

THE SALON PROFESSIONAL ACADEMY

San Jose, CA



GET INSPIRED. BE PART OF IT.

REDKEN
5TH AVENUE NYC



MISSION STATEMENT

The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared for the 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 California Board of Barbering and Cosmetology State Board licensing exam.

LOCATION

The Academy is located at 1600 Saratoga Ave, Suite 103, San Jose, CA 95129 in the Westgate Shopping Center, in the heart of technologically savvy Silicon Valley.

FACILITY AND EQUIPMENT

The Academy is an 8,300 square foot facility, which has spacious hair care, and skin care educational areas where students perform practical work in our state-of-the-art full service salon with 40 stations. The facility also contains classrooms, a student lounge, offices, and a student library in the conference room of The Academy. The library contains books, journals and magazines that students of The Academy may check out as learning resources. The students have access to the library during normal business hours. The Academy's modern design and space was co-created by Peter Millard, the author of *Reinventing Space: The Clear Logic to Successful Salon Design and Retail Merchandising*. The equipment students will use provide a perfect learning environment with access to styling stations in the salon area with hair dryers, sheers, flat irons, tools of the trade at every station, classrooms with audio visual equipment, a student lounge for breaks and studying and wi-fi access. As well as access to the reception desk to learn booking, art of retail, and retaining clientele.

RESPONSIBILITY FOR CATALOG INFORMATION

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. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

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.

Please review all documents prior to signing, as a prospective student; you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



Chris Baran,
Education Artistic
Director – Redken

Welcome to the incredible world of hairdressing. The biggest link to a great future in hairdressing is ongoing education. Most important is the quality of education you get from the beginning. It's crucial to come away with technical skills as well as having a great business mind set.

I have had TSPA students with less than a year's experience in my advanced seminars and they can keep up with and sometimes surpass hairdressers with far more years in the business. That comes from the quality of TSPA education.

I say, with all humility, that this profession has provided me with an incredible journey that packed my bags of experience with everything from working behind the chair, working backstage at fashion week, winning and judging awards to traveling to salons and stages locally and throughout the world teaching and training other hairdressers. If you would have asked Mary Baran's boy - Chris if he thought he would be doing that when he started, I would have said, "No way!" And if I can do it – so can you.



CONTENTS

ESSENTIAL INFORMATION FOR ALL PROGRAMS	4-7
ACADEMIC INFORMATION	8-11
ACADEMY POLICIES	12-14
PROGRAMS OF STUDY	15-18
COSMETOLOGY	
ESTHETICS	
REGULATORY INFORMATION	19
REFUND POLICY	20
DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY	
FRANCHISE	21

ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLYING & 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. Sign the enrollment agreement and pay the enrollment fee.

EDUCATIONAL REQUIREMENTS

All students must have a valid high school diploma or valid G.E.D. certificate or equivalent. The Academy does not accept online diplomas or online GED'S. Prospective student's educational background is considered prior to enrolling a student.

The Academy does not:

- Admit ability-to-benefit students.
- Provide visa services nor vouch for student status.
- Offer distance education.

All instruction is provided in English only. The Academy accepts TOEFL as documentation of proficiency for the level of English language required.

ADMISSIONS REQUIREMENTS

The following documentation is required for admission to all programs at The Salon Professional Academy:

- Enrollment Application & required enrollment fee
- Copy of the student's high school diploma or G.E.D (or equivalent), or an official high school transcript with the student's graduation date to show proof of graduation.
- Copy of the student's high school transcripts
- Copy of the students identification, such as drivers license, passport, or social security card
- A completed and signed enrollment agreement
- The Academy has not entered into an articulation or transfer with any other college or university.

OBJECTIVE

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

ORIENTATION

All programs have a complete orientation conducted on the first day of classes.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at The Salon Professional Academy. Class sessions will be held at The Salon Professional Academy at Westgate Mall at 1600 Saratoga Ave, Suite 103, San Jose, CA, 95129.

HOURS

Hours of attendance are based on the student's class schedule. Full time Cosmetology students begin with a schedule of M-F 9-5pm for the first 8 weeks, then students will be in

theory 2 afternoons a week and practical 2 evenings and 3 days per week. Part time student schedule is 3 nights a week 5 to 9 pm and every Sat 9-5pm. The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance and are subject to change. The student's salon 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 #3. 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 see Admissions office or website 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

The Academy books and kit items are available through suppliers that sell to licensed professionals / cosmetology colleges only. The Academy pays wholesale costs for these textbooks and kit items and then passes those savings along to the student. The textbook and kit items are non-refundable. The Academy reserves the right to change books and kit items/costs as needed. Costs for textbooks and kit items are listed under each Program of Study. Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided at enrollment and again during orientation.

