

# THE SALON PROFESSIONAL ACADEMY

09/30/13-09/30/14  
CATALOG  
(REVISED 2/12/13)

1600 SARATOGA AVE STE 103, SAN JOSE, CA 95129 | 408-579-9111 | WWW.TSPASANJOSE.COM



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**REDKEN**  
5TH AVENUE NYC



## MISSION STATEMENT

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

## HISTORY

The Salon Professional Academy San Jose is owned by Lovit Corporation. Our curriculum is continually updated to stay current with the changing cosmetology profession and to motivate students. Our focus is to keep our educational quality at the highest level.

## LOCATION

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

## RECOGNIZED BY REDKEN

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

## AMENITIES AND EQUIPMENT

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

## RESPONSIBILITY FOR CATALOG INFORMATION

All Educational Programs at The Academy are taught in English; this catalog is written in English. Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula. The catalog is updated annually. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov), P (916) 431-6959, F (916) 263-1897, Toll free (888) 370-7589.

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



Chris Baran,  
Education Artistic  
Director – Redken

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

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

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



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# ESSENTIAL INFORMATION FOR ALL PROGRAMS

## THE APPLYING & ENROLLMENT PROCESS

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

## EDUCATIONAL REQUIREMENTS

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

The Academy does not:

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

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

## ADMISSIONS REQUIREMENTS

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

- Enrollment Application
- Registration Fee
- **Proof of High School Graduation:**
  - Copy of the student's high school diploma or G.E.D (or equivalent), or an official high school transcript with the student's graduation date to show proof of graduation.
  - The Academy does not accept online diplomas.
  - Copy of state-issued credential for secondary school completion if homeschooled (if applicable)
- **Academic Achievement:**
  - Copy of the student's high school or college transcripts
- **Personal Identification:**
  - Copy of the students identification, such as driver's license, passport, or social security card
  - Copy of the students Birth Certificate
- A completed and signed enrollment agreement

## TRANSFERS

The Academy has not entered into an articulation or transfer with any other college or university.

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

An Esthetics student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. Students transferring from another Franchise location of The Salon Professional Academy will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit. Students from franchise locations can be granted up to 100% of hours transferred. Student transfer hours from all other schools will be based on completed transcripts. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 20% of the student's completed hours allowable for transfer. We do not recruit students who are attending or have been admitted to other similar programs. Transfer students will pay \$15.50 per hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students may be subject to over contract fees if applicable.

Students who transfer within the Academy to a different program (including part time to full time scheduling) will be assessed a \$150 administrative fee.

The Academy does not award credit for prior experiential learning.

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

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

## PREREQUISITES FOR EMPLOYMENT

In the state of California, you must have a license from the Board of Barbering and Cosmetology in order to work as a Cosmetologist or Esthetician. The following takes into consideration a possible denial for licensure.

### CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 480

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

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

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

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

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

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

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

## OBJECTIVE

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

## ORIENTATION

All programs have a student orientation.

## CLASS SIZE

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

## HOURS

Hours of attendance are based on the student's class schedule. Full time Cosmetology students begin with a schedule of M-F 9am-5pm for the first 8 weeks. Starting in the 9<sup>th</sup> week, students' schedule becomes Tuesday and Thursday 1-9pm, Wednesday and Friday 9am-5pm, and Saturdays 10am-6pm. Part time student schedule for Cosmetology is Tuesday, Wednesday and Thursday 5:30pm to 9:30pm and Saturdays 10am-6pm. Part time student schedule for Esthetics is Tuesday, Wednesday and Thursday 5:30pm to 9:30pm and every other Saturday 10am-6pm. The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance and are subject to change. The student's salon area and classroom schedule will be given at the time of enrollment.

## CLASS START DATES

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

## SCHOLARSHIPS

Scholarships are available for those who qualify. Please see Admissions office or website for available scholarship applications. Redken Scholarships are offered annually for The Salon Professional Academy franchise locations only.

## PAYMENT PLANS

Customized Payment Plans are offered at The Academy. Payment plans are available to those students who qualify. For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment. At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

## COLLECTION POLICY

Any collection agency procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge the Academy Withdrawal and Settlement Policy. If promissory notes or contracts for tuition sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

## BOOKS, KIT, EQUIPMENT

Students are required to purchase from The Academy books and kit items for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbooks, equipment and kit items are non-refundable. Costs for the required Academy textbooks and kit items including sales tax, shipping, and handling are \$1725 for cosmetology and \$995 for esthetics. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy may change the selection of textbook and kit items and reserves the right to do so at its discretion. Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided during orientation.

