

**THE  
SALON  
PROFESSIONAL  
ACADEMY**

3701 80th Street Suite B  
Appointments: 262.697.6000  
[www.Kenoshaspa.com](http://www.Kenoshaspa.com)

CATALOG 2.2020



**Table of Contents**

Page 2.....Table of Contents  
Page 3 .....Mission Statement  
Page 3 .....Location & Hours  
Page 3 .....Student Salon Floor & Classrooms  
Page 4.....Programs of Study  
Page 4.....Career Opportunities  
Page 5.....Cosmetology  
Page 7.....Aesthetics  
Page 9.....Manicurist  
Page 10.....Instructor  
Page 11.....Licensing Requirements  
Page 13.....Enrollment Information  
Page 16.....Tuition Planning  
Page 19 .....Student Policies  
Page 24 .....Academic Information  
Page 32 .....Regulatory & Consumer Information

The Salon Professional Academy, hereinafter is also known as the “Academy” throughout this catalog.



**ENROLL NOW!**  
**YOUR ADMISSIONS REPRESENTATIVE:**  
**JOE COLAVITO - MOBILE: (646)285-7898**  
**EMAIL: [ADMISSIONS@KENOSHATSPA.COM](mailto:ADMISSIONS@KENOSHATSPA.COM)**

### **Mission Statement**

The Salon Professional Academy of Kenosha is dedicated to teaching and mentoring students providing them the skills and knowledge to achieve personal and professional growth. It is “our” mission to prepare students to graduate with the essential skills for the industry, and, create a pathway for career success. The Academy trains each student to become professionals in cosmetology, instructor level services, aesthetics, and manicuring. The Academy prepares students for opportunities at top salons. Students are trained with the critical business skills necessary to meet the needs of today’s industry. This includes goal setting, guest handling, professionalism, and salon mentoring to further develop the student into a marketable professional.

### **Location**

The Academy is in Kenosha, WI and is only 10 minutes north of the Illinois border. Kenosha County is a growing community of nearly 168,000 people, and it is conveniently located between Chicago and Milwaukee. There are several local parks and public facilities in addition to great living, dining, and shopping areas within minutes of the school.

### **Hours**

The Salon Professional Academy is open 6 days a week, with hours on Tuesday, Wednesday, and Thursday from 9:00am -9:00pm and from 9:00am- 3:00pm on Monday, Friday, and Saturday.

Services are available each day.

### **Student Salon Floor**

The Academy’s salon floor is where each student has an opportunity to display and perform his or her practical skills on guests. The Academy has a solid 41,000-person client base from Kenosha and the surrounding areas to provide students with real hands -on experience. Our beautiful state of the art educational facility is spaciouly equipped with:

- 40 hairstyling stations
- 12 shampoo bowls
- 8 pedicure stations
- 8 manicure stations
- 5 practical skill stations
- Aesthetics room with 6 private spa beds
- Color dispending bar
- Student pre- booking station

Our urban and trendy environment benefits every student and guest experience. All salon services are performed by our talented students and supervised by a licensed Academy instructor. The Academy is proud to carry Redken color and home maintenance products, as well as Pureology, Dermalogica, MUD makeup, CND nail products, and OPI polish.

### **Classrooms**

The Academy has five classrooms to provide each student an atmosphere to learn theory and practical skills.

### **Programs of Study**

The beauty industry is a billion-dollar business in the United States and the demand for professional and creative individuals are always high. Student will learn current and advanced techniques and become personally equipped to enter the workforce as a career-driven service provider. Each program is defined by its individual academic requirements. All programs offered by the Academy are taught in English.

### **Cosmetology**

Explore the latest styles, trends, and techniques in hair, skin, and nails that will empower you for success.

### **Aesthetics**

Learn the art of make- up, skin care, and overall personal health and wellness.

### **Manicurist**

Discover the beauty of nails and the opportunity for a fun, creative career.

### **Instructor**

Pass on your passion and knowledge to inspire and grow the next generation of salon professionals.

### **Career Opportunities Are Endless...**

- Hair Stylist
- Make-up Artist
- Skin Care Specialist
- Manicurist
- Artist for a Manufacturer
- Stylist for theatre, film, and media
- Freelance Stylist
- Platform Artist
- Salon Manager and/or Salon Owner
- Salon Sales Consultant
- Manufacture Representative
- Manufacture Salon Development Manager
- Marketing Representative
- Instructor at a beauty school
- Administration at a beauty school
- Fashion Show Stylist
- Photo Stylist

### **Cosmetology**

Wisconsin requires 1550 Hours of instructional time and Illinois requires 1500 hours of instructional time

### **Program Length**

This course covers all phases of cosmetology, hair care, skin care, and manicuring. To become licensed in Wisconsin, cosmetology students must complete 1550 hours of approved training.

The Academy adheres to the Wisconsin statute [Wis.Stat.440.62] that requires students in a course of instruction in Cosmetology to complete 1550 hours of approved training in no less than 10 months of instructional time. This program is designed to prepare the student to sit for the Wisconsin and Illinois State Board Licensing Examination, obtain a Cosmetology License, and find gainful employment.

### **Reciprocity**

The Academy's cosmetology graduates may apply for their license in both Wisconsin and Illinois. This is a great opportunity for all students.

Graduates may also apply for licenses in other states but must comply with each state's laws and rules to become licensed there.

### **Instructional Method**

Each student's education possesses practical application of principles in the art of beauty to the design of hair styles, makeup and nails:

- Theory [in class instructor led]
- Practical application of learned methods
- Clinical Application and Guest Service
- This program includes theory and practical instruction that prepares the student to perform hair, skin, and nail services on the public. Instructional methods include:
  - Lecture
  - Demonstration
  - Hands-On
  - White Boards
  - Power Point
  - Internet

### **Grading Procedure**

Academic and practical work will be graded according to the following 100-point grading scale:

75% - 100% = Passing

Below 75% is Not Passing

*"I really enjoyed being at TSPA; the school has changed me mentally, physically, and emotionally. I can honestly say TSPA upgraded my life. This is one of the best decisions I've made thus far." – Barbara S.*



## **Cosmetology**

1550 Hours Course Outline (Total Hours 1550)

Theory and Practical hours are required in each component of the program

**10 hours** - Hygiene, grooming, and personal development.

**40 hours** - Bacteriology, sterilization, and sanitation.

**580 hours** - Haircutting, hair tapering (clipper -cuts), razor cutting, hairstyling, curling, thermal waving, fingers-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hair pieces, wigs, and wefts. Tools, equipment, and implements (identification & usage).

**577 hours** - Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools, equipment, and implements (identification and usage).

**95 hours** – Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to Electrology, Tools, equipment, and implements (identification and usage).

**35 hours** - Manicuring, including nail enhancement. Tools, equipment, and implements (identification and usage).

**50 hours** - Anatomy and physiology of the hair, skin, and nails and disorders of the hair, skin, scalp, and nails.

**30 hours** - Product knowledge, product use, and sales, preparing and consulting with customer for services.

**18 hours** - Laws, rules, professional ethics, and history of cosmetology.

**115 hours** - Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.); (Theory and Practical Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology establishments.)

*"I loved my experience at TSPA of Kenosha. It taught me how to be professional and how to deal with life experiences. Instructors pushed us to do better.*

*Overall, my experience at the Academy was amazing! I got to meet my amazing classmates had the chance to gain many clients with the level system, and I was pushed to try my best. All of the knowledge I got being a student not only made me a better stylist but also made me a better person."*

*– Mariza Z.*

*"Coming from the south, this school has welcomed me with open arms and turned into my only friends/family while I was attending. I have learned so much from the instructors, and that knowledge will follow me forever. I am so grateful and blessed to have the chance to attend special educational classes and listen to guest speakers. I loved my school!"*

*– Gabrielle N.*

*"I made lifelong friends at TSPA." – Corrie P.*

## **Aesthetics**

600 Hours Instructional Time

### **600 Hour Aesthetics Program Length**

The 600 hours aesthetics course covers all phases of make-up, hair removal, and skin care. To become licensed in Wisconsin, aesthetics students must complete 450 hours of approved training. Students enrolled into this program are required to complete 600 hours of approved training, which meets Wisconsin state standards. The additional 150 hours includes advance studies and more hands-on experience benefiting the student's education and career readiness.

