

ACADEMY

for Salon Professionals



~ADMISSIONS GUIDE~

JANUARY 1 – DECEMBER 31, 2012

8372 Topanga Canyon Blvd, Canoga Park CA 91304. 818.992.9901

www.AcademyLA.com

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Every effort is made to ensure that course information, applicable policies, and other materials contained in this catalog are accurate and current at the time of publication. The Academy for Salon Professionals reserves the right to make changes at any time without prior notice. Date of Publication: November 1, 2011

ACADEMY

for Salon Professionals

Welcome to the Academy for Salon Professionals!

The Academy for Salon Professionals was created out of my passion for the industry and my desire to help those interested in beginning a career in cosmetology or esthetics.

My vision and goal is to create a learning environment where every student is exposed to the diversity of our industry in order to discover their passion and become professionals in their chosen field.

Our dedicated facilitators are working professionals who bring real-life experiences and knowledge to the Academy students. Their relationships in the TV/film industry, salons, spas and other sectors allow our students to be exposed to theoretical knowledge and real-life experiences as well.

We promise to provide the highest quality of education, set high standards and impart the tools and confidence necessary to pass the state board exams and begin your career immediately following graduation.

Our commitment to our students' success does not end after graduation. We are proud of the relationships we foster with our students; many of our alumni return to share their professional knowledge and experience with current students.

We look forward to having you take the first step toward your career by joining the Academy family.

Sincerely,

Jill Murphy, Manager

A PROFESSIONAL-GRADE EDUCATION

The Academy for Salon Professionals is the first L’Oreal affiliated school in California. Its programs, modern facility, and faculty are leaving other beauty schools, and the very definition of “beauty school,” far behind.

Designed by New York City’s Peter Millard (the Redken Gallerie store on Fifth Avenue, Ralph Lauren, Giorgio Armani, and Yves St. Laurent), the Academy is a professional-grade facility that boasts of elegance, glamour, and achievement.

The Academy for Salon Professionals’ mission is to “Empower, Educate and Inspire” future graduates for the cosmetology and esthetic industries. We are constantly updating our education programs to keep our education at a high quality.

WHAT REDKEN ARTISTS ARE SAYING



“In the past, our industry changed by the decade or by the year. Today, in our information craving society, it evolves daily. Consequently, understanding today’s skills in technical and business is crucial. That’s why the choice of the school is paramount. The difference is in the training. They will learn the what, why, and how behind all their skill sets. I am excited for the students attending the Academy. Why? Because the quality of, both fundamental and advanced, training that they will receive is the best.”

Chris Baran
Artistic Director, Redken 5th Avenue NYC



“Being a part of Redken has definitely changed my life. I got into the business with the thought of being involved in fashion, beautiful women, and less school. Well I am pleased to share that I got very involved in education and am proud to be part of a company that cares about its clients. For anybody new to hairdressing, I offer you this piece of wisdom: You only have one shot at life so make sure you develop a passionate love affair with hairdressing so that passion is easily read by anyone that may cross paths with you in your journey.”

Hugo Urias
Redken Exchange Facilitator, Education Director Salon Sessions

FACILITY

The Academy for Salon Professionals is a modern academy located at 8372 Topanga Canyon Blvd. in Canoga Park, California. The Academy has 9100 square feet of modern space, which includes separate classrooms, with lockers for student’s personal items. Our classrooms have ample tables and chairs for our students, to facilitate a comfortable learning experience. The salon area has 50 modern stations and chairs for our clients to use while obtaining their service. The Academy sports a color bar, manicuring tables, a separate pedicure room and spa room with seven facial beds for our clients. The Academy is fully ADA compliant for both their students and cliental. The Academy is a PRIVATE institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE), see page 28 for additional information regarding the BPPE. Academy courses are taught in English only; proficiency in English is a pre-requisite for the classroom. You can reach us at 818-992-9901 or fax us at 818-992-9910. Visit our website at www.AcademyLA.com. REQUIRED STATEMENT OF FACT: The Academy for Salon Professionals does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the previous five years, and does not have a petition in bankruptcy filed against it within the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.). 94909(a)(12) The Academy is approved to train veterans and other eligible persons. For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.



JOB DEMAND SURVEY 2007 – RESULTS FOR CALIFORNIA

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 69 percent of California salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40 percent of salons in the state are employer-owned, and 29 percent are booth-rental salons. The other 31 percent are a combination of the two.

Forty-nine percent of California salons are classified by their owners as full-service salons; 20 percent are listed as haircutting salons. Barbershops make up 13 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that California has a higher percentage of specialized establishments.

CAREER OPPORTUNITIES

There are many opportunities open to licensed cosmetologists and estheticians. The Academy for Salon Professionals prepares all graduates for the licensing exam and entry-level positions in hair salons, spa/salons, and destination spas. Additional industry experience could lead to employment as a manufacturer/sales educator, a distributor sales consultant, as well as in teaching, admissions, and financial aid in cosmetology schools.

CAREER PLANNING SESSIONS

The Academy for Salon Professionals maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. There will be regular career events where prospective employers will be invited to the Academy to meet and speak with students. Students are prepared in the latter part of training to seek positions. Job opportunities are announced and posted on the student board, located within the facility. The Academy website has a link for industry professionals looking to hire graduates. The Academy for Salon Professionals cannot guarantee every student will be placed; however, we do follow-up with our graduates to help us prepare new students for future job placement.

COURSE CALENDAR

(Effective January 1, 2012 through December 31, 2012)

HOLIDAYS AND CLOSURES

The following holidays are observed:

Winter Break thru Jan. 2 nd	Memorial Day	Fourth of July (7/2 thru 7/5)	Jul 27 thru Aug 2 (staff education)
Labor Day	Thanksgiving Day (11/21 1PM thru 11/26)		Dec 23 rd thru Jan 2 nd (winter break).

* Being absent (without prior notice and/or approval of at least two weeks) the day before and/or after a designated holiday or break will result in a one-day suspension. Holiday breaks for Thanksgiving and Christmas will be announced in advance. Extended student vacations or absences will not be approved during the months of November and December. Memorial Day and Labor Day include a 1PM end on the previous Friday, with Saturday off. Additional holidays, including religious holidays, are subject to the over-contract limit charge.

COSMETOLOGY, 2012

Full-time:

January 10, 2012	March 6, 2012	May 1, 2012
July 10, 2012	September 18, 2012	November 13, 2012

Part-time (Night):

January 9, 2012	July 09, 2012
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ESTHETICS, 2012

Full-time:

January 10, 2012	February 7, 2012	March 6, 2012	April 3, 2012
May 1, 2012	May 29, 2012	June 26, 2012	July 24, 2012
August 21, 2012	September 18, 2012	October 16, 2012	November 13, 2012

Part-time (Night):

January 9, 2012	April 30, 2012	July 23, 2012	October 15, 2012
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ADVANCED ESTHETICS, 2012

Full-time: T.B.A.

CONSTITUTION DAY AND VOTER REGISTRATION

The Academy celebrates Constitution Day on September 17th of every year, as required by the Department of Education. Additionally, the Academy encourages all students and staff to vote in every election. Registration forms are available at the registrar's office every day, or can be downloaded at http://www.sos.ca.gov/elections/elections_vr.htm. Additional information is available through the Registrar's office or the Financial Aid Office at the Academy.

ADMISSIONS

ELIGIBILITY

The Academy for Salon Professionals requires a high school diploma (or high-school document such as an official high-school transcript documenting graduation), or G.E.D. and that all our students are above the age of compulsory high school attendance (age 17) for admission into all programs.

All classes are taught in English language. English language proficiency required at high school graduate level or G.E.D. certification.

APPLICATION PROCEDURES

Prior to or at the time of your first enrollment, you should submit an Application for Admission and pay the required \$50.00 non-refundable application fee. The application will not be processed if the packet is incomplete. Additional guidelines may be found in the current Catalog of Courses.

For your application to be complete, you should do the following:

- Step 1: Contact the Office of Admissions to learn about programs, schedule a career planning session, and take a school tour.
- Step 2: Complete the Application for Admission and pay the \$50.00 application fee (non-refundable).
- Step 3: Hand in or mail in **ALL** required documents and –
 1. A copy of your Social Security card.
 2. A copy of your driver's license or other proof of age.
 3. Official high school or college transcript or copy of high School diploma or GED.
 4. If not already paid, \$50.00 application fee.
- Step 4: Hand in or mail your application to the address below:

Attn: Office of Admissions
Academy for Salon Professionals
8372 Topanga Canyon Blvd
Canoga Park, CA 91304

- Step 5: With your letter of acceptance, you are ready to enroll and will receive a Program of Study indicating your course requirements. Please note that during the time of enrollment and signing of the Enrollment Agreement, provisions for deposit are due.