## APPAREL CODE

Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student during orientation. Not adhering to the apparel code may result in student being sent home for the day or suspension, which may result in over contract charges.

## GRADUATION

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

## HOUSING

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

## HOLIDAYS

The Academy will be closed on the following remaining holidays in 2013 and holidays in 2014.

▪ Thanksgiving Day	November 28, 2013   November 27, 2014
▪ Christmas Holiday	December 24, 2013 - December 25, 2013
▪ New Year's Holiday	December 31, 2013 - January 1, 2014
▪ Martin Luther King, Jr. Day	January 20, 2014
▪ President's Day	February 17, 2014
▪ Memorial Day	May 26, 2014
▪ Independence Day	July 4, 2014
▪ Labor Day	September 1, 2014
▪ Columbus Day	October 14, 2013   October 13, 2014

## EXTRA EDUCATION

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

## BANKRUPTCY

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

## STUDENT RECORDS AND MAINTENANCE OF RECORDS

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

Student records and transcripts are maintained through the SMART software. Students may request access to their records from a Director at any time. The Academy retains records and transcripts are permanently retained. Student files are stored in the Admissions office in locked, fire proof cabinets. Student records are confidential.

## STUDENT TUITION RECOVERY FUND (STRF)

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

The Student Tuition Recovery Fund is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF). The STRF assessment rate for enrollment agreements signed on or after January 1, 2013, is \$.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges increments.

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

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

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

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

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

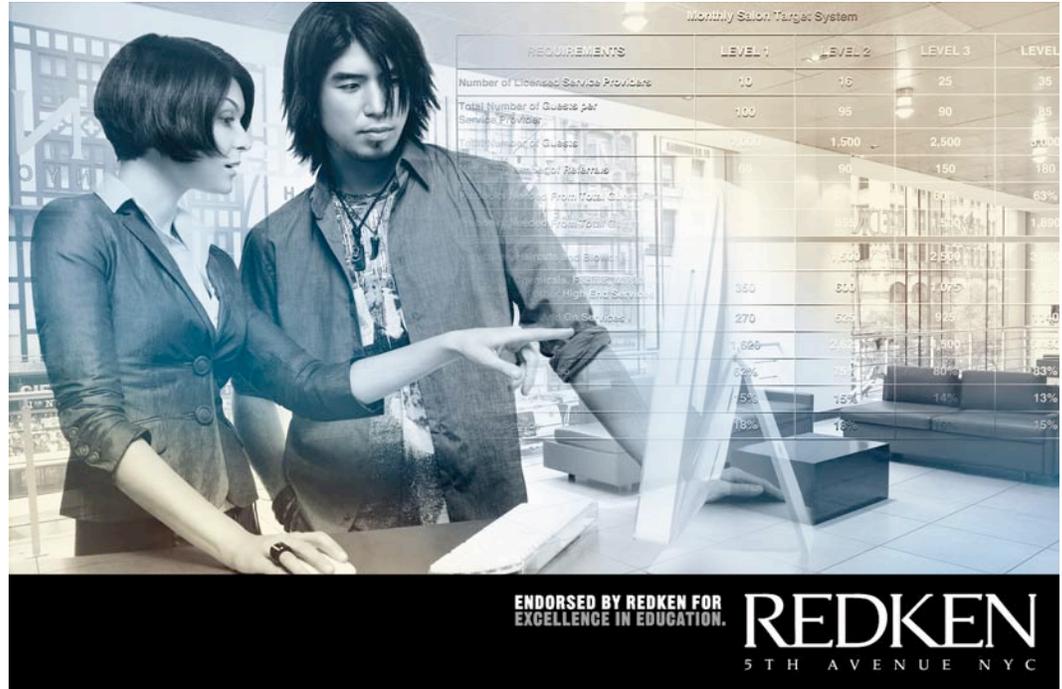
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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



Dhaniel Doud,  
Redken Artist

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



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# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS

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

**The following are required to graduate from any program:**

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

## GRADES

- The Academy utilizes a 100-point grading scale of which 100-95% is equivalent to an “A”, 94-90% is equivalent to a “B”, 89-85% is equivalent to a “C”, and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 85% or higher GPA to graduate. The Salon Area Grading scale is based on a 10 step process:
- 100%= 10 Completes in all 10 steps
- 90% = 9 Completes

- 80% = 8 Completes
- 70% = 7 Completes
- 60% = 6 Completes
- 50% = 5 Completes
- 40% = 4 Completes
- 30% = 3 Completes
- 20% = 2 Completes
- 10% = 1 Complete

50% or less may warrant the student to be removed from the Student Salon Area and returned to theory. A zero will be given in each step for refusal of a guest or service.

