

THE **SALON**[®]
PROFESSIONAL
A C A D E M Y

FEB 2018
CATALOG

1600 Saratoga Ave, Suite 103
San Jose, CA 95129
408-579-9111 | www.tspaSanJose.com



REDKEN
5TH AVENUE NYC

THE NEXT LEVEL OF SALON PROFESSIONAL™

MISSION STATEMENT

The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared to work in 21st Century Salons and Spas. As a member of The Salon Professional Academy Franchise, we are dedicated to keeping our educational quality at the highest level in the cosmetology arts and sciences. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success. In addition, we prepare our students to pass the CA State Board licensing exam and preparation for employment.

CATALOG CONTENTS

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HISTORY

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LOCATION

The Academy is located in 1600 Saratoga Ave #103, San Jose, CA. We are located at Westgate Mall in West San Jose. The mall offers shopping and a food court.

RECOGNIZED BY REDKEN 5TH AVENUE NYC

The Salon Professional Academy franchise is exclusively "Recognized by Redken for Excellence in Education". The Salon Professional Academy uses Redken retail and professional products. Redken provides the franchise Academy educators opportunities for Redken educator training. Redken does not have an ownership interest in The Academy.

AMENITIES AND EQUIPMENT

The Academy is an 8,300 square foot facility, which has a spacious hair care, nail care, and skin care educational areas. The facility also contains classrooms, a student lounge, and offices.

PRIOR TO ENROLLMENT

Before enrolling a prospective student for admission, The Academy provides the prospective student a copy of The Academy Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics. The prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students. All students admitted are beyond the compulsory age of attendance for the State of California. All students must be enrolled as a regular student in an eligible program.

CATALOG RESPONSIBILITIES

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula.



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ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLYING AND ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the Internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an admissions interview meeting. During the meeting, you will meet staff and students. Information concerning curriculum, books and kits, apparel code and career investment payment plans will be shared. Upon acceptance to The Academy, sign the enrollment agreement and pay the registration fee.

EDUCATIONAL REQUIREMENTS

All students must have a valid high school diploma or G.E.D. certificate or equivalent. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students.

ADMISSIONS REQUIREMENTS

In order to be admitted on the first day of class for an educational course and/or program, the student must have completed / provided the following documentation:

▪ **Enrollment Application**

▪ **Valid Proof of Successful Completion of High School as evidenced by any of the items on the following non-exhaustive list:**

- Copy of the student's valid high school diploma or G.E.D certificate (or equivalent)
 - In mitigating circumstances, as an alternate to show proof of completion of high school, an official high school transcript (bearing signature of high school official) listing the student's graduation date
- The Academy does not accept online diplomas
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category)
- Have evidence of completion of home schooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable)
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards an associates or bachelor's degree
- Any foreign diploma must be verified for high school completion by an approved outside agency that is qualified to translate into English in order to confirm the academic equivalence to a U.S. High School Diploma.
- A former member of the military who is unable to obtain documentation of his or her high school diploma (or its recognized equivalent), an institution may accept as alternative documentation a DD Form 214—Certificate of Release or Discharge From Active Duty— if the DD Form 214 indicates the individual is a high school graduate or equivalent.

▪ **Academic Achievement:**

- Copy of the student's high school or college transcript(s)

▪ **Personal Identification / Proof of Age:**

- Copy of the students identification, such as driver's license, passport, or government-issued identification, or birth certificate

▪ **Required Pre-Enrollment Forms / Policies, signed when applicable**

▪ **Enrollment Agreement, completed, signed and dated**

- The enrollment agreement must be fully executed prior to the enrollee starting classes
- The Academy maintains the original copy of this fully executed enrollment agreement
- A copy of the signed agreement is provided to the enrollee and/or parent, legal guardian (when applicable)

▪ **Registration Fee paid in full**

TERMS OF RE-ENTRY

A student who must withdraw temporarily may re-enter under the following terms:

- The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the temporary withdrawal.
- The student appealed to the owners in writing and won the appeal.

Under any one or a combination of the above conditions, the student will be re-admitted without prejudice. Upon re-entry (the day the student signs up to re-enter), all tuition and fees owed to The Academy from the original enrollment must be paid in full. The student will re-enter at the same SAP standing as when the student left and will retain the same attendance record as when the student left. The maximum absences allowed for the program will remain and the student will not be granted additional absences based on the re-enrollment.

The Academy will charge a re-entry fee of \$175 to students who have withdrawn and wish to re-enter more than 30 days after withdrawal. Students who withdraw and re-enter within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint following re-entry, as listed on the SAP Policy.

