

TONI & GUY[®]

HAIRDRESSING ACADEMY



Student Catalog

Notice

Consumer
information

Catalog, Volume 12 © 2020
2201 Uptown Loop Rd NE, Suite F
Albuquerque, New Mexico 87110
505.842.8616

This catalog is published to inform prospective students about tuition, admissions requirements, and policies. It is current and accurate as of the date shown on the front cover. The school reserves the right to make changes to the catalog; therefore it is for information purposes only. Students are expected to read and comprehend the information in this catalog before class begins.

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TONI&GUY Hairdressing Academy

Licensed TONI&GUY Hairdressing Academy is licensed and authorized to operate as a Cosmetology school by the New Mexico Board of Barbers and Cosmetologists, PO Box 25101, Santa Fe, New Mexico 87504, 505-476-4690 and the New Mexico Higher Education Department.

The campus is owned by Urban Academy, LLC, stockholder; Joe LiRosi.

Accreditation National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street Alexandria, Virginia 22314
703-600-7600
naccas@naccas.org.

State Authorization New Mexico Higher Education Department, Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
505-476-8400

Mission "To be a great learning center inspiring creativity and innovation in the beauty industry while preparing graduates for employment. Also, to align ourselves with education companies who, like us, share the highest level of integrity and professionalism and most importantly; have a great time doing it"

Goal Our goal is to provide a well-rounded education inspiring future professionals to grow and learn industry techniques and products while guiding & nurturing students through the dynamic process of becoming a licensed professional and successful employment.

Commitment It is our commitment to provide an ethical managerial and instructional staff, as well as continue to maintain the highest industry standards. We are also committed to promoting goodwill between our school and the community.

Faculty Our Instructors hold applicable credentials. They also comply with the industry standard professional development policy. Staff and faculty members are:

Academy Director – Tammy Hingtgen
Director of Federal Aid – Mark Trejo
Director of Admissions & Marketing – Xavier Visage
Director of Education – Tammy Hingtgen
Cosmetology Instructors – Crystal West, Kasi Garcia, Jay Henry, Jenni Smith, Jamie Watts, Mac Cappello
Front Desk Coordinator – Anastasia Baca

Campus Facility TONI&GUY Hairdressing Academy is proud of its state-of-the-art facility, which includes over 12,800sq ft of air-conditioned space, 111-chair Clinic Floor, Classrooms for theory and practical training, Nail Room, Skin Clinic, Student Break Room, and Multi-purpose room.

Career Opportunities

What you can do?

You are at the threshold of opportunity. By applying yourself to the industry, the possibilities become limitless. As you begin, you may not know whether you prefer working with hair or skin however, entering the classroom with an open mind will allow to fine tune your strengths.

The following vocations are options you may want to consider upon graduation.

Cosmetology	Instructor
Professional Stylist Makeup Artist Nail Technician	Educator Director of Education School Administrator
Barbering	Esthiology
Barber Shaving Specialist Salon Stylist	Esthetician/Skin Care Specialist Makeup Artist Salon/Spa
All Licenses also qualify for the following: Platform Artist Brand Ambassador Product Representative Retail Expert Salon Owner or Manager State Board Member/Examiner	

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

The name of each course and/or program and the name, nature and level of occupations, identified by Standard Occupational Classification codes (SOC) are as follows:

Cosmetologists 39-5012 - <http://www.bls.gov/soc/2010/soc395012.htm> Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

Skin Care Specialist 39-5094 - <http://www.bls.gov/soc/2010/soc395094.htm> Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Make-up Artists 39-5091 - <http://www.bls.gov/soc/2010/soc395091.htm> Apply makeup to performers to reflect period, setting, and situation of their role.

Barbers 39-5011 - <http://www.bls.gov/soc/2010/soc395011.htm> Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

Vocational Instructors 25-1194 - <http://www.bls.gov/soc/2010/soc251194.htm> Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

Career Considerations

What to Consider

TONI&GUY Hairdressing Academy feels that future spa and salon professionals interested in pursuing a career in Cosmetology, Barbering, Esthiology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form & artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions/beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, future spa and salon professionals should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Career Opportunities

Overall employment of Cosmetologists, Barbers and Estheticians, is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty.

Employment of barbers is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair-care services.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

From the Bureau of labor Statics 2015

Course Offerings

Please select you course and schedule

Length of time to complete	Hours	Weeks	Months
		FT/PT/Night	FT/PT/Night
<input type="checkbox"/> Cosmetology	1600		11/13/19
<input type="checkbox"/> Hairstyling (coming soon)	1200		11/13/19
<input type="checkbox"/> Barbering	1200		9/11/15
<input type="checkbox"/> Esthiology	600		0/6/0
<input type="checkbox"/> Make-up (coming soon)	600		0/6/0
<input type="checkbox"/> Instructor	1000		7.5/8/0
<input type="checkbox"/> Barber Cross-Over	150	6/0/0	0/0/0

Course Schedules

Schedule	Days	Times
<ul style="list-style-type: none"> 5-Day (35hrs a week-FT) Cosmetology/Barbering/Make-up 	Tues, Wed, Thurs, Fri, Sat.	8:30a-4pm
<ul style="list-style-type: none"> 3-Day (31hrs a week-FT) Cosmetology/Barbering/Make-up 	Tuesday & Wednesday Thursday	8:30a-7pm 8:30a-8pm
<ul style="list-style-type: none"> 3-Day Esthiology (27 hrs a week-FT) 	Monday, Tuesday, Wednesday or Thursday, Friday, Saturday	8:30-6pm
<ul style="list-style-type: none"> Night-Cosmo/Barb (23 hrs a week-PT) 	Monday to Thursday & Saturday	5:30p-9:30pm 8:30a-4pm

Courses/Schedule Changes

Students have the opportunity to change their course and/or schedule within the first 5 days of their enrollment. The request must be made in writing. After day 5 the following fees apply:

Schedule Change: \$1000

Course Change: Will follow the standard institutional refund calculation and all fees will apply.