TRANSFER OF CREDIT

The Academy accepts transfer students after careful evaluation of the student's academic records.. Each transfer student is evaluated on an individual basis in both practical and theoretical knowledge. Cosmetology program students cannot be credited with more than 300 hours and esthetic program students cannot be credited with more than 120 hours regardless of the number of hours attended at another school. Transfer students must begin at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs. We have not entered into an articulation or transfer agreement with any other institution.

The Academy does not accept testing as a replacement for clock hours earned. The Academy does not award hours for experiential learning.

NON-DISCRIMINATION POLICY

This Academy is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

NON-RECRUITING STATEMENT

The Academy for Salon Professionals does not recruit students already attending or admitted to another school offering a similar program of study.

FACULTY AND STAFF

All students at the Academy are taught by licensed Cosmetologists and Estheticians, licensed by the State of California. The faculty and staff of the Academy represent years of experience and expertise in their particular field; they are the reason for the success of our students. Below is a listing of our current team:

Jill Murphy	Managing Partner of LLC Owner/Administrator/Licensed Cosmetologist/Instructor/Admissions
Angela Cheung	Director of Operations
Suzanne Kunz	Financial Aid Director
Dee Perkins	Registrar
Shauna Kramer	Licensed Cosmetologist, Instructor
Hosanna Azpell	Licensed Cosmetologist, Instructor
Katherine Youhanna	Licensed Cosmetologist, Instructor
Claudia Shalita	Licensed Cosmetologist, Instructor
Einstein Paredes	Licensed Cosmetologist, Instructor
Valentin Shahmerzaian	Licensed Cosmetologist, Instructor
Amy Ponce	Licensed Cosmetologist, Instructor
Julie Velasquez	Licensed Cosmetologist, Instructor

PROGRAMS

COSMETOLOGY PROGRAM

PROGRAM DESCRIPTION

Course hours: 1600

Students will complete 1,600 hours upon completion of our program in approximately 49 weeks. Graduates from this program receive a diploma and/or any certifications earned during the course of the program.

Our curriculum is designed to inspire students to think “beyond the chair” and to pursue opportunities in salon management, runway, print advertising, television, stage, film, marketing, sales, and product development. Learn from some of the most knowledgeable people in the industry and graduate with the knowledge to not only pass the State Board exam but to be a skilled part of today’s thriving hair and beauty industry.

The Academy for Salon Professionals cosmetology program is planned to present our students with classroom theory lectures, and coaching in practical skills to prepare them for licensure.

Our teaching methods comprise of classroom lectures with an open format for questions/answers, Facilitator demonstrations, student hands on training with manikins and clients, group projects, one on one coaching, and industry professionals guest artists. All students are required to use Milady Standard Cosmetology text book, and are graded on chapter tests, and chapter homework. A minimum passing grade for these tests is 80%. Students practical skills are observed by their facilitator, and are graded on how technical and sanitary they execute an operation.

The cosmetology program consists of four phases. In order to continue on to the next phase students must pass all practical and written tests and each phase’s final exam. A phase outline will be given to each student upon the start of the new phase, it will contain what subjects to be reviewed, classroom expectations, testing time and homework due dates. The phase cycle will repeat itself at the end of each allotted weeks. Holiday vacations are scheduled into the fourth phase.

Phase 1: (approximately 8 weeks)

This phase includes lectures and practical skills training in the following; Infection Control, Properties of the Hair and Scalp, Shampooing/Rinsing/Conditioning, Haircutting, and Haircoloring. During this Phase students are mainly in the classroom and are not servicing clients. However they are required to bring in models and are graded on their practical skills as well as chapter tests and homework.

Weeks: (8) 1-8

Hours: (272) Approximately 0-272

Classroom Theory: Tues/Thurs/Fri/Sat 9:00-5:00 and Wed. 9:00-1:00

Phase 2 (approximately 12 weeks):

This phase includes lectures and practical skills training in the following; Chemical Texture Services, Braiding and Braid Extensions, Finger Waves and Pin Curls, Facial Makeup, Nail Structure and Growth, Nail Diseases and Disorders, Manicuring, Pedicuring, Nail Tips/ Wraps & No-Light Gels, Acrylic Nails, UV Gels, Seeking Employment, On the Job, The Salon Business, and Retailing. Students are graded on their practical skills as well as chapter tests and homework.

Weeks: (12) 9-21

Hours: (408) Approximately 272-680

Classroom Theory: Tues and Thurs 9:00-5:00, and Wed. 9:00-1:00

Salon Floor: Fri-Sat 9:00-5:00.

Phase 3 (approximately 14 weeks):

This phase includes lectures and practical training in the following; State Board Licensure preparation, Skin Structure and Growth, Skin Diseases and Disorders, Hair Removal, Facials, Advanced Hair Styling, Up Styling, Advanced Color Formulations, Color Placement, Advanced Cutting Techniques, Advanced Clipper Cutting. A group field trip is taken.

Weeks: (14) 22-36

Hours: (476) Approximately 680-1156

Classroom Theory: Tues and Wed 9:00-1:00

Salon Floor: Tues-Wed 1:30-5:00, and Thurs-Sat 1:30-5:00

Phase 4 (approximately 15 weeks):

This phase includes lectures and practical training in the following; State Board Licensure preparation with mock state board exams practical/written, Career Opportunities, Life Skills, Professional Image, Communicating for Success, Anatomy and Physiology, Basics of Chemistry, Basics of Electricity, Principles of Hair Design, Wigs and Hair Enhancements, Creative Up Styling, Creative Color, and creative cuts.

Weeks: (15) 36-49

Hours: (444) Approximately 1156-1600

Classroom Theory: Tues and Wed 9:00-1:00

Salon Floor: Tues-Wed 1:30-5:00, and Thurs-Sat 1:30-5:00

ACADEMY CURRICULUM

Principle based color and cutting technique from Redken 5th Avenue NYC
 Building a portfolio
 Sessions by Redken guest artists
 Reception Skills
 Salon business systems, development, and professional ethics
 Client consultation, sales, and communication
 Goal Setting and Career Building
 Building and maintaining a clientele
 Resume writing and interview skills
 Mock State Board exam
 Salon Ownership and Management

CALIFORNIA STATE BOARD MINIMUMS

	Theory	Operations
Barbering and Cosmetology Act and the Board's Rules & Regulations	20	
Cosmetology Chemistry	20	
Health and Safety/Hazardous Substances (Shall include training in	45	
Theory of Electricity in Cosmetology (Shall include the nature of	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	15	
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Haircutting	20	80
Scalp and Hair Treatments	5	20
Manual, Electrical and Chemical Facials	25	40
Eye Brow Beautification and Make-up	25	30
Manicure and Pedicure	10	25
Artificial Nail and Wraps	25	120 nails

COURSE SCHEDULE

Schedule: Tuesday, Thursday, Friday and Saturday (9:00 a.m. – 5:00 p.m.), Wednesday 9:00a.m.-1:00p.m.
 (All students attend on this schedule for Phase I (first eight weeks of study). After Phase I, students typically choose one of three schedules:

Program length:

1. Tuesday, Thursday, Friday and Saturday (9:00 a.m. – 5:00 p.m.), Wednesday 9:00a.m.-1:00p.m. This schedule will complete in approximately 49 weeks at 34 (clinic) hours per week.
2. Tuesday-Friday (9:00a.m. – 3:00 p.m.), Saturday (9:00 a.m. – 5:00 p.m.) This schedule will complete in approximately 54 weeks at 29.5 (clinic) hours per week

PART-TIME (NIGHT) COURSE SCHEDULE

Schedule: Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm (Phase I is 17 weeks long).
 After Phase I, Cosmetology students typically choose one of two schedules:

Program length:

1. Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm and 9:00am-1:00pm or 1:00-5:00pm on Saturday. This schedule will complete in approximately 87 weeks at 20 (clinic) hours per week
2. Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm and 9:00-5:00pm on Saturday. This schedule will complete in approximately 77 weeks at 23.5 (clinic) hours per week

ESTHETICS / SKIN CARE PROGRAM

PROGRAM DESCRIPTION

Course hours: 600

Students will complete 600 hours upon completion of our program in approximately 18 weeks. Graduates from this program receive a diploma and/or any certifications earned during the course of the program.

The Academy for Salon Professionals esthetics program is planned to present our students with classroom theory lectures, and coaching in practical skills to not only prepare them for licensure but to be a skilled individual in today's thriving beauty industry.