If a student re-enters, for the remaining period of enrollment beyond the next closest SAP checkpoint, tuition will be at the then current level in the applicable catalog as of the date of re-entry. Tuition costs under this enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

TRANSFERS

All accepted transfer hours will be credited at the beginning of the program. A possibility exists that no transfer credit will be granted. Students transferring from another franchise location of Salon Professional Education Company will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 100% of the

student's completed hours allowable for transfer in general education chapters. Tuition balances do not transfer from one school to another.

A student wishing to transfer may be accepted to an educational course / program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. Students will be required to complete theory and practical training that are unique to our franchise system. The Cosmetology specific classes include: Principal Based Design and Finishing, Color, Business Building Skills, Art of Consultation and Product knowledge for a total of 350 hours. Esthetics, Nail Technology, and Massage specific classes include: Business Building Skills for a total of 25 hours. Subjects of similar nature will not transfer from other schools. For the remaining hours to full graduation requirements, the Cosmetology transfer students will pay \$12.50 Esthetics transfer students will pay \$15. Transfer students will be subject to over contract fees, if applicable.

PREREQUISITES FOR EMPLOYMENT

Before enrollment, each applicant is provided a non-verbal access to information that reflects generally know prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. Such prerequisites are as follows.

CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 480

480. (a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another.

(3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

OBJECTIVE

The objective of The Academy is to educate and train students to become cosmetology service providers with professional standards in cosmetology, esthetics, and nails.

ORIENTATION

All programs have a student orientation completed during the Enrollment Agreement Signing Process.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at The Salon Professional Academy.

HOURS

The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance. Students will be in class everyday through week 8 for Full time Cosmetology and week 16 for Part Time Cosmetology. The student will then be in class day or 2 half days a week for Full time and 1 night a week Part Time until graduation. The student's student salon training area and classroom schedule will be given at the time of enrollment.



CLASS START DATES

Cosmetology classes start every 4 weeks. Class Start Dates are shown on the Catalog Insert #2. If The Academy cancels or alters a program start date; the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

SCHOLARSHIPS

Please contact the Admissions office for available scholarship applications.

FINANCIAL ASSISTANCE

Payment Plans are offered at The Academy. Financial assistance is available to those students who qualify.

BOOKS AND KIT

Students are required to purchase from The Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbook and kit items are non-refundable. Costs for the required Academy textbook and kit items including sales tax, shipping, and handling are

Cosmetology \$3192.87

Esthetics \$2559.36

In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion. The Academy is not responsible to keep items remaining in a student's locker after graduation or upon early withdrawal or termination.

Students provide their own basic classroom school supplies such as stationary supplies that may include pens and pencils and notebook(s) for note taking. Materials for class projects will be announced in the class.

APPAREL CODE

Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

HOLIDAYS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are the holidays in which The Academy is closed for observance.

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|---|---------------------------------------|
| • Memorial Day | May 28, 2018 |
| • Independence Day | July 4, 2018 |
| • Labor Day | September 3, 2018 |
| • Thanksgiving Day | November 22, 2018 |
| • Christmas Day (and day after Christmas) | December 24 and 25, 2018 |
| • New Years Eve and New Years Day | December 31, 2018 and January 1, 2019 |

GRADUATION

The following are required to graduate from all educational programs at The Academy, including the Educational Program: state required hours have been successfully completed; all assignments, including tests and projects have been completed; 85% attendance and 85% GPA; all tuition and other charges agreed upon have been paid in full or are being paid under an arrangement that is acceptable to The Academy; and all other contract fees, including incurred over contract fees have been paid in full.

A diploma is awarded to graduates at the completion of their training, during the exit interview process.

HOUSING

The Academy does not provide on campus housing, however; information regarding property management companies will be shared upon request. Contact the admissions office concerning questions related to housing needs.

EXTRA EDUCATION

There are opportunities for additional educational events available to The Academy students. These opportunities will be announced to the entire student body in advance of the educational event.

ACADEMIC INFORMATION

GRADING SCALE

Please refer to the Programs of Study section for grading scale.

INCOMPLETES

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.

INADEQUATE GRADES

Inadequate grades may indicate a 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.

SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or a student salon training area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to

establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

TERMINATION

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to comply with any of The Academy rules or policies including but not limited to: insufficient progress; nonpayment of tuition; refusal to follow directions of educators; violation of state laws or regulations; disruptive behavior or improper conduct; any action which causes or could cause bodily harm to a student salon area guest, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by The Academy, refunds, if any, will be determined in accordance with The Academy Withdrawal and Settlement Policy. Release of transcripts / hours completed will be given to the withdrawn/terminated/expelled student once all tuition debt owed to The Academy has been paid in full. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy.



COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation.