Admissions

Requirements

TONI&GUY Hairdressing Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, color, ethnic origin, creed, religion, sex, financial status, or area of origin or residence nor does the school actively recruit students already enrolled in or attending another institution offering similar programs. Currently, we do not accept the Ability to Benefit criteria.

The school requires that each student enrolling must:

- Have GED, High school diploma or high school transcripts showing a least a completed a 10th grade. Home school students must provide a state issued diploma.
- Foreign Diploma-Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma
- At least 16 years of Age
- Driver's license or ID

If applying for Federal Aid :

- Copy of social security card
- Completed taxes for the most recent year.

TONI&GUY Hairdressing Academy requires no information regarding vaccinations from potential students to attend school.

When all documents are obtained, please contact the Admissions Office.
Admissions Office-505-842-8646

APPLICANTS FOR THE INSTRUCTOR PROGRAM MUST MEET THE ABOVE CRITERIA
AND:

- Have met all requirements for licensure as a practitioner.

Federal Title IV Funds Eligibility

In order to determine eligibility for Title IV students must comply with the SAP Policy included in this Catalog.

- Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Pell programs do not require half-time enrollment, but student enrollment status will affect the amount awarded. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.
- Pell awards are prorated based on attendance.

- TONI&GUY Hairdressing Academy does not provide Campus-based aid programs.

TONI&GUY Hairdressing Academy works with Title IV Federal Student Aid Programs. Funding determinations are made directly through those agencies. Federal Title IV eligibility is as follows:

- Student has verifiable Social Security Number
- Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.
- All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration
Student has no previous Title IV student loan default.
- Student has not exceeded annual or aggregate loan limits to date.
- Students with a state or federal drug conviction must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A federal or state drug conviction can disqualify a student for FSA funds.

The student self-certifies in applying for aid that he/she is eligible; the Academy will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student’s record, received when the student was a juvenile, unless she/he was tried as an adult are not considered.

All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following: The chart below illustrates the period of ineligibility for FSA funds. Depending on whether the conviction was for sale or passion and whether the student had previous offenses.

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program.

Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by federally, or state-licensed hospital, health clinic, or medical doctor.

Required Documents

All documents required for applying for Federal Aid must be submitted on or before the orientation day. If additional documents are required by the Department of Education via the Financial Aid Manager, they must be submitted within 24 hours of request. If documents are not provided within 24 hours, student may not start or return to school until they come into compliance.

The student will be notified by either Financial Manager or Admission Manager if additional documents are required. Student must correct application errors over the website or by contacting the Federal Aid office.

Enrollment Process

To be considered for admissions each applicant must complete the following:

Action

- \$100.00 enrollment fee (personal checks or Credit Cards are NOT accepted)
- Enrollment Application that includes:
 - Completed pre-interview form. (Included)
 - Completed Financial Payment form. (Included)
- One full page letter of intent expressing your desire to enter the industry.
- Copy of your high school diploma/GED or high school transcripts
- Copy of driver's license
- Sign and submit the last page of the school catalog located at www.toniguy.com, click Academy, and click Albuquerque.

If applying for Federal Aid we also need to bring the following.

- Copy of social security card
- Copy your current taxes
- Copy of parents' current taxes if you are under age 24 – Dependent status
- Copy of the Entrance counseling confirmation page (www.studentloan.gov)
- Copy of the Master Promissory Note confirmation page (www.studentloan.gov)
(See how to apply for Financial Aid and the above required documents in this packet)

After Accepted

- Money order for \$25 made out to NM Board of Barbers and Cosmetology or NMBBC paid on or before the first day of orientation.
- Two Passport size photos for Permit provided on or before the first day of orientation (not needed for Make-up students)

Note: Significant reading, writing and studying will occur during the educational experience. You must have a sufficient understanding of the English language in order to successfully complete the program.

Outcome Rates

Year	Licensing	Placement	Completion
2016	95.5%	61.5%	62.9%
2017	96%	60%	70%
2018	94.8%	63.2	68.5

Transfer and Re-entry Students

Transfer and Re-Entry

TONI&GUY Hairdressing Academy does accept transfer students from other schools and those from other TONI&GUY Hairdressing Academy. Future professionals transferring may be assessed based on clock hours completed and skills assessed in an academic evaluation. The evaluation will consist of practical and written demonstration.

Transferring students may be required to satisfactorily complete all of TONI&GUYs Hairdressing Academy's phases of training based on outcome of practical demonstrations.

TONI&GUY Hairdressing Academy may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the New Mexico Board of Barbers and Cosmetologists. Students must be aware that all hours attempted / completed will be applied to the Title IV quantitative requirements of 125% attempted.

Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, all such students must meet all regular entrance requirements. If approved for enrollment, tuition will be charge at full rate for the course of study at the time of enrollment plus registration and processing fee.

Future professionals who have had prior training outside the State of New Mexico must furnish proof of the number of hours of training and obtain approval from the New Mexico Board of Barbers and Cosmetologists.

It is the school's policy not to recruit students already attending or admitted to another school offering a similar program of study.

Transfer of credits to clock hours programs

Continuity of the program is essential to the development of the student's knowledge of the subject and its applications to the profession. Therefore, TONI&GUY does not accept clock hour transfers unless it is deemed appropriate by the School's Director that the hours are consistent with the School's course objectives, course by course.

The School Director will evaluate an official copy of the prior transcript for any possible transfer of clock hours. In addition to compatibility of prior courses, accreditation and other pertinent factors are taken into consideration. The School will accept up to a maximum of 25 percent of the required contact hours for graduation only if student transfers from another Toni& Guy Hairdressing Academy.

Students must be aware that all hours attempted / completed will be applied to the Title IV quantitative requirements of 150% attempted.

Transfer of clock hours to credit hours

Students who wish to continue their education at other schools must not assume that their clock hours will be accepted by the receiving institution. It is the student's responsibility to research the requirements of that selected school.

Students must be aware that all hours attempted / completed will be applied to the Title IV quantitative requirements of 150% attempted.

Withdrawn, Withdrawn Failing, Transfer of Credits

If a student withdraws prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point, the student receives a “WF” and receives zero points for the course. This is included in the GPA. Transfer of credit courses does not affect the GPA.