The Academy for Salon Professionals esthetics program is planned to present our students with classroom theory lectures, and coaching in practical skills to prepare them for licensure.

Our teaching methods comprise of classroom lectures with an open format for questions/answers, Facilitator demonstrations, student hands on training with manikins and clients, group projects, one on one coaching, and industry professionals guest artists.

All students use Milady Standard Esthetics text book, and are graded on chapter tests, and chapter homework. A minimum passing grade for these tests is 80%. Students practical skills are observed by their facilitator, and are graded on how technical and sanitary they execute an operation. Students must pass all practical and written tests as well as midterm and final exam. A course outline will be given to each student upon the start of the course. It contains subjects to be reviewed, classroom expectations, testing time and homework due dates. The course cycle will repeat itself at the end of the allotted weeks.

Esthetics Course: (approximately 18 weeks)

This course includes lectures and practical skills training in the following: State Board Licensure preparation with mock state board exams practical/written, Microdermabrasion, Acne Treatments, Makeup, Career Opportunities, Professional Image, Infection Control, General Anatomy and Physiology, Basics of Chemistry/Electricity/Nutrition, Histology of Skin, Skin Analysis, Skin Care Products, Facials, Facial Massage, Facial Machines, Hair Removal, Topics and Treatments, Career Planning, and Selling Products/Services. During this course students time is split between classroom and spa room. From time to time students are required to bring in models and are graded on their practical skills as well as chapter tests and homework.

Weeks: (18) 1-18

Hours: 600

Classroom Theory: Tues 9:00-3:00 and Wed. 9:00-1:00

Spa Room: Tues 3:00-5:00, Wed 1:30-5:00, Thurs-Sat 9:00-5:00

ACADEMY CURRICULUM

Skin science
Intro to medical Esthetics
Professional Communication
Goal Setting and Career Building
Professional Ethics
Sales and Retail Skills
Reception Skills
Client Relations/Consultation
Salon Ownership and Management
Mock State Board exam
Building and maintaining a clientele

CALIFORNIA STATE BOARD MINIMUMS

	Theory	Operations
Barbering and Cosmetology Act and the Board's Rules & Regulations	10	
Preparation	15	
Chemistry	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
Manual, Electrical, and Chemical Facials	70	140
Eyebrow Beautification	25	50
Make-up	20	40

COURSE SCHEDULE

Schedule: Tuesday, Thursday, Friday and Saturday (9:00 a.m. – 5:00 p.m.), Wednesday 9:00a.m.-1:00p.m.
(All students attend on this schedule for Phase I weeks (first three weeks of study). After Phase I, students typically choose one of three schedules:

Program length:

1. Tuesday, Thursday, Friday and Saturday (9:00 a.m. – 5:00 p.m.), Wednesday 9:00a.m.-1:00p.m. This schedule will complete in approximately 18 weeks at 34 (clinic) hours per week.
2. Tuesday-Friday (9:00a.m. – 3:00 p.m.), Saturday (9:00 a.m. – 5:00 p.m.) This schedule will complete in approximately 20 weeks at 29.5 (clinic) hours per week

PART-TIME (NIGHT) COURSE SCHEDULE

Schedule: Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm (Phase I).
After core, Academy Esthetics students typically choose one of three schedules:

Program length:

1. Same as Phase I: This schedule will complete in approximately 38 weeks at 16 (clinic) hours per week.
2. Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm and 9:00am-1:00pm or 1:00pm-5:00pm on Saturday. This schedule will complete in approximately 31 weeks at 20 (clinic) hours per week
3. Monday, Tuesday, Wednesday & Thursday, 5:30pm-9:30pm and 9:00am-5:00pm on Saturday. This schedule will complete in approximately 28 weeks at 23.5 (clinic) hours per week

CONTINUING EDUCATION ADVANCED MAKE-UP CLASS

PROGRAM DESCRIPTION

Course hours: 45 (THIS COURSE DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID, though it is subject to STRF)

Occupational outcome: Certificate of Completion

CURRICULUM

In this comprehensive makeup course, you will learn the skills needed to create the ultimate illusion of beauty and glamour for print, runway and video. This intensive course is the master key to all elements of professional makeup techniques. This program is designed specifically for individuals who are passionate about the industry and are ready to start working immediately as a Certified Makeup Artist. By participating in this course, you will learn key techniques such as color theory and lighting, skin preparation, highlighting and contouring, corrective makeup, period piece makeup, fantasy and Avant-garde techniques. You will learn to put the “Art” into makeup artist and acquire the essential skills needed to work in the Fashion, Photography and Video Industries.

COURSE SCHEDULE

Schedule: The course will meet on Sundays from 9-5 on 8/12, 8/26, 9/9, 9/23, 10/7, 10/21.

Course Fee:

Tuition	\$2500.00
Kit	\$1200.00
Registration, Fees:	<u>\$150.00</u>
Total Course	\$3700.00

GRADING METHOD

The grading system practiced is one applicable beginning the first day of class for all students. Theory assignments are scheduled for each unit of study as defined by the licensing agency. Theory and practical applications are sequentially introduced as a means of integrating them throughout the course of study. The sequences follow an ascending order to acquaint the student with subject material applicable to their level of study and to correspond accordingly with the number of cumulative hours the student has attended classes. Students receive grades for all required units of study during the course of study specific to the enrollment agreement.

GRADING

The Academy for Salon Professionals uses a 100-point grading scale: 80-100% is passing, 0-79% is not passing. Grades are given for classroom work, projects, and styling area performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered. Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. Students who have not maintained the 80% required minimum will be placed on Academy Probation for 30 days (or if at a SAP checkpoint, will be placed on FSA Warning for the next payment period). If the student has not shown significant improvement in the next 30 days, the student's enrollment will be terminated per Academy policy. If the grades are improved but still under the required 80% at the next SAP checkpoint, the student will be placed on FSA Probation and will lose Federal Funding, per FSA rules. For students with VA funding, the VA will be promptly notified.

INCOMPLETES

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

INADEQUATE GRADES

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

TEACHING METHOD

- Students must attend classroom instructions in the arts and science of cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements and equipments which are application to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
- Training and opportunity for the practice of all manipulative skills required in Cosmetology and Esthetics. For this purpose, practical operations are hands-on training by the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties in mastering of Cosmetology and Esthetic skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.

- A blending of interest, motivation, training, and knowledge in the scientific study and practice of cosmetology arts and sciences will help qualify students in their pursuit of a Cosmetology and Esthetic licenses. A total of 1,600 hours are required by the State of California for a cosmetology license and 600 hours are required for an Esthetics license.
- Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time to prepare students to the best of their ability for positions in the field of Cosmetology arts and sciences.
- Classes are taught in English only. Students without a Social Security number are unable to sit for the State Board of Cosmetology, and all prospective students without the appropriate paperwork requested by the State Board are apprised of this fact. The Academy does not offer VISA services to our students. All students attending the Academy must present a high-school diploma or its equivalent in order to attend the school; there is no Ability to Benefit Test offered to prospective students.

ATTENDANCE AND TARDINESS

When you sign your enrollment contract, you are given an anticipated graduation date. Your tuition covers all fees up to that date. The Academy will continue to train Cosmetology students toward their completion for an additional 40 hours at no charge, and Esthetics students for an additional 20 hours at no charge. Once a student has exhausted the additional 40/20 hours of training, each hour will cost \$20. Days off, sick days, mental-health days, personal religious holidays, etc. are subject to this charge. *Documented* medical emergencies, court days, pre-arranged-and-contracted-days-off, and funerals are not subject to this overage charge. Additionally, Saturdays are a mandatory day at the Academy. All students (except those whose contract specifies otherwise, due to employment or religious considerations) must request (up to five maximum for the program for Cosmetology students and three maximum for Esthetics students) a Saturday off at least two weeks in advance, to be assured of the day off. Failure to request in advance will result in a one-day suspension..

TARDINESS

Be prompt! If you are tardy, report to a salon area educator before entering class or the salon area. If you are tardy and clock in after 9:00a.m or 5:30p.m. more than two times within a 30-day period, it is considered an absence and on the 3rd tardy you will be sent home. If you arrive after 9:05a.m or 5:35 you may not attend class and will be suspended for the day/night.

ABSENTEEISM

An attendance rate of 80% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact your instructor or a staff member before class begins for the day (email or phone are acceptable); failure to contact the Academy on the day of absence will result in a one-day suspension. If a student does not maintain 80% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained. For those students with FSA or VA funding, notification will be sent immediately if student is terminated or if FSA Probation is initiated.