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

The Academy will be closed on the following dates in 2011. These dates are subject to change.

- New Years Day - January 1, 2011
- Memorial Day - May 30, 2011
- Independence Day - July 4, 2011
- Labor Day - September 5, 2011
- Thanksgiving Day - November 24, 2011
- Christmas - December 25, 2011

Please note The Academy embraces all cultures and religions if you need a day off for your particular domination or faith to celebrate a holiday, please inform the General Manager or Lead Educator.

GRADUATION

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

HOUSING

The Academy does not offer dormitory facilities. Contact the admissions office for information concerning the range of cost of housing located near The Academy. The Academy has no responsibility to find or assist students in securing housing.

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.

TRANSFERS

A Cosmetology student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. Students transferring from another Salon Professional Academy Franchise location 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. Students from The Salon Professional Academy franchise can be granted up to 100% of hours transferred. Student transfer hours from Redken Premier Schools will be based on transcripts and testing out of Redken curriculum. Courses with an 85% or higher grade will be eligible for transfer hour's credit. Students from Redken Premier Schools can be granted up to 50% hours transferred. Students transferring from other Cosmetology hours transferred will be based on achievement tests. Courses with an 85% or higher grade will be eligible for transfer. Schools will be granted transfer hours based on transcripts, challenge examinations and hour's credit with a 20% maximum hours transferred for these students. We do not recruit students who are attending or have been admitted to other similar programs. Transfer students will pay \$12.50 per hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will still be subject to over contract fees if applicable.

An Esthetics student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. Students transferring from another Salon Professional Academy Franchise location 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. Students from franchise locations can be granted up to 100% of hours transferred. Student transfer hours from all other schools will be based on completed transcripts. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 20% of the student's completed hours allowable for transfer. We do not recruit students who are attending or have been admitted to other similar programs. Transfer students will pay \$15 per hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will be subject to over contract fees if applicable.

The Academy does not award credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at The Salon Professional Academy San Jose is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Salon

Professional Academy San Jose to determine if your hours will transfer.

BANKRUPTCY

The Salon Professional Academy does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

STUDENT RECORDS AND MAINTENANCE OF RECORDS

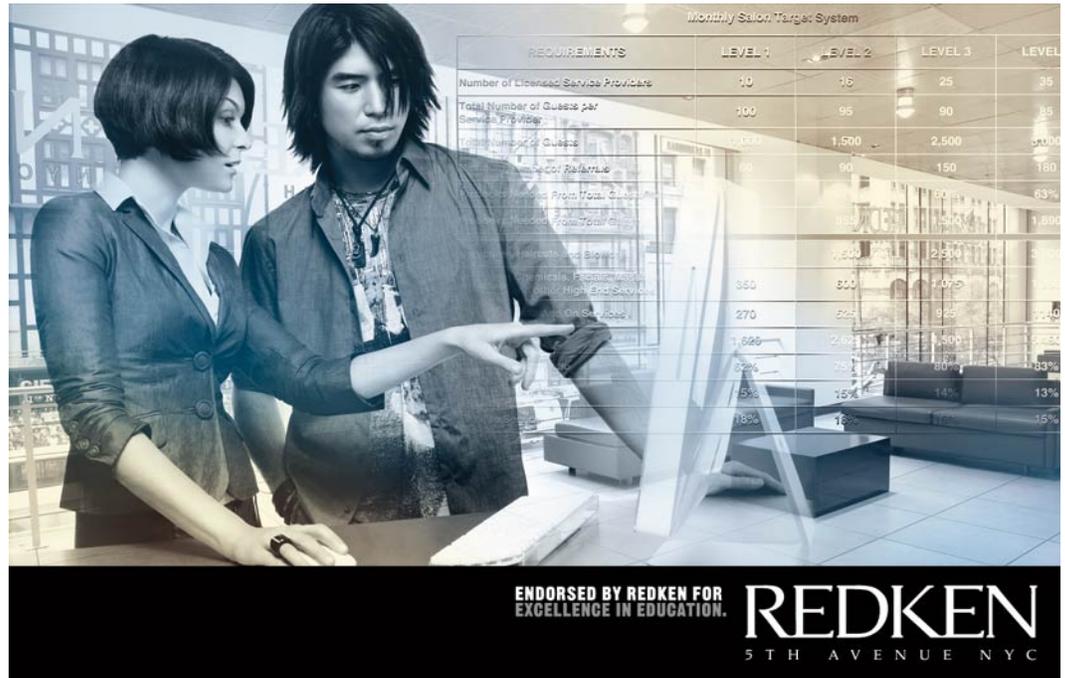
The Academy complies with the CCR 719120, 71930 in accordance with the California Code of Regulations concerning student records and maintenance of those records.