Re-Entering

Former students of TONI&GUY Hairdressing Academy who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for scheduled hours attended. Students will be responsible for any balance owed for the former enrollment.

Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Full tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

Financial Obligation

Fees (subject to change without notice) -- Fees do not include tax

\$100 Registration Fee is due with submission of Enrollment Application.

Licensed Courses	Student Kit	Tuition	Total
Cosmetology	\$2500	\$16,500	\$16,500
Barbering	\$3000	\$12,000	\$15,000
Esthiology	\$1500	\$7700	\$9,200
Instructor	Varies	\$10,000	\$12,500
Barber Cross-over	\$1000	\$2500	\$3500
Transfer Student	Must Review	Full tuition plus \$500	Price provided after review

Scholarships /Fee Waiver All and any scholarships will be applied only if the student completes the program in its entirety, completed all graduation requirements, maintains a 90% attendance average monthly and has paid all and any balances due.

If student does not complete the program or any other requirements, all scholarships offered will be considered null and void.

Financing Options

- Financial Aid – visit www.fafsa.ed.gov (not available for certification or workshop courses)
- VA Benefits-visit www.benefits.va.gov/gibill/
- TONI&GUY Financing
 - 0% interest Payments-starts first month of class (must be paid off before completion of course)
 - Includes Registration fee, Tuition, Student Kit, --- excludes enrollment fee and tax
 - Down payment must be made prior to beginning enrollment

Course	Down Payment Before class starts	# of Additional Payments	Monthly Payments Due first Tuesday of the month	Total Tax not included
Cosmetology	\$2055.55	8	\$2055.55	\$18,500
Hairstyling	\$1666.67	7	\$1666.67	\$15,000
Barbering	\$1666.67	7	\$1666.67	\$15,000
Esthiology	\$1840	4	\$1,840	\$9,200
Make-up	\$1840	7	\$1,840	\$9200
Instructor	varies	varies	varies	varies
Barber Cross-Over	\$3500	0	-	\$3,500

- Credit union
 - Check with local credit unions for personal loans
 - Mountain America Credit Union Student Loan Program
- Credit Card
 - 5% fee – additional

Extra Instructional charges Each course had been scheduled for completion within an allotted time frame (see Class Calendar section for more information). If a student exceeds the amount of days after contract end date, the student must pay \$10 an hour after the contract end date. See Attendance policy for example

Financial Aid Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loans. In order to be considered for aid, a student must complete a FAFSA (Free Application for Federal Student Aid), which is available at www.fafsa.ed.gov. The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application.

All students using Title IV loans are required to complete Entrance Counseling, which can be completed at www.studentloans.gov. Generally, students are expected to have completed Entrance Counseling prior to Orientation. No student is eligible to receive Title IV loans funds until Entrance Counseling is complete.

All students using Title IV loans are required to sign a master promissory note (MPN). An MPN can be signed online at www.studentloans.gov. Any student planning to receive funds from a Parent Plus loan must also have a Parent MPN on file. A parent MPN may be signed at the aforementioned link. Paper MPNs are available upon request.

Students are also required to complete Exit Counseling prior to his or her Title IV aid file being released for graduation; students should complete this requirement by visiting www.studentloans.gov. Students that withdraw from the school are also required to complete Exit Counseling.

The financial aid office is available to assist in the collection of verification documents, the completion of Entrance and Exit Counseling, as well as the signing of a Master Promissory Note.

Some students enrolled at the school may be eligible to receive living expenses through the receipt of Title IV funding. Students eligible to receive living expenses are eligible because they have more award money available to them than tuition, supplies, fees, taxes, and any other charges that may be due to the school. Title IV disbursements are released as a student progresses satisfactorily through his/her program; living expenses are released as a result of these funds being in excess of amounts owed to the school. In almost all circumstances, living expense funds come from loan funds and must be paid back.

Students Selected for Verification

Certain students who have completed a FAFSA may be selected for verification; all students selected for verification are required to submit relevant (and requested) income and/or tax information to the Financial Aid Office in order to be Title IV eligible. Students selected for Verification will generally be given notice of this prior to a student's first day of class (also known as "Orientation.") If a student's FAFSA is found to be selected for Verification post-Orientation, the Financial Aid Office will provide the student with written notification within two business days of being aware of the selection; such notification will outline directions and required documentation needed to complete the verification process. Upon the student receiving this notification from the Financial Aid Office the student will have five business days to submit the required documentation needed to satisfy verification. If the required documentation is not received within this time frame, possible delay or forfeit of federal aid may occur.

If there are differences between the information listed on your FAFSA and your verification documents, the Financial Aid Office will make corrections to your FAFSA for you. If your EFC (Expected Family Contribution; used to determine your Federal aid package) changes as a result of these corrections, the Financial Aid Office will notify you via written notification, in the form of an updated Award Letter; This notification will occur within one to two months of you starting class.

In the event of a student's award package changing due to Verification and an overpayment occurs, the school will return any funds that are due back to the Department of Education on the student's behalf.

Students may contact the financial aid office in person or by phone at 505-842-8485 regarding questions about verification, Entrance and Exit Counseling, Master Promissory Notes, and other general inquiries regarding student financial aid. Students may make appointments to meet with a representative from the financial aid office for longer inquiries.

For additional Information please call the financial aid office at 505-842-8485

Withdrawal/Refund Policy

Refund Policy

For students who enroll and begin classes, but withdraw or are terminated prior to course completion (after three business days), the following schedule of tuition earned by the school applies. Refunds are calculated based on scheduled hours not actual hours.

Scheduled Time Enrolled (hours)	Percentage owed to School (tuition)
0.01% to 10%	10%
10% to 25%	50%
25% to 49.9%	75%
50% and over	100%

- Application fee of \$100 is non-refundable
- Applicants not accepted by the school shall be refunded all monies paid to the school.
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a nonrefundable application fee.
- Students who withdraw or terminate prior to course completion will be charged a separate cancellation fee of \$150.00.
- All extra costs, such as books, equipment, graduation fees, etc. which are not included in the tuition price are stated in the contract and any non-refundable items are identified. Such costs may be deducted from the contracted program cost prior to applying the tuition adjustment calculation.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation or withdrawal date.