If the student has tried to resolve the issues through The Academy's complaint process and is unsuccessful, the student may contact the Bureau for Private Post Secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone: (916) 431-6959, FAX: (916) 263-1897.

The student is required to resolve the problems through The Academy's complaint process, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from The Academy's accreditation website go to: www.naccas.org under "Member Resources", "Applications and Forms", and select "Complaint Form" or contact NACCAS at 3015 Colvin St, Alexandria, VA 22314 Phone: 703-600-7600.

CAREER FORECASTING

PLACEMENT

The Academy staff maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted in the student lounge. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

RECIPROCITY

Licensed cosmetologists and estheticians from CA may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

LICENSING REQUIREMENTS

Licensing for cosmetology in the state of California includes students completing 1600 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for Esthetics, in the state of California includes students completing 600 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

CAREER OPPORTUNITIES

Licensed cosmetologists and estheticians have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales

consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school.

ACADEMY POLICIES

POLICIES

During the enrollment process, each student is given a copy of the Student Handbook and agrees to abide by The Academy policies including the standards of attendance, conduct, appearance and courtesy to all. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance. The Satisfactory Academic Progress Policy is given to students prior to signing an enrollment agreement.

STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination.

ATTENDANCE POLICY

Daily attendance is the responsibility of each student. Expectations are for students to attend their full contracted schedule and to complete all state-mandated training.

Behavior communicates attitude. Be prompt! In order to continue your enrollment at The Academy you must abide by the following absence policy that corresponds with the course in which you are enrolled.

The Academy does not track excused/unexcused absences as each student may choose to use or not use the allowable absences at their discretion without questions. All days absent must be made up to avoid over contract fees. The student may not exceed the maximum time frame allowed to complete the program in accordance with the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted for attendance or does not reach 85% grades within the maximum time frame, the student will not be allowed to graduate from the program.

Exceeding any of the absence limits below will result in the student dismissing himself or herself from The Academy.

ABSENCES

The following is considered an absence and will be taken into account for the total absences the student is allowed according to their program:

- Any absence where the student was not in attendance during their scheduled shift.
- Any absence that results from a suspension due to **two** previous occurrences as outlined below.

Cosmetology:

- Full time program – the student cannot exceed 15 absences throughout their training
- 3/4 time program – the student cannot exceed 15 absences throughout their training
- Part time program – the student cannot exceed 25 absences throughout their training

Esthetics:

- Full time program – the student cannot exceed 7 absences throughout their training

- Part time program – the student cannot exceed 10 absences throughout their training

If a student finds it necessary to be absent, the absence must be reported one of two ways.

- Requesting time off in advance for prior known upcoming absence.
- Call in according to the call in policy below for an absence without prior notice.

Time off may be requested prior to the absence date by completing an absent request form. In the event a student finds it necessary to be absent and was unable to request the time off prior to the absence, it is the student's responsibility to notify a staff member at The Academy of the absence by phone. Students may not leave a voicemail message. This must be communicated directly to the appropriate staff member.

For all programs: If the student is absent and **does not email to notify** The Academy for 14 scheduled days (consecutive or otherwise), the student will dismiss him/herself from the program. Leaves of absence and Academy mandated closures (holidays, weather, etc) are not applicable to the above absence policy.

Students must email in according to the following criteria:

- **Half an hour before school starts or it is considered a No Call No Show**

Note: Students must submit an absence request form prior to the absence date to schedule available make up hours. First priority will be given to students who submit an absence request form prior to absence. Students who call in to report an absence will be allowed any remaining make-up hour's availability.

OCCURRENCE POLICY

Occurrences will be given when a student does not follow a policy or procedure set forth by The Academy. Occurrences are not specific to only attendance issues and apply to all policies. Students can be given an occurrence for behavior that is not consistent with the standard set by The Academy.

The following is considered an Occurrence:

- Clocking in after your scheduled shift start time (tardy)
- Clocking in late from meal breaks (tardy)
- Leaving The Academy property / premises during scheduled shift without approval utilizing an absence request form, with or without clocking out
- Failure to call in to report an absence (no call, no show)
- Failure to call in to report an absence in the required time frame
- Any absence for a portion of your scheduled shift that exceeds 2 hours
- Exceeding the allowed break time from class or student salon training area
- Leaving prior to your scheduled shift end time
- Refusing to perform services on guests
- Sleeping, napping, or similar behavior while clocked in
- Displaying unprofessional, belligerent, or violent behavior

The following situations are considered both an absence and an occurrence:

- If the student is absent and does not call to notify the Academy.
- If the student is absent and fails to follow the call in criteria to report an absence.