This program is designed to prepare the student to pass the Wisconsin State Board Licensing Examination, obtain an Aesthetician License, and find gainful employment.

Graduates may also apply for licenses in other states but must comply with each state's laws and rules to become licensed there.

### **• Instructional Method**

- Each student's education possesses practical application of principles of the art of beauty, skin care and makeup:
- Theory [in class instructor led]
- Practical application of learned methods
- Clinical Application and Guest Service
- This program includes theory and practical instruction that prepares the student to perform aesthetics, skin care, and makeup services on the public. Instructional methods include:
- Lecture
- Demonstration
- Hands-On
- White Boards
- Power Point
- Internet

### **Grading Procedure**

Academic and practical work will be graded according to the following 100-point grading scale:

75% - 100% = Passing

Below 75% is Not Passing

*"I found the Esthetics program to be very exciting and a lot of fun! Going to TSPA has given me the opportunity to bring out my best qualities, such as motivation and confidence and apply them to my daily life and career!"*

*–Ashley L.*

*I love TSPA! The Aesthetics program has been a fun journey, and I can't wait to see all the possibilities unfold for me in the future." – Dominique C.*

### **Aesthetics 600 Hours Course Outline (Total Hours 600)**

#### **Theory and Practical hours are required in each component of the program**

**26 hours** - Introduction, law & code, bookkeeping, and business.

**60 hours** - Management, history & ethics, effective communication, human relations, bacteriology, infection control, sterilization & sanitation tools, health, products, and equipment use & safety.

**40 hours** - Anatomy and physiology.

**24 hours** - Principles & techniques of chemistry, treatments & process skin care treatments, and skin chemical procedures.

**148 hours** - Product knowledge and product use, safety, & techniques.

**55 hours** - Electricity, machines & equipment (use and safety), superfluous hair removal, waxing, and basic principles of electricity & light therapy

**32 hours** - Makeup & color analysis, application of cosmetics, and eyelashes.

**215 hours** - Individual student needs & electives, laws, rules, professional ethics & history of aesthetics, compensation packages & payroll deductions, licensing requirements & regulations, and fundamentals of business management

### **Manicurist 300 Hours Instructional Time**

#### **300 Hour Manicurist Program Length**

The 300-hour Manicurist course covers all phases of nails, as well as natural and artificial nail care. To become licensed in Wisconsin, manicurist students must complete 300 hours of approved training. Students enrolled into this program are required to complete 300 hours of approved training, which meets Wisconsin state standards.

This program is designed to prepare the student to pass the Wisconsin State Board Licensing Examination, obtain a Manicurist License, and find gainful employment.

Graduates may also apply for licenses in other states but must comply with each state's laws and rules to become licensed there.

#### **Instructional Method**

Each student's education possesses practical application of principles of art of beauty to the design of nails:

- Theory [in class instructor led]
- Practical application of learned methods
- Clinical Application and Guest Service
- This program includes theory and practical instruction that prepares the student to perform nail services on the public. Instructional methods include:
  - Lecture
  - Demonstration
  - Hands-On
  - White Boards
  - Power Point
  - Internet

#### **Grading Procedure**

Academic and practical work will be graded according to the following 100-point grading scale:

- 75% - 100% = Passing
- Below 75% is Not Passing



### **Manicurist 300 Hours Course Outline (Total Hours 300)**

#### **Theory and Practical hours are required in each component of the program**

**36 hours** - Introduction, law & code, bookkeeping, business, management, history, and ethics.

**35 hours** - Safety, sanitation, sterilization, first aid & bacteriology, infection control, health, sterilization & sanitation tools, products, and equipment use & safety.

**34 hours** - Nails and skin disorders.

**26 hours** - Anatomy and physiology.

**136 hours** - Principles & techniques of manicuring & pedicuring, including artificial nails services, principles & techniques of chemistry, product knowledge, product use, and safety & techniques.

**12 hours** - Introduction to advertising, effective communication, and human relations.

**21 hours** - Individual student needs & electives, laws, rules, professional ethics, history of esthetics, compensation packages & payroll deductions, licensing requirements, and regulations & fundamentals of business management.

### **Manicurist**

425 Hours Instructional Time

#### **425 Hour Manicurist Program Length**

The 425-hour manicurist course covers all phases of nails, as well as natural and artificial nail care. To become licensed in Wisconsin, manicurist students must complete 300 hours of approved training. The Academy requires students in this program to complete 425 clock hours of approved training, which meets Wisconsin and Illinois state standards. The additional 125 hours include advance studies and more hands-on experience benefiting the student's education and career readiness, and the State of Illinois Rules and Regulations and preparation for the Illinois State Board Examination.

The program is designed to prepare the student to pass the Wisconsin and Illinois State Board Licensing Examination, obtain Manicurist License, and find gainful employment. Graduates may also apply for licenses in other states but must comply with each state's laws and rules to become licensed there.

#### **Instructional Method**

Each student's education possesses practical application of principles of art of beauty to the design of nails:

- Theory [in class instructor led]
- Practical application of learned methods
- Clinical Application and Guest Service
- This program includes theory and practical instruction that prepares the student to perform nails services on the public. Instructional methods include:
  - Lecture
  - Demonstration
  - Hands-On
  - White Boards
  - Power Point
  - Internet

#### **Grading Procedure**

Academic and practical work will be graded according to the following 100-point grading scale:

- 75% - 100% = Passing
- Below 75% is Not Passing

### **Manicurist-425 Hours Course Outline (Total Hours 425)**

#### **Theory and Practical hours are required in each component of the program**

**36 hours** - Introduction, law & code, bookkeeping, business, Management, history & ethics

**60 hours** - Safety, sanitation, sterilization, first aid & bacteriology, infection control, health, sterilization & sanitation tools, products & equipment use & safety

**34 hours** - Nails & skin disorders

**26 hours** - Anatomy & physiology

**186 hours** - Principles & techniques of manicuring & pedicuring including artificial nails services, principles & techniques of chemistry, product knowledge, product use, safety & techniques

**12 hours** - Introduction to advertising effective communication, human relations

**21 hours** - Individual student needs & electives, laws, rules, professional ethics & history of esthetics, compensation packages & payroll deductions, licensing requirements & regulations & fundamentals of business management

**25 hours** - Illinois State Board Preparation

**25 hours** - Illinois State Board Regulations

### **Instructor- 150 Hours Instructional Time**

#### **Program Length**

This course covers all phases of preparation for becoming an instructor in the cosmetology arts and sciences and meets Wisconsin state standards. The curriculum is mandated by the State of Wisconsin Department of Regulation & Licensing. The student shall complete 150 hours of training within two (2) years of commencing the training.

This program is designed to prepare the student to pass the Wisconsin Certified Instructor Exam, obtain an Instructor Certificate and find gainful employment. This is an individualized program and classes meet on an assigned schedule.

#### **Program Requirements**

Prior to training, a student in this program must have a license in cosmetology, aesthetics, or manicuring and must have 2000 hours of practice as a licensed practitioner.