## **INCOMPLETES**

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

## **INADEQUATE GRADES**

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

## **SUSPENSION**

Students may be suspended for tardiness; absences; for inappropriate behavior with a peer, staff member, or salon area guest; or for failure to comply with academy rules or policies. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

Upon notice of suspension, student will be escorted by a staff member to collect their belongings, to the time clock, and off campus. No suspended student may return to campus until the term of their suspension is complete. Suspended students found on campus are at risk for termination.

## **TERMINATION**

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to meet any of the policies including insufficient progress; nonpayment of tuition; failure to comply with Academy rules or policies (including, but not limited to, refusal to follow directions of educators); violation of State Laws or Regulations; disruptive behavior and improper conduct; any action which causes or could cause bodily harm to a client, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act.

In the case of termination by The Academy, the Student will receive a refund, according to The Academy Refund Policy. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made final

payment of debts owed The Academy. Any withdrawal, including termination, may result in a \$150 administrative fee.

The institution shall advise each student that a notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Upon notice of termination, student will be escorted by a staff member to collect their belongings, to the time clock, and off campus. No terminated student may return to campus without the approval of an administrator.

## **ACADEMIC WARNING/PROBATION TERMINATION**

When the student reaches each checkpoint of training, each student's transcript summary will be printed, and cumulative SAP will be checked, the student will sign to acknowledge and an educator will sign to verify. At these checkpoints the student must have attended at least 85% of the scheduled hours to be in SAP. Additionally, the student must maintain an 85% grade point average to be considered making SAP. A student not achieving the qualitative and quantitative components of SAP the first time will be placed on Academic Warning. Academic Warning does not require the student to write an appeal. If the student does not reach SAP by the following checkpoint, the student will be placed on Academic Probation, pending the student provided an appeal in writing to the administrative staff no later than 5 business days following the checkpoint and the student was successful in the appeal process.

## **TERMS OF RE-ENTRY**

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

The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.

The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.

The student or student's family member required medical attention that required the temporary withdrawal. Under any one or a combination of the above conditions, the student will be re-admitted without prejudice.

The Academy will charge a re-entry fee of \$175 to students who have withdrawn and wish to re-enter more than 30 days after termination. Students who drop and re-enroll within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint as listed on the SAP Policy. For the remaining period of enrollment beyond the closest checkpoint at time of re-entry, tuition will be at the current level as per stated in the applicable catalog at the time the student re-enrolls. Tuition costs under this enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

## COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the following procedure should be followed:

- Discuss the situation or concern with an educator.
- Should a formal complaint become necessary, the student should register the complaint in writing on The Academy designated form within 60 days of the actual date the grievance occurred.
- The complaint should be given to the Director of The Academy.
- The complaint will be reviewed by The Academy management and a response will be sent to the student in writing within 10 days of receiving the complaint. The initial response will notify the student of the investigation process and any actions being taken in regard to the complaint.
- If necessary, the complaint will be referred to an appropriate agency (if applicable) pending the complaint cannot be resolved by Academy management.
- Interviews of appropriate staff and students regarding the complaint will take place if deemed necessary, and will be recorded in writing.
- In extreme cases, Academy management may appoint a hearing committee to conduct an informal hearing regarding the complaint.
- The hearing committee will consist of an Academy non-owner educational staff member not involved in the complaint, a corporate officer of The Academy, a person not related to the student filing the complaint or another student, and a non-employed Academy individual who cannot be related to The Academy owner(s).
- The complaint committee will meet within 21 calendar days of the receipt of the complaint and review the allegations.
- The student filing the complaint must be present during the hearing and the student will be given an opportunity to present their case, followed by The Academy response, followed by a hearing committee question / answer session of all parties involved.
- Within 15 days of the hearing, the committee will prepare a summarized report of witness' testimony and a committee recommendation for resolution.
- Academy management may accept, reject, or modify the recommendation by the committee.
- Academy owners may accept, reject, or modify the recommendation by the committee.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov), P (916) 431-6959, F (916) 263-1897, Toll free (888) 370-7589