Course/Program Cancellation

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will provide a full refund of all monies paid

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school will participate in a Teach-Out Agreement.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school will participate in a Teach-Out Agreement.

Cooling off period

If student cancels the contract after three business days of signing, but prior to entering classes, a student is entitled to a refund of all monies paid to the school less an application fee, if applicable.

How to Withdraw

To obtain an applicable refund, a withdrawing student must contact the administration office in writing, attend an exit interview, and complete all required exit paperwork. The formal cancellation date will be determined by the postmark on written notification; the date said notification is delivered to the school in person, or 14 days after the last day of attendance or the scheduled return date from an approved Leave of Absence.

Return from LOA

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination 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 will not be returning.

Return to Title IV

This policy applies to all recipients of Federal Title IV Financial Aid Funds and is in addition to the Refund Policy as student that are no longer attending the Institution may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return.

The calculated amount is referred to as "Return of Title IV Funds" (R2T4) and does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's tuition. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student via a written notice of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

Withdrawal before 60%:

The school must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The school will still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

Calculating R2T4

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The School is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the "Return of Title IV Funds" is allocated in the following order: Unsubsidized FFELP loans, Subsidized FFELP loans, Unsubsidized Direct Loans, Subsidized Direct Loans, Federal PLUS loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student by taking the hours scheduled to complete in the payment period, divided by the total hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)

$$\frac{210 \text{ (scheduled hours)}}{500 \text{ (total hours)}} = 42\% \text{ (\% of payment period)}$$

2. Calculate the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

$$46.6\% \times \$2,805.00 = \$1,307.13 \text{ (Amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Post Withdrawal Disbursement

If a student has not received all of the funds that are earned, a post-withdrawal disbursement may take place. If the post-withdrawal disbursement includes loan funds, a student's permission will be required before disbursement. The school encourages a recipient to decline some or all of the loan funds to avoid incurring additional debt. The school may automatically use all or a portion of the student's Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees.

When the school is not required to return all of the excess funds, the borrower must return the remaining amount in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. Students must make arrangements with the school or the Department of Education to return the unearned grant funds.

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants

TONI&GUY Hairdressing Academy's responsibilities in regard to the return of Title IV funds follow:

providing students with the information given in this policy;

- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- A student may rescind his or her official notification of intent to withdraw on the Withdrawal Form

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

Student Services

Housing

TONI&GUY Hairdressing Academy does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Student with Disabilities

Students with disabilities may apply to TONI&GUY for consideration for reasonable accommodations. Under regulatory requirements TONI&GUY Hairdressing Academy can provide reasonable accommodations for students with disabilities including intellectual disabilities. Accommodations can include additional time for test taking, assistance with reading test questions, etc.

Student must make request in writing to the Directors Office. The student must be able to provide documentation upon request to support the requested accommodation(s) due to a disability or intellectual disability. Documentation can be provided from a former assessment (students high school counselor), doctors or an internal assessment from an institutional instructor. Student must note that any professional documentation to support your request will be at the students expense.

Once all supporting documentation has been received, the institution will evaluate requests within 5 days. Once a determination has been made it will be presented in writing as to the outcome of the students request as to whether the institution can make requested accommodations. If additional services are require as a result to granting a reasonable accommodation an additional fee may be assessed.

Student should also be aware that when they take the state examination that these accommodations may not be granted by the state accrediting and licensing agency. It is the student responsibility to contact them to request any testing accommodations.

Drug Abuse Prevention

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful and prohibited by the TONI&GUY Hairdressing Academy or as part of any of its activities. Drug and alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

For more information please see the school's Drug Free School Policy, which is published as part of the school's Annual Security Report, a copy of which can be obtained from the school's Director on-site or by calling (505) 842-8778, or from the school's website at <https://abq.toniguy.edu>.

OSHA	The United States Department of Occupational Safety and Health Administration requires schools to advise students of the chemicals used in cosmetology and related training. During Orientation, students will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing MSDS for the chemicals used at the school is available in the administration office.
Employment Assistance	TONI&GUY Hairdressing Academy does not guarantee employment upon graduation, however, assistance in finding suitable employment is provided by posting career opportunities from industry professionals. Students also receive training on how to seek employment that includes writing a resume, completing an employment application, preparing for an interview, etc.
Handicap Policy	TONI&GUY Hairdressing Academy does not discriminate in its admissions or other policies against handicapped persons. The licensing requirements for courses offered at the Academy may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator and the NM Board of Barber and Cosmetology.
Evaluations and Academic Advising	Students are advised regarding progress and achievement on a monthly or every two months depending on program. Advisement regarding licensing regulations, reciprocity, and continuing education opportunities is available to students. The administration office has a list of agencies for referral if a student needs assistance. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.
Licensure Requirements	<p>Cosmetology/Barbering/Esthiology</p> <p>Any person is eligible to receive a license as a Cosmetologist/Barber who submits proof that he is at least 17 years of age; has an education equivalent to the completion of the second year of an approved high school; has completed the required clock hours in an approved school for the applicable course; has paid the required fees; and has passed the examination conducted by the Board to determine his fitness to receive a license.</p> <p>Instructor</p> <p>Any person is eligible to receive a license as an Instructor who submits proof that he is at least 17 years of age; has an education equivalent to the completion of an approved four year high school; has completed an instructor course of 1000 clock hours or two years of work experience; has paid the required fees and has passed the examination conducted by the Board. Instructors in the State of New Mexico must obtain twelve clock hours of continuing education every year for license renewal. A Provisional Instructor License may be awarded to a licensee who has three years of documented work experience, but such license will become void after two renewals if the licensee has not taken and passed the Instructor examination and obtained a regular license.</p>
Safety Requirements of the Profession	<p>All persons interested in the cosmetology profession should be aware that certain chemicals used in nail products, permanent waving, conditionings, straightening and relaxing are hazardous to the health. Also, some chemicals are common to the preparation. People who feel they may have an allergy to one of these chemicals should seek the proper medical advice prior to entering the profession.</p> <p>Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritation, so special care must be taken. Industry professionals must also be aware of sanitation procedures</p>

concerning the use and care of instruments, sanitation and hygiene, chemistry, basic anatomy and physiology, and recognition of certain skin ailments.