#### **Instructional Method**

Each student's education possesses practical application of principles of the art of beauty and of Instruction:

- Theory [in class instructor led]
- Practical application of learned methods
- Clinical Application and Guest Service
- This program includes theory and practical instruction that prepares the student to teach in a cosmetology school. Instructional methods include:
  - Lecture
  - Demonstration
  - Hands-On
  - White Boards
  - Power Point

#### **Grading Procedure**

Academic and practical work will be graded according to the following 100-point grading scale:

- 75% - 100% = Passing
- Below 75% is Not Passing

## **Instructor 150 Hours Course Outline (Total Hours 150)**

### **Theory and Practical hours are required in each component of the program**

**14 hours** – Orientation – goals, rules, and review of curriculum.

**64 hours** – Teaching Skills – objectives, competencies, methods, lesson planning, teaching technique of the practical laboratory, interpersonal relations, evaluation, and grading principles.

**32 hours** – Facilitating/Managing Skills – classroom management, communications, counseling, record keeping, and safety/ first aid.

**40 hours** – Supervised Teaching (prerequisite Orientation, Teaching Skills, and Facilitating/Managing Skills) – practical applications on the clinic floor and basic skills of practical teaching techniques.

### **Compensation Expected**

Cosmetology graduates can earn from \$25,000 to \$35,000 in salary and gratuities in an entry-level position, depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists, resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits, resulting in higher earnings.

Aesthetic graduates can earn from \$16,000 to \$20,000 in salary and gratuities in an entry-level position, depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists, resulting in much higher pay after an introductory period of several months.

Manicurist graduates can earn from \$18,000 to \$22,000 in salary plus gratuities in an entry-level position, depending on the work schedule and the area population. A commission scale is commonly used to pay nail technologist, resulting in much higher pay after an introductory period of several months.

Instructor graduates can earn from \$20,000 to \$30,000 in salary in an entry-level position, depending on the work schedule and the area population. An hourly rate or salary is commonly used to pay instructors. Many schools now offer benefits, resulting in higher earnings.

### **Physical Demands**

There are physical demands placed on the body in any career. It is suggested that you wear properly fitted, supportive shoes. Care must be taken to protect your back, legs, and feet, as well as your wrists, hands, and fingers. One way to do this is strength training and regular exercise to promote all over body conditioning and improved circulation. We recommend consulting your doctor before beginning any exercise program.

### **Safety Requirements**

It is the responsibility of each licensed professional to promote a safe work environment. The professional will likely be working with water and should be mindful of the risk of water spills and is encouraged to wear shoes that would not be slippery when walking on a damp floor. Gloves should be worn during chemical services to reduce any allergic reaction an individual may have to certain chemicals. Keep all chemicals and products away from your eyes and the client's eyes. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues. Also refer to the MSDS sheets for the product you are using.

## **LICENSING REQUIREMENTS**

**The following are required to meet Wisconsin licensing requirements:**

### **Cosmetology**

- Applicants for licensing must have proof they have graduated from high school or that they have attained a high school graduation equivalency as determined by the department of public instruction.

<https://dpi.wi.gov/graduation/paths>

- II. Graduated from a course of instruction of at least 1550 training hours in not less than 10 months in a recognized school.
- III. Complete and submit the Licensure by Examination Application with documentation and fees which can be reviewed at <https://dsps.wi.gov/pages/Professions/Cosmetologist/Default.aspx>
- IV. Passes an examination conducted by the examination board to determine fitness to practice cosmetology.

#### **Aesthetics**

- I. Applicants for licensing must have proof they have graduated from high school or that they have attained a high school graduation equivalency as determined by the department of public instruction. <https://dpi.wi.gov/graduation/paths>
- II. Graduates from a course of instruction of at least 450 training hours in not less than 11 weeks and not more than 30 weeks in a school.
- III. Complete and submit the Licensure by Examination Application with any required documentation and fees
- IV. Passes an examination conducted by the examination board to determine fitness to practice cosmetology.

#### **Manicurist**

- I. Applicants for licensing must have proof they have graduated from high school or that they have attained a high school graduation equivalency as determined by the department of public instruction. <https://dpi.wi.gov/graduation/paths>
- II. Graduates from a course of instruction of at least 300 training hours in not less than 7 weeks and not more than 20 weeks in a school.
- III. Complete and submit the Licensure by Examination Application with any required documentation and fees.
- IV. Passes an examination conducted by the examination board to determine fitness to practice cosmetology.

#### **Instructor**

- I. Instructor training is satisfied by successful completion of a course approved by the department. Completes 2,000 hours of practice as a licensed practitioner issued by the department.
- II. Completes 150 training hours of instructor training.
- III. Pass the Wisconsin State Certification Examination.

#### **Factors that might preclude an individual from obtaining or maintaining licensure in Wisconsin:**

- I. Conviction of a felony committed while engaged in the practice of barbering or cosmetology.

#### **The following are required to meet Illinois licensing requirements: Cosmetology & Manicurist**

- I. Applicants for licensing must be at least 16 years of age
- II. Applicants for licensing must have graduated from a recognized high school, attained a high school graduation equivalency, or is beyond the age of compulsory school attendance.
- III. A valid US Driver's License or State ID or valid US Passport or Military Active Duty ID.
- IV. Applicants for licensing must complete the required number of hours in the program and graduate from an approved school.
- V. Applicants for licensing must pass the state board examination.

#### **Factors that might preclude an individual from obtaining or maintaining licensure in Illinois:**

There are no regulatory oversight restrictions that would impede an individual from becoming licensed or to lose licensing.

## ENROLLMENT INFORMATION

### Admissions

Our admissions representatives are committed to helping determine if this is the right industry for you. Our assessment, interview and selection process are designed to ensure that student's needs as a professional will be met leading to a successful academic journey. Our team will assist you as you learn about our programs and our facility as we discuss the value our education provides.

### Passport to Enrollment

Contact our admissions representative to schedule a tour and interview to learn why this is the best school for your career training.

- Schedule your tour and interview with our admissions department by calling 262-697-6000 x3.
- Request a copy of your High School transcript from your high school.
- Have readily available your state issued license or ID.
- Start your financial planning. Federal aid is available for those who qualify: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Admissions Requirements

- Once you've been accepted, the following are required on the day of sign-up:
- A copy of the student's **valid** driver's license; passport; or government or state issued identification.
- Proof of High School Graduation or its equivalent:
  - Provide a copy of their High School Diploma; OR
  - Provide a copy of their student's high school transcript with the graduation date; OR
  - Provide a copy of their GED transcripts; OR
  - a state-issued credential for secondary school of completion (if home-schooled); OR
  - Foreign Diploma – must have evidence that verification of a foreign 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.
- \$100.00 Application Fee (cash or credit card)
- Completed *Application for Enrollment and Sign an Enrollment Agreement*
- An Academy accepted tuition arrangement plan.
- In addition to the above requirements, an instructor must have evidence of completion of 2,000 hours of practice as a Wisconsin licensed current practitioner.

### Transfers

Applicants looking to transfer into the Cosmetology and Aesthetics programs must submit an official transcript from the prior school attended that indicates both academic and clock hour performance be for being accepted into any Academy program. The Academy does not accept transfer hours from other institutions into our Manicurist or Instructor programs.

Academy accepts the following successfully completed hours if the student is accepted and meets the standards as stated below:

1. If the student attended another *The Salon Professional Academy* or a *Summit Salon Academy*, 100% of the completed hours will be accepted.
2. If the student attended a school other than *The Salon Professional Academy* or *Summit Salon Academy*, the completed hours will be reviewed and evaluated prior to being accepted.
3. The Academy will administer a scholastic evaluation to students wishing to transfer hours from a prior cosmetology [et.al.] program to the Academy or, based on the consultation, require the transfer student to enter the Academy's



Phase I class. Based on the scholastic results, if applicable, the Academy may recognize the successfully earned clock hours from all [**or part**] of the applicant's previous training experience provided it is recognized by the Board of Cosmetology. Any transfer hours must be submitted and approved before enrollment. Transfer students must complete a minimum of 500 clock hours while attending at the Academy. Also, transfer students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course of study for the contracted hours required at the time of enrollment plus the applicable application fee.