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. I 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. All students have the right to review their education records. All requests to inspect the students file will be handled through the Admissions Office. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents / guardians of a dependent minor or eligible student have the right to inspect and review the student's education records maintained by the school and must be provided within 45 days following its receipt of request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA is intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR I 99.31):
  - School officials with legitimate educational interest;
    - A school official is defined as one who generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Examples would be parties such as but may not be limited to: educators, administrators, attorneys, and counselors, members of committees or disciplinary boards.
    - A legitimate educational interest is defined as a genuine desire to aid the student in a successful scholastic outcome.
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties with a connection to the financial aid of a student and related to conditions to receive the aid and to enforce the terms and conditions of the aid;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - The Academy will maintain a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate reason the parties had in obtaining the information. The "Authorization to Release Information" form will be filled out and placed in the student's file to fulfill this requirement.

- This above statement does not apply to “school officials with a legitimate educational interest or to directory information”.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



## ACADEMY POLICIES

### POLICIES

Prior to signing of the enrollment agreement, each student is given a copy of the Policies and agrees to abide by The Academy Policies including standards of attendance, conduct, appearance and courtesy to all. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance. Prior to enrollment an institution shall provide a prospective student either in writing or electronically a copy of the catalog.

### STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination. All students are expected to adhere to the conduct regulations stated in the Student Handbook.

### ATTENDANCE POLICY

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

## EXCUSED ABSENCE

Each of the following are considered an Excused Absence:

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

## UNEXCUSED ABSENCE

The following is considered an Unexcused Absence:

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

## MISSING STUDENT

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

## MAKE UP WORK AND ASSIGNMENTS

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

## ADDITIONAL HOURS/MAKE UP HOURS

- Make up hours are allowed Mondays for all students from 10 – 5 with approval from staff member in charge of additional hours or a Director
- Additional hours are a privilege and may be revoked at any time
- Students who attend additional hours must be present for the full time slot (example, 10-5) unless approved otherwise by a Director
- Additional hours will not be allowed for any student who is past their contracted graduation date.

## TARDY POLICY

The following is considered a Tardy:

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

Three tardies or unexcused absences may result in a one-day suspension.

- If the student is tardy, they must report to an Academy staff member before entering class or the salon area.
- The first tardy or unexcused absence within a four-week time frame will result in a verbal consultation with a staff member, in regards to the students' commitment to the program.

- The second tardy or unexcused absence within a four-week time frame may result in a written consultation with a Director.
- The third tardy or unexcused absence within a four-week time frame may result in one day out of school suspension scheduled by a Director.
- Continued tardiness / unexcused absences resulting in four or more days in a four week time frame may be grounds for dismissal from the program.

### TIME CLOCK

- Each student will have their finger scanned at the start of the program to use for clocking in and out.
- Every student is responsible for clocking in and out at the time clock, located in the hallway outside the admissions office.
- Failure to use the time clock correctly, or failure to clock in or out at the correct start and end times, may result in a loss of hours for that student.
- Loss of hours due to clocking in and out incorrectly may result in over contract charges.

### OVER CONTRACT CHARGES

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

Cosmetology	\$12.18
Esthetics	\$15.83

Taking days off can result in over contract fees. Excused and Unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress (SAP) Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program. Extra tuition charges can be assessed if students exceed their contracted graduation date. Over contract fees are calculated the day after the student's contract graduation date expires. Payment arrangements must be agreed upon by The Academy and the student at that time. All over contract fees must be paid in full prior to completion of hours. Over contract fees does not negate any current payment plans for tuition. Over contract fees are due on the student's last day of attendance, when the student finishes the required hours to complete the program. If all payments are not up to date at this time, Proof of Training will not be sent to State Board. State Board will not issue a license until Proof of Training is received. Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 85% grades and attendance within the maximum time frame, the student will not be eligible for graduation. Student hours are posted weekly. Coaching sessions aid in keeping you on track for graduation.