MAKE-UP WORK POLICY

Students may make-up any work missed during their absence at the discretion of the instructor.

This school uses software published by RGM software and SalonBiz to track student participation and attendance. Specifically, the system will allow your instructor to record the hours you spend taking the course by tracking both your hours at the school, your time performing various duties, your lab time, practice time, and your specific skills development.

SUSPENSION/TERMINATION

Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be notified of the problem and what the student must do to correct the problem. It is the intent of the Academy to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of Academy to inform the student and to tell the student how deficiencies can be corrected. If terminated for cause (academic, attendance or attitude), students may (at the discretion of the Academy manager and in accordance to FSA limitations), after presenting a detailed, written plan outlining the student's commitment to the program, return to the Academy to continue the program. Should the student, at any time after his or her return, fail to live up to the submitted plan, immediate termination would result, and the student would not be allowed back to the Academy.

TUTORING SERVICE

Arrangements may be made for tutoring if a student requires or desires such assistance. The fee would be negotiated between the student and the tutor. The school limits its responsibilities in this regard to providing assistance in finding a tutor.

DRESS CODE (COSMETOLOGY AND ESTHETICS)

Adherence to our professional dress requirements is an integral part of your education. We work in a fashion industry and must learn to advise clients regarding their personal image. During your program, you will receive training and advice regarding your personal image. If an instructor deems your appearance for the day unsatisfactory, you may be asked to leave the Academy and return with appropriate dress. You will be clocked out and will not receive hours until you return in compliance with the Academy standards.

1. The dress code for Cosmetology is all black. This includes black tops (shirt or blouse), black slacks/skirt, and black shoes. Leggings are not acceptable unless worn under a knee-length (or longer) skirt. Skirts that fail to touch the knee-cap are unacceptable, and student will be sent home for the day, unless appropriate attire is substituted immediately.
2. All clothing must be in a professional state; clean and in good repair.
3. Shoes must be close-toed and be appropriate for a professional image. Comfort is also important.
4. Hair and make-up should be appropriate for someone working in a fashion and image career. Hair and make-up should be done before arriving to class.
5. Jewelry should not interfere with salon work.
6. School apron and name tag must be worn at all times.

GRADUATION REQUIREMENTS

A grade average of 80% is required for graduation from any program at the Academy for Salon Professionals. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate. The following are required for graduation from all programs:

- Completion of state required number of hours
- Completion of all assignments and tests
- Completion of weekly project sheets and weekly grade sheets
- 80% attendance and an 80% grade average
- Payment of all tuition, fees, and over-contract charges or make satisfactory arrangements with the school

STATE BOARD LICENSING

RECIPROCITY

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

LICENSING REQUIREMENTS

To become licensed in cosmetology in California, students must complete 1600 hours of approved training, graduate from an approved school, and pass the state board exams.

To become licensed in esthetics in California, students must complete 600 hours of approved training, graduate from an approved school, and pass the state board exams.

PHYSICAL DEMANDS

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Beauty Industry, should obtain a doctor's release before entering the Academy or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrollment.

SAFETY REQUIREMENTS

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. Safety instructions are an ongoing procedure throughout the entire course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in the preparation of nails eye protection should be worn. Hair may not be left on the floor following a hair-cut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

TUITION AND FEES

Cosmetology Tuition	\$18,000.00	
Registration Fee	\$150.00	Non-Refundable
Books	\$270.00*	Non Refundable
Kit Fee	\$2400.00	Non-Refundable
STRF	\$52.50	State-Mandated Non-Refundable
Taxes	<u>\$233.63</u>	State Sales Tax; Non-Refundable
Total Cost	\$21,106.13	
Esthetics Tuition	\$7,175.00	
Registration Fee	\$150.00	Non-Refundable
Books	\$270.00*	Non Refundable
Kit Fee	\$1200.00	Non-Refundable
STRF	\$22.50	State-Mandated Non-Refundable
Taxes	<u>\$128.63</u>	State Sales Tax; Non-Refundable
Total Cost	\$8946.13	

TEXTBOOKS

Students may purchase their own textbook, workbook, exam book, and CD, as long as the items are exactly the same as those offered through the kit. Notice that the student will be purchasing their own books must be made before the enrollment contract is completed. Students may access <http://www.cengage.com/highered> for more information; ISBN numbers are available through the Admissions office.

OVER CONTRACT CHARGES

If you need to make-up a missed day (over the 40 hours allowed in Cosmetology or the 20 hours allowed in the Esthetics Program), there will be a fee of \$20.00 per hour. This charge is payable in advance and is not covered through any form of Federal Financial Aid. The 40 and 20 hours allowed are designed to cover illness, personal and religious holidays, and family commitments. Suspensions, undocumented, and/or non-emergency absences are subject to these hours and excessive absences will result in over-contract charges.

TRANSCRIPTS

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge upon completion. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid in full. All transcripts will be maintained on premises (via online retrieval) permanently.

HOUSING

The Academy for Salon Professionals does not offer on-campus or subsidized housing for our students. The Academy does not have the facilities to assist our students in finding appropriate housing. There is housing available in the surrounding communities; the estimated cost for such housing is approximately \$1100/month for a one-bedroom apartment.]

EXTERNSHIPS

Academy students are encouraged (but not required) to serve an externship. Esthetics student may begin their externship at 400 hours; cosmetology students may begin their externship at 1200 hours, as long as their academic and attendance performance is at Academy standards (>80%), and as long as the salon/spa chosen is approved through the California State Board of Cosmetology. No more than 7.5 hours per week of externship are allowed for any student. All hours clocked in externship must be approved by the Registrar or Manager and documented through the workplace within 72 hours of the workday. Hour sheets submitted late will not be accepted. Students serving externships are expected to uphold Academy standards throughout their tenure at the externship. All externships are subject to unannounced monitoring by Academy staff.

LIBRARY

The Academy does provide a library for our students, located just outside the director's office. Students have access to all materials in the library during school hours. See an educator for permission to take books home overnight; all books, videos and DVDs must be returned by the next school day.

TUITION & FINANCIAL PLANS

The Academy for Salon Professionals has student financial services available. We will find the right financial program for you upon your visit to our campus. Call to meet with our admission team to help reach your career goals, book your tour of our school today! Start living your dream.

FEDERAL STUDENT AID

Please contact our Financial Aid Administrator to find out more about the Grants and Loans available to you through the Department of Education. Our FAA is on hand to help you complete your Free Application for Student Aid (FAFSA), or to simply point you in the right direction! Students may be required to provide citizenship, income, or family documentation in order to qualify for Federal aid. All information provided (upon request by the Department of Education through the Financial Aid Office), will be held in strict confidence.

ACADEMY FINANCING

Students may choose to finance their education through the Academy for Salon Professionals. We charge no interest as long as payments are made on time and are completed before the end of the student's contract. The Academy also offers longer-term financing (up to 12 months beyond graduation) for those students who demonstrate an on-time payment record throughout their course. The interest rate for this financing is currently 5%. For further details, please contact our Finance Department to schedule an appointment.

METHODS OF PAYMENT

Upon enrollment, the tuition and fees are due and payable in full. However at the school's option, a payment plan may be devised. The balance then can be paid in monthly installments until tuition is paid in full.

REFUND POLICY

1. Students rejected by The Academy for Salon Professionals will receive 100% refund of all fees paid, except for the non-refundable application fee of \$50.00.
2. **Student Right To Cancel:** Student have the right to cancel an enrollment agreement and obtain a refund of charges paid through attendance of the first class session or through the seventh day after enrollment, whichever is later, and shall receive 100% refund charges paid for institutional charges, less a registration fee of \$150.00 and application fee of \$50.00
3. If student is a minor, notice of termination must be made by Guarantor.
4. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund, and if the student has received Federal Student Financial Aid funds, the student is entitled to a refund of the monies not paid from the Federal Student Financial Aid Program Funds.
5. **Determination of Withdrawal from School:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:
 - 1) The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
 - 2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
 - 3) The date you fail to attend classes for fourteen consecutive days and fail to inform the school that you are not withdrawing.
 - or 4) The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return.
6. If a student withdraws or is terminated by the institution after the 7 day after signing the enrollment contract or through the first day of attendance, whichever comes later the following refund policy will be followed.

The institution shall provide a pro-rata refund of the institutional charges through 60% or less of the period of attendance. The period of attendance is the length of the program the student is enrolled in.