4. All transfer applicants contracted for at least 50% or more of the full published course length must purchase a kit, which includes applicable texts and uniforms according to the standard policy for admitted students. This includes, without limitation, instruments, equipment, and any other items related to instruction that the Academy may require a student to purchase for use in the classroom as determined at the Academy's discretion. Applicants contracting for less than 50% of the full published course length have the option to purchase a full kit, which includes applicable texts and uniforms to complete the course. A student may purchase supplies of equal or greater quality from vendors other than the Academy or from the Academy directly.

### **Re-entry Students**

Students who have been terminated or withdrawn from The Academy may re-enroll (if the Academy determines them eligible) and re-entered students will return under the same Satisfactory Academic Progress status that was in effect as of the time of student's termination or withdrawal.

Former students who wish to re-enter their program of study, must request approval from the administration. IF the approval for re-entry is completed within 6-months [180-days] from the last date of recorded attendance and if all tuition payments to date were made the remaining tuition/education balance will be honored. All re-entering students are subjected to a 30-day evaluation of performance where they will be reviewed for the ability to complete the program within the remaining contract period. The results of which will be discussed and part of the next Satisfactory Academic Progress review. A new enrollment agreement will be signed, and establish the student's class start date and the Contract End Date will be calculated and discussed with the student.

### **Re-Enrolling Students**

Former students who wish to return to academic study by have been removed from the Academy [any reason] for at least 180 days [6 months or more] must meet with admissions and have their prior education and performance evaluated. Prior hours earned [satisfactory grade required] may be approved, however, students who reenroll greater than 2-years from their LDA at the Academy may be required to complete the entire program of study. Student who are approved for re-enrollment [after 6months from LDA] following their dismissal or withdrawal will be charged for the required clock hours at the currently hourly rate for the program of study, plus the application fee.

Student who are approved and re-contracted for the remaining required hours to complete their program will be subjected to a Satisfactory Academic Progress evaluation based on the hours required to be completed. Re-contracted students will also be subjected to a 30-day evaluation of performance at the Academy, and, with this evaluation, reenrolling students may have additional hours required to address any deficiencies required to complete their program. A new enrollment agreement will be signed, and establish the student's class start date and the Contract End Date will be calculated and discussed with the student.

### **Class Sizes**

The Academy limits the class size for all courses for an enhanced educational experience. Early enrollment is encouraged as class sizes vary depending upon start dates and best placement option for each student.

### **Schedule Change**

Students are permitted to change from one schedule to another. However, schedule changes will be assessed a \$250.00 fee. All scheduled changes must be approved by the education department. Payment must be made, or an acceptable payment plan must be approved before schedule change is completed.



### **Student and Staff Facilities**

A student lounge is located on campus for the use of student breaks. The student library is a resource available and located on the salon floor. There are 4 offices on campus for Academy administration. All areas provide accessibility for handicapped and disabled students.

### **Housing**

The Academy does not offer on or off campus housing.

### **Voter Registration**

Students can complete voter registration by contacting the financial aid office. Voter Registration form is also available on the Welcome to TSPA Kenosha! Tab in MindTap.

### **The Salon Professional Academy Outcome Rates**

We are pleased to announce our outcome rates based on the 2018 NACCAS Annual Report.

- Graduation Rate 77.78%
- Placement Rate 73.21%
- Licensure Rate 93.94%

### **Our Professional Affiliations**

The Academy has the help of L'OREAL professional, Redken and Pureology National Performing Artists, and other industry leaders who lend their expertise to the school.

### **Staff, Education, Administration, and Ownership**

All instructors meet the requirements of the State of Wisconsin, have years of salon and/or spa experience, and are licensed cosmetologists, aestheticians or manicurists.

### **Support Staff**

Amareli Cordova (Substitute Instructor), Tiffany Schlaeger (Substitute Instructor), Sandra Anderson (Substitute Instructor), Rachel Barrientos (Substitute Instructor), April Fees (Substitute Instructor), Carrie Sanchez (Substitute Instructor)

Vanessa White (Guest Services), Cheryl Thomey (Guest Services), Cassandra Torres (Guest Services)

### **Instructors**

Bethany Cummings  
Julie Sigman  
Jade Jarina

### **Financial Aid**

Jesse Perez – *Financial Aid Administrator /Title IX Coordinator*

### **Admissions**

Joseph Colavito

### **Operations**

Joe Colavito

### **Owners**

The Salon Professional Academy is owned by T-REN-D of Kenosha, LLC  
Tiffany Schlaeger – *CED/Education Director/Sub-Instructor*

## **TUITION PLANNING**

Our financial aid staff assists with student tuition planning to make the process as easy as possible. We strive to educate students on the debt that is associated with borrowing loans to cover tuition costs and materials at the Academy thereby assisting students in becoming responsible borrowers. The Academy understands that finances can be a scary topic but putting a practical plan together that feels right to you, the student, as well as being manageable, is the commitment of the financial aid staff.

### **Financial Planning Made Easy**

The Academy assists to educate students and their family members of the functions and regulations of all payment options. Tuition may be paid in the following ways:

- Federal Student Aid – Combination of Pell Grant (based on student's eligibility), Direct Loans, and PLUS Loan (based on student's eligibility). To apply, you need to complete the Free Application for Federal Student Aid (FAFSA): [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) .
- Private Loan – Non-federal loan issued by a lender such as a bank or creditunion.
- Pay in Full – This can be done in one lump sum or in monthly payments (as determined by the financial aid office) via cash, credit card, check, or money order.
- Tuition Financing Company (TFC) - This is a monthly payment plan contract that is approved and administered through the Academy's financial aid office.
- VA Education Benefits – Montgomery GI Bill and Yellow Ribbon (based on veteran's eligibility).
- Outside Scholarships – To research scholarships, visit FastWeb on-line: [www.fastweb.com](http://www.fastweb.com) .

### **Federal Student Aid**

Federal Student Aid is available for qualifying students. Students may be eligible for grants and/or loans to cover qualifying educational expenses. The Academy encourages students to only borrow that which is needed. To learn about Federal Student Aid (specifically, the eligibility of aid, how to apply, and the different types of aid accepted at the Academy), please visit <http://federalstudentaid.ed.gov>

To apply for Federal Student Aid, please complete a FAFSA online: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) . Once the Academy receives the information report generated from the data entered on your FAFSA, one of our dedicated financial aid administrators will call you to review your estimated eligibility.

### **Department of Veterans Affairs**

The Academy participates in the U.S. Department of Veterans Affairs (VA) GI Bill benefits. For more information or to request your certificate of eligibility, please visit <http://www.qibill.va.gov> .

### **Notice to Students Receiving Federal Student Aid**

Students who receive financial assistance under the Higher Education Act (i.e. Federal Pell Grants, Federal Direct Loan Program Subsidized and Unsubsidized Loans, or the Federal Direct PLUS Loan Program) will become eligible for those funds as they academically progress in their program of study throughout the academic year the funds were awarded for. FSA Title IV funds are disbursed to the Academy by payment period. As an example: A Cosmetology student will have 4 distinct payment periods, 0-450 hours, 451-900 hours, 901-1225 hours, and, 1226-1550 hours. Student must successfully complete the hours in each period before becoming eligible for aid in a subsequent period.

For first-time, first-year students, loan borrowers the Federal Direct Loan funds will be disbursed no earlier than 30-days from the contracted enrollment period start date as per federal regulations. In addition, Students receiving Title IV funds (financial aid) as part of the funds used to cover costs at the Academy may only receive those Title IV funds if the student is making Satisfactory Academic Progress (SAP) as defined by standards of the Academy.

Students may maintain eligibility for Title IV aid if they had failed to meet one or both standards, if upon evaluation are placed on a period of warning or who have successfully appealed their subsequent status and are permitted a probation period per the policy.