Students will receive a grace period where over contract fees will not be assessed. Full time students will receive 35 hours (1 week) grace period, and part time students will receive 17.5 hours (1 week) grace period.

### TRANSCRIPTS

Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be distributed until all tuition and other debts owed to the Academy are paid in full, or a separate payment agreement has been prepared between the student and The Salon Professional Academy.

### DISMISSAL AND THE APPEAL PROCESS

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The owner will make a determination. If the appeal is approved,

the student will be re-admitted to The Salon Professional Academy, however; the student will still be on probation upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

## LEAVE OF ABSENCE

- An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.
- The LOA refers to a specific period of time in which a student is not in attendance.
- An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require The Academy to perform a withdrawal calculation.
- The Academy will not assess the student any additional charges as a result of the LOA.
- A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to The Salon Professional Academy with no loss of SAP if the student was making SAP when the student left.
- To qualify for an authorized LOA:
  - The student must follow The Academy's Leave of Absence Policy when requesting an LOA.
  - There must be reasonable expectations that the student will return from the LOA.
  - The LOA must be requested and approved in writing according to The Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
  - The LOA must be dated and signed by the student.
  - The student is required to list the reason for the LOA.
  - Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.
  - A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
  - A student may be granted a LOA for any of the following reasons:
    - 1) Medical Issues
    - 2) Military Requirements
    - 3) Jury Duty
    - 4) Mitigating Circumstances beyond the Student's Control
    - 5) Academy Staff recommendation
- The day the student returns from a LOA the student is required to inform the financial aid /education office of their return.
- Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
  - For those Academies who are not required to take attendance, the withdrawal date is the date the student began the LOA.
- The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12 month period.

- If the student is receiving consumer loans or federal funds, no aid, consumer or federal aid payments will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from The Salon Professional Academy and the student's loans (if applicable) will enter into repayment 6 months from the student's last date of attendance.
- If the student's LOA was 180 days and the student did not return, the student's loans (if applicable) go into immediate repayment.

## CAREER FORECASTING

### PLACEMENT

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

### RECIPROcity

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

### LICENSING REQUIREMENTS

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

### CAREER OPPORTUNITIES

Licensed cosmetologists and estheticians have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school; in the state of California an educator license is not required.

### CAREER ADVISING

- Students are able to participate in salon and spa tours.
- Students are given one on one resume and career counseling with admissions advisor
- As part of student's business skills curriculum, seeking employment, social media workshop and business etiquette courses are provided
- Job opportunities for students are posted in the student lounge and in a monthly e-blast
- Students are able to network with prospective employers at biannual fashion shows and other school events



Alicia Marciano,  
Redken Artist

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

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

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

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

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

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



# PROGRAMS OF STUDY

## COSMETOLOGY

**Registration Fee:** \$99.00 due at the time of signing the Enrollment Agreement  
**STRF** \$10.50

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

**Tuition:** \$19,500.00

**Books and Kit:** \$1,725.00

**Program Length:** 1600 Clock Hours

**Full Time Program:** 47 weeks, about 11 months\*

**Part Time Program:** 94 weeks, about 22 months\*

(\*When following scheduled attendance)

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

## PAYMENT PLANS

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

## OBJECTIVES

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

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

## COSMETOLOGY PROGRAM CURRICULUM

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



## ESTHETICS

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

**STRF:** \$5.50

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

**Tuition:** \$9,500.00

**Books and Kit:** \$995.00

**Program Length:** **600 Clock Hours**

**Part Time 43 weeks, about 11 months\***

**(\*When following scheduled attendance)**

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

## PAYMENT PLANS

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

## OBJECTIVES

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

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

# dermalogica® partnership school

## ESTHETICS PROGRAM CURRICULUM

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

## ADVANCED TRAINING CURRICULUM

- Microdermabrasion
- Glycolic Peels
- Aromatherapy
- Brazilian Wax



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

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

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

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

# REGULATORY INFORMATION

## OWNERS

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

## ORGANIZATIONS

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

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov), P (916) 431-6959, F (916) 263-1897, Toll free (888) 370-7589

Institution is a private institution approved to operate by BPPE and the approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

## RIGHTS AND PRIVACY

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974 (pg.14-15). This act guarantees students and parents / guardians of dependent minors the right of access to the student's personal file and information and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student.

## NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study.

## CAMPUS SECURITY ACT INFORMATION DISCLOSURE

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

The facilities are open Monday through Saturday, according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local Authorities will be scheduled at least once annually for all staff and students.

