TONI&GUY®
HAIRDRESSING ACADEMY

STUDENT CATALOGUE

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TONI&GUY HAIRDRESSING ACADEMY IS ACCREDITED BY

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)

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Welcome

We're pleased to welcome you to TONI&GUY Hairdressing Academy, the first step toward your new career in one of the most exciting industries imaginable. Our Spotlight™ Culture helps us deliver outstanding educational experiences and the same legendary excellence in hairdressing education upon which our company has built a worldwide reputation. We are honored that you have chosen to start your career here, and we look forward to helping you reach your goals as a professional hairdresser.

Sincerely,

Bruno A. Mascolo
CEO
TONI&GUY USA, LLC

Mission

Use our passion for excellence to create very satisfied and loyal graduates, clients, and salon owners who recommend family and friends to experience our outstanding education programs, services, and products.

Objective

The objective for the TONI&GUY Hairdressing Academy basic cosmetology course is to surpass the criteria necessary for students to meet the state guidelines and pass the state exam required to obtain a cosmetology license. Our cosmetology course is designed to impact standard, as well as current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

State Approval Disclosure

TONI&GUY Hairdressing Academy is private institution which is approved and regulated by the California Bureau for Private Postsecondary Education, under the Department of Consumer Affairs at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA.
Phone: 916.431.6959/ Toll free: 888.370.7589.
Website: www.bppe.ca.gov / Email: bppe@dca.ca.gov

The Spotlight™ Culture

TONI&GUY Hairdressing Academy is committed to providing outstanding educational experiences for individuals who want to pursue the field of cosmetology. To help deliver this commitment, we have created the Spotlight Culture, a vibrant environment focused on our students. You experience the Spotlight Culture from your first point of contact with us, through graduation and beyond. Our goal is to train you in the technical and interpersonal skills that will help you reach your personal and professional goals.

During your time with us, we will place you in the Spotlight, ensuring that we offer you a solid foundation for your career and an outstanding educational experience. You will see evidence of our Spotlight Culture in many ways, big and small including:

- Instruction in TONI&GUY methodology and terminology
- On-going lessons in goal-setting and personal and professional development topics, including the interpersonal and non-technical skills required for success as a professional
- Interactive, hands-on classes taught in a supportive, dynamic environment
- Talented, seasoned professional instructors with years of experience behind the chair and in the classroom
- State of the art facility
- Professional quality tools in your student kit
- Full-colour educational materials to supplement your State Board and basic cosmetology instruction
- Participation in our annual Student Soirée Hair Show and the TONI&GUY Photographic Awards, both excellent opportunities to display your talent and education
- Ample experience with clinic floor clients in a supportive, coaching environment
- Free haircuts and reduced chemical services for you and your immediate family members while you are enrolled
- Continual enhancements to our programs based on your feedback

Ownership

This TONI&GUY Hairdressing Academy located in Modesto, CA is owned by Rasho, Inc and is considered the main campus.

History

More than four decades ago, the first TONI&GUY salon opened in suburban London. With a focus on continuous education and a desire to elevate the industry, Bruno Mascolo and brothers Toni, Guy, and Anthony built the TONI&GUY name into a globally respected brand. In 1990, the first TONI&GUY Hairdressing Academy opened, offering future hairdressers an opportunity to study in an environment devoted to quality education and cutting-edge style.

Today the TONI&GUY network includes salons and academies stretching from Massachusetts to California, from Washington State to Florida. We look forward to welcoming new students into our family as we continue to grow and enhance our programs while constantly honoring our legacy and history of excellence and passion for this exciting industry.

The Facility

Welcome to TONI&GUY Hairdressing Academy, located in Modesto, California, at 3600 Sisk Road, Modesto, CA 95356, in the Vintage Faire North Plaza with convenient highway access for commuters. The campus is located half a mile from the Vintage Faire Mall which boasts more than 10 million consumer visits on an annual basis. TONI&GUY Hairdressing Academy is located near ample housing, dining, and entertainment.

The facility occupies approximately 9,000 square feet of educational space that is designed to optimize student learning. The space contains four separate educational classrooms and theory areas as well as a large clinic floor featuring stainless steel stations and fixtures, ceramic porcelain floors, glass walls, and sound systems throughout. In addition, there are several flat screen televisions in classrooms, labs to view educational videos and each student is provided with their own station and lockable trolley/locker. Our clinic floor also hosts special events including fashion shows, industry mixers, and charity events.

The TONI&GUY Hairdressing Academy clinic floor looks and runs like a real salon, giving you a salon-like experience while in school. The clinic area includes a large dispensary for shampoos, conditioners, styling products, hair colours, and developers. You will also have the opportunity to learn valuable retail skills in our expansive retail area, featuring a full line of TIGI hair care products. For your comfort, we provide a sizeable student break room, equipped with a refrigerator, soda machine, microwaves, and coffee machine. The facility also offers men's and women's restrooms, including wheelchair accessible restrooms, for student, staff, and client use. TONI&GUY Hairdressing Academy is handicapped equipped (wheelchair access).

Faculty and Staff

TONI&GUY Hairdressing Academy instructors are talented, adept hairdressing professionals with remarkable experience. We choose instructors who love the profession and want to help us continue to raise the standards of the industry. All of our team members are dedicated to providing outstanding educational experiences to every student. The Academy team includes many full and part-time members who play an integral role in the Spotlight Experience for our students, including the following:

President and CEO	Sam Rasho
Academy Director	Ninos Rasho
Recruiter / Admissions	Veronnica Dellis
Financial Aid Coordinator	Nicole Kelley
Accounting / Bookkeeper	Juliet Karam
Director of Education	Nitchka Tidwell

Becoming a Student

Entrance Requirements and Procedures

TONI&GUY Hairdressing Academy considers applications from students who are at least 17 years of age and who possess a high school diploma, GED, or California High School Proficiency Examination or its equivalent that may contain the date of graduation. Applicants will not be denied admission on the basis of race, sex, age, religious preference, national origin, marital status, or disability. (*California High School Proficiency Examinations do not apply to this institution.)