Safety Requirements of the Profession (Instructor)

Certain safety requirements must be followed for the safety of all. The instructor at a school is responsible for instructing students on these requirements. Health and safety guidelines must be followed in accordance with OSHA regulations.

How to Vote

You may register in person at:

Office of the County Clerk
1 One Civic Plz NW #6007
Albuquerque, NM 87102-2167
(505) 768-4085

You may request a voter registration application be mailed to your residence. These forms are available at county clerk's offices or at the Secretary of State's Office. Pursuant to the Help America Vote Act, if the voter registration application is submitted by mail and it is the first time you have registered in this county or the state of New Mexico, you must submit a copy of a current valid photo ID or a copy of a current utility bill, bank statement, paycheck or other government document that shows your name and address in this county. Submitting this identification information will allow you to avoid being required to show personal identification at the polling place on Election Day.

You may register to vote when applying for a new or renewed driver's license, when applying for certain public assistance or services, at public libraries, colleges and universities.

You may register at any organize voter registration drive or with any Third-Party Voter Registration Agent

Student Services, Continued

Student Conduct Policy TONI&GUY sets forth specific Standards of Professional Conduct for the purpose of promoting a positive learning environment and a pathway to career success.

Developing efficient work habits, a positive attitude, and definite goal orientations during training can only enhance the graduate's potential for success.

1. Arrive for class prepared with books, workbooks, writing utensils, paper for note taking and completed homework.
2. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
3. Arrive for all classes on time. You must call if you are late before 8:15.
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed or missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams and assignments. An unexcused absence will result in a zero grade.
5. Notify a staff member before 8:00 am of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled. A No call no show warrants a one day suspension.
6. Follow time clock procedures by clocking and signing in and out to accurately reflect hours in attendance. You must clock out for lunch and if you leave the building.
7. Follow timecard procedures accordingly. No student may clock in/out for another student. This is to ensure accurate accountability for all our students, especially if there were ever to be an emergency, we need to know who is in the building. If attempted, the student who clocked and the student who received the clocked time will both be terminated immediately.
8. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing. You must tell an instructor if you leave the building for break. You must also sign in and out for breaks and lunches
9. Comply with the published dress code with nametag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
10. Do not smoke, chew gum, eat or drink except in the designated areas and in the break room.
11. Comply with scheduled lunch breaks. As a consideration to fellow students, clients, and Instructors, must notify the school if you are not returning from lunch.
12. Do not perform any services on clients until successful completion of 15% of the course hours and a satisfactory competency evaluation.
13. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
14. Follow all state laws and regulations at all times during school.
15. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges. (Federal Aid students only)
16. Sanitation duties must be evaluated before clocking out each day.

17. Discuss only ethical and professional subject matter during school hours.
18. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned
19. Be fair and honest and respect students and staff.
20. Never steal.
21. Refrain from profanity, raising your voice and offending students and staff.
22. Mind your own business. Issues that are not related to you personally are not of your concern.
23. No gossiping. Sharing unfounded information about others will be considered for immediate termination.
24. Refrain from the willful destruction of property.
25. Refrain from having personal visitors to the school.
26. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
27. Do not use the business phone for incoming or outgoing calls.
28. Cell phones are not permitted on the clinic floor or in classroom. All phones must be placed in lockers unless on break. Cell phone can be used in break room or outside the school only.
29. Texting without the expressed permission of a staff member or at designated times. Cell phones must be turned off at all times
30. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used; prescribe appropriate products and services.
31. Strive to continually upgrade abilities through education and practice.
32. Students may not refuse a client service. Any changes to the appointment book need to be made through an instructor via the coordinator.
33. Students may not linger on the clinic floor. The break room is for students to relax and talk.
34. All student services must be paid for prior to service.
35. Coats are to be hung in the break room or on the coat hooks in the hallway upon clocking in, unless it fits in your locker or you have a classroom to keep it in.
36. A No Call No show warrants immediate one day suspension.

Student Services, Continued

Grievance Policy In accordance with the institution's mission statement, TONI&GUY Hairdressing Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures include the following. 1) Student can obtain a grievance form to complete from the Directors office 2) once returned, a response will be provided by the Director within 15 days.

If resolution has not been obtained and all steps have been exhausted, the complainant may contact a regulatory agency at the New Mexico Higher Education Department, Private Postsecondary Schools Division ,2044 Galisteo Street, Suite 4,Santa Fe, NM 87505,505-476-8400

No adverse action will be taken against the complainant for registering complaint.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes.

Disciplinary Policies Students understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in the following disciplinary actions. Please see Orientation manual.

Probation	A student may be placed on probation for a specified time for any infraction of the Standards of Conduct after receiving one verbal warning. If the student does not correct the problem, he/she will be placed on a second probation with a written warning. If the problem is not corrected during the second probationary period, he/she may be suspended three days or dismissed permanently at the discretion of the school administration. Probation is a 30 day period.
Suspension	Enrollment may be immediately suspended for one to three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.
Dismissal/ Termination	Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons: <ul style="list-style-type: none"> • Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement • Non-conformance with the state laws and regulations governing schools and students • Non-compliance with the school's SAP Policy • Bodily harm to a client, student or employee. • Engaging in the distribution, dispensation, possession or under the influence/use of drugs or alcohol • Willful destruction of school property • Time-card Fraud or Theft • Sharing unfounded and false information regarding students, staff or school • Crafting, posting, and engaging (Liking) any derogatory comments about the academy or its staff on social media. • As necessary based on discretion of school administration.

Student Services, Continued

Disciplinary Appeals

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the TONI&GUY Hairdressing Academy's grievance procedure.

Privacy and Access Policy

Access to Student Information and Records

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records.