Since it is the obligation of The Salon Professional Academy to train students and since it is the obligation of our students to be prepared to receive that training, the following occurrence policy applies to all students:

- **The first occurrence will result in a written consultation with an educator discussing the student's commitment to the program.**
- **The second occurrence will result in one-day suspension, chosen by an educator.**

If you arrive after your scheduled shift, report to a staff member before entering the classroom or the student salon training area. Students should not plan to leave The Academy once their scheduled shift has begun except for meal breaks.

MAKE UP HOURS

Make up time and assignments must be scheduled by the educator. If you are behind hours, or have scheduled time off, you may come in during your unscheduled time to make up hours, when availability exists, following approval from your educator. While in foundations, make up hours are limited or not available based on the educator's availability to supervise.

You can make up time in the student salon training area only if a station is available. The following constitutes a station; styling station, manicure station, pedicure station, facial treatment table, front desk, dispensary or laundry. You can make up time missed in a class if it does not interfere with your current class or student salon training area schedule. Make up time must be approved by the educator who is facilitating the class. If you do not follow through with your make up hour's commitment, you can be denied future make up hour's request.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.



OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date (completion date), an additional fee per clock hour will be charged until the required clock hours are completed. Per hour over contract charges per each program are as follows:

Cosmetology	\$ 12.50
Esthetics	\$ 15.00

Taking days off can result in over contract fees. Days absent may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress (SAP) Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program. Over contract fees are calculated the day after the student's contract graduation date (completion date) expires. Payment arrangements must be agreed upon by The Academy and the student at that time. All over contract fees must be paid in full prior to completion of hours. Over contract fees do not negate any current payment plans for tuition.

Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 85% grades and attendance within the maximum time frame, the student will not be eligible for graduation. Student hours are posted weekly.

All monies received for over contract fees PRIOR to completion of the student's contract end date (completion date) are refunded if the student terminates prior to the student's contract end date (completion date).

DISMISSAL AND THE APPEAL PROCESS

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The owner will make a determination. If the appeal is approved, the student will be re-admitted to The Salon Professional Academy, however; the student will still be on probation (if applicable) upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

LEAVE OF ABSENCE

- An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.
- The LOA refers to a specific period of time in which a student is not in attendance.
- An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require The Academy to perform a withdrawal calculation.
- The Academy will not assess the student any additional charges as a result of the LOA.
- A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to The Salon Professional Academy with no loss of SAP if the student was making SAP when the student left.
- To qualify for an authorized LOA:
 - The student must follow The Academy's Leave of Absence Policy when requesting an LOA.

- There must be reasonable expectations that the student will return from the LOA.
- The LOA must be requested and approved in writing according to The Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- The LOA must be dated and signed by the student.
- The student must provide documentation to substantiate the LOA.
- The student is required to list the reason for the LOA.
- Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.
 - The first date of the LOA would be the beginning date of the approved LOA where the student, due to an emergency situation, was unable to attend The Academy.
- A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A student may be granted a LOA for any of the following reasons:
 - 1) Medical Issues
 - 2) Military Requirements
 - 3) Jury Duty
 - 4) Mitigating Circumstances beyond the Student's Control
 - 5) Academy Staff recommendation
- The day the student returns from a LOA the student is required to inform staff in the financial aid office / admissions office and education office of their return.
- A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student.
 - All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties to reflect the new contract end date.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
 - The Academy is required to take attendance, therefore; the withdrawal date for the purpose of calculating a refund is always the last date of attendance as listed in the student's attendance records.
- The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180-calendar days in any 12-month period.
- If a student needs an extension to their LOA, pending all 180-calendar days have not been used in prior LOA(s), the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
- If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from The Salon Professional Academy.
 - The student's loans (if applicable) will enter into repayment per the terms of the loan.

PROGRAMS OF STUDY

COSMETOLOGY

Registration Fee:	\$ 99.00 due at the time of signing the Enrollment Agreement <i>Above due at time of signing the enrollment agreement once accepted to The Academy.</i>
Tuition:	\$ 20,000.00
Books and Kit:	\$ 3,192.87
STRF:	\$ 0
Program Length:	1600 Hours Full Time Program: 47 weeks $\frac{3}{4}$ Time Program: 57 weeks Part Time Program: 94 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student for cosmetology/ skin care/ industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits. :

ALTERNATE PRACTICAL TRAINING

The student further understands that if she/he is not willing to be a student and undertake these above practical training skills voluntarily on the terms as listed, then the student may request, in writing, for The Academy to provide mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her/his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If the student chooses to practice entirely on mannequins during her/his training, the student acknowledges benefits lost from practicing guest handling skills in the student salon training area. Currently, the additional cost, in the amount of \$16,900, will be charged for this choice. The additional cost will result in 40 mannequins The Academy provides for the student that will comply with any state requirements and styling product costs of \$ 3,300 associated with the student practicing, as preferred, on mannequins instead of live guests that would reimburse The Academy for the practiced services that the student would otherwise provide to the guest instead of to a mannequin.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers a 1600 hour training program in the cosmetology arts and sciences that meet CA state standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by (insert your state) state laws. The graduate will have the background and skills to pass the state board licensing exam and work as an entry-level cosmetologist in a salon, cosmetologist and cosmetology manager in the salon.