All prospective students must complete an interview and tour of the facility with our Recruiter. This process allows you to understand our expectations of our students and helps you better understand our program. After the tour, you will take an entrance exam. Once you pass the exam, you may be invited to enroll in the Academy.

The school is accepting applicants for admissions as regular students once the following criteria has been met:

To complete the registration process, you must present a copy of your high school diploma, GED or a California High School Proficiency Exam or its equivalent that may contain the date of graduation, a state issued I.D., and a birth certificate or social security card. Our policy is to confirm that every diploma or transcript is valid by checking the NCES listing at www.nces.ed.gov for the validity of the high school.

If the high school diploma is from a foreign school (any institution outside of the U.S.), then you will need to obtain the services of a foreign credential evaluation service to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. The contact information for the organization that you need to contact for this service is Span Tran Educational Services and their e-mail address is http://en.spantran-edu.com/. The cost of the evaluation is $85.00. You should understand that you are still responsible for the $85.00 fee even if your diploma is not sufficient or does not meet U.S. equivalency. TONI&GUY Hairdressing Academy does not offer Visa services or sponsor students and the Academy will not vouch for a student's legal status in the United States.

Your enrollment date will be determined after we receive all required documents and registration fees.

Admission Test: TONI&GUY Hairdressing Academy uses a Proficiency Test to determine the student's ability to be trained in the courses offered. The admissions personnel will provide applicants with additional information as to how to arrange for the test. Students must take and pass the test before being admitted into school by signing the enrollment agreement and before the first day of class.

TONI&GUY Hairdressing Academy courses are taught in English; this academy does not offer ESL instruction.

Prospective students are required to visit the physical facilities of the school to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. In addition, prospective students are encouraged to review this catalogue and School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Comparing Cosmetology Programs

TONI&GUY Hairdressing Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

TONI&GUY Hairdressing Academy is also recognized by the United States Department of Education (USDE) as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant and the William D. Ford Federal Direct Loan Program.

Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Academy Director.

You may obtain information on comparable Cosmetology program lengths and tuition charges and address unresolved complaints by contacting:

STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
EXECUTIVE OFFICE, 1625 North Market Boulevard, Suite S-308, Sacramento, CA. 95834
Telephone 916.574.8200/ www.dca.ca.gov

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free number (888) 370- 7589 or by fax (916) 263 – 1897.

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)
4401 Ford Avenue, Suite 1300, ALEXANDRIA, VA 22302
Telephone 703.600.7600

Transfer Students

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at TONI&GUY Hairdressing Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology is at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TONI&GUY Hairdressing Academy to determine if your credits or diploma will transfer. TONI&GUY Hairdressing Academy does not have a transfer agreement with any other academy.

TONI&GUY Hairdressing Academy may accept up to 320 transfer hours from other cosmetology institutions on a case by case basis with the approval of the Academy Director. The student is still required to pay full tuition regardless of any transfer hours accepted.

Each course of study offered by TONI&GUY Hairdressing Academy is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

Financial Aid

TONI&GUY Hairdressing Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), making financial aid funds available to students who qualify. We participate in the Federal Pell Grant Program and the Federal Direct Loan Programs. We offer various alternative loans to help you meet educational costs. If you need more information regarding these programs or have questions about Financial Aid, please contact the Financial Aid Coordinator.

Basic Cosmetology Course 1600 Clock Hours*

Full-Time (47 Weeks/11.42 months/ 35 hours per week)
Part-Time (71.52 Weeks/17.38 months/ 23 hours per week)

TONI&GUY HAIRDRESSING ACADEMY offers a Basic Cosmetology program to individuals seeking licensure as hairdressers. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology course introduces and guides beginning students in the areas of modern haircutting, colouring, and hairdressing. Our program teaches these techniques to help you meet the level of proficiency in cosmetology required by the State. The program is designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the cosmetology field.

Our program is divided into five levels. Each level consists of at least one section. Some levels may have two or three sections; each section lasts one month. You will begin the program as a freshman. After a month of freshman training, you progress to the sophomore level. During the freshman and sophomore levels, theory and practical sessions entail all aspects of cosmetology, as well as classic haircutting and colouring required by **TONI&GUY**. The freshman and sophomore levels focus on theory and practice on mannequins and models. After successful completion of this component, you advance to the junior, senior, and graduating senior levels where you receive an emphasis on practical applications with clients. Graduating seniors also complete State Board applications to prepare for the Mock State Board Exam, which includes written and practical portions. You will take this exam upon completion of approximately 1,000 hours. Passing the exam is a requisite to graduating from TONI&GUY Hairdressing Academy as well as obtaining a Cosmetology License. Graduating Seniors C may receive certain privileges associated with this level, including an expanded dress code (black, white, and / or grey) and client appointments taken at any time of the school day.

Course Format

The curriculum for students enrolled in a cosmetology course shall consist of 1,600 clock hours of theory, technical instruction and practical operations as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Course Levels:

- Freshman
- Sophomore
- Junior A
- Junior B
- Junior C
- Senior A

- Senior B
- Graduating Senior A
- Graduating Senior B
- Graduating Senior C

Teaching/Instruction Methods Used

The cosmetology course is taught using the following methods: discussion, Q&A, demonstration, group study/ group projects, interactive lecture, student/ group presentations, educational games, lab, salon activities, and hands on lessons.

TONI&GUY Hairdressing Academy courses are taught in English.

What to Expect

We will cover the following topics in each area of the curriculum:

Course Contents:

The curriculum for the cosmetology course consist of 1600 clock hours of theory, technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

	Theory Hours	Operational Hours
Hairstyling	65	200
Wet Hairstyling		40
Permanent Waiving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Haircutting	20	80
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	30
Anatomy and Physiology	15	0
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beatification and Make-up	25	30
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120

TOTAL .....1600 hours

**One hour is equal to sixty (60) minutes*

1. The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

All students shall have completed the specified minimum required hours and operations upon completion of the sixteen hundred (1600) hour course. When warranted, additional hours may be utilized to correct individual student deficiencies.