At TONI&GUY Hairdressing Academy, FERPA rights apply to a student and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the institution, regardless of the person's age. Under FERPA, a student has a right to

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by TONI&GUY Hairdressing Academy is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Course
- Dates of Attendance
- Degrees & awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the academy asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting an academy employee and filing a request to be excluded from the directory or from any other requests for open directory information. A request to access information will remain in effect until revoked by the student.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The academy will disclose information from a student's education record without the written consent of the student to a staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, TONI&GUY Hairdressing Academy shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. Educational records covered by FERPA normally will be made available within ten days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of TONI&GUY Hairdressing Academy that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the academy that no records of deceased students be released for a period of 5 years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/

Parent Rights Under the Family Educational Rights and Privacy Act (FERPA)

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughters educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization for every request or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission for their parents' access to their educational record by completing the Non-Directory Information Release Form and remitting it to the school.

In emergency or crisis situations, the academy may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

Course Calendar

Hours of Operation:

Monday 5:30-9:30

Tuesday-Thursday 8a-9:30p

Friday-Saturday 8am-4pm

Student Schedule

Courses: Cosmetology/Barbering/Instructor/Esthiology/Barber Crossover

5-Day (Full-Time) schedule:Tues-Sat 8:30am-4pm

3-Day(Part-Time) schedule:Tues-Wed 8:30-7pm and Thursday 8:30 -8pm

Night schedule: Mon-Thur 5:30p-9:30p and Saturday 8:30am to 4pm

Esthiology

Monday, Tuesday, Wednesday 8:30-6pm

Thursday, Friday, Saturday 8:30-6pm

Students are expected to maintain minimum attendance standards to refrain from additional charges to ensure that they complete their training on time for federal funding

Enrollment Periods: TONI&GUY Hairdressing Academy begins new classes approximately every month for Cosmetology/Barbering/Instructor and every 2 or 3 months for Esthiology. Enrollment may be more frequent if necessary. Special circumstances apply. Schedule School Holidays:

- Christmas Day and New Year's Day
- Independence Day
- Thanksgiving

Any other dates are at the discretion of the School Management Team and will be published as needed.

Course Curriculum

All programs offered by TONI&GUY Hairdressing Academy follow similar procedures, instructional methods and grading procedures.

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 80% and pass at least 2 final written and practical exams prior to graduation. Students must make up failed or missed major tests and major incomplete assignments prior to graduation. Numerical grades are considered according to the following scale:

Written and Practical

100-94	A - Excellent
93-87	B - Very Good
86-80	C - Good
79-0	Below Standards

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Programs are presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, discovery-oriented, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are also used for program delivery.

Units of Instruction & Hours

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Program Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study. Students learn career and employment information including professional ethics, effective communications and the fundamentals of business management applicable to the program

Reporting

Progress reports are provided monthly to review academic progress and attendance.

Reference Material

A comprehensive library of references, periodicals, books, texts, and audio/video tapes and technology are available to support the programs of study and supplement the students' training.

Course Curriculumm Continued

Cosmetology Program Outline	HOURS	SUBJECTS – UNITS
	75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.		
	75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
	75	SHAMPOO, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
	200	CHEMICAL REARRANGING Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
	150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs and Hairpieces
	125	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
	200	HAIR CUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
	175	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
	175	MANICURING, PEDICURING, NAIL EXTENSIONS Principles and Techniques of Theory of Massage, Manicuring, Pedicuring, Advanced Nail Techniques
	50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
	300	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

1600 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculumm Continued

Hairstyling Program Outline

HOURS	SUBJECTS – UNITS
	The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
250	CHEMICAL REARRANGING Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Hair Extensions, Braiding, Wigs and Hairpieces
225	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
225	HAIR CUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
75	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
1200	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculumm Continued

Barbering Program Outline

HOURS	SUBJECTS - UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.	
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
200	CHEMICAL REARRANGING Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs and Hairpieces
125	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	HAIR CUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
50	BEARD TRIMMING Shaving, Honing and Stopping
175	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Removal of Unwanted Hair, and Light Therapy
50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
25	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculum Continued

Barber Cross-Over Program Outline (Coming Soon)	150 Hours	
	HOURS	SUBJECTS – UNITS
	50	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
	100	Shaving , Beard Trimming, Honing and Strapping

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculum Continued

Esthetician

Program Outline

HOURS	SUBJECTS - UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.	
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
350	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
50	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
600	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculum Continued

Make-Up Artistry Program Outline

HOURS	SUBJECTS - UNITS
	The following subjects include related Theory, Facial Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, and Implements Use and Safety, Facial Analysis, Client Consultation, Record keeping and Safety.
75	THEORY - CLASSROOM INSTRUCTION The evolution of Make-Up, Color Theory, Facial Structure, Tools of the trade, Chemistry of Make-up, Types of products
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
350	Make-Up Fundamentals, Advanced, Specialty Principles and Techniques of Make-Up, Preparing the Skin Facial Treatments, Cosmetic Application, Hi-lighting, Contouring, Camouflage, Artificial Eyelashes, Eyelash extensions, Lash/Brow Tinting, Aging skin, Men, Teens, Bridal, Period Make-up, High Fashion, Runway, Drag, TV, Film , Special Effects.
50	BUSINESS Professional Ethics, Professional Image, Career Option, Earning Potential, Fundamentals of Business Management, Owning a Studio, Licensing Requirements and Regulations, Resume preparation, Compensation, Interviewing, Business Plan, Payroll Deductions, Telephone Use, Marketing &Advertising, Branding.
50	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
600	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculum Continued

Instructor 1000 Hours
 Program Outline

HOURS	SUBJECTS – UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Effective Communications, Job Seeking and Professional Ethics, Principles of Teaching, Teacher Maturity, Student Learning Principles, and Academic Advising.
The following subjects include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials, implements, hair analysis, client consultation/record keeping and safety and review of practitioner course content.	
100	COURSE DEVELOPMENT AND LESSON PLANNING Planning, Analysis, Implementation, Benefits, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Learning and Preparing Lesson Plans, Course Review
100	TEACHING METHODS Preparation, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips
50	TEACHING AIDS (Use in classroom student teaching) Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies
200	THEORY TEACHING AND CLASSROOM MANAGEMENT Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Academic Advising
50	TESTING AND STUDENT EVALUATION Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments
300	LABORATORY SUPERVISION Independent clinic supervision; client communications/reception desk, inventory control, effective dispensary procedures, supervision of clinic sanitation/client safety, and technical skills ability
125	Misc. Fundamentals of business management; to be applied by Instructor to strengthen student performance in curriculum areas; or for supervised field trips and other course related training

Student Policy

Attendance Policy

Students are expected to maintain attendance of at least **100%** to ensure that they complete their training within the contracted program length.