- (1) Deduct a registration fee not to exceed one hundred dollars (\$150) from the total tuition charge.
 - (2) Divide this figure by the number of hours in the program.
 - (3) The quotient is the hourly charge for the program.
 - (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
 - (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.
7. Any refund that is due the student will be made with 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have to make arrangements to pay it.
 8. Refunds will be made within 45 days after the school has determined that the student has withdrawn from classes.
 9. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person. In case of a leave of absence, regardless of duration, the termination date is the date that student was scheduled to return to school but failed to be present. Refunds are due within 45 days of that date.
 10. For students who do not formally withdraw, the institution monitors students on a daily attendance basis. If student fails to attend fourteen consecutive scheduled days of attendance, and the institution is unable to contact the student, student' contract is cancelled on the fifteen (15) day. Refunds are due within 45 days of that date.
 11. If the school discontinued or canceled a program or course prior to completion of the educational programs, the institution will provide a pro-rata refund of tuition and transfer all hours completed. When an institution is in default, students institutional charges may

be refunded on a pro-rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable education program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student.

12. If you receive a loan to pay for the cost of your program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

13. **Termination:** A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies of Academy for Salon Professionals as outlined in the policies and this catalog. All students at the Academy are required to maintain an 80% (considered by this institution as a "C" equivalent) grade average (qualitative) and 80% attendance (quantitative) average throughout their program. Evaluations used to measure these (scheduled to correspond to the end of each Federal Financial Aid payment period) will occur at 450, 900, and 1250 hours for Cosmetology students and 300 hours for Esthetics students. When evaluated, if a student is not at the 80% average for both qualitative **and** quantitative levels, the student is placed on probation (for Financial Aid recipients, this is Financial Aid Probation.) The student will then have 30 calendar days to bring both averages back on track toward Academy standards. If the student has made satisfactory progress and is on track to reach SAP by the next evaluation date, probation will be lifted at the next evaluation. If the student is not on track to achieve the Academy standards by the next evaluation point, or does not achieve SAP by the next evaluation, the student's enrollment will be terminated by the Academy. Federal Financial Aid disbursements (at 0, 450, 900, 1250 and 0, 300, respectively) will also be subject to these evaluations, as each student must be on track at each evaluation (which are at the end of each payment period). If placed on Financial Aid probation, the student will have the same 30 days to bring their average back on track toward Academy standards, and at the next evaluation the student must have attained the SAP standard or the student will no longer be eligible for Financial Aid.

The Academy will, upon determination of failure to maintain SAP Academy standards:

- 1) Notify the student verbally and in writing if, at scheduled evaluation, the student's qualitative or quantitative performance is unsatisfactory.
- 2) The letter will specify the required performance issue, and outline the steps that must be taken in the next 30 days to satisfy the Academy's conditions to remain in school.
- 3) The letter will specify the clock-hour of the next evaluation, with an estimated quantitative date for the evaluation.
- 4) The letter will also state that failure to achieve SAP by the next evaluation will result in a loss of Financial Aid eligibility and/or termination from the program.

14. If you are eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

RETURN OF TITLE IV (FEDERAL FUNDS)

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG grants or other aid. If you withdraw from school prior to the completion of the equivalent to 60 percent (60%) of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation: completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the Academy for Salon Professionals (the Academy) during the period of enrollment.

REFUNDS: If any refunds are due based on the Return of Title IV calculation or based on the Academy refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

- 1) Unsubsidized Loans from FFELP or Direct Loan

- 2) Subsidized Loans from FFELP or Direct Loan
- 3) PLUS (Graduate Students FFELP or Direct Loan
- 4) PLUS (Parent)FFELP or Direct Loan
- 5) Pell Grant
- 6) Federal SEOG
- 7) Other

This order would apply in accordance to the aid programs available at the Academy.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at the Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn the Academy is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma or certificate) that you earn at this institution are 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 the Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Academy to determine if you (credits, degree, diploma or certificate) will transfer. 94909(a)(15)

NOTE: Academic transcripts will not be released until all tuition charges are paid in full.

COURSE CANCELLATION: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the Academy shall at its option: 1) Provide a full refund of all money paid, or 2) Provide for completion of the course at schools in the neighborhood.

SCHOOL CLOSURE: If the Academy were to close subsequent to a student’s enrollment and before instruction in the course has begun, the Academy shall at its option: 1) Provide a full refund of all money paid, or 2) Provide for completion of the course at schools in the neighborhood.

FINANCIAL AID – CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the Academy. A list of these programs include:

- Federal PELL Grant: Does not required repayment (FPELL)***
- Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)***
- FDirect Stafford Loans – Subsidized: Must be repaid ***
- FDirect Stafford Loans – Unsubsidized: Must be repaid***
- FDirect PLUS Loans: Must be repaid***

***denotes the programs available at the Academy.

GENERAL FINANCIAL AID INFORMATION: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at this school (financialaid@academyla.com). Additional information regarding the student aid programs available at the Academy may be found in the Student Handbook and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00AM and 5:00PM (Eastern Time), Monday through Friday at (800) 433-3243. (Internet access is also available at <http://www.fafsa.ed.gov>.)

COMPLIANCE STATEMENT: The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific post-secondary education. Presented differently, financial aid is money made available to help students meet the cost of Academy attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have ‘need.’ Need is the difference between the amount of money that the family will be expected to contribute to meet student coast and the cost of education at this school.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program on at least a half-time basis
- be a citizen or an eligible non-citizen
- not owe a refund on a FPELL grant or FSEOG at any school
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- have financial need;

- be making satisfactory progress (as defined by the school’s policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- have signed a statement of educational purpose;
- have signed statement of updated information;
- have a high school diploma, (or its equivalent) a GED;
- agree to use any federal student aid received solely for educational purposes.

THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:

The Academy is approved for, and participates in the following programs intended to defray the costs of attending for those students eligible for financial aid consideration:

- Federal PELL Grant: Does not required repayment (FPELL)***
 - Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)***
 - FDirect Stafford Loans – Subsidized: Must be repaid ***
 - FDirect Stafford Loans – Unsubsidized: Must be repaid***
 - FDirect PLUS Loans: Must be repaid***
- ***denotes the programs available at the Academy.

APPLICATION PROCEDURES AND FORMS:

Financial aid applications for the Academy consist of the following:

- The Free Application for Federal Student Aid (FAFSA), this form needs to be completed as instructed on the form.
- Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the Academy requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM: Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDOE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations.

FEDERAL DIRECT STAFFORD SUBSIDIZED LOANS: These loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student’s cost of attendance, less other expected financial assistance (not to exceed annual loan limits.) The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. The student would pay a combined origination/guarantee fee of 1.5% rebated directly to the U.S. Department of Education. Students may receive both subsidized and unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student’s eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

FEDERAL DIRECT STAFFORD UN-SUBSIDIZED LOANS: These loans expand the ability of the U.S. Department of Education to make “unsubsidized Federal Stafford Loans” to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- 1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- 2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

DEADLINE: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible to locate his or her own lender that participates in the FFEL Load Program.

DISBURSEMENT: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet, “Direct Loan Entrance Interview”

FPELL GRANT AWARDS: Pell grant funds are not subject to repayment from the student. These grant awards are based on your eligibility, which is based on your need, as assessed by the Department of Education. Your eligibility is based on the information provided by you on your FAFSA.

DISBURSEMENT : Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet “Student Guide for Financial Aid.” Federal PELL Grant Program Funds received under this program are not subject to repayment from the student.

DEADLINE: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 15th of the award year from which aid is requested from, or your last day of enrollment in 2010, whichever comes first. A valid ISIR requires signature of student, spouse and/or parents, when the ISIS has been corrected.

RENEWAL PROCESS: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

DISBURSEMENT: They are made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG): Funds received under this program are not subject to

repayment from the student. Note: The Academy does anticipate enrollment in this program in the 2012-2013 Award year.

DEADLINE You may apply during the enrollment process, using the FAFSA form. The Academy will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

DISBURSEMENT: Made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account. Priority for FSEOG funds will be given to students eligible for PELL Grant and have a zero (0) EFC first. The Academy has a year-round enrollment, therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to students having a higher EFC or Non-PELL recipient students with the lowest EFC enrolled during the last three months. For additional information on Federal Financial Aid programs, request “The Student Guide” published by the USDOE.

