$100.

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 scheduled	Maximum amount of total tuition academy shall receive or retain
.01 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent
50 to 100 percent	100 percent

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 withdrawal determination date. In the case of a leave of absence, the date of withdrawal shall be the earlier date of the 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.

## **COLLECTION POLICY**

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

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

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

Un-Official Withdrawal - When a student is absent for 14 calendar days, without an approved leave of absence, the academy must withdraw the student from the program. The financial aid officer will attempt to contact by telephone the student after 10 days. The student will be notified that they have been absent without approval and that if they are not in attendance on or before the 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 30 days or monthly.

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 Officer will inform the student by certified mail that they have been withdrawn from the program. At which time the academy will follow the refund policy and complete the Tuition Refund Worksheet.

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

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