#### **Cost of Attendance**

The Academy estimates the Cost of Attendance for dependent students (i.e. those who live with a parent or guardian while attending the program), other identified dependent students (i.e.: dependents who do not live with a parent or guardian), and independent students as defined by the FAFSA (documentation may be required) based on the length of the program, the tuition and fees, Kit and other academic requirements, loan origination fees, as well as a documented student surveyed average of room and board, personal expenses, and transportation costs. A budget for each approved program is provided from the Academy in the consumer information materials available to all students.

#### **Notice to Students Making Monthly Payments to the Academy**

Students who select the **Pay in Full** payment plan are required to complete and sign a *Tuition Payment Schedule - Notice to Student* form. By signing said notice, the student agrees to the pay (in full) the balance due the Academy according to the terms set forth in that notice.

#### **Notice to Students with Private Loans**

All students who select Non-Title IV loans are required to fulfill their obligation to their loan provider to stay current with their payment obligations.

#### **Other Costs**

A student in any program will have the following costs while attending an academic program:

- Academy required school supplies
- Academy approved apparel
- Wisconsin State Board kit provided by the student.

**Career Invest Costs for All Programs**

**1550-hour Cosmetology Career Investment Costs**

Application Fee	\$ 100.00
Kit & Book Fee	\$ 2,400.00
Tuition	<u>\$19,600.00</u>
Total	\$22,100.00

**600-hour Aesthetics Career Investment Costs**

Application Fee	\$ 100.00
Kit & Book Fee	\$1,900.00
Tuition	<u>\$8,600.00</u>
Total	\$10,600.00

**300-hour Manicurist Career Investment Costs**

Application Fee	\$ 100.00
Kit & Book Fee	\$ 550.00
Tuition	<u>\$ 3,800.00</u>
Total	\$ 4,450.00

**425-hour Manicurist Career Investment Costs**

Application Fee	\$ 100.00
Kit & Book Fee	\$ 550.00
Tuition	<u>\$4,800.00</u>
Total	\$5,450.00

**Instructor Career Investment Costs**

Application Fee	\$ 100.00
Kit & Book Fee	\$ 500.00
Tuition	<u>\$1,750.00</u>
Total	\$2,350.00

## **STUDENT POLICIES**

The Academy is committed to an atmosphere of professionalism and utmost integrity to ensure the highest quality of education and fairness among students. These policies are designed to help teach students professional behavior and build patterns of excellence that will equip them to be outstanding in their future career as employee, manager, or entrepreneur. The policies of the Academy are important to each student's success and are a condition of enrollment.

### **Attendance**

It is the Academy's responsibility and commitment to instill in each student a professional work ethic that prepares them for immediate career placement, while providing perspective employers with valuable employees. Upon enrollment, the student has made a commitment to daily attendance according to his/her class schedules. A student must demonstrate responsibility and commitment to his/her career training. A responsible student is on time and prepared to begin training daily. They have planned for transportation, child-care, back-up child-care, weather conditions, etc. A student's lack of planning and preparedness can cause a great deal of stress to fellow students, guests, and educational staff and makes career placement very difficult.

### **Time Clock**

It is the student's responsibility to clock in upon arrival and clock out at the end of the day. The time clock is the office measurement of a student's daily attendance. A student may clock in no earlier than 15-minutes before his/her scheduled time. No time prior to 15 minutes in front of a scheduled day will be accepted as actual attendance hours towards completion. Students must also clock out each time they leave the building and clock in when they return. A failure to properly clock in and clock out requires an additional review of the student's time, documentation of the hours, or a removal of the hours if no supporting information can be presented. Time clock exception form must be submitted within 24 hours to be considered for a review of time. Students are required to manage their time and any student with multiple failures to properly clock in and clock out may become subjected to dismissal from their program. The Academy emphasizes that attendance in training is akin to proper business and time management in the future.

### **Breaks**

Students may receive up to one fifteen (15) minute break during their daily schedule. Wisconsin law does not require that employers provide breaks, however, The Academy recognizes that students will need time to eat during their periods on the floor or after classroom theory. Breaks are at the discretion of the instructor assigned to the student each day and should not exceed 15 minutes. Breaks longer than 15-minutes require a student to clock out. Breaks should not be taken upon the first hour of a student's scheduled start time, nor in the last hour of their shift.

### **Introduction Phase**

A student's introduction phase consists of "foundation classes" which is approximately eight, ten, or sixteen weeks, depending upon the schedule the student selected upon enrollment. During the students "foundation classes" period, students are required to master the theory portion of their studies and are discouraged from being absent. Each theory class syllabus will outline the academic grade reduction for missed/absent hours during the foundation portion of the program and is outlined here:

- Cosmetology students who are absent more than three days during the foundation phase will be subjected to a 15% reduction in the final course grade.
- Aesthetics and Manicurist students, regardless of schedule, are permitted no more than three days of absences during their introduction phase.

Absenteeism rates of greater than twenty-five percent [ $>25\%$ ] of the foundation course total hours will be failed for the foundation portion of the course. Example, students in Cosmetology who are absent 75 hours will be required to repeat the entire foundations course prior to moving forward in their program. This may result in the student being withdrawn until the next available course start opening occurs.

Re-admission will be considered for a start date that will permit the student to meet a minimally uninterrupted attendance schedule. Re-admission is not guaranteed and is at the discretion of the Academy Review Board. A student's "introduction phase" begins on the student's scheduled start date and ends on his/her completion of courses in foundational training.

### **Reporting Unplanned Absences**

If a student is going to be absent they must call in to the Academy's absence line prior to their scheduled start time. This is the only acceptable method of reporting an unplanned absence as it impacts more than the student. The Academy asks that all students are to be respectful and follow the absence reporting procedures so that guests and fellow students can be accommodated with the least amount of inconvenience. It is the student's responsibility to make up any missed work or assignments due to absence. Students who miss an exam due to absence receive a zero grade and must attempt the exam the day of their return from absence. If a Zero grade is entered the student may be required to repeat the section.

### **No Call /No Show**

A no call/no show will result in the student being documented in the academic instructor book as a No Call/No Show absence. Students will be required to have a meeting with the Academic Review committee after the 2<sup>nd</sup> No Call/No Show offense has been logged. A No Call/No Show is a student that fails to call in before their scheduled start time.

### **Excused Absences**

There are NO excused absences granted by the Academy. It is the student's responsibly to make up any missed assignments due to an absence.

### **Tardiness, Partial Day(s), and Leaving Early**

#### **Tardiness**

The Academy expects students to arrive on time for their scheduled academic day. If a student is going to be tardy, they must call in to the Academy's absence line prior to their scheduled start time, a failure to call results in a No Call/No Show designation.

A tardy student is considered tardy at the 15-minute past the hour mark. If a student arrives late but within the grace period [15minutes] example being: scheduled to begin at 9:00am and clocked in prior to 9:15am the student can stay for their assigned shift by reporting to the front desk and completing a Tardy on the daily Student Attendance Log with the instructors' approval. Students who do not report their tardy to the Academy's absence line prior to their scheduled start time and are unable to clock in within fifteen (15) minutes of their scheduled start time will not be granted authorization to join their class until after the theory portion of the day has concluded. If they fail to join their class at that time they will be marked absent for the day regardless of their actions.

All students scheduled on the student salon area for guest services must be at their assigned station by their scheduled start time and are required to pass the sanitation requirements that include state safety and sanitation regulations. Failure to pass the sanitation standards as scheduled will result in practical work on a mannequin or assignment by the student salon area Instructor.

#### **Partial Day(s)**

If a student encounters an emergency that requires them to leave before the end of his/her scheduled shift, the student must request authorization to leave from their instructor and then clock out at the time clock. When a student leaves early, hours missed will be required to be made up as scheduled hours for the day are not adjusted for any reason other than school closures, inclement weather, or natural disasters.