PROGRAM CONTENT : COSMETOLOGY

State Course	Theory Hours	Practical Hours
Wet Hairstyling	35	200
Thermal Hairstyling	30	40
Permanent Waving	20	80
Chemical Straightening-Japanese Relaxer, Keratin Blowout	20	25
Hair Coloring	40	50
Bleaching		20
Hair and Scalp	5	20
Hair Cutting	20	80
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	20	10
Anatomy and Physiology	15	
Manual Facials	5	10
Electrical Facials	10	15
Chemical Facials	10	15
Eyebrow Arching and Hair Removal	10	20
Manicure – water and oil	5	15
Artificial Nails Acrylic	10	50
Make Up	15	10
Complete Pedicure	5	10
Artificial Nail Tips	10	50
Nails and Wraps Repairs	5	20

Cosmetology Chemistry	20	
Theory of Electricity in Cosmetology	5	
Additional Training: Professional Ethics, Resume Workshop, Business Communication, Business Building Skills, State Board Practice Test, Salon Operations, Salesmanship, Communication Skills, Front Desk Training	30	5
Total Hours	410	745, and 445 additional hours to complete operations.

GRADES:

The Academy utilizes a 100-point grading scale of which:

- 100-95% is equivalent to an “A”
- 94-90% is equivalent to a “B”
- 89-85% is equivalent to a “C”
- 84-0% is not passing.

Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate.

The student salon training area grading scale is based on a 10-step process:

- 100%= 10 Completes in all 10 steps
- 90% = 9 Completes
- 80% = 8 Completes
- 70% = 7 Completes
- 60% = 6 Completes
- 50% = 5 Completes
- 40% = 4 Completes
- 30% = 3 Completes
- 20% = 2 Completes
- 10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

**RECOGNIZED BY REDKEN FOR
EXCELLENCE IN EDUCATION.**

REDKEN
5 T H A V E N U E N Y C

ESTHETICS

Registration Fee: \$ 99.00 due at the time of signing the Enrollment Agreement

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: \$ 9,000.00

Books and Kit: \$ 2,559.39

STRF: \$0

Program Length: 600 Hours

Full Time Program: 18 weeks

Part Time Program: 39 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student to practice skin care and other cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

ALTERNATE PRACTICAL TRAINING

The student further understands that if she/he is not willing to be a student and undertake these above practical training skills voluntarily on the terms as listed, then the student may request, in writing, for The Academy to provide massage mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her/his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If the student chooses to practice entirely on massage mannequins during her/his training, the student acknowledges benefits lost from practicing guest handling skills in the student salon training area. Currently, the additional cost, in the amount of \$4,999.00, will be charged for this choice. The additional cost will result in 20 massage mannequins The Academy provides for the student that will comply with any state requirements and styling product costs of \$5999.00 associated with the student practicing, as preferred, on massage mannequins instead of live guests that would reimburse The Academy for the practiced services that the student would otherwise provide to the guest instead of to a massage mannequin.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Esthetics training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. The Academy offers a 600 hour training program that meets CA state law standards.

The Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by CA state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an entry-level esthetician and esthetics manager.

PROGRAM CONTENT : ESTHETICS

State Course	Theory Hours	Practical Hours
Barbering and Cosmetology Rules and Regulations	10	
Esthetician Chemistry	10	
Health and Safety Considerations	20	
Theory of Electricity in Esthetics	10	
Disinfection and Sanitation	10	10
Bacteriology, Anatomy and Physiology	15	
Manual Facials	20	40
Electrical Facials	30	60
Chemical Facials	20	40
Eyebrow Arching and Hair Removal – Tweezers	5	10
Eyebrow Arching and Hair Removal –Wax and Depilatories	20	40
Make Up	20	40
Additional Training: Professional Esthetics, Resume Workshop, Salesmanship, Business Communication, Business Building and Skills, State Board Practice Test, Salon Operations and Communication Skills, Front Desk Training	10	3
Total Hours – 600	200	243 and 157 additional hours to complete operations

GRADES:

The Academy utilizes a 100-point grading scale of which:

100-95% is equivalent to an "A"

94-90% is equivalent to a "B"

89-85% is equivalent to a "C"

84-0% is not passing.

Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate.