Educational Goals

Performance Objective

- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.

Skills to Be Developed

- Learn the proper use of implements relative to all cosmetology services
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all cosmetology services.
- Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

- Be able to appreciate good workmanship common to cosmetology.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

School Calendar

School Hours

In order to excel in the Basic Cosmetology Program, you will need to attend all scheduled classes. Attendance is mandatory for all students. Class hours are Tuesday through Saturday, 8:30 a.m. – 4:00 p.m. You should clock in by 8:15 a.m. in order to be prepared for class by 8:30 a. m. Theory class runs every Tuesday through Friday from 8:30 a.m. to 9:30 a.m. The Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment. Students shall be informed of any schedule adjustments by written notice prior to any changes. (Part-Time is Tuesday through Friday, 5:00 p.m. – 9:00 p.m.; Saturday, 8:30 a.m. - 4:00 p.m.

Holidays

TONI&GUY Hairdressing Academy observes the following holidays:

- New Year's Day
- Memorial Day

- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Any student who is absent the day before or after a designated holiday or break may be suspended. The Academy administration will announce, in advance, any changes in the schedule for Thanksgiving or Christmas. The holiday season is always a very busy time in the hairdressing industry. To help you make a smooth transition into a career as a professional hairdresser, we maintain a rigorous schedule throughout the holidays. To help you adapt to the demands of the industry, TONI&GUY will not approve any extended student vacations or absences during holiday breaks. The Academy may take corrective action when student absences occur.

Closure Due to Inclement Weather

The Academy follows the inclement weather closings announced for the local Independent School District. The Academy will close any time the district closes due to bad weather. Students should always use good judgment when traveling in inclement weather.

Daily Schedule

8: 00 – 8:15 a.m.	Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:15 a.m., prepare your station and tools for clients.
8:15 – 8:30 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:25 a.m. Theory class begins promptly at 8:30 a.m. You will be considered tardy at 8:31 a.m.
9:30 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every student is required to take a 30 minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.
3:45 – 4:00 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 4:00 p.m. unless servicing a client.

Program Start Dates

A new Basic Cosmetology course begins the first Tuesday of each month. TONI&GUY Hairdressing Academy reserves the right to add or delete any course dates in a calendar year. Prior to beginning class, you will be required to sign an enrollment contract and attend a mandatory New Student Orientation. As you progress through the program you will also attend orientation at the beginning of each new level of the program to help you understand what to expect at each level.

Special Events

Each year, TONI&GUY Hairdressing Academy students may participate in our Student Soirée. This special event requires many hours of preparation. You may receive field trip hours for your participation only if you meet the following requirements:

a) Participation throughout the event
b) Academy attendance the day before the event
c) Academy attendance the day after the event

Other special events such as the TONI&GUY Photographic Awards require you to meet the same conditions in order to earn field trip hours.

Academic Standards and Policies

Dress Code

The TONI&GUY Hairdressing Academy dress code helps us set a standard of excellence for our students and gives our clinic floor a degree of professionalism that appeals to our clinic floor clients. When selecting your school wardrobe, remember that your dress should always convey a sense of professionalism. The wardrobe items you choose must always meet the following dress code guidelines:

- Tuesday through Saturday all black dress is required
- Graduating Seniors C who pass both portions of the Mock State Board may wear any combination of solid white, black and grey.
- All clothing must be plain: no patterns, logos, emblems, stripes, plaids, or writing may appear on the clothing, other than a TONI&GUY emblem.
- You may wear an approved apron over your clothing at all times on the clinic floor.
- Shoes may be any color but must have a closed toe and closed heel. Sandals and clogs are not permitted. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or “booties” must be worn at all times. Leggings, tights, and hose must be in dress code (correct colour).
- Armpits and chest must be covered at all times.
- Slippers, house shoes, sweat pants, low cut blouses, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- If you choose to wear skirts with a hemline above the knee, you must wear solid leggings underneath.
- Hats and sunglasses may not be worn in the Academy.
- Any student who returns to practice for the State Board must be in proper dress code for that day.

Attendance Policy

Tardiness

You are expected to clock in each day by 8:15 a.m. You are tardy at 8:31 a.m. and a student will not be able to start accruing hours for that day until 9:30am. Theory begins each morning, Tuesday through Friday at 8:30. Your attendance at Theory is a state requirement. The Director may take corrective action towards any

student who is tardy or absent two (2) or more times within a month. Attending class on time as scheduled helps you demonstrate your commitment to the program and keeps you in good standing at the Academy.

Attendance

You must maintain an 85% attendance rate during the program at all times. TONI&GUY Hairdressing Academy does not have an excused absence / make-up policy. This strict attendance policy will help you prepare for the demanding schedule you will face as a hairdressing professional. The Administration will take corrective action against any student who does not maintain 85% or higher attendance. Students who receive corrective action for attendance must make immediate corrections and maintain the expected level of attendance and punctuality or risk termination.

Make-Up Work

Absences are not excused for any reason. TONI&GUY Hairdressing Academy does not have a make-up policy. Students who miss class may not take missed exams.

Leave of Absence Policy

You may request a Leave of Absence (LOA) for a minimum of five (5) calendar days and a maximum of sixty (60) calendar days. You **must** submit a written LOA request to the Director and an exact date of return to the program. Approval of a LOA is not guaranteed. If the LOA request is approved, you must return by the date specified. If you fail to return from the LOA by the specified date, you will be considered to have withdrawn from the program, effective the first day of the approved leave period, with the following consequences:

a. If you are entitled to a refund, the Academy will pay you within thirty (30) days of the date upon which the Academy learns that you are not returning from the approved LOA period.

b. If you received any federal student grants and / or loans, the extent of any unearned grant or loan funds that either you and/or the Academy must return to the federal student aid programs and lenders will be determined using the beginning date of your LOA as the last date on which you completed scheduled class hours.

c. If you received any federal student loans, your six month “grace” period will be deemed to begin the first day of the approved LOA period, and all the time in the “leave” period will count against the six month grace period.