## REFUND POLICY

The Refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. **1, 3** This policy is written in clear language that is easily understood, and complies with the mandated policy. If the Student (or the Student's parent or guardian if the Student is a minor) has the right to cancel the enrollment agreement and retain a refund of charges paid through attendance at the first class session or the seventh day after enrollment whichever is later. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and enrollment fee. If the Student cancels enrollment after three business days of contract signing, but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the enrollment fee. The enrollment fee for each course of study at The Academy is \$99.

The postmark on the written notification will determine the official cancellation or withdrawal of the Student, or the date said information is delivered to the Academy administrator or Academy owner in person. The refund will be calculated based on the student's last date of attendance. Any monies due the Student, who officially or unofficially withdraws or is terminated by The Academy, shall be refunded as soon as possible within 45 days of official cancellation or withdrawal.

The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 days from the student's last date of attendance. **17** Any monies due the Student who unofficially withdraws shall be refunded within 45 days after the Student's date of determination or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies The Academy that the student will not be returning.

In the event the Student begins but does not complete the course, the Student is charged according to California Bureau for Private Postsecondary Education regulations. Books and Kit items are non-refundable. The Academy will receive or retain tuition as follows:

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

**The amount owed equals the daily/hourly charge for the program** (total institutional charge, divided by the number of days in the program), **multiplied by the number of days/hours student was scheduled to attend, prior to withdrawal.** All amounts paid by the student in excess of what is owed as calculated shall be refunded.

The refund does not include the non-refundable items that are not included in the tuition price: an application fee of \$99.00, Student Tuition Recovery Fund (\$0.50 per \$1,000.00 of institutional charges), and books and kit costs received.

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

If mitigating circumstances are evident, a Director of The Academy can make a determination to exceed the minimum cancellation and settlement policy. If The Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. A list of

students who were enrolled at the time of school closure, including the amount of each pro-rata refund, will be submitted to NACCAS. If the course is cancelled after the Student's enrollment, The Academy shall provide a full refund of all monies or provide for completion of the course.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A) An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee.
- B) The student or legal guardian cancels the contract and demands his/her money back in writing, within three days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee.
- C) A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$99.00.
- D) A student notifies the institution of his/her withdrawal.
- E) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student shall not be returning.
- F) A student is expelled by the school.
- G) In type B, C, D or E official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

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 that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## REGULATORY OVERSIGHT RESTRICTIONS

In order to take your CA state board test, on your application for examination, if applicable, you will need to include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported). As well as, a Proof of Training document from this institution needs to be submitted to the CA state board, after completing your examination. This institution can only provide CA state board a Proof of Training document if all fees scheduled are current and student has met all graduation requirements.

# INSERTS

- **Catalog Insert #1 Distinctions of The Salon Professional Academy Franchise**
- **Catalog Insert #2 Class Start Dates**
- **Catalog Insert #3 and #4 Career Investment Costs and Fees**
- **Catalog Insert #5 Administrative and Instructional Staff**
- **Catalog Insert #6 Enrollment Application**

# INSERT #1 DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

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

# INSERT #2 CLASS START DATES

FULL TIME COSMETOLOGY START DATES	PART TIME COSMETOLOGY START DATES	PART TIME ESTHETICS START DATES
November 12, 2012 December 10, 2012 January 7, 2013 February 4, 2013 March 4, 2013 April 1, 2013 April 29, 2013 May 28, 2013 June 24, 2013 July 22, 2013 August 19, 2013 September 16, 2013 October 14, 2013 November 11, 2013 December 9, 2013	January 8, 2013 March 5, 2013 June 25, 2013 August 20, 2013 October 15, 2013 December 10, 2013	December 11, 2012 January 15, 2013 March 5, 2013 April 23, 2013 June 11, 2013 July 30, 2013 September 17, 2013 November 5, 2013
COSMETOLOGY FULL TIME SCHEDULE 1600 HOURS (about 11 MONTHS)	COSMETOLOGY PART TIME SCHEDULE 1600 HOURS (about 22 MONTHS)	ESTHETICS SCHEDULE 600 HOURS (about 11 MONTHS)
<p style="text-align: center;"><b>WEEK 1-8</b> Monday thru Friday 9am-5pm</p> <p style="text-align: center;"><b>WEEK 9-47</b> Tues and Thurs 1-9pm Wed and Fri 9-5pm Saturdays 10-6pm</p>	<p style="text-align: center;">Tues, Wed, and Thurs 5:30-9:30 pm</p> <p style="text-align: center;">Saturday 10-6pm</p>	<p style="text-align: center;">Tues, Wed, and Thurs 5:30-9:30 pm</p> <p style="text-align: center;">every other Saturday 10-6pm</p>