Student records and transcripts are maintained through the SMART software, where students have access to their own records. The Academy retains records and transcripts for a period of five years. Student files are stored in the Admissions office in locked, fire proof cabinets as well as scanned and stored in a computer file for each individual student. Student records are confidential.



Dhaniel Doud,
Redken Artist

“Setting a foundation is the key to any successful building, as well as any career. I was fortunate many years ago to attend a Redken School, which has set me on a path I could not even dream of. Now, 25 years later, I have been fortunate enough to travel globally and represent Redken as a National Performing Artist. In those years, I have seen the good, the bad and the ugly! I’ve seen how important education is to the success of an individual, and TSPA offers that essential foundation.”



ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

An 85% grade average and an 85% attendance average are required for graduation from any program at The Salon Professional Academy. Students are evaluated on theory and practical. The Performance Goal System trains the student in business skills needed to grow a clientele. All work must be completed to graduate.

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”, and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 85% or higher GPA to graduate. The Salon 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 Area and returned to theory.

ADDITIONAL REQUIREMENTS

The following are required to graduate from any program:

- State required hours have been successfully completed
- All assignments, including tests and projects must be completed
- 85% attendance and 85% GPA
- All Tuition and Fees agreed upon per the enrollment agreement must be completed or arrangements made. All over contract fees must be paid in full.

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 lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or salon 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.

DISMISSAL POLICY/TERMINATION

A student may be terminated for failure to comply with The Academy attendance policies, inadequate grades, or inappropriate behavioral issues as outlined in the policies. The student may also be terminated for failure to fulfill tuition requirements as agreed upon per the enrollment agreement.

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

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 you feel your student grievance needs further assistance please schedule an appointment with your Chief of Academics or Chief of Admissions to discuss your grievance. 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. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.

STUDENT SERVICES/PLACEMENT

The Academy 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 California 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.

STUDENT TUITION RECOVERY FUND (STRF)

(California Education Code §94923; Title 5, California Code of Regulations §76120-76140)

The Student Tuition Recovery Fund is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF). The STRF assessment rate for enrollment agreements signed on or after February 1, 2010, is \$2.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges increments.

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, who is a California resident, or are enrolled in a residency program, and prepay all or 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."

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 this 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.

-



ACADEMY POLICIES

POLICIES

Prior to signing of the enrollment agreement, each student is given a copy of the Policies and agrees to abide by The Academy Policies including 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.

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

Attendance is the responsibility of each and every student. The student is expected to attend the full contracted schedule and to complete all state-approved training. If the student finds it necessary to be absent, it is the student's responsibility to notify a staff member at The Academy of the absence by phone up to 30 minutes prior to the scheduled start time. The following policies apply to all students in all programs.

EXCUSED ABSENCE

Each of the following are considered an Excused Absence:

- Illness of self or family member
 - Must call in up to 30 minutes prior to scheduled start time
- Scheduled Appointments
 - Must submit an absence request one day prior to the scheduled appointment

- For emergency appointments for self or family, you must call in up to 30 minutes prior to your scheduled start time
- Car accident
 - Must call the Academy and bring receipt of the police report
- Funeral
 - Must submit an absence request one day prior to the funeral and/or visitation
- Weather
 - Must call in up to 30 minutes prior to scheduled start time

UNEXCUSED ABSENCE

The following is considered an Unexcused Absence:

- Failure to comply with the above Excused Absence Policy
- Do not call in prior to scheduled start time
- Do not show up at scheduled start time

MISSING STUDENT

- If the student does not call in or does not attend without prior approval for **14** scheduled consecutive days, they will be dismissed from the program.

MAKE UP TIME AND ASSIGNMENTS

- Make up work will be scheduled by the student and their educator.

TARDY POLICY

The following is considered a Tardy:

- Clocking in after the schedule start time
- Clocking in late from meal breaks
- Exceeding the allowed break time from class or salon area. The student cannot leave the Academy campus except for meal breaks

Three tardies or unexcused absences or a combination of both will result in a one-day suspension.