Satisfactory Academic Progress (SAP)

TONI&GUY Hairdressing Academy generally requires a higher standard of attendance and GPA than our accreditor, state or the Department of Education.

As a student of TONI&GUY Hairdressing Academy, you must meet consistent and reasonable standards of satisfactory academic progress, including a grade point standard and an attendance standard. This policy applies to all students enrolled in our diploma program. Your academic progress is evaluated at the point and time when you have successfully completed each payment period.

Standard for Grade Point Average

To maintain the standards of academic progress and to graduate from the program, you must maintain a grade point average of **80%** or higher consistently. If the student's grade point average falls below 80% at any time in the program, the student will be placed on a 30 day warning. If the student has made significant advancement with the Academy's standard of academic progress and the Academy Director can reasonably determine that the 80% standard can be achieved, the Academy Director may place the student on an additional 30 day warning. A student's failure to meet the Academic Standard of 80% will result in termination.

You will receive monthly progress reports from us after you complete your first month of training. Your grade point average includes grades on written work, tests, and the Mock State Board written and practical exams.

Standard for Attendance

You must maintain a minimum attendance rate of **85%** or better throughout the program. If the student's attendance average falls below 85% at any time in the program, the student will be placed on a 30 day warning. If the student has made significant advancement with the Academy's standard of attendance and the Academy Director can reasonably determine that the 85% standard can be achieved, the Academy Director may place the student on an additional 30 day warning. A student's failure to meet the Attendance Standard of 85% will result in termination. We will monitor each student's completed hours monthly, starting with the completion of your first month in the program.

Impact on Financial Aid

If you are receiving financial aid and you do not meet the Satisfactory Academic Progress (SAP) standards for either GPA or Attendance at the end of your warning period you will not be eligible to receive Financial Aid funds and will be terminated from the program.

Appeal Procedures

The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the Academy. The request is to be presented within fifteen (15) days of non-satisfactory progress status determination and must describe any circumstances that the student believes deserves appeal consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision.

Re-Establishment of Financial Aid

You may re-establish your financial aid eligibility by meeting the minimum standards of academic progress.

You must initiate the appeal process to regain eligibility under a financial aid warning status.

To request an appeal:

- Develop an appeal packet including the following supporting documentation:

  - A statement from you stating the reason(s) you failed the standards for academic progress and the measures taken by you to eliminate those problems. Include any goals or other issues that might affect your success while enrolled.
  - Your plan for making satisfactory progress.
  - Other supporting documentation to help with the appeal, i.e., letters from health providers, copies of medical bills showing dates of visits, copy of a death certificate, any other statements or documentation to support extenuating circumstances that prevented you from making satisfactory progress.
  - Include your name on all submitted paperwork.
- Turn in your completed appeal packet to the Academy Director. You will receive a written decision within two (2) weeks of submission.
- If it is determined that you will be able to pass the standards for academic progress and we approve the appeal, we will develop an academic plan with you to ensure that you are able to meet overall standards for academic progress requirements.

Re-Enrollment

If you withdraw from TONI&GUY Hairdressing Academy in good standing and wish to return, you shall contact the Director. Re-enrollments are reviewed on a case by case basis and are subject to availability. If you are accepted for re-enrollment, you must sign a new contract, pay a nonrefundable registration fee, and settle all outstanding tuition balances.

Grading Policy

TONI&GUY Hairdressing Academy gives grades for written work, exams, and the Mock State Board exam, weighted evenly. We use the following grading scale to evaluate performance:

100% - 94%	Exemplary Performance
93% - 87%	Very Good Performance
86% - 80%	Satisfactory Performance
79% and Below	Not Passing

Incomplete

TONI&GUY Hairdressing Academy will assign a grade of Incomplete (I) to a student who withdraws but who is not entitled to a refund, if the student:

1. Requests the grade at the time of withdrawal; and
2. Withdraws for an appropriate reason unrelated to the student's academic status.

A student who receives a grade of incomplete may re-enroll in the program during the forty-eight (48) month period following the date of withdrawal and may complete the subjects without payment of additional tuition.

Requirements for Graduation

TONI&GUY Hairdressing Academy has set minimum standards for completion of the program. In order to graduate you must meet the following requirements:

Satisfy all state requirements, consisting of:

a. Completion of required state hours

b. Completion of exams and course requirements

c. Passing the Mock State Board for Basic Cosmetology (You may re-take this test if you do not pass the first attempt. If unsuccessful on the second attempt, a $250 charge will be assessed for each the additional exam administered.)

2. Fulfill practical operations required by the Academy and the state.

3. Comply with all policies in the Catalogue.

4. Maintain an 80% or higher grade point average throughout the program.

5. Maintain an 85% or higher attendance rate throughout the program.

6. Complete the program within 1.5 times the normal program length.

7. Pay all tuition and fees to the Academy before graduation day. Final payment must be made in the form of a cashier's check, money order, or credit card. (Personal checks are not accepted.)

8. Complete a Financial Aid Exit Interview: If you received financial aid funds, you must complete this interview. You are required to report your most current address and telephone number, as well as the name, telephone number, and address of your employer (if employed).

9. Complete the Graduation Checklist: Obtain the necessary staff / faculty member signatures, and file the checklist with the School Administration.

10. Turn in all keys and Academy property. You will be charged a fee for each key that is not returned to the Academy. This charge must be paid prior to receiving your diploma.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of TONI&GUY Hairdressing Academy. We will report your graduation to the California State Board of Barbering and Cosmetology. You can then contact California State Board of Barbering and Cosmetology to request a state board exam date.