A student who has a total combination of 9 or more tardy days and/or partial days during the completion of their 1<sup>st</sup> Academic Year [900/hrs.] may be subjected to dismissal from their program. Students on the student salon floor during State Board preparations and advanced clinical applications in their 2<sup>nd</sup> Academic Year [650hrs.] who have a combination of 6 or more tardy days and/or partial days may not be eligible to complete their program on time.



### **Severe Weather**

In the event of severe weather, the Academy may announce a delayed start OR cancellation of classes. Delayed or cancellation of classes will be announced on the Academy's Facebook page by administration no later than 2-hours prior to class start time. Weather does not automatically cancel classes, therefore, if no announcement is made regarding a delayed start time or cancellation of classes, students are expected to arrive on time, as scheduled.

In the event of severe weather that resulted in cancellation of classes, the contract graduation date for all students who were scheduled to attend will be extended by the same amount of days that the school was cancelled due to the severe weather.

It should be noted that during an event that results in a delayed start to the academic day, all students are still expected to arrive by the designated delayed time. Scheduled hours for that date will reflect the removal of the time under delay. Student who arrive late on a delayed day may be subjected to dismissal for the day and their hours will be counted as absent.

### **Over-Contract Charges**

Each course/program has been scheduled for completion within an allotted time frame. Any student who does not complete their program, and the requirements to graduate within the contracted period will be subjected to additional out of pocket costs to complete their education. It is not realistic for any student to expect that excessive absences or the inability to complete their program as provided would receive an education for free. The school does reserve space, equipment, and instructors for each student and course/program in conjunction with the enrollment agreement. If a student does not complete all of the graduation requirements and hours within the contracted period [as outlined] in the student's Enrollment Agreement, there is a per hour charge up to \$100 per day based on hourly tuition rate of the program payable in advance until all scheduled hours and graduation requirements are met.

Over-Contract Charges are calculated by adding the number of weeks to complete the program, including school closures, and any additional base of school days.

The additional base of days for the programs are as follows: Cosmetology 15; Aesthetics 8; Manicurist 3; Instructor 10.

### **Make-Up Hours**

Clock hours missed by a student can be requested for attendance as make-up hours outside of their regular schedule. The times available for make-up hours and the academic requirements of those hours are scheduled by administration. Additionally, students would need to be compliant with the attendance policy of the school. Students may not make-up hours to graduate earlier than their contract end date stated on their enrollment contract.

### **Time Clock Adjustment**

An approved Time Clock Adjustment form documents a student's request for an adjustment to be made to his/her time clock activity for a specific date. Some reasons for such adjustments include:

- a student was unable to successfully use the time clock system
- a student attended his/her scheduled professional development meeting
- a student completed a guest service

A completed Time Clock Adjustment form must be signed by an Academy instructor and submitted in to the student form center located outside of classroom 1 (one), at the end of the student's shift or by the end of the next business day.

### **Parking**

To ensure an exceptional experience for our valued guests, students must park in the designated parking spaces behind the building. Once those parking spaces are full, students must park in the alternative designated parking spaces.

### **Lockers**

Students are responsible for their personal property and are required to store all belongings in the provided assigned locker. Lockers must be kept locked and clean at all times. Students are provided with a padlock that must be returned in working condition or a \$10.00 fee will be charged.

### **Kit and Books**

The required textbooks and kit supplies are included in the student's career investment cost. Students are required to have all Textbook materials and kit supplies with them in the Academy every day. Borrowing is not allowed, so if an item is lost or broken, the student is expected to replace it within 24 hours. Administration will order replacements for lost or broken items at the student's expense.

### **Appearance**

A professional appearance is necessary for success. Students are required to follow their program's apparel code. Student name tags must be worn every day. Replacement name tags can be purchased at the Front Desk.

### **Holidays**

The Academy is closed for the following holidays: New Year's Eve & New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day (including the following Friday & Saturday), and Christmas Eve & Christmas Day. Any additional days will be announced and posted in advance of occurring.

### **Conduct**

Students are expected to demonstrate professional conduct always. Please be mindful of the Academy's conduct standards to be applied to each student. A student who continues to violate the Academy conduct standards as outlined below may be terminated from the program.

- The Academy is committed to educating students and will not tolerate any student that is demonstrating unprofessional behavior (swearing, complaining, gossiping, tardiness, destruction of school supplies or property, rudeness, interrupting other students or classes, insubordination, or other ill-mannered behavior) in the classroom, salon floor, or the student lounge.
- Food, beverages, snacks, and gum are allowed in the student lounge. Please do not use the Academy phones for personal calls. Students will be notified of emergency calls only by an Academy staff member.
- Cell phones and other electronics are permitted with the approval of a staff member. Students may be asked to store their cell phone in their locker.
- The Academy is a smoke-free campus, so we ask that students smoke in the designated area behind the building.
- Students are required to participate in daily education.
- An assignment not completed on time is considered non-sufficient academic progress.
- In effort to avoid instructional interruptions, students must stay in the area in which they have been assigned for the day.
- We ask that all students' attitudes be positive while demonstrating maturity and tolerance in the handling of all people and situations.

### **Classroom Conduct**

- Food, beverages, snacks, and gum are allowed in the classroom if organized by the instructor.
- All classroom work will be under the supervision of an educator.
- Students are responsible for classroom sanitation duties daily and prior to the dismissal of class.
- Students are expected to keep their area clean and neat always.

### **Salon Floor Conduct**

- Students can have drinks with lids on the salon floor if they are stored inside their station's cabinet.
- Students must have an educator consultation before beginning and completing a guest service.
- Any student who completes a service without an Instructor consultation may be suspended for the remainder of the day.

- We ask students not to gather at the reception desk, in the salon area, or around a station where another student is working with a guest.
- All salon floor services/work will be under the supervision of an educator.
- Students are responsible for salon floor sanitation duties daily. Sanitation must be completed and checked by an instructor prior to the students' dismissal.
- Students are expected to keep their area clean and neat always.

### **Minor Policy Violation**

Certain behavior will not be tolerated, and if continues after receiving a verbal warning to cease, the student will be issued a minor policy violation. If issued a minor policy violation, a student may be suspended if his/she is unwilling to correct the behavior for the remaining of his/her shift. Behavior that warrants a minor policy violation includes but is not limited to:

- Profanity
- Failure to participate
- Refusing a guest or service
- Not clocking out when leaving building
- Failure to notify an instructor when leaving building

### **Major Policy Violation**

At any time during a student's program, receiving a major policy violation may result in termination and may also require monetary restitution. A major policy violation includes, but is not limited to:

- Stealing (this includes personal use of Academy product)
- Cheating
- Inappropriate use of social media
- Defacing or damaging belonging to students and/or the school
- Possession of concealed weapons
- Use of controlled substances/alcohol
- Abusing or causing physical harm to others, and violating local, state, or federal laws

### **Suspension**

A student may be suspended for failure to comply with Academy policies, academic dishonesty, or conduct that endangers the students or staff. If a student receives a minor policy violation he/she will be sent home if the student is unwilling or unable to correct the matter that caused the violation. The student, once dismissed, will be able to return his/her next scheduled day. If a student is issued a major policy violation, the student will be sent home immediately. The student will need to speak with an Academy Director before returning to school.

### **Social Media Conduct**

Inappropriate use of social media includes but is not limited to posting or distribution of damaging, false, threatening, or abusive information about the Academy, Academy guests, students, or staff members, and harassment, discriminatory, hateful, violent, or obscene material which advocate illegal or dangerous acts. Such behavior is not tolerated and will result in receiving a major policy violation.

### **Copyright Act**

The Academy expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. The assigned salon floor computers are for student's professional use and it is against the Academy's policy for students to copy or share copyrighted material. This includes unauthorized peer to peer sharing. It is prohibited for students to use the Academy's information technology systems for these activities.