# INSERT #3 CAREER INVESTMENT COSTS COSMETOLOGY

### Cash Payment Plans

Down payments with monthly payments available upon request

### Financial Assistance

Financial Assistance available to students who qualify

The tuition and textbooks / kit costs per program are as follows:

## COSMETOLOGY TUITION

**BOOKS AND KIT COSTS.** Students are required to purchase from The Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbook and kit items are non-refundable. The Academy reserves the right to change books and kit costs as needed.

<b>Tuition</b>	<b>\$ 19,500.00</b>
<b>Textbook and Kit</b>	<b>\$ 1,725.00</b>
<b>Total Career Investment</b>	<b>\$ 21,225.00</b>

### Career Investment Options Include:

1. \$3000.00 off full tuition only if all costs (tuition, textbook + kit costs) are paid in full at signing of Enrollment Agreement.
2. \$1500.00 off full tuition only if all costs (tuition, textbook + kit costs) are paid in full over 3 payments within 11 months, with down payment required prior to class start date.
3. 0% Interest Cash payment plan with down payment required prior to class start date with remaining balance paid in full over 11 monthly payments.
4. Down payment due prior to class start date. Financial assistance and Step Payment Plans for the remaining balance for those who qualify. A loan calculator is provided to determine Student's customized payment plan.

### REGISTRATION FEE FOR ALL PROGRAMS:

\$99.00 due when Enrollment Agreement is signed.

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

# INSERT #4 CAREER INVESTMENT COSTS ESTHETICS

## Cash Payment Plans

Down payments with monthly payments available upon request

## Financial Assistance

Financial Assistance available to students who qualify

The tuition and textbooks / kit costs per program are as follows:

## ESTHETICS TUITION

**BOOKS AND KIT COSTS.** Students are required to purchase from The Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbook and kit items are non-refundable. The Academy reserves the right to change books and kit costs as needed.

<b>Tuition</b>	<b>\$9,500.00</b>
<b>Textbook and Kit</b>	<b>\$ 995.00</b>
<b>Total Career Investment</b>	<b>\$10,495.00</b>

## Career Investment Options Include:

1. \$1000.00 off full tuition only if all costs (tuition, textbook + kit costs) are paid in full at signing of Enrollment Agreement.
2. 0% Interest Cash payment plan with down payment required prior to class start date with remaining balance paid in full over 11 monthly payments.
3. Down payment due prior to class start date. Financial assistance and Step Payment Plans for the remaining balance for those who qualify. A loan calculator is provided to determine Student's customized payment plan.

## REGISTRATION FEE FOR ALL PROGRAMS:

\$99.00 due when Enrollment Agreement is signed.

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

# INSERT #5 ADMINISTRATIVE AND INSTRUCTIONAL STAFF

## **VIOLA WOZNIAKOWSKI | CHIEF OF ACADEMICS+DIRECTOR**

Viola is a licensed cosmetologist with over 25 years experience in the beauty industry. Viola has opened several salon businesses, concentrating on education and new advances in the art of haircutting and coloring. She is passionate in guiding and nurturing her students, faculty, and management to achieve goals professionally and personally. Her mission at The Salon Professional Academy, which is “Endorsed by Redken for Excellence in Education” is to deliver excellent, quality education to students. Viola is a trained Redken 5th Avenue educator and Master Color Specialist. Throughout her career as a hair stylist, Viola has always enforced strict training programs in her salons with emphasis on keeping abreast the newest trends and hair styling techniques. Her strengths are exemplified by strong leadership qualities and excellent performance from her support staff. Viola enforces advanced training techniques for TSPA students, as well as business building skills encouraging students to be in the top 20% of their industry.