Once you successfully complete the course, pass the board exam, and receive a license from the state, you are qualified to become a Cosmetologist.

Student Conduct

We want all of our students to be successful and to have an outstanding educational experience. To meet these goals, we have established a set of guidelines for student conduct. Failure to abide by these guidelines

could cause disruption to the learning environment or negatively impact the educational experience for you and other students. Proper student conduct keeps our unique Spotlight Culture strong and helps you build a foundation for success. TONI&GUY Hairdressing Academy complies with all local, state, and federal laws that apply. We may take corrective action against students who violate the policies listed within this catalogue, who interfere with another student's work, or who exhibit disruptive behavior.

Non-Smoking Policy

We provide a smoke-free environment for all students, staff, and clients. Students may not congregate or loiter in front of the school or in front of or near surrounding businesses at any time.

Safety

In an effort to provide a safe environment for all of our students and staff, we have established the following safety guidelines:

- Walk through the school at all times. Running can lead to slips and falls.
- Keep aisles and work areas free from clutter and obstruction.
- Seek assistance from another person when lifting heavy items: do not lift alone.
- Immediately report any incident that results in an injury.
- Report anything that could cause an injury or place someone in a dangerous situation, such as chipped glass, broken equipment, sharp or rough edges, electrical problems, or water seepage or spills.
- Report any situation which may be suspicious or out of the ordinary.
- Use the fire escape routes in case of fire. Each classroom or area of the building has a designated escape route that must be followed in case of fire. These routes are posted throughout the building. Please inspect each area for the fire escape plan, as you will be working in various areas of the Academy.

Professionalism

We are focused on graduating professional hairdressers, thus we work hard to maintain the highest standards of professionalism throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep conversations with clients positive and avoid sensitive topics such as religion, personal business, or gossip. Use of vulgar or profane language is not permitted. Treat your clients, instructors, fellow students, and administration with respect at all times.

Daily Duties

Per state regulations, the break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained. All students will be assigned daily duties to help keep the Academy clean and well-maintained. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly by 4:00 p.m., before you clock out. Before you leave each day, clean and sanitize your styling station and mirror. Remove all personal belongings from the Academy. TONI&GUY Hairdressing Academy cannot be held responsible for lost, damaged, or stolen items that remain in the building after hours. We provide you access to a locked trolley which may be used for storing items. Bear in mind that the safest place for your belongings is with you.

Eating / Drinking

Eating and drinking are not permitted on the clinic floor. You may enjoy refreshments and meals in one of our Student Break rooms.

Telephones

Cell phones and mobile communication devices are not permitted in the building. Students who violate this policy may receive corrective action, up to and including suspension or termination. The lobby phone is for the exclusive use of our clinic floor clients and may not be used by students. Emergency phone messages may be routed to the Academy receptionists.

Reception Desk

The heart of our clinic floor operations lies at the reception desk. Our receptionists work very hard to keep the clinic floor running smoothly. Please help them provide Spotlight Service to our clinic floor clients by allowing them space to work. Students are not permitted behind the receptionist desk at any time. You will need to work in the reception area when you greet your clients and when assisting them in making product purchases and checking out. At all other times, you should stay out of the reception area.

Client Services

In order to build proficiency with the new skills and techniques you will be learning in class, you will need to perform practical applications on clients. Our clients expect and deserve your best Spotlight Service. Greet every client in a timely manner and deliver outstanding Spotlight Service until you have assisted them with checking-out. Refusing service to a client or trading tickets with another student will result in corrective action, up to and including termination. When you finish every client service, an instructor should sign off before you take the client ticket to the front desk.

Gratuities

Once you begin working with clients on the clinic floor, you may receive tips from your clients. Tips are a wonderful affirmation of your hard work; however, clients are not required to leave tips. Never solicit tips from your clients. Your primary focus should be on polishing your technique and honing your customer service skills, not on how much money a client might tip you. Concentrate on doing your best work with each client and you will be rewarded, whether with a tip, a compliment, or repeat business.

Confidentiality Policy

As your contract is made solely between you and TONI&GUY Hairdressing Academy, the information and details of the transaction are not to be shared with other parties. Additionally, any and all student advisement or conversation between any student and the administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

Levels of Corrective Action

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the Academy helps us

maintain the Spotlight Culture at the Academy and ensures that every student has a positive educational experience. Should your conduct, attendance, or academic performance require attention, the Academy Administration may intervene with corrective action.

The levels of corrective action could include the following:

Verbal Warning

When a student violates Academy policies, the student will be verbally informed of the violation that he / she committed. The verbal warning acknowledges the potential consequences for failure to correct the behavior.

Written Warning

Students who violate Academy policies will be issued a Written Warning which is to be signed by the student. The Written Warning acknowledges the consequences for failure to correct the behavior addressed in the Verbal Warning, which may be suspension and/or termination.

Suspension

Students who violate Academy policies may be immediately suspended or withdrawn from TONI&GUY Hairdressing Academy. Out-of-school suspension may last for a period of not less than one (1) day but no longer than two (2) weeks.

Termination

The TONI&GUY Hairdressing Academy will terminate students who no longer clock hours due to voluntary withdrawal by the student. You will also be terminated by the Academy for any one or more of the following actions:

1. Possession or obvious use of drugs and / or alcohol during Academy hours, including being under the influence after breaks.
2. Bringing firearms or weapons onto campus grounds.
3. Any act of bullying, violence or verbal/physical abuse to other students, instructors, administrators, or clients.
4. Refusal to provide assigned client services.
5. Disruptive behavior.
6. Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
7. Stealing from the Academy, a client, a member of the faculty or staff, or a fellow student.
8. Clocking in or out for another student.
9. Failure to pay tuition as outlined in your contract.
10. Unsatisfactory attendance preceded by verbal warning, written warning, and / or suspension.
11. Failure to maintain an 80% grade point average or better.
12. Failure to maintain a minimum 85% attendance rate.
13. Misrepresentation of personal information on contracts or documents.
14. Violation of school policies as outlined in this catalogue or any written supplemental notices provided to you.
15. Exceeding more than 150% of the program length without completing the program.
16. Violation of state regulations applicable to students.
17. Failure to pass the Mock State Board written and practical exams with an 80% or better on or before the second attempt.