The student salon training area grading scale is based on a 10-step process:

100%= 10 Completes in all 10 steps

90% = 9 Completes

80% = 8 Completes

70% = 7 Completes

60% = 6 Completes

50% = 5 Completes

40% = 4 Completes

30% = 3 Completes

20% = 2 Completes

10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.



THE **SALON**[®]
PROFESSIONAL
A C A D E M Y

REGULATORY INFORMATION

OWNERS

The Salon Professional Academy, 1600 Saratoga Ave, Suite 103, San Jose, CA 95129 is owned by LOVIT CORPORATION which consists of owners David Walrod, Ron Czerny, Violetta Wozniakowski, and Harald and Andrea Batista.

ORGANIZATIONS

The Academy is a privately owned and operated facility and is approved by the California State Board of Barbering and Cosmetology PO Box 944226 Sacramento, CA 94244-2260 Phone 1-800-952-5210. Fax 916-575-7281 Online: www.barbercosmo.ca.gov and licensed by the Bureau for Private Postsecondary Education, Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, P (916) 431-6959, F (916) 263-1897, Toll free (888) 370-7589. Institution is a private institution approved to operate by BPPE and the approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

ACCREDITATION

National Accrediting Commission of Career Arts and Sciences

NACCAS at 3015 Colvin St, Alexandria, VA 22314 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 students and parents / guardians of dependent minors the right of access to the student's personal file and information 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. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student. The full FERPA policy is listed in the Student Handbook.

NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. All service members of the armed services will not be denied admissions based on reasons related to their service.

CAMPUS SECURITY ACT DISCLOSURE INFORMATION

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you safety information about our campus. The full Campus Security Disclosure can be found in the admissions office and in the Student Handbook. All students will be given a copy of this full Disclosure prior to signing the Enrollment Agreement.

The facilities are open Monday through Saturday according to assigned class/student salon training 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 Authorities will be scheduled at least once annually for all staff and students.

REFUND POLICY

ACADEMY WITHDRAWAL AND SETTLEMENT (REFUND) POLICY

The Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Admissions Representative is available for further clarity, if needed. This refund policy applies to all withdrawals by either party for any reason, including student decision, course or program cancellation, or Academy closure. The Academy Withdrawal and Settlement (Refund) Policy can also be found in The Academy's Enrollment Agreement.

For students using Title IV funds, the refund policies listed below will apply AFTER the Return to Title IV funds (R2T4) calculation has been made in accordance with this paragraph. The R2T4 is calculated by payment period for any student who was awarded Title IV aid and withdrew from the program. The R2T4 is calculated based on aid that was disbursed or could have been disbursed within the payment period timelines of the student's scheduled attendance at the time of withdrawal. Payment period timelines are dependent on the length of the program. The R2T4 calculation is mandated by federal law for students who have received financial assistance under the Federal Higher Education Act (Federal Pell Grants or Stafford Direct Loan Program Subsidized and Unsubsidized Loans or the Stafford Direct Plus Loan Program) and who fail to complete the portion of their instructional program for which the funds were awarded and disbursed. If the enrollment is terminated before 60% of the scheduled hours of any payment period have elapsed; the R2T4 calculation may require the Student to return to the federal government a portion of the disbursed funds. If 60% of the scheduled payment period has elapsed as of the date of withdraw, no return of Title IV funds is due to the federal government. In addition, if the student has received Title IV funds from a credit balance, she/ he may be required to return a portion of the funds to the applicable program as a result of the R2T4 calculation.

The Academy Withdrawal and Settlement (Refund) Policy complies with any mandated state or federal policies for each student. If the Student (or the Student's parent or legal guardian if the Student is a dependent minor) cancels the enrollment in person or in writing within three business days of the execution of the Enrollment

Agreement, all monies paid, pursuant to this Agreement, including the registration fee, shall be refunded by The Academy to the Student. (cont.)

This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and registration fee. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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 registration fee. The registration fee for each course / and or program of study at The Academy is \$99.00. Refund calculations are performed for each course individually.

The date of the official cancellation, termination or withdrawal of the Student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an Academy administrator or Academy owner in person. Any monies due the Student, who officially withdraws or is terminated by The Academy, shall be refunded as soon as possible (but no later than 45 calendar days) following the date of official cancellation, termination or withdrawal.

The Academy monitors student attendance on a daily basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 calendar days from the Student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded as soon as possible (but no later than 45 calendar days) after such date of determination 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. In the event the Student begins but does not complete the course and/or program, the Student is charged according to the Bureau for Private Postsecondary Education and the Student is assessed a \$150 administrative fee. Scheduled hours up to the last date of attendance equals completed hours for refund purposes. Books and Kit items are non-refundable.