The Academy reserves the right to revise policies to ensure continued enjoyment and success for our valued students, staff, and guests.

## **ACADEMIC INFORMATION**

### **Library**

A library is provided for student use. An Instructor can assist a student in checking out items from the library.

### **Personal Services**

For each month a student has no absences, he or she may be awarded TSPA Bucks, which can be redeemed for personal services and/or product. Additionally, students may receive TSPA Bucks for attendance at education events at the Academy's discretion.

### **Academic and Individual Advising**

The Academy instructor meets with each student member regularly to provide mentorship and discuss their progress and professional development throughout the program. Topics of discussion range from, but are not limited to, the student's GPA, attendance, salon floor performance, guest handling and experience,.

At the academy we teach the Drivers of Success Business versions for Aesthetics, Cosmetology, and Nails. Owners and managers today want to hire trained business-savvy professionals. Students are taught the business skills they need to be successful with the Prosper U's modern business program.

### **Career Planning**

The Academy maintains contacts in the cosmetology, aesthetics and manicurist profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are posted in the student lounge. Annual career fairs are hosted by education, giving the students an opportunity to meet local salon owners, managers and stylists. All departments work together to follow-up on graduates and their employers to assist in future job placement. The Academy cannot guarantee every student will be placed.

### **FERPA Policy**

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that: Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;

- a) require written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law;
- b) do not allow publication of "directory information" about students;
- c) provide and permit access to student and other school records as required for any accreditation process initiated by the institution
- d) Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy.
- e) Cumulative education records are maintained for a minimum of six (6) years after graduation or termination.

### **Privacy Policy and Access to Cumulative Records**

The Salon Professional Academy respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when the Academy can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes the Academy is not in compliance with the statute and governs when the Academy can disclose directory information about students.

### **Inadequate Grades**

A passing grade is required for all assignments and tests. In the event a student does not pass within the requirements, the lesson must be repeated with another class. Lessons are scheduled based off availability and are not guaranteed to be offered before a student's end of contract.

When a student is weak in one or more areas of study or skill, an educator will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed after a grading period regarding their course deficiency and advised on how they can correct the issue.

### **Student Administration Request**

A student who needs documentation from the Academy, such as proof of enrollment on Academy letterhead, financial aid planning, discuss a leave of absence or schedule change, etc., must complete a Student Administration Request Form. An Academy administrator will follow up with the student within ten business days.

### **Professional Counseling**

A student who demonstrates violation of school policies may result in the student being subject to counseling with members of the Academy. Upon enrollment each student is issued a copy of, and agrees to abide by, the Academy's policies. A student may be terminated for violations of the policies.

### **Graduation Requirements**

The following are required for graduation from all programs:

1. Completion of program required number of hours
2. Completion of all curriculum components, assignments, and, tests
3. Minimum required cumulative 75% attendance rate and 75% grade point average
4. Satisfactory payment of all tuition, fees, and over-contract charges

These graduation requirements must be met before receiving a diploma and final transcript(s). Students also complete an exit interview with an Academy Administrator. Graduation from the school is not required before the Student can take the state licensing examination. All students who complete the requirements of the program receive a transcript.

### **Graduation Ceremony**

Graduates earn a diploma upon satisfying the graduation requirements. A graduation ceremony is scheduled by the academy and coordinates the date, time and outline with an appointed Academy Instructor.

### **Satisfactory Academic Progress Policy**

The satisfactory academic progress policy is consistently applied to all students enrolled in the school, whether receiving Federal Title IV funds, partial funding assistance, or self-paying. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV funding. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy is printed in the school catalog to ensure that it is provided to all applicants prior to enrollment.



Evaluation Periods

Students will be evaluated for Satisfactory Academic Progress status based on actual clocked hours completed at the following evaluation periods:

Course / Program	Actual Clock Hour Evaluations
Cosmetology	450, 900, & 1225 hours
Aesthetics	300 hours
300 Hour Manicurist	150 hours
425 Hour Manicurist	212 hours
Instructor	75 hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

Attendance Completion Progress

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. 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 75% 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.

Maximum Time Frame

The maximum time a student has to complete their program is 133% of the publish program length.

PROGRAM	PROGRAM LENGTH	MAXIMUM TIME FRAME IN SCHEDULED HOURS
Cosmetology	1550 Clock Hours	2062
Aesthetics	600 Clock Hours	798
Manicurist	300 Clock Hours	399
Manicurist	425 Clock Hours	566
Instructor flex schedule	150 Clock Hours	200

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on a minimum of 75% attendance completion rate of the scheduled hours. Students who have not completed the course within the designated maximum timeframe may continue to complete their program, however, may not be considered a graduate. Students who exceed the maximum timeframe, and, who have tuition or overage charges outstanding, are required to clear those debts on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes,



fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

#### Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the school.

The following factors will be measured to determine academic progress: academic grades (test grades, look book, major unit tests, etc.), practical work and salon floor work. Students must make up failed or missed tests and incomplete assignments. To be considered meeting Satisfactory Academic Progress students must maintain a cumulative grade point average of 75% as defined by academic and practical graded to the following 100 -point grading scale:

75% - 100% = Passing

Below 75% is Not Passing

#### Determination of Progress

Students meeting requirements at the end of each evaluation period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance (75%) and academic (75%) minimum requirements.

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination Report at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student's eligibility for Title IV aid. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

#### Satisfactory Academic Progress 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, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

#### Re-Establishment of Satisfactory Academic Progress

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing cumulative grade average to 75% or better, and 2) Increasing cumulative attendance to a minimum of 75%. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

#### Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have reestablished Satisfactory Progress at the next scheduled evaluation.

#### Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution. Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Academic Progress Policy.

#### Reentry Students/Interruptions

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same satisfactory academic progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

#### Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the Academy.

#### **- End of SAP Policy -**

#### **Leave of Absence Policy**

This policy applies to Cosmetology and Aesthetics students only. All new incoming students may not request leaves of absence within the first five weeks of the start date of their selected program. Students enrolled in the Manicurist and Instructor program are not permitted to take a Leave of Absence.

A student may be granted a leave of absence (LOA) where there must be a reasonable expectation that the student will return from a leave of absence to continue enrollment. Prior to commencement of the Leave the student is required to have approval for the Leave by the Academy. Failure to gain approval is grounds for termination. The student must request the leave of absence in writing to a school administrator using the form provided by the school. The request should clearly state the reason(s) for the leave of absence and include the student's signature. A leave of absence may be granted for a circumstance such as military duty, jury duty, medical, or family emergency. An emergency leave of absence, without prior written request, may be granted provided the student completes the leave of absence form, sends it to school, or delivers it in person within reasonable resolution of the emergency. In this instance, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.

Students may be initially granted a short-term leave of absences (90 days or less) and will maintain financial aid eligibility and all charges will remain on the student account. Any additional leaves of absence requests may not exceed a total of 180 days in a 12-month period. This 12-month period begins with the first day of the initial leave of absence. The minimum time allowed for an approved leave is 30 calendar days and students may not be eligible if the student was absent for >14days prior to the request [unless it was an emergency leave]. Student must adhere to the maximum time-frame for a LOA is 180 calendar days. The Salon Professional Academy permits no more than 3 approved leaves during a student's contracted enrollment period. A student who meets the above criteria is not considered to have withdrawn and a refund calculation is not required at that time. Additionally, a student who must take an approved leave of absence (LOA) will return to the program in the same satisfactory academic progress (SAP) at the time the LOA began. A student on an approved leave of absence will retain in-school status and will be required to retake the portion of the program that was missed due to the leave of absence upon returning.

The student's contract end date and maximum time frame will be extended for the exact same number of calendar days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The student must continue their payment plan while on the Leave of Absence. On the day the student returns from a leave of absence the student is required to inform the financial aid or admission office of the student's return.