18. Failure to correct behavior as outlined in terms of written warning.
19. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
20. Any act of vandalism to school property.

Withdrawal

You may voluntarily withdraw from the Academy by providing written notice of your intent to withdraw, as of a particular date, to the Director of the Academy. If you do not provide such notice, the date of determination of your withdrawal is fourteen (14) consecutive days from the last date attended, unless you have received an approved leave of absence. To officially withdraw from TONI&GUY Hairdressing Academy, you must initiate the process with the Administration. The tuition refund policy will apply to withdrawn students.

Student Complaint / Grievance Policy

We value your feedback about ways that we can continue to improve the education experience for you and your fellow students. We conduct monthly student evaluations in which we request your feedback about your experiences at the Academy.

If you have a complaint that you feel needs more attention, please provide a written statement to the Academy Director. Upon receipt, the complaint may be discussed with the Administrative Staff and you will receive a response within five (5) working days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling TOLL FREE (888) 370 -7589 or by completing a complaint form which can be found on the Bureau's Website at www.bppe.ca.gov.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Schools accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the National Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)
4401 Ford Avenue, Suite 1300, ALEXANDRIA, VA 22302, Telephone 703.600.7600

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academy Director.

Mediation and Binding Arbitration

Mediation and Arbitration: If a dispute of any nature should arise or develop out of the Student's enrollment and attendance at the Academy (including and without limitation to issues such as: unpaid tuition, student behavior, quality of education, accuracy of school advertisements and materials), no matter what issues are involved in the dispute and how either the Student or the Academy might describe, state or plead the dispute, both the Student and the Academy agree that, if they cannot resolve the dispute through their own negotiations, they shall first make a good faith effort to resolve the dispute by participating in a mediation process with a neutral mediator. The Student and the Institution further agree that, if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

(a) **Mediation Process**: The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the Academy which the Student is attending (the "Local Community"). The mediation will only involve the dispute between the Student and the Academy and not the disputes or concerns of any other students (current or former). The Academy shall pay all of the mediator's fees.

(b) **Arbitration Process**: If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA), by a single arbitrator selected from an AAA list in accordance with AAA selection rules. The AAA Commercial Arbitration Rules will control all aspects of the proceeding, including 'discovery' of information and presentation of evidence and argument at the arbitration hearing.

(c) **Confidentiality**: For any mediation and arbitration proceedings, unless otherwise agreed in a writing signed by both Student and Arbitrator, they each agree to keep completely confidential, and to make no public statement about, any aspect of such proceedings, including claims, defenses, evidence, terms of any settlement and rulings made by the arbitrator, except that each party may communicate about the proceeding with counsel, witnesses and consultants.

(d**) Student Claims Only**: The Student may only present a claim in arbitration for his or her own dispute with the Academy, and may **not** present any claims of other students at the Academy (current or former) or attempt to act as a representative of a group or class of other students (current or former) of the Academy. The Student agrees that he/she may not, and will not, file any lawsuit against the Academy concerning his/her claims and/or the claims of any other student or group or class of students of the Academy (current or former) and that the Student will not join as party in any such lawsuit, including any class action that any other student is attempting to assert against the Academy.

(e) **Arbitration Costs**: The Student will be responsible for paying the portion of AAA arbitration fees, arbitrator's fees and facility fees ("Arbitration Costs) equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community ("Civil Filing Fee"), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the Academy.

(f) **Attorneys Fees**: If either the Student or the Academy decides to hire a lawyer to provide assistance, then each party hiring a lawyer will be responsible for paying fees of his/her or its lawyer.

(g) **Arbitrator's Authority**: All determinations as to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

(h) **Binding Award**: The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the Student or the Academy in any court having jurisdiction.

Student Services

As part of our Spotlight Culture, we provide a range of student services to support you in your education and to benefit you during your coursework.

Housing

TONI&GUY Hairdressing Academy does not provide on-campus housing and is not obligated to provide housing; however, we may assist you with a list of local housing communities.

Student Advisement

Our administrators maintain an Open Door policy. Student Services and advisement are generally overseen by the Academy Director, but several other departments or individuals may be involved including but not limited to Admissions and Financial Aid. You are always welcome and encouraged to seek out the advice of the school administrators. We want to support you in your program and in reaching your educational goals. Where possible, we will assist you with issues that relate to your success in the program. TONI&GUY Hairdressing Academy does not provide psychological assessment or counseling to students in any manner or capacity. If you are in need of advice on personal issues, faculty or administrators may refer you to a licensed counselor. In such cases, we will provide you with a list of counselors published by the local school district to help you seek out the professional of your choice. The Resource Directory we provide is for informational purposes and serves only as a guide to you. We do not endorse, sponsor, or promote any of the resources/facilities provided.

Library/Resources

The bulk of academic material required for each course is covered during regular theory hours. We also maintain library resources to enhance your education. These resources consist primarily of teaching DVDs, trade magazines, specialty books, and may include online web-based information. You may review the resources available at designated areas in the school, upon request.

Placement

TONI&GUY Hairdressing Academy does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board of Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to TONI&GUY Hairdressing Academy for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request

Student Benefits

Personal Services

We offer free hair cuts and a reduced cost for chemical services while you are enrolled at the Academy. You may receive services only upon approval from the Education Director. We service clients before we approve any student services. You are required to pay product costs which will be collected the same day the service is performed. Technical services require a minimal fee to cover the cost of the chemicals used. Refusal to make payment on the day services are performed will result in revocation of this privilege.

Family Services

Haircutting services for immediate family members (spouse, children, parents, and grandparents) are available at no charge (chemical services require a minimal fee) as long as you perform the services for your family members. All other family members are charged the regular price for all services.