Minimum Tuition Adjustment Schedule followed by The Academy

The Academy maintains evidence that refund calculations have been performed, when applicable, and Academy refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

A pro rata refund pursuant to the California Private Postsecondary Education Act of 2009, section 94919(c) or section 94927 of the Code, and shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours student was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated shall be refunded. The refund does not include the non-refundable items that are not included in the tuition price: a registration fee of \$99.00, Student Tuition Recovery Fund (\$0.00 per \$1,000.00 of institutional charges), and books and kit costs received.

The refund policy allows for pro rata up to 60% of the program (period of attendance) and once the student completes over 60% of attendance, the student owes full tuition. Payment schedules for tuition debt may be arranged between the Student and The Academy. If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Length Completed to Total Length of Course and/or Program	Amount of Total Tuition Owed to The Academy
0.01% to 60%	Prorated based on % of scheduled attendance as of last date of physical attendance
60.01% to 100%	100%

If the Student has completed more than 60% of the course / program of study hours, the Student must pay any remaining contracted tuition and fees due to The Academy. Payment schedules for tuition debt may be arranged between the Student and The Academy. When situations of mitigating circumstances exist, as determined by the Owner/Director of The Academy, The Academy may, at its discretion, refund the Student a tuition percentage greater than the percentage set forth in the Minimum Tuition Adjustment Schedule.

If a course and /or program is canceled subsequent to a Student’s enrollment and before instruction in the course and/or program has begun, The Academy shall at its option: (a) Provide a full refund of all monies paid; or (b) Provide completion of the course and/or program.

If The Academy cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, The Academy shall, at the determination of the Bureau for Private Postsecondary Education, provide: (a) Provide completion of the course and/or program; or (b) Participate in a Teach-Out Agreement; or (c) Provide a full refund of all monies paid.

If The Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, The Academy must make arrangements for students.

The Academy will per the direction of the Bureau of Private Postsecondary Education provide: (a) A full refund of all money paid; or (b) Participate in a Teach-Out Agreement and (c) Provide a pro rata refund of tuition.

The student will be given a copy of the results of the refund calculation, including the R2T4, if applicable, in writing, including any applicable debts owed to The Academy or refund The Academy owes to the student.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of The Academy.

Any collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge the existence of The Academy Withdrawal and Settlement Policy.

INSERTS

- **Catalog Insert #1 Distinctions of The Salon Professional Academy Franchise**

- **Catalog Insert #2 Class Start Dates**
- **Catalog Insert #3 Career Investment Costs and Fees**
- **Catalog Insert #4 Administrative and Instructional Staff**
- **Catalog Insert #5 Enrollment Application**

DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

CATALOG INSERT #1

- The only beauty schools in the nation that are “Recognized by Redken for Excellence in Education”
- Our approach to personal, practical industry training accommodates the visual, hands-on learner by means of smaller class-sizes which allows for more one-on-one interaction with educators
- The Academy curriculum and training has been co-developed and continually updated with help from Redken 5th Ave, NYC leaders
- The Academy aids in placement with the primary target being privately owned salons and spas, where incomes are among the highest in the industry
- Contacts for placement in over 6,000 Redken Club 5th Avenue salons across all 50 states
- Salon and Spa owners who serve on Advisory Board recruit from The Academy
- Academy designed by Internationally known New York City Designer, Peter Millard

CLASS START DATES

CATALOG INSERT #2

COSMETOLOGY

SCHEDULE I FULL TIME DAY

40hrs a week/47 Week Program/ 1 year

8 Weeks

MON-FRI 9:00AM-5:00PM

39 Weeks

TUES-FRI 9:00AM-5:00PM

SAT 10:00AM-6:00PM

2018 START DATES: 1/8, 2/5, 3/5, 4/2, 4/30, 5/29, 6/25, 7/23, 8/20, 9/17, 10/15, 11/12, 12/10

SCHEDULE I TRIO

28hrs a week/55 Week Program/ 1 year

TUES, THURS 9:00AM-9:30PM

SAT 10:00AM-6:00PM

2018 START DATES: 1/9, 2/6, 3/6, 4/3, 5/1, 5/29, 6/26, 7/24, 8/21, 9/18, 10/16, 11/13, 12/11

SCHEDULE I PART TIME NIGHT

17.5hrs a week/92 Week Program/ 2 years

TUES,WED,THURS 5:30PM-9:30PM

SAT 10:00AM-6:00PM

2018 START DATES: 1/9, 2/6, 3/6, 4/3, 5/1, 5/29, 6/26, 7/24, 8/21, 9/18, 10/16, 11/13, 12/11

ESTHETICS

SCHEDULE I FULL TIME

34hrs a week/18 Week Program/ 4.5 months

MON-FRI 9:00PM-5:00PM

2018 START DATES: 1/8, 2/5, 3/5, 4/2, 4/30, 5/29, 6/25, 7/23, 8/20, 9/17, 10/15, 11/12, 12/10

SCHEDULE I PART TIME NIGHT

19hrs a week/43 Week Program/ 11 months

TUES,WED,THURS 5:30PM-9:30PM

EVERY OTHER SAT 10:00AM-6:00PM

2018 START DATES: 1/9, 2/6, 3/6, 4/3, 5/1, 5/29, 6/26, 7/24, 8/21, 9/18, 10/16, 11/13, 12/11

The Academy will be closed on the following holidays in 2018. These dates are subject to change.