- If the student is tardy, report to an academy staff member before entering class or the salon area.
- The first and second tardy/unexcused absence within a four-week time frame will result in a written consultation with an educator, in regards to the students' commitment to the program.
- The third tardy / unexcused absence within a four week time frame will result in one day out of school suspension scheduled by an educator.
- Continued tardiness / unexcused absences resulting in four or more days in a four week time frame will be grounds for dismissal from the program.

OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date, an additional fee per clock hour will be charged until the required clock hours are completed. The fee charged per hour for clock hour over contract fees is listed on the student's enrollment agreement.

Taking days off can result in over contract fees. Excused and Unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program.

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 upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

ACADEMIC PROBATION

All students attending The Academy must maintain satisfactory academic progress (SAP). If at one of the SAP checkpoints, the student is not making SAP, the student will be advised by the education office that they are being placed on academic probation and informed that they have until the next checkpoint to comply with SAP. If the student does not meet SAP by the next checkpoint, the student will only be allowed to continue if the student is attempting to comply with SAP standards. The student will still be on academic probation and the student must meet the required SAP requirements by the following SAP checkpoints. If the student does not, the student will be dismissed from The Academy. Cosmetology students can be placed on academic probation a maximum of two times. Esthetics students can be placed on academic probation once.

LEAVE OF ABSENCE

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. A student may be granted a LOA for any of the following reasons:

- Financial Hardship
- Medical Issues
- Personal or Family Related Issues
- Recommendation of Staff
- Military Deployment

On the day the student returns from a LOA the student is required to inform the admissions/financial assistance /education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student. The LOA must be requested and approved in writing prior to LOA occurring. In addition 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 maximum time frame for a LOA is 180 calendar days. The Salon Professional Academy permits more than one LOA provided the total number of days of all LOAs does not exceed 180 calendar days in a 12-month period. If the student is receiving consumer loans, no money will be disbursed during the LOA. If the student does not return from the LOA within the 180 days, the student will be dropped from The Salon Professional Academy and the student's loans will go into repayment.



PROGRAMS OF STUDY

COSMETOLOGY

Enrollment Fee:	\$ 99 due at the time of signing the Enrollment Agreement
Tuition:	\$ 19,500.00
Books and Kit:	\$ 1500.00
STRF	\$ 48.75
Program Length:	1600 Hours
	Day Program: 47 weeks
	Night Program: 114 weeks

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

FORM OF PAYMENT

Check, credit cards or cash are acceptable for any payment. Financial assistance is available to those who qualify. At this time, The Academy does not offer Federal Student Aid programs. Any student who obtains a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund due the student, due to a withdrawal situation.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair and skin 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 California state laws. The graduate will have the background and skills to pass the state board-licensing exam and to work as a cosmetologist and cosmetology manager in the salon.

COSMETOLOGY PROGRAM CURRICULUM



Alicia Marcano,
Redken Artist

1. What advice / inspiration do you have for students just starting on this journey? (Addressing TSPA Students)

Don't work on speed. Work on perfection. As you become better your speed will pick up on its own.

2. What do you most love about being a Redken Artist? (Addressing potential students not sure of this career path)

I love being able to constantly be inspired by my colleagues all over the world. Being able to travel and see how people live and work keeps me excited and fresh. It gives me an outlet to share my passion and fuels new ideas that I can take back to my own business.

3. (Anything that comes to mind, about success in this incredible business)

Decide who you are and don't compromise. Take pride in what you do and that confidence will shine in your work and your business.

Subject	Minimum Hours Technical Instruction	Minimum Practical Operations
Barbering&Cosmetology Laws and Regulations	20	
Cosmetology Chemistry	20	
Health&Safety Considerations	45	
Theory of Electricity in Cosmetology	5	
Disinfection&Sanitation	20	10
Bacteriology, Anatomy, and Physiology	15	
Wet Hair Styling	35	200
Thermal Hair Styling	30	40
Permanent Waving	20	80
Chemical Straightening-Japanese Relaxer, Brazilian Blowout	20	25
Hair Cutting	20	80
Hair Coloring	40	50
Bleaching		20
Hair & Scalp	5	20
Facials-Manual	5	10
Facials-Electrical	10	15
Facials-Chemicals	10	15
Eyebrow Arching&Hair Removal	10	20
Make up	15	10
Manicure- Water&Oil	5	15
Complete Pedicure	5	10
Artificial Nails- Acrylic	10	50 nails
Artificial Nail Tips	10	50 nails
Nail Wraps&Repairs	5	20 nails
Additional Training: Professional Ethics, Resume Workshop, Salesmanship, Business Communication, Business Building&Skills, and State Board Practice Test	15	10

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. 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.