## **MAGDALENA WOZNIAKOWSKI | ADMISSIONS DIRECTOR+CAREER ADVISOR**

Magdalena has been in the Beauty and Fashion industry for over 15 years with experience in her family owned salon businesses and as a Wardrobe Stylist in New York. She has worked in her family-owned salons, implementing successful strategies in retail sales and services, staff organization, and developing, establishing, and ensuring operating policies to support salon business policies and objectives. In 2004 Magdalena moved to New York to pursue a career in the Fashion Industry as a celebrity wardrobe stylist. She has styled various photo shoots, videos, and fashion shows. Her work is showcased on her website at [www.magdalenastyle.com](http://www.magdalenastyle.com). Magdalena returned to the Bay Area in 2009 to become partner in one of the first TSPA's in California. Magdalena Wozniakowski wears many hats and is responsible for admissions, marketing strategies, and coordinating The Academy fashion shows and events. Magdalena holds a Bachelor of Science degree in Public Relations with a minor in Creative Writing from San Jose State University.

## **EDUCATORS:**

<b>Mary Clare Spidell</b>	Cosmetology
<b>Miguel Vera</b>	Cosmetology
<b>Natalie Ramirez</b>	Cosmetology
<b>Gayle Star Williams</b>	Cosmetology
<b>Victoria Charon</b>	Cosmetology
<b>Courtney Alaimo</b>	Esthetics
<b>Yvonne Hammond</b>	Esthetics

## **SUPPORT STAFF:**

<b>Paige Harris</b>	Student Advisor
<b>Desiree Torrez</b>	Front Desk Coordinator
<b>Melissa Dawson</b>	Admissions Advisor

# THE SALON PROFESSIONAL ACADEMY

## ENROLLMENT APPLICATION

**INSERT #6**

1600 Saratoga Avenue, Suite 103, San Jose, CA 95129  
 admissions@tspaSanJose.com

1-877-493-TSPA (8772)  
 www.tspaSanJose.com

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**All Courses are taught in English.**

**How to apply at The Salon Professional Academy:**

1. Complete this application and return it to The Academy Admissions office.
2. Request your high school and college transcripts be sent to The Academy.
3. Schedule a tour and admissions interview meeting so we can introduce you to our staff and students and learn about our curriculum, textbooks, kits and uniforms and also get your questions answered.

**GENERAL INFORMATION:** Please print.

**Desired Program(s):** \_\_\_Cosmetology \_\_\_Esthetics

**Name (Including First, Middle, Last)** \_\_\_\_\_

**Address: (Including; City, State, Zip)** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Number** (\_\_\_\_) \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Cell Phone Number** (\_\_\_\_) \_\_\_\_\_ **Email address** \_\_\_\_\_

**Citizenship?** \_\_\_ U.S. \_\_\_ Other **Veteran?** \_\_\_ Yes \_\_\_ No **Allergies? (List)** \_\_\_\_\_

**Person to Notify In Case of Emergency:**

**Name:** \_\_\_\_\_

**Address: (Including; City, State, Zip)** \_\_\_\_\_  
 \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Parent Contact Information:**

**Name:** \_\_\_\_\_

**Address: (Including; City, State, Zip)** \_\_\_\_\_  
 \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Contact for Personal Reference:**

**Name:** \_\_\_\_\_

**Address: (Including; City, State, Zip)** \_\_\_\_\_  
 \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**QUESTIONS:**

How did you hear about The Academy? \_\_\_\_\_

When did you first become interested in this career? \_\_\_\_\_

When would you like to start?

**Cosmetology:**                      **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Esthetics:**                        **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

Have you ever been convicted of a felony?      Yes \_\_\_\_\_      No \_\_\_\_\_

Do you have any health issues that could impact your training? (Explain)

**EDUCATION:** The Salon Professional Academy requires a high school diploma or G.E.D.

High School \_\_\_\_\_

City, State \_\_\_\_\_

Year Graduated \_\_\_\_\_

Grade Average \_\_\_\_\_

Other College(s) attended since high school. Add pages as needed.

School \_\_\_\_\_

City, State \_\_\_\_\_

Major/Course \_\_\_\_\_

Graduation Date \_\_\_\_\_ Grade Average \_\_\_\_\_ Honors \_\_\_\_\_

**EMPLOYMENT HISTORY:** Add pages as needed.

Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

Position \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Salary \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

Position \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Salary \$ \_\_\_\_\_

**I certify that all statements on this application are true and complete.**

Signature \_\_\_\_\_ Date \_\_\_\_\_