Max Leave before being on Invoice

Students are allotted 10% of their program for excused leave only. This leave qualifies for doctor visits, medical leave, marriage, and at the institution discretion.

- Cosmetology-up to 160 hrs. Max
- Hairstyling-up to 120 hrs. Max
- Barbering-up to 120 hrs. Max
- Esthiology-up to 60 hrs. Max
- Make-Up-up to 60 hrs. Max
- Instructor- up to 100hrs Max
- Barbering Cross-over 15hr Max

Requirements

- Students must maintain a 100% attendance
- The total number of days that can be missed without having to re-take a term is 2 in any month. If you miss a 3th day, you will be suspended for 5 days and must repeat the month. Exceptions apply during flex week.
- Students who must re-take a month must wait until space is available to re-enter. Student must keep in mind that the Federal Aid can be lost if student exceed the maximum amount of time allowed to be enrolled. See Satisfactory Academic Policy in this manual.
- Only 28 hours can be missed on Saturdays and Tuesdays. Missing additional hours will result in disciplinary action.

Close Closure (These do not count against the attendance policy)

- Memorial Day
- Labor Day
- Christmas Day and News Years Day
- Thanksgiving
- July 4th

Mandatory Days

Student must attend school the day before and after each holiday or student will be suspended. If the day before a holiday falls on a Saturday, the student must attend and cannot be used as their 1st Saturday to miss class

Student Policy

Extra instructional charges

Each course had been scheduled for completion with a contract end date.

If a student does not graduate within the contracted period or has excessive absences the student will pay an additional \$10 an hour to complete the program.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. The Leave of Absence and any additional approved leaves of absence is a minimum of 10 days and may not exceed a total of 90 days (max 180) in any twelve month period.

LOA is reserved for medical leave with doctor notification or at the discretion of the school. If approved, the official LOA will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee or additional charges will be charged for the LOA or if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the ending date by the applicable number of days.

All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

Return from Leave of Absence

The student must provide a reasonable expectation date that he/she will return to school. The LOA will not be considered a withdrawal nor will a refund calculation be required unless a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination 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 will not be returning.

Student Policies

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs monitor Satisfactory Academic Progress (SAP). The grading and attendance standards are applied to all students enrolled in a specific NACCAS approved program and scheduled for a particular category of attendance (Part-time/Full-Time). Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.

A. Qualitative Requirement:

This institution expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as outlined below.

1. Theory is evaluated after each unit of study. Practical performances are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a cumulative theory grade average of at least 80% and pass a written and practical final exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Written and practical numerical grades are given on this scale:

100-94 A - EXCELLENT
93-87 B - VERY GOOD
86-80 C - GOOD
79-0 BELOW STANDARDS

Students will be evaluated in both attendance and academic called Standard Academic Progress or SAP. Student are evaluated at the followed actual hours clocked:

Course	Actual Hours Clocked Evaluated			
Cosmetology	450	900	1250	1600
Hairstyling	450	900	1050	1200
Barbering	450	900	1050	1200
Barbering Cross Over	75	150		
Esthiology	300	600		
Make-Up	300	600		
Instructor	500	1000		

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students are evaluated no later than the midpoint of the course and at the end of the course period. Students are made aware of evaluations by a written progress evaluation.

2. Students are required to attend a minimum of 80% attendance schedule and 80% academics in order to be considered maintaining SAP.
3. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Instructor students are evaluated at the midpoint of the course and at the end of the course. The attendance percentage is determined by

dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Students are made aware of evaluations by a written progress evaluation.

4. Complete the course within a maximum time frame agreed to in the Enrollment Agreement.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next progress reporting period

B. Quantitative Requirement:

Student must complete his/her educational program in no longer than 125% of the published length of the program as stated below:

Course	Schedule Weekly	Maximum time to complete weeks	Scheduled hours
Cosmetology 1600 hrs	35 hours	58	2000
Cosmetology 1600 hrs	31 hours	65	2000
Cosmetology 1600 hrs	23 hours	87	2000
Hairstyling 1200 hrs	35 hours	43	1500
Hairstyling 1200 hrs	31 hours	49	1500
Hairstyling 1200 hrs	23 hours	65	1500
Barbering 1200 hrs	35 hours	43	1500
Barbering 1200 hrs	31 hours	49	1500
Barbering 1200 hrs	23 hours	65	1500
Esthiology 600 hrs	27 hours	25	750
Make-Up 600 hrs	27 hours	25	750
Instructor 1000hrs	35 hours	36	1250
Instructor 1000hrs	31 hours	41	1250

The maximum time allowed for transfer students who needs less than the full course requirements will be determined based on 75% of the scheduled hours. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours.

Losing and Regaining Eligibility:

C. Warning and Probation

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be terminated from the program or placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

The student will be notified immediately if any evaluation impacts financial aid eligibility. The student will be counseled by instructor and actions required to attain satisfactory requirements by the next evaluation will be documented.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period. Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress, the student will be determined as NOT making Satisfactory Academic Progress and the student will be terminated from the program.

Appeal

The appeal must include:

- The reasons for which a student may appeal would be such as death of a relative, an injury or illness, or other allowable special circumstance. The student must submit documentation that validates the appeal. Documentation could include, but is not limited to, an obituary, doctor's note, accident report, etc.
- The student must also clarify what has changed in his/her circumstance that would allow for achieving satisfactory progress at the next evaluation.

The written/documented appeal will be maintained in the student's file. The results of the appeal will be maintained with the appeal.

If appeal is approved, A student will then be placed on probation. The student will be given an academic plan with steps necessary during the probation period to achieve a cumulative academic and/or cumulative attendance satisfactory rating and funding may continue through the period.