THESE GRANTS ARE AWARDED AT THE ACADEMY IN ACCORDANCE WITH THE FOLLOWING POLICY: The Academy’s participation in the Federal Educational Opportunity Grant Is limited to the amount of funds given to the Academy for an entire award year. (July 1 to June 30)

Due to the limited amount of funds available to the Academy, it is not possible to award FSEOG to all students applying for Federal Aid, therefore, the Academy’s policy to select FSEOG recipients is as follows: The Academy has a continuing enrollment process in which students may start once per month. In order to ensure a fair distribution of funds through the entire award year, the Academy will make FSEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and PELL Grant data to determine how to distribute the SEOG funds available. The Academy expects an enrollment of 10 new students meeting the ‘exceptional need’ criteria to be enrolled during the July 1, 2012 to June 30, 2013 period. Therefore, the awards to those students will be distributed throughout the entire period to those students who demonstrate ‘exceptional need.’ Students with exceptional need are defined by the Academy as students who have an EFC that makes them eligible for the PELL Grant award during the same award year. If enrollment figures change, and/or additional funds become available to the Academy, a second selection will be made from those students ineligible for the FPELL Grant Program, with the lowest EFC who enrolled during the last quarter of the year (March to June).

Both selections will be made from students whose file has been completed with no issues pending, regarding the student’s eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is the Academy’s policy to protect our students from incurring unnecessary loan debt, therefore, students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial package.)

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY: Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent (60%) of the payment period in the course, the student would have earned only 50% of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective July 1, 2006, **the refund calculation will be based on the scheduled hours a student is contracted for, rather than the actual hours attended on the last day of attendance, according to the enrollment agreement.** Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

DETERMINING NEED: The information you report on the FAFSA form when you apply for aid is used in a formula (established by U.S. Congress) that calculated your Expected Family Contribution (EFC).

The Academy uses the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) using a calculation of the information you report on the FAFSA form when you apply for aid. The formula used to calculate your EFC is established by the U.S. Congress.

NINE MONTH STUDENT EXPENSE BUDGET FOR THE 2010-11 ACADEMIC YEAR:

Allowance	Student Living With Parents	Off Campus
Tuition and Fees	Actual Institutional Charges	
Books and Supplies	\$1638.00 per academic year	
Living Cost Allowance (monthly figures):		
Room and Board, Food	482.00	1208.00
Transportation	118.00	130.00
Personal/misc.	344.00*	314.00*
*cost of uniforms is included in the personal allowance.		
Child/Dependent Care:	Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children.	
Loan Fees:	For student loan borrowers, actual or average loan origination and insurance fees.	
Total, (Excluding allowances based on actual institutional charges) (per month):		
	1124.00	1834.00

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

The Academy does not receive enough campus-base funds to satisfy all the students’ financial needs. Therefore, the school emphasizes the SELF-HELP

CONCEPT of student financial assistance. The SELF-HELP CONCEPT is a first-come, first served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

Family Contributions
Other Resources
Federal PELL Grant
Self Help (Stafford and/or PLUS loans)

DEFINITIONS: The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours on instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of student in relation to the academic year.

CLOCK HOUR: Consists of 50-60 minutes of supervised instruction during a 60-minute period.

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the Academy in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education-related expenses.

DEPENDENT STUDENT: Is an individual who does not meet the independent student criteria. This student is required to submit with his/her application, the student and parents' income and assets data.

DEPENDANT: Is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual's personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student's parent(s), that individual would be a dependant of the parent(s), NOT a dependant of the student

ESTIMATED FAMILY CONTRIBUTION (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive student aid: U.S. Citizen, U.S. National, U.S. Permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant.

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

F1 or F2 student visa

J1 or J2 exchange visitor visa only.

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Was born before January 1, 1989
2. A graduate or professional student
3. Is married (separated, but not divorced)
4. An individual with legal dependents other than a spouse (as defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States

PARENT(S): For the purposes of the financial aid programs, a 'parent' is the mother and/or father or adoptive parents, stepparent or legal guardian – not foster parent.

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours or more. It is the midpoint of the program for courses of less than 900 hours and 26 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Academy receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the

school to amend a record should write Academy registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202 FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student to other school officials, including teachers, within the Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met (§99.31(a)(1))the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the Academy's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense

and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

LEAVE OF ABSENCE

The Academy acknowledges that on occasion, students are forced to take an approved Leave of Absence. Reasons for Approved Leave of Absence (LOA):

- 1) Medical/health issues
- 2) Family Emergencies
- 3) Financial Hardship

Leave of Absence requests must be presented in writing to the Manager or Financial Aid Administrator; requests must be signed and dated. If at all possible, a student needs to present documentation to support the request for a LOA. Paperwork for the LOA is processed in the Financial Aid Office. Academy for Salon Professionals reserves the right to deny a LOA based on the facts provided. In order for the school to approve the LOA, there must be a reasonable expectation that the student will return from the LOA.

When approving the LOA, the Academy will not assess the student any additional institutional charges and the student's need may not increase. The Financial Aid Administrator will, if the student is a Title IV loan recipient, explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Students may not take more than a total of 180 days LOA in any 12-month period, and after a LOA, the student will begin at the point he or she left the program.

A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no R2T4 calculation is required. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

DROP POLICY

If a student misses more than 25% of the scheduled class hours, the student will be administratively dropped. In that event, the student will be issued a refund per the refund policy (for instruction not received). However, to avoid a drop, students will be allowed to make up missed classes.

TERMS OF RE-ENTRY

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

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

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

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, 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 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 fee, 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94+923, Education Code.

A student or any member of the public may file a complaint about this institution with the Bureau of Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site at www.bppe.ca.gov., 94909(a)(3)(C)

GENERAL INFORMATION AND QUESTIONS

Students shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution’s application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

Prospective students are encouraged to review this catalog prior to signing the enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

The Academy for Salon Professionals is approved to operate by the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs, P.O. Box 980818, West Sacramento, CA 95798-0818 Physical Address: 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833 Web site: www.bppe.ca.gov. Phone: 916-431-6959; Fax: 916-263-1897.

A student or any member of the public may file a complaint about this institution with the BPPE by calling toll free, 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.cs.gov.

COMPLAINT PROCEDURES

Any student, teacher, or interested party may file a complaint with the school. All complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant. If the complaint cannot be resolved it will be referred to the schools complaint committee.

The school's complaint committee consists of three members from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest. The complaint committee will meet within 21 calendar days of the school receiving the complaint to review the allegations. If more information is required, a letter will be written outlining the additional information needed. If the additional information is not received by the committee within 15 calendar days, the committee can take any action include dismissal of the complaint.

If no further information is needed, the complaint committee will act on the allegation and a letter be sent to the complainant within 15 calendars days. The letter will state the steps taken to correct the problem, or prove that the allegations were neither warranted nor based on fact.

The complainant may contact the following agencies if the complainant wishes to further pursue the complaint:

Private Postsecondary Education Information

Mailing: P.O. Box 980818
West Sacramento, CA 95798-0818
Physical: 2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833
Phone (916)574 -7720
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Board of Barbering and Cosmetology

P.O. Box 944226
Sacramento CA, 94244-2260
1 (800) 952-5210
www.barbercosmo.ca.gov

National Accrediting Commission of Cosmetology Arts & Science

4401 Ford Ave Suite 1300
Alexandria, VA 22302
703 600-7600
www.naccas.org

STUDENT RECORDS

All student records kept permanently (hard copy for a minimum of five years, and online retrieval after that) and include both academic and financial information. The school grants its accrediting agency access to all school records. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information requested and the Academy will make the information available within 15 days for the students review. Upon review, if records are inaccurate, the student may request that errors be corrected.

In the event that a difference of opinion exists regarding the existence of errors, the student may request a meeting to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual a student's written request, or unless otherwise required by law.

PRE-ENROLLMENT

Information Sheet

The pre-enrollment information sheet contains valuable information students should know before enrolling as a Cosmetology and/or Esthetics student at the Academy for Salon Professionals in Canoga Park, California.

This information is provided for information purposes only.

The Academy for Salon Professionals is an applicant for accreditation by National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS). Therefore, many of the standards found within this information sheet are consistent with NACCAS standards and the California Board of Barbering and Cosmetology.

STATE LICENSING AND ACCREDITING AGENCIES

Board of Barbering and Cosmetology
 P.O. Box 944226
 Sacramento, CA 94244-2260
 1 (800) 952-5210
www.barbercosmo.ca.gov

NACCAS
 4401 Ford Avenue, Suite 1300
 Alexandria, Virginia 22302
 1 (703) 600-7600
www.naccas.org

COMPLETION, PLACEMENT, AND LICENSURE RATES

<i>Type</i>	<i>Rate for 2011</i>	<i>Rate Required by NACCAS</i>
Completion rate:	Cosmo 85% /Esti 84%	* 50%
Placement rate:	Cosmo 85%/ Esti 72%	* 60%
Licensure rate:	Cosmo & Esti 100%	* 70%

* NACCAS requires an institution to have a program **completion** rate of **50%**, a job **placement** rate of **60%**, and a **licensure** rate of **70%**.