Career Coaching

TONI&GUY Hairdressing Academy will spend significant time preparing you for a career as a successful hairdresser, but we do not guarantee employment. To help prepare you for success in the hairdressing industry, we provide the following services:

Personal and Professional Development

Our curriculum includes a focus on the non-technical skills required for you to excel in the industry. You will receive training and information to help you develop the habits, attitudes, and beliefs that will help you reach your career goals after you leave the Academy. This material will also provide helpful information about the industry including knowing your job options, comparing salons, interviewing salons, choosing the best position, and more.

Interview Training and Resume Development

We may assist you and provide recommendations for preparing your professional resume and offer interview training as part of our curriculum.

Career Representatives

We encourage you to seek employment in the industry with the salons and companies of your choice. As a benefit of our relationship with the TONI&GUY Salon Division, Salon representatives may be available where applicable to conduct on-site interviews with students interested in becoming employees of the TONI&GUY Salon Division. TONI&GUY does not guarantee employment to any student. Academy students will undergo the same scrutiny for employment as any other candidate. We also invite other area salon representatives to speak with students regarding employment opportunities on a regular basis.

Drug Abuse Prevention Program

The school makes the following information available to its students, staff and instructors. Any individual associated with **TONI&GUY Hairdressing Academy** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agency:

Balanced Living Counseling

1101 Standiford Ave., Modesto, CA
209- 522-5035
888- 376-6246

Costs

Tuition

Tuition and fees are your responsibility as a student. All tuition is due on the 1st day of each month, with the exception of the first payment, which is made on or before the first day of school. You have until the 3rd day of the month to make payment; on the 4th day of the month unpaid tuition will be considered late, and you will be assessed a late fee of $25. Thereafter, a daily $5 late fee (excluding holidays) will accrue until you make full payment of tuition and all late fees. Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination.

Payment shall be made by credit card, personal check, cashier's check, or money order. The Academy does not accept cash payments. The final payment must be made by cashier's check, money order, or credit card.

TONI&GUY Hairdressing Academy reserves the right to change tuition and fees for each course as needed.

Tuition and Fee Schedule

Charges will continue to be assessed and billed per payment period.

COURSE	TUITION[a]	REGISTRATION[b]	STUDENT TUITION RECOVERY FUND (STRF)[c]	KITS[c]	TOTAL	WEEKS[d]
Cosmetology	$15,200.00	$100.00 Non-refundable	$45.00 Non-refundable	$2,500.00 + $375.00 books =$ 2,875.00	$18,120.00	47

a – REFUNDABLE. Cost shown represents cost for the entire course.
b – NON-REFUNDABLE.
c – NON-REFUNDABLE. Once opened, issued kits are not returnable due to sanitary considerations.
d – Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.
e –The instructional charges are calculated as $10.50 per hour.

Exceeding Your Contract

Your Enrollment Agreement is written for a specific time period, and therefore you must complete the course or program within this time frame. If you do not graduate within the time period agreed upon, additional training will be provided at the following cost:

Basic Cosmetology **$150.00 per day**, regardless of your absence or attendance, including corrective action absences such as suspension, until you fulfill your graduation requirements.

Books, Equipment, and Supplies

You must purchase the TONI&GUY Hairdressing Academy Student Kit, which includes the required books, equipment, and supplies, as required by your contract. Your Student Kit contains the necessary professional hairdressing tools needed to complement the instruction you receive at the Academy. The items in the kit may change from time to time, at the discretion of TONI&GUY Hairdressing Academy and without notice to students. The Academy has done its best to outline itemized costs in your contract; however, we do not claim that the costs listed will be the only expenses that you incur as a student at the Academy.

Other Costs

You will need to pay other fees and costs for program requirements including **State Registration fees** and **State Board exam fees**. You will pay these fees directly to the state and the testing agencies and not to the Academy.

Tuition Discounts

TONI&GUY Hairdressing Academy may provide tuition discounts to employees, spouses of employees, and children of employees, after a minimum employment of one year with a TONI&GUY Salon or Academy.

Cancellation and Settlement Policy

We will provide a full refund of money you have paid toward tuition, fees, and other charges if you:

1. Notice of Student Rights
   - You may cancel your contract for school, without any penalty or obligation on or before the latter of (i) the fifth business day following your first class session and (ii) the seventh day after you sign the enrollment agreement as described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
   - After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
   - If the school closes before you graduate, you may be entitled to a refund. Contact The **Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
   - A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov.

2. If we cancel a start date, you can opt to move any monies paid into an alternate start date. The delay could last up to ninety (90) days. We may need to cancel a start date due to the size of the student body, repairs to the facility, or other operational issues.

3. If the Academy terminates you for failure to complete all required coursework in the program within 150% of the stated length of the program or because of failure to comply with the requirements, rules, and regulations outlined in the catalogue, your enrollment will be terminated. The extent of any refund due to you will be determined according to our Tuition Refund Policy.

Tuition Refund Policy

If you withdraw or are terminated from the Academy prior to completing your academic program, depending upon the point in the program at which your enrollment ended, you may be entitled to a refund of part of the payments you have made (not including Federal Financial Aid funds, which are addressed in our Return of Title IV policy) for tuition, fees, and other charges. A refund is based on your termination date. Your termination date is the earliest of: the last date of attendance prior to termination (if you are terminated by the Academy); the date the Academy receives your notice of withdrawal; or the tenth school date after your last date of attendance, which, in the event that you failed to start the course of training, shall be deemed to be the first scheduled date of classes.

If you withdraw from the course of training before your cancellation period expires, we will refund the amount you paid to the Academy less the registration fee. The Student Kit payment is refundable if the Kit has **not been opened** or damaged in any way and is returned to the Academy, **unopened**, and undamaged at the time of your withdrawal within five (5) business days.