ESTHETICS

Enrollment Fee:	\$ 99 due at the time of signing the Enrollment Agreement
Tuition:	\$ 9,500.00
Books and Kit:	\$ 1000.00
STRF	\$ 23.75
Program Length:	600 Hours
	Day Program: 17 weeks
	Night Program: 43 weeks

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

FORM OF PAYMENT

Check, credit cards or cash are acceptable for full payment. Financial assistance is available to those who qualify. At this time, The Academy does not offer Federal Student Aid programs.

Any student who obtains a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund due the student, due to a withdrawal situation.

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 California 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 California state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an esthetician and esthetics manager.

ESTHETICS PROGRAM CURRICULUM

Subject	Minimum Hours Technical Instruction	Minimum Practical Operations
Barbering&Cosmetology Rules and Regulations	10	
Esthetician Chemistry	10	
Health&Safety Considerations	20	
Theory of Electricity in Esthetics	10	
Disinfection&Sanitation	10	10
Bacteriology, anatomy, and Physiology	15	
Facials-Manual	20	40
Facials-Electrical	30	60
Facials-Chemicals	20	40
Eyebrow Arching&Hair Removal		
Tweezers	5	10
Wax and Depilatories	20	40
Make up	20	40
Additional Training: Professional Ethics, Resume Workshop, Salesmanship, Business Communication, Business Building&Skills, and State Board Practice Test	10	3

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. 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.



REGULATORY INFORMATION



Kris Sorbie, Redken Education Artistic Director and President Kris Sorbie LLC, NYC

To have a passion in life is one of the strongest emotions we can have, to experience it every day is a gift, and to earn our living doing it is the blessing only few of us discover... hairdressing for me is all of the above.

If being a salon professional is your dream then realizes it in the capable hands of the Educators at The Salon Professional Academy, endorsed by Redken 5th Ave. It's the place to be to learn what you need to enable you to live better and earn better.

You will leave school with intense enthusiasm, continued support and a stronger passion for one of the best professions that can take you to where you want to be.

OWNERS

The Salon Professional Academy San Jose, 1600 Saratoga Ave, Suite 103, San Jose, CA 95129 is owned by LOVIT CORPORATION.

ORGANIZATIONS

The Academy is a privately owned and operated facility and is licensed and approved by the California State Board of Barbering and Cosmetology and the Bureau for Private Postsecondary Education.

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. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student.

NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. For a detailed list of any reporting's, please see The Academy Admissions Office.

The facilities are open Monday through Friday, with Saturday opening in the Fall 2011, 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 Authorities will be scheduled at least once annually for all staff and students.

REFUND POLICY

If the Student (or the Student's parent or guardian if the Student is a minor) has the right to cancel the enrollment agreement and retain a refund of charges paid through attendance at the first class session or the seventh day after enrollment which ever is later. 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 enrollment fee. 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. The enrollment fee for each course of study at The Academy is \$99.

The postmark on the written notification will determine the official cancellation or withdrawal of the Student, or the date said information is delivered to the 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 within 45 days of official cancellation or withdrawal.

The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 days from the student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded within 45 days after the Student's 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, the Student is charged according to California Bureau for Private Postsecondary Education regulations. Books and Kit items are non-refundable. The Academy will receive or retain tuition as follows:

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code 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:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), **multiplied by the number of days 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 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.

If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee. If mitigating circumstances are evident, the Owner/General Manager of The Academy can make a determination to exceed the minimum cancellation and settlement policy.

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

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

DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

- Redken endorsed Academy for excellence in education
- Professional edge training in Cosmetology and Esthetics
- Prepares students for the business climate in today's 21st Century salons and spas by incorporating critical business skills utilizing a system of Performance Goal Setting
- The Salon Professional Academy curriculum infused with Redken education
- Aids in placement with the primary target being privately owned salons and spas
- Contacts for placement in over 6,000 Redken Club 5th Avenue salons
- Salon and Spa owners who serve on Advisory Board recruit from The Academy
- Small class size to accommodate the visual, hands on learner
- Academy designed by Internationally known New York City Designer, Peter Millard
- Affiliated with Redken industry leaders such as Michael Cole, Peter Mahoney, Chris Baran, and Ann Mincey