NATURE OF WORK

Cosmetologists focus on providing hair care services to enhance the appearance of consumers. Other personal appearance workers, such as manicurists and pedicurists, shampooers, theatrical and performance makeup artists, and skin care specialists provide specialized beauty services that help clients look and feel their best. Hairdressers, hairstylists, and cosmetologists offer a wide range of beauty services, such as shampooing, cutting, coloring, and styling of hair. They may advise clients on how to care for their hair at home. In addition, cosmetologists may be trained to give manicures, pedicures, and scalp and facial treatments, provide makeup analysis, and clean and style wigs and hairpieces.

Manicurists and pedicurists, called nail technicians in some States, work exclusively on nails and provide manicures, pedicures, polishing, and nail extensions to clients.

Estheticians or skin care specialists cleanse and beautify the skin by giving facials, full-body treatments, and head and neck massages as well as applying makeup. They also may remove hair through waxing or, if properly trained, laser treatments. Theatrical and performance makeup artists apply makeup to enhance performing artists' appearance for movie, television, or stage performances. Finally, in larger salons, shampooers specialize in shampooing and conditioning hair. In addition to working with clients, personal appearance workers may keep records of hair color or skin care regimens used by their regular clients. A growing number actively sell hair, skin, and nail care products. Barbers, cosmetologists, and other personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Source: *Occupational Outlook Handbook 2008-2009, US Department of Labor* (www.bls.gov)

WORKING CONDITIONS

<i>Occupation</i>	<i>Environment</i>	<i>Workload</i>
Cosmetologist (hair stylist, stylist)	Clean surroundings with good lighting and ventilation. Exposure to chemicals. Required to stand for extended periods of time.	May be required to work more than 40 hours per week and weekends.
Esthetician (skin care specialist)	Clean surrounding with good lighting and ventilation. Exposure to chemicals	May be required to work more than 40 hours per week and weekends.

HEALTH EFFECTS

<i>Type</i>	<i>Frequency</i>
Allergies, asthma, dermatitis (contact and allergic)	Common
Skin Burns	Common
Eye, nose, throat, and lung irritation	Common
Central nervous system effects dizziness, nausea, restlessness, drowsiness, or headaches	Common
Carpal tunnel syndrome or tendonitis	Common
Lung disease (thesaurosis or “storage disease”)	Uncommon
Reproductive damage Spontaneous abortion or miscarriage Birth defects or infertility	Uncommon
Cancer (bladder and lung)	Uncommon

Source: Occupational Outlook Handbook 2008-2009, US Department of Labor (www.bls.gov)

WORK ENVIRONMENT

Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. In 2006, about 31 percent of cosmetologists and 19 percent of barbers worked part time, and 16 percent of cosmetologists and 11 percent of barbers had variable schedules.

Barbers, cosmetologists, and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

Source: *Occupational Outlook Handbook 2008-2009, US Department of Labor* (www.bls.gov)

TRAINING, QUALIFICATIONS, AND ADVANCEMENT

All states require barbers, cosmetologists, and other personal appearance workers to be licensed, with the exceptions of shampooers and makeup artists. To qualify for a license, most job seekers are required to graduate from a state-licensed barber or cosmetology school.

A high school diploma or GED is required for some personal appearance workers in some states. In addition, most States require that barbers and cosmetologists complete a program in a state-licensed barber or cosmetology school. Programs in hairstyling, skin care, and other personal appearance services can be found in both high schools and in public or private postsecondary vocational schools.

Full-time programs in barbering and cosmetology usually last 9 months and may lead to an associate's degree, but training for manicurists and pedicurists and skin care specialists requires significantly less time. Makeup artists can attend schools that specialize in this subject, but it is not required. Shampooers generally do not need formal training. Most professionals take advanced courses in hairstyling or other personal appearance services to keep up with the latest trends. They also may take courses in sales and marketing.

During their first weeks on the job, new workers may be given relatively simple tasks. Once they have demonstrated their skills, they are gradually permitted to perform more complicated procedures, such as coloring hair. As they continue to work in the field, more training usually is required to help workers learn the techniques particular to each salon and to build upon the basics learned in cosmetology school. Personal appearance workers attend training at salons, cosmetology schools, or industry trade shows throughout their careers.

All states require barbers, cosmetologists, and other personal appearance workers to be licensed, with the exceptions of shampooers and makeup artists. Qualifications for a license vary by state, but generally a person must have a high school diploma or GED, be at least 16 years old, and have graduated from a state-licensed barber or cosmetology school. After graduating from a state approved training program, students take a state licensing examination. The exam consists of a written test and, in some cases, a practical test of styling skills or an oral examination. In many states, cosmetology training may be credited toward a barbering license, and vice versa, and a few states combine the two licenses. Most states require separate licensing examinations for manicurists, pedicurists, and skin care specialists.

Some states have reciprocity agreements that allow licensed barbers and cosmetologists to obtain a license in a different state without additional formal training, but such agreements are uncommon. Consequently, persons who wish to work in a particular state should review the laws of that state before entering a training program.

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They also must keep a neat personal appearance and a clean work area. Interpersonal skills, image, and attitude play an important role in career success. As client retention and retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Advancement usually takes the form of higher earnings as barbers and cosmetologists gain experience and build a steady clientele. Some barbers and cosmetologists manage salons, lease booth space in salons, or open their own salons after several years of experience. Others teach in barber or cosmetology schools or provide training through vocational schools. Still others advance to become sales representatives, image or fashion consultants, or examiners for State Licensing Boards.

Source: *Occupational Outlook Handbook 2008-2009, US Department of Labor* (www.bls.gov)

EMPLOYMENT INFORMATION

Barbers, cosmetologists, and other personal appearance workers held about 825,000 jobs in 2006. Of these, barbers and cosmetologists held 677,000 jobs, manicurists and pedicurists 78,000, skin care specialists 38,000, and shampooers 29,000. Theatrical and performance makeup artists held 2,100 jobs.

Most of these workers are employed in beauty salons or barber shops, but they also are found in nail salons, day and resort spas, and nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States. Theatrical and performance makeup artists work for movie and television studios, performing arts companies, and event promoters. Some apply makeup in retail stores.

About 46 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner.

Source: *Occupational Outlook Handbook 2008-2009, US Department of Labor* (www.bls.gov)

JOB OUTLOOK

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow slightly faster than the average for all occupations. Opportunities for entry level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Personal appearance workers will grow by 14 percent from 2006 to 2016, which is faster than the average for all occupations. This growth primarily will be a result of an increasing population and from the growing demand for personal appearance services, particularly skin care services.

Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists should increase by 12 percent because many now cut and style both men's and women's hair and because the demand for hair treatment by teens and aging baby boomers is expected to remain steady or even grow. As a result, fewer people are expected to go to barber shops and employment of barbers is expected to see relatively little change in employment.

Continued growth in the number of nail salons and full-service day spas will generate numerous job openings for manicurists, pedicurists, and skin care specialists. Employment of manicurists and pedicurists will grow by 28 percent, while employment of shampooers will increase by 13 percent. Estheticians and other skin care specialists will see large gains in employment, and are expected to grow 34 percent as more facial procedures to improve one's complexion become available and become more popular in spas and some medical settings. Makeup artists are expected to grow by 40 percent, but because of its relatively small size, the occupation will only add a few hundred jobs over the decade.

Job opportunities generally should be good. However, competition is expected for jobs and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. More numerous than those arising from job growth, an abundance of job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services.

Source: *Occupational Outlook Handbook 2008-2009, US Department of Labor* (www.bls.gov)

EMPLOYMENT AND MEAN WAGE ESTIMATES

Occupation	Employment	Mean Hourly Wage	Mean Annual Wage	Wage RSE
Cosmetologist (hair stylist, stylist)	349,420	75% = \$14.66 90% = \$19.97	75% = \$30,490 90% = \$41,540	0.7%
Esthetician (skin care specialist)	24,960	75% = \$19.62 90% = \$24.47	75% = \$40,810 90% = \$50,890	1.6%

Source: *Occupational Outlook Handbook 2009-2010*, US Department of Labor (www.bls.gov)

EARNINGS

While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. A number of factors, such as the size and location of the salon, determine the total income of personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. For many personal appearance workers, the ability to attract and hold regular clients are key factors in determining earnings. Some salons offer paid vacations and medical benefits, though many self-employed and part-time workers in this occupation do not enjoy such benefits. Some personal appearance workers receive free trial products from manufacturers in the hope that they will recommend the products to clients.