If it is not possible for the student to attain those measures set forth in the academic plan, no future appeal will be accepted, and title four funds will cease for that period.

A student may receive Pell, Direct Loan, PLUS and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress. Students who do not achieve the minimum standards after exhausting the appeal options are no longer eligible for Title IV, HEA program funds.

D. Leave of Absence/Re-Entry

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

F. Course incompleteness, repetition, non-credit remedial courses do not apply to this institution and therefore have no effect on SAP.

Graduation Requirements

Graduation Requirements

Future professionals must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests, practicals, quotas and product sales and assignments for the course;
- Completion of the Course of Study as required by the State Board of Barbers and Cosmetologists;
- Complete all chapter tests and assignments with an average of 80%. More than one test can be administered per topic. The combine score must be at least 80% average or above. Student may re-take test only once if available. After, the student must return when given again.
- Successfully complete at least 80% of all clinic requirements such clinic services and product sales if required
- Pass written and practical Mini-board exams with an 80% or above.
- Complete portfolio-include 20 before and after Hair photos for Cosmetology and Barbering and Make-Up students. Esthiology/Make-Up should create at least 20 using make-up. Not needed for Instructors
- Volunteer at least 10hrs providing services for events
- Meeting all goals and requirements set by school standards-
- We encourage participation in Leadership Council
- Make satisfactory arrangements for all debts owed to the institution.
- Complete all required projects
- Complete all required exit paperwork
- Return all parking passes and trolley keys

Upon completion of the course of study and all graduation requirements, a TONI&GUY Hairdressing Academy diploma will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation. If student graduate with an 79% or below. The student will receive a NM State Diploma and not a TONI&GUY diploma. A New Mexico State Diploma is a certificate of completion and does not qualify you for TONI&GUY alumni benefits, advanced training and your job and salary options may be less than those who graduate with a TONI&GUY diploma.

All records and transcripts are kept at the main campus:
2201 Uptown Loop Rd Suite F, Albuquerque, NM 87110

Dress-Code and Professional Image

A professional image is a requirement for successful participation as a student of TONI&GUY.

Future Professionals are expected to maintain the following professional dress code:

- All black daily. #AHWB (Senior students can add gray to their dress code.)
- Clothing should be professional, clean, and free of stains and/or holes.
- Clothing should cover breasts, crotch, buttocks and abdomen at all times.
- Dress Slacks, Capris or Black denim (not faded; rivets should be black).
- Dresses or Skirts must be knee-length or longer
- Shirt must cover the armpit and hang over the shoulder.
- Shoes should be black or 90% black professional, in good repair, and must be closed-toe.

- Printed T-shirts with TONI&GUY Hairdressing Academy Logo
- Black or Nude hose/stockings.
- Accessories must be all black (Including scarfs, bands, belts, socks, etc.)
- Jewelry can be any color.
- Hair must be clean and styled PRIOR to arriving at school.
- Cosmetics must be applied PRIOR to arriving at school.

In order to maintain the highest standards of professionalism and safety, the following is a list of unacceptable dress attire:

- Flip flops or beach sandals
- UGGs or slippers
- Tanks or sleeveless tops
- Sweatpants or sweatshirts
- Shorts, yoga pants or athletic wear
- Leggings with crotch/buttocks area exposed or sheer leggings
- Blue jeans (Spotlight students on clinic floor may wear jeans on Tuesday's as incentive).
- Embellishments on denim (rhinestones, bling, ect.)
- Print or brand logos on clothing (excluding official TONI&GUY Academy/Salon prints).

*All dress attire will be ultimately be subject to the approval of the school.
Future Professionals who fail to comply with this professional dress code
will be asked to leave and return with the appropriate attire.*

Infection Control

- Future Professionals must keep workstations and classroom areas clean, sanitary and clutter free at all times.
- Future Professionals must clean their station, including the floor, after each service.
- Hair must be swept up immediately after a service is completed.
- Workstations must be cleaned at the end of the day prior to receiving a timecard to clock out for the day.

Learning Participation Guidelines

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- Future Professionals will be expected to maintain an average of 80% on all theory tests and assignments.
- Future Professionals are expected to be continuously working on school related projects, assignments, reading or test preparation during school hours.
- Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a guest presentation, the following qualifies as clocked hours:
 - Completion of monthly worksheets
 - Completion theory review worksheets
 - Performing a service on another Future Professional
 - Listening or reading school resource center materials

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitalizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

The school distributes materials informing the community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Dean of the school and a disciplinary hearing may be called.

The school presently has installed on its computer server "Watchdog Software", which monitors the traffic of computer usage. This software also restricts access to only those websites which are on a "safe list". In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the program.

The Academic committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a "before and after" comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Dean and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual

damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

**Information for
Crime Victims
about
Disciplinary
Proceedings**

Institutions must, upon written request, disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding Conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or Offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

**Sexual
Misconduct
Policy**

TONI&GUY Hairdressing Academy is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence and dating violence are also forms of sexual misconduct.

The school’s Sexual Misconduct Policy describes the school’s programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The Policy is included in the school’s Annual Security Report, a copy of which can be obtained from the school’s Title IX Coordinator, Ms. Tammy Hingtgen, on-site or by calling (505) 842-8778, or from the school’s website at <https://abq.toniguy.edu>. The school provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The school will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The school’s Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person’s gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The school encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the school will seek to respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

**CAMPUS SECURITY
ACT DISCLOSURE
STATEMENT**

Institutions must, upon written request, disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

The Campus Security Act (public Law 102-26 requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. In compliance with that law, the following reflects this institution's crime statics for the period between 1/1/2007- and 12/31/2009.

Agreement

I hereby certify that I have received a copy of this catalog (including the *compensation a graduate can expect, physical demands of the profession, safety requirements of the profession, licensing requirements, completion, placement and licensure rates, graduation requirements, attendance policy satisfactory progress policy, course outline, and median loan debt information about employment in the industry*) prior to enrollment. I have read its contents and agree to comply with all policies contained herein.

Student Signature

Date

Print Name