- Memorial Day May 28, 2018
- Independence Day July 4, 2018
- Labor Day September 3, 2018
- Thanksgiving Day November 22, 2018
- Christmas Day and Day After Christmas December 25, 2018 & December 26, 2018
- New Year's Day December 31, 2018 & January 1, 2019

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CATALOG INSERT #4

VIOLA WOZNIAKOWSKI | CEO + ACADEMICS CREATIVE DIRECTOR 

**MAGDALENA WOZNIAKOWSKI | DIRECTOR OF OPERATIONS | COMPLIANCE OFFICER
| TITLE IX COORDINATOR**

EDUCATORS:

Viola Wozniakowski	Cosmetology
Miguel Vera	Cosmetology
Natalie Ramirez	Cosmetology
Suzanne Gonzalez	Cosmetology
Jen Hunter	Cosmetology
Sunny Oh	Cosmetology
Katlyn Leal	Cosmetology
Edellyn Moraga	Cosmetology

April Flores	Esthetics
Regina Hernandez	Esthetics
Vanessa Concetti	Esthetics
Candace Hawkins	Esthetics

FINANCIAL AID ADVISOR:

Marissuzelle Fathi

FINANCIAL CONTROLLER:

Paul del Mazo

ADMISSIONS ADVISORS:

Kristen Stanley | Samuel Crocco

STUDENT ADVISOR:

Raquel Hendra

THE SALON PROFESSIONAL ACADEMY ENROLLMENT APPLICATION

CATALOG INSERT #5

1600 Saratoga Ave Ste 103, San Jose, CA 95129

phone: 408-579-9111

website: www.tspaSanJose.com

email: admissions@tspasanjose.com

ALL COURSES ARE TAUGHT IN ENGLISH.

HOW TO APPLY

1. Complete this application and return it to The Academy Admissions office via email, mail, or in person.
2. Have your high school and post-high school transcripts sent to The Academy address above.
3. Contact us to schedule an admissions interview meeting. During the meeting information concerning curriculum books and kit, apparel code, and available Title IV Aid / payment plans will be shared.

GENERAL INFORMATION Please print.

Course of study: Cosmetology Esthetics

Name _____
First Middle Last

Address _____ City _____ State _____ Zip _____

Cell Phone (____) _____ Home Phone (____) _____ Email _____

Citizenship U.S. Other Veteran? Yes No

List any special health concerns or allergies _____

Person to Notify in Case of Emergency:

Name _____ Relation to Student _____

Address _____ City _____ State _____ Zip _____

Cell Phone (____) _____ Home Phone (____) _____ Work Phone (____) _____

Parent Contact Information:

Name _____

Address _____ City _____ State _____ Zip _____

Cell Phone (____) _____ Home Phone (____) _____ Work Phone (____) _____

Contact for Personal Reference:

Name _____ Relation to Student _____

Address _____ City _____ State _____ Zip _____

Cell Phone (____) _____ Home Phone (____) _____ Email _____

EDUCATION

The Academy requires a high school diploma or G.E.D.

High School _____ City _____ State _____

Year Graduated _____ Grade Average _____

List all training/college attended since high school. Add additional pages as needed.

School _____ City _____ State _____

Major _____ Year Graduated _____ Grade Average _____ Honors _____

EMPLOYMENT HISTORY Add additional pages as needed.

Employer _____

Address _____ Phone (____) _____

Position _____ Start Date _____ End Date _____ Salary _____

Employer _____

Address _____ Phone (____) _____

Position _____ Start Date _____ End Date _____ Salary _____

QUESTIONS

How did you hear about The Academy? _____

When did you first become interested in this career? _____

When would you like to start?

Cosmetology: Month _____ Year _____

Esthetics: Month _____ Year _____

Do you wish to be employed right after graduation?

Full-time Half-time

Have you ever been convicted of a felony? Yes No

May we text message you in the event of an emergency situation? Yes No

(I understand I have the ability to opt out of any text messaging by notifying the admissions office of my request.)

I certify that all statements made in this application are true and complete.

Signature _____ Date _____