Source: *Occupational Outlook Handbook 2008-2009*, US Department of Labor (www.bls.gov)

INDUSTRY OPPORTUNITIES

Cosmetology Industry Sheet

COSMETOLOGY

A career in cosmetology means you will devote your talents to making others look and feel their best. A cosmetology education and license are necessary for pursuing a career as a hair stylist/designer/barber, nail technician, esthetician, or make-up artist. Licensing requirements vary from state to state for each area of expertise.

The primary goal of a successful, licensed cosmetologist is creating an experience for the client that he or she will enjoy and want to repeat. Cosmetologists keep pace with the fashion world and stand ready to meet the constantly changing career skills vital to success. Today's cosmetologists must possess and continually upgrade and refine a wide range of skills to meet the needs of a diverse clientele. Continuing education is a must! Cosmetology offers opportunities for personal growth and many career options.

THE DEMAND FOR COSMETOLOGISTS

In January 2007, there were 1,682,641 professionals employed in the nation's 370,215 beauty salons, barber shops, skin-care salons and nail salons. The typical salon is a small, full-service salon with five stations, three full-time professionals and two part-time professionals. Salon owners report an average of 127 clients per week.

The salon industry is a job-seekers market. "Salon owners reported 484,660 job openings were filled during 2006." This represents an average of 1.3 openings per salon. Nearly 40% of all new positions were filled by inexperienced workers.

Even with significant levels of hiring, nearly three-quarters of the salons that tried to fill positions were not able to find qualified applicants. The supply of skilled professionals in the industry continues to fall short of the demand. This is a chronic shortage that has been reported in earlier surveys of the cosmetology industry.

WORLD-WIDE OPPORTUNITIES

The cosmetology industry employs individuals in every town and city in the United States and throughout the world. No community exists without barbershops and hair salons. They range from single-chair operations to large salons with dozens of workstations.

The salon industry employs nearly 1.7 million professionals, over half of whom are full-time experienced employees who work as cosmetologists. While these professionals tend to move around within the industry, there were more vacated positions in 2006 than well-prepared entrants to fill the positions. A sizeable number of employees (27%) leave each year with plans to open their own salon, work from their home, or rent a booth and become independent contractors. This suggests that the industry provides the option to start one's own business.

BUSINESS OPPORTUNITIES

Perhaps the best monetary opportunities in the salon industry lie in the business aspect of the industry. The demand for cosmetology services is estimated to expand at least at the same rate as the growth of the population, (*The American Association of Cosmetology School*, www.beautyschools.org 2008) so the demand for managers and individual business owners to bring a salon from a single statistic to a high-end, successful business is growing as well.

Start leading the beautiful life today!

Statistics from the NACCAS 2007 Job Demand Survey

ACADEMY

for Salon Professionals

Academy Financing - Zero (0%) Interest

Cosmetology

Tuition:	\$18,000.00
Kit:	\$2,400.00
Textbooks:	\$270.00
Tax:	\$ 233.63
Registration/Enrollment Fee	\$150.00
Stud Tuition Recovery Fee	\$52.50
Total:	\$21,106.13

10% of tuition	\$1800.00
Student kit	\$2634.00
Textbooks	\$293.63
Stud Tuition Recovery Fee	\$52.50
Registration/Enrollment Fee	\$150.00

Total deposit \$4930.13 paid 30 days before class starts

Tuition balance: \$16,200.00

Full-Time payment: **\$1800.00** for 9 months Part-Time payment: **\$810.00** for 20 months.

Esthetics

Tuition: \$	7,175.00
Kit:	\$1,200.00
Textbooks:	\$270.00
Tax:	\$128.63
Registration/Enrollment Fee	\$150.00
Stud Tuition Recovery Fee	\$22.50
Total:	\$8946.13

20% of tuition	\$1435.00
Student kit	\$1305.00
Textbooks	\$293.63
Stud Tuition Recovery Fee	\$22.50
Registration/Enrollment Fee	\$150.00

Total deposit \$3206.13 paid 30 days before class starts

Tuition balance of \$5,740.00

Full-Time payment: **\$1435.00** for 4 months Part-Time payment: **\$717.50** for 8 months

Note: Payment begins on the 1st day of each month after signing the enrollment contract.

**Subject to change without notice.*

Financial Aid Worksheet (School Code: 041898)

Steps to Apply for Federal Student Aid:

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Review your Student Aid Report (SAR). This usually includes your Expected Family Contribution (EFC) number. Your EFC is a measure of your family's financial strength, the SAR should reflect the information you submitted on your FAFSA.
3. Contact Us! You can reach us by calling 818-992-9901, accessing our website at www.AcademyLA.com, or emailing us at financialaid@AcademyLA.com.

Useful Websites:

www.pin.ed.gov

This website is very easy to negotiate, and may be used to access your account, make changes to your PIN, etc. Go to this website FIRST, to create an electronic signature PIN. (Do NOT allow the website to create it for you).

www.FAFSA.ed.gov

This is where you can find information on federal student aid.

- Use “MyFSA” to create a personalized folder.
- Use *FAFSA4caster* to get an early estimate of your eligibility for federal student aid.
- Apply online using “*FAFSA on the Web*” (the online version) of the *Free Application for Federal Student Aid*
- Obtain your FSA PIN to sign your FAFSA, if you haven't already done so.
- Look up the status of your loan

Or, you may call 1-800-4-FED-AID (1-800-433-3243) for more information!

What Kinds of Federal Financial Aid are Available?

Pell Grants:

These are the foundation of federal student financial aid. You cannot qualify for a Pell Grant if you have already earned a Bachelor's Degree. Maximum Pell Grant Award is around \$5550 per academic year (this grant is based on need and does not need to be paid back.)

Subsidized Loans:

These loans are based on need. They must be paid back once you graduate, though while you are at the Academy, the Federal Government pays the interest on the loan for you. You will be required to pay the loan back in full (usually over ten years), starting at graduation. The current rate is 6.8% for the 2012-2013 Award Year.

Un-Subsidized Loans:

You may begin paying on these loans as soon as you receive them, though you can opt to start paying them after graduation. The interest (which starts to accrue immediately) is typically lower than what you can expect at a bank. Unsubsidized loans are not issued based on need. Current rate is 6.8%.

PLUS Loans:

These loans are issued specifically to the parents of their dependent students, and can cover up to the cost of attendance, less other aid received. Rate is currently 7.9%. Loan fees are higher for these PLUS loans, and the parent's credit record will be checked by the Department of Education.

PERSONAL INFORMATION (CONTINUED)

Submission of ethnic and gender information is voluntary. This information will not be used to determine your admissibility to the Academy for Salon Professionals. The information is compiled for statistical purposes only.

Ethnic Group: Black (non-Hispanic) Hispanic Asian White (non-Hispanic) American Indian Pacific Islander
 Alaskan Native Other _____ Gender: Male Female

HOW DID YOU HEAR ABOUT US?

Online directory Driving by Personal reference Academy website Other

EMERGENCY CONTACT

Name (LAST, FIRST, MIDDLE) Relationship to applicant Cell phone (include area code) E-mail address

EDUCATION

A minimum of a high school degree, GED, or notarized proof of a degree is required for enrollment into all programs.

High school, college, or university name (most recent degree) City State

Year graduated Major / minor (if applicable) GPA Honors

EMPLOYMENT HISTORY

Please state your last place of employment, if applicable. Attach additional references as needed.

Employer (BUSINESS NAME, CITY, STATE) Position Salary

PERSONAL STATEMENT

Please prepare a short paragraph outlining how participation in our program will assist you in achieving your future goals.

CONSUMER REPORT AUTHORIZATION

Complete this section if you (1) **DO NOT** wish to pay the program price in full (2) would like to use the Academy interest-free payment plan, or (3) would like to use one of our student loan programs.

In connection with this application and to be considered for any type of private financing or payment plan, I understand that a consumer report, which may contain public records information, is being requested.

I wish to pay the program price in **FULL** whereby a consumer report is **NOT** being requested.

I intend to pursue Financial Aid through the Department of Education. I will submit the requisite FAFSA, sign the Master Promissory Note and attend both Entrance and Exit Counseling for this financing. I understand that no Consumer Report will be requested, unless my parent pursues a *ParentPlus* Loan to supplement my educational costs. (Parent should sign as well).

I hereby certify that I have completed all questions truthfully and that the above information is complete and accurate.

Date

Signature of applicant

Parent Signature (if under 18 or *ParentPlus* Loan is Requested)

Notes:

ACADEMY

for Salon Professionals

**8372 Topanga Canyon Blvd., Canoga Park, CA 91304
818-992-9901**