If you withdraw from the course of training after the cancellation period expires, we will determine your refund amount by calculating the difference between the total payments you made to the Academy prior to your withdrawal and the percentage of the total program charges which the Academy may retain based on hours attended up to your termination date. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement but prior to completion of 60% of the period of attendance, institution will remit a pro rata refund of tuition fees, less a registration fee within 45 days following your withdrawal. If you withdraw or are terminated from the course in the last 60 % of the course (960 hours or more) we will retain 100% of your payments and you will not be entitled to any refund.

Pro Rata Refund
The pro rata refund will be determined using the following calculations:

1. Divide the total tuition cost for the program (example: $15,200) by total number of hours in the course (example: 1,600 hrs) to calculate the cost per hour of instruction ($9.50 per hour).
2. Multiply the number of hours that the student attended the program by the cost per hour of instruction (from step 1) to calculate the total amount owed.
3. Subtract the total amount paid for tuition up to time of withdraw from the total amount owed (from step 2) to calculate the refund to the school or to the student.

***If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal.
*** If the amount that you owe is more than the amount that you have already paid then you owe a balance to the school and you must arrange a payment plan.

Hypothetical Refund Example: Assume that a student, upon enrollment in a 1,600-hour course, pays $15,200.00 for tuition, $100.00 for registration, and $2,875.00 (documented cost to the institution) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment he/she obtained. The pro rata refund to the student would be $9,500.00 based on the calculation stated below.

Total Paid	$18,120.00
Less Registration Fee (Not Refundable)	$100
STRF Assessment (California residents only)	$45.00
Less cost of Unreturnable equipment	$ 2,875.00
Equals Tuition amount paid for instruction	$15,200.00

Tuition Cost	$16,800.00
Hours in the course	1,600
Hourly charge	$9.50

Paid for instruction	$15,200.00
Hours attended	600
Tuition owed 600 x $9.50	$5,700.00
Refund due	$9,500.00

Any refund we owe you will be paid to you no later than the 45th day after the Termination Date. If you are owed a refund and the Academy fails to make the refund payment to you within the refund payment period, we will be obligated to pay you interest on the refund amount at a rate set by the California Bureau for Private Postsecondary Education, beginning the first date the refund period expires and ending the day preceding the date the refund is made, unless California Bureau for Private Postsecondary Education exempts the Academy from any obligation to pay interest based on our unsuccessful attempts to locate you.

If you voluntarily withdraw or are terminated after 60% of the course, we must allow you to re-enter at any time during the forty-eight (48) month period following the date of withdrawal or termination. We shall record a grade of "Incomplete" if you withdraw but are not entitled to a refund under this section, if you request the grade at the time you withdraw and if the withdrawal is for an appropriate reason unrelated to your academic status. If you receive a grade of incomplete you may re-enroll in the program during the 48-month period following the termination date and complete those incomplete subjects without payment of additional tuition.

Return to Title IV Funds

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your

behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid Academy charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you

don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

In any case where funds must be returned to the Title IV Programs, the payment of the returned funds will be made within 45 days from the official withdrawal date in the following order: FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Financial Aid Consumer Information

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Loan: Interest paid by federal government while student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Direct Unsubsidized Loan: Interest accrues from date(s) of disbursement.
- Private Education Loans

Disbursement

PELL Grant disbursements are earned when the student completes the required hours and number of weeks of each payment period. (See Financial Aid Coordinator for more information.)

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.

Student Records

TONI&GUY Hairdressing Academy administration maintains all student records. The Academy maintains educational records for all currently enrolled students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. The Academy maintains an official transcript for all formerly enrolled students. The Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. Only Academy Administrators may have access to these files. If you wish to review your file, you may do so in the presence of an Administrative staff member. We will not release information to any party without your written consent, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to

contact you, when allowed by law. If you are a dependent minor, your parents may have access to your file. In such an event, the Administrator will assist your parents in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years. Further questions about your records may be addressed to the California Bureau of Private and Postsecondary Education.

Bankruptcy Disclosure

TONI&GUY Hairdressing Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101et.seq.)

NOTES

ADDENDUM TO THE CATALOGUE

COSMETOLOGY PROGRAM INFORMATION

TONI&GUY HAIRDRESSING ACADEMY – SANTA MONICA AND SOUTH COAST PLAZA, CALIFORNIA LOCATIONS

School OPE-ID- 04156100

Name and Program Length

CIP Code: 12.0401
Cosmetology/ Cosmetologist General
Level: Certificate/Diploma of less than 1 year
Length: 10 months

Cost

Tuition: $15, 200.00
Registration fee: $100
STRF fee: $45
Books & Tools: $2,875.00
Room & Board: N/A

Debt at Program Completion

Number of Grads between 7/1/2009 & 6/30/2010: 48
Number of Grads with any student loan debt: 39

Median Cumulative Debt

Federal Student Loan Debt: $8,750.00
Private Loan Debt: $0
Institutional Financing Plan Debt: $0.13

Program Completion in Normal Time

Normal time in months: 11
Of 48 Graduates, 4 completed in normal time, for an on-time or normal time graduation rate of 8.33%*
*Note that students with excused absences or a leave of absence are not counted as on-time completers.

Institutional Effectiveness

(These are the rates for our main campus in Santa Monica, CA)
Completion Rate: 82.43 %
Placement Rate: 80.95 %
Licensure Rate: 98.21 %

Job Placement

Job Placement Rate for Graduates: 70.83%

Who is included: All Cosmetology graduates in the time frame.

What type of job: Jobs that are associated with the field of Cosmetology.
When were graduates employed: This rate is based on graduates who secured employment within 365 days and were employed at least 13 weeks.
How were graduates tracked: Graduates were tracked by follow-up phone calls to completers and employers to verify employment.
What agencies is this rate reported to: NACCAS

Student Tuition Recovery Fund Statement (STRF)

(California Residents Only)

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 and prepays 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.
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 by California residents who were students 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, 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 the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to the 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.
6. No Claim can be paid to any student without a social security number or a tax payer identification number.