If the student does not return from the LOA within the 180 calendar days and/or the designated date of return as listed on the LOA form, the student will be withdrawn from The Salon Professional Academy. A refund calculation will be completed based on the student's last date of attendance.

If the student requesting a Leave of Absence is a Title IV HEA program loan recipient, prior to the school granting the leave of absence, the student is required to meet with a Financial Aid Officer to discuss information regarding financial obligations, possible revisions in his/her aid package, deferment options, and the effects on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period if the student fails to return from a leave of absence.

### **Complaint Procedure**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unlawfully treated, or harassed in any way. Academic grievances related to a complaint about a program of study or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints must be made within one week of the issue.
2. If the complaint cannot be resolved informally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 14 business days.
3. In the event a student has a complaint that needs to be addressed, the student should submit a written complaint on the official internal grievance form provided by the academy. This form must be signed and dated and dropped in the complaint box.
4. Students may pursue any unresolved complaints with the State of Wisconsin's Department of Safety and Professional Services, PO Box 8935, Madison, WI 53708, TEL.877.617.1565.
5. Students may also pursue any unresolved complaints with the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314, Tel.703.600.7600.

### **Termination by the School**

The student's enrollment may be terminated by the school for failure to meet any of the policies including insufficient progress, failure to comply with rules or policies, or maintaining tuition payments in accordance with their contract etc. In the case of termination by the School, the Student will receive a refund, according to the Institutional Refund Policy.

### **Refund Policy**

#### **Enrollee's Right to Cancel – Pursuant to Wisconsin DRL RL 62.0 7**

If the student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment contract, or the student is not accepted by the School, or if an accepted Student is determined unqualified, or the enrollment was procured because of misrepresentations by the school, all monies collected by the school will be refunded, less the application fee.

If the student cancels the enrollment more than three business days after signing the enrollment contract but prior to starting classes, a refund of all monies paid to the school less the application fee.

The formal Cancellation Date will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of termination by the school, or for unofficial withdrawals, 14 calendar days after the last day of attendance which is monitored monthly or the expiration date of an approved Leave of Absence from which the student did not return.

For students who enroll and begin classes but withdraw or are terminated prior to course completion and after three business days of signing the contract, a cancellation fee of \$150.00 will be assessed and any applicable refund will be calculated based on the following Partial Refund Chart:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 05.0%	20%
5.1% to 10.0%	30%
10.1% to 15.0%	40%
15.1% to 25.0%	45%
25.1% to 50.0%	70%
50.1% and over	100%

- This refund policy applies to tuition charged in the enrollment contract. Other nonrefundable charges the student may have incurred include application fee, registration fee, schedule change fee, kit and books, extra kit materials, products, unreturned school property, etc. These nonrefundable charges will be calculated separately at the time of Formal Cancellation.
- Any monies due the Student shall be refunded within 30 calendar days of the Formal Cancellation Date
- If the student withdraws or is terminated prior to course completion, the student is assessed with the cost of the student's kit and books. The school shall reimburse the cost of any unused equipment or supplies received from the school's kit and book supplies, if the student returns the items, unused and in their original condition, within 15 days of withdrawal or dismissal. Any kit and books or supplies that had not yet been dispersed to the student and would have been disbursed at a later point to the student, is forfeited as supplies are given to active students only.
- In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair settlement will be made.
- The Academy does not participate in any teach out plans with any other institutions. If the Academy becomes permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. No such refund may defeat a claim to indemnification to which he/she is entitled under the school's surety bond.
- If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If a Title IV financial aid recipient withdraws or is terminated prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Loan Program; second to subsidized Federal Direct Loan Program, third to any Federal PELL Grant program; fourth to other Federal, State, private or institutional student financial assistance programs; and, last to the Student. After all applicable returns to Title IV aid have been made, this Partial Refund Chart will apply to determine the amount earned by the School and owed by the Student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- If the student withdraws or is terminated prior to course completion, the student's remaining tuition balance owed may be placed into a monthly payment arrangement with the academy or will be placed in collections, unless the student pays the balance owed in full.

**Return of Title IV Funds**

The law specifies how the Academy must determine the amount of Title IV program assistance that a student earns if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you

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

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once a student has completed more than 60% of the scheduled hours in a payment period, they have earned all the assistance that the student was scheduled to receive. If the student did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in a cc or dance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

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

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

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to but not exceeding the 15<sup>th</sup> calendar day from the students last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office.

**Return of Title IV Funds by the School**

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.



### **Title IV Programs**

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
  
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)
6. Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. FSEOG
10. TEACH Grant

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](http://www.studentaid.ed.gov).

### **REGULATORY & CONSUMER INFORMATION**

#### **Responsibility for Catalog Information**

Each student is responsible for knowing the information in this catalog. The Salon Professional Academy reserves the right to change policies, tuition and fees, kit and book supplies, and/or to revise curriculum.

#### **Campus Security Act Information Disclosures and Annual Security Report**

This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy, the Campus Crime Statistics Act, and the Violence against Women Act (VAWA). The information provided within is intended for prospective and current students, as well as staff. Our most current report is available online at the Academy's website <http://kenoshatspa.com/program-and-student-disclosures/>. Students may request a paper copy from the Financial Aid office.

#### **Sexual Misconduct Policy**

The 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. Every member of the Academy community should be aware that the school is strongly opposed to sexual misconduct and that such behavior is prohibited by stated and federal laws. You can download our most current policy at our website, <http://kenoshatspa.com/program-and-student-disclosures/>. To request a paper copy, please contact the Academy's Financial Aid office.

Any student or staff member who has concerns about gender discrimination, including any concerns pertaining to sexual violence, is encouraged to contact our Title IX Coordinator. For more information regarding the Academy's sexual misconduct policy or the contact information for the Title IX Coordinator, please visit our website:

<http://kenoshatspa.com/title-ix-coordinators/>.



**Consumer Information**

The consumer information provided is a requirement of the United States Department of Education. The information provided within is intended for prospective and current students, as well as staff. The consumer information can be downloaded on line at our website: <http://kenoshatspa.com/program-and-student-disclosures/>. To request a paper copy, please contact the Academy’s financial aid office. The Academy reserves the right to update and revise the consumer Information as needed.

**Members**

T-REN-D, LLC, the owner of the Academy, also known as The Salon Professional Academy of Kenosha, 3701 80th Street, Suite B., Kenosha, WI 53142, is an Illinois Limited Liability Company registered to do business in Wisconsin under the name T-REN-D of Kenosha, LLC. The CEO is Tiffany Schlaeger.

**Organizations**

The Salon Professional Academy is licensed by the State of Wisconsin Department of Safety and Professional Services 1400 East Washington Avenue, PO Box 8935, Madison, WI 53708. Telephone 608.266.2112.

The Academy is accredited by NACCAS, 3015 Colvin Street, Alexandria, VA 22314. Telephone 703.600.7600.

**Surety Bond**

The Surety Bond is held by RLI Surety. RLI Surety is located at PO Box 3967, Peoria, IL 61612. The RLI Surety can be contacted via telephone at 309.692.1000.

**Non-Discrimination**

The institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin.

**Class Start Dates: 2020**

<b>Cosmetology</b>	<b>Esthetics 600 Clock Hours</b>	<b>Manicurist 300 or 450 Clock Hours</b>	<b>Instructor 150 Clock Hours</b>
<ul style="list-style-type: none"> <li>• January 22</li> <li>• February 26</li> <li>• April 1</li> <li>• May 6</li> <li>• June 11</li> <li>• July 23</li> <li>• August 27</li> <li>• October 2</li> <li>• November 6</li> <li>• December 15</li> </ul>	<ul style="list-style-type: none"> <li>• February 18</li> <li>• June 2</li> <li>• October 13</li> </ul>	<ul style="list-style-type: none"> <li>• September 21</li> </ul>	<p>Dates To Be Determined. Please speak with the Admissions Department to learn more.</p>

