SCHOOL CATALOG & CONSUMER INFORMATION

THE SALON PROFESSIONAL ACADEMY OF KENOSHA
3701 80TH ST, SUITE B, KENOSHA, WI 53142

Admissions@KenoshaTSPA.com - 1 (262) 697-6000 ext 3

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Enrolling Now
ADMISSIONS REPRESENTITIVE:
JOE COLAVITO - MOBILE: (646)285-7898
EMAIL: 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 spaciously 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 rebooking 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 Mizani hair care, Dermalogica skin care, Crown Brush 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

Grading Procedure
Academic and practical work will be graded according to the following 100-point grading scale for all programs:

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

Upcoming Program Start Dates: 2025

Cosmetology 1550 Clock Hours	**Aesthetics 600 Clock Hours**	Instructor 150 Clock Hours	
January 6 **March 17**	**March 3** **July 7**	January 20	
May 27 **August 12**			
October 22 **January 13, 2026**			

Cosmetology

Wisconsin requires 1550 Hours of Instructional Time

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 State Board Licensing Examination, obtain a Cosmetology License, and find gainful employment.

Reciprocity

Graduates may also apply for licenses in other states but must comply with each state's laws and rules to become licensed there. Illinois requires 1500 hours of instructional time

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:

Our Academy offers a comprehensive approach to teaching cosmetology that is geared towards maximizing student learning. We combine various teaching styles and techniques, such as lectures, discussions, tests, written assignments, practical skills, observations, and instructional games, to provide a fun learning experience. To enhance the learning process, we have additional audio-visual aids, including a Digital learning platform and Power Point presentations. Our goal is to stimulate the growth of knowledge and skills for each individual student.

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).

Aesthetics

600 Hour 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:

Our Academy offers a comprehensive approach to teaching aesthetics that is geared towards maximizing student learning. We combine various teaching styles and techniques, such as lectures, discussions, tests, written assignments, practical skills, observations, and instructional games, to provide a fun learning experience. To enhance the learning process, we have additional audio-visual aids, including a Digital learning platform and Power Point presentations. Our goal is to stimulate the growth of knowledge and skills for each individual student.

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 Program

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:

Our Academy offers a comprehensive approach to teaching manicurists that is geared towards maximizing student learning. We combine various teaching styles and techniques, such as lectures, discussions, tests, written assignments, practical skills, observations, and instructional games, to provide a fun learning experience. To enhance the learning process, we have additional audio-visual aids, including Digital learning in the classroom and Power Point presentations. Our goal is to stimulate the growth of knowledge and skills for each individual student.

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.

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:

Our Academy offers a comprehensive approach to teaching manicurists that is geared towards maximizing student learning. We combine various teaching styles and techniques, such as lectures, discussions, tests, written assignments, practical skills, observations, and instructional games, to provide a fun learning experience. To enhance the learning process, we have additional audio-visual aids, including Digital learning in the classroom and Power Point presentations. Our goal is to stimulate the growth of knowledge and skills for each individual student.

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 Program

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:

At the Academy's Instructor Program, we use a variety of effective teaching styles and methods that cater to diverse learning needs. These include traditional lectures, engaging discussions, practical skills, written assignments, fun instructional games and activities, and observation. Our audio-visual aids such as Digital Learning Platform and power point presentations enhance the student's learning experience. We are committed to fostering growth and development in knowledge and skills for every individual. Join us today and unleash your potential as an exceptional instructor!

Instructor 150 Hours Course Outline

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

Compensation Overview for Graduates (as of December 2024):

Cosmetologists: Average hourly wage: $20.81 (including gratuities). Annual salary range: $37,050 (entry-level) to $61,996 (experienced), averaging $48,750. Additional earnings: Retail commissions and benefits are common in salons. (ZipRecruiter)

Aestheticians: General Estheticians: Median salary of $43,200 ($21/hour). Medical Estheticians: Total pay up to $105,376 annually, with an average of $86,298. Work environment impact: Salon/spa roles average $40,300, while medical settings pay more. Median hourly wage: $20.77 (Bureau of Labor Statistics).

Manicurists: Median hourly wage: $16.47 (Bureau of Labor Statistics). Annual salary: $34,250 (median), ranging up to $67,704 for experienced professionals. Wisconsin-specific data: $13.11–$48.04/hour (average: $29.67).

Instructors: Median annual salary for cosmetology instructors in the United States is approximately $42,940, equating to about $20.64 per hour. (TALENT) Entry-level positions typically start at around $39,000 per year, while experienced instructors can earn up to $73,553 annually, depending on the state. (CREMATION ASSOCIATION JOBS) It's important to note that these figures can vary based on factors such as location, experience, and the specific employer.

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
- Graduated from a course of instruction of at least 1550 training hours in not less than 10 months in a recognized school.
- 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
- Passes an examination conducted by the examination board to determine fitness to practice cosmetology.

Aesthetics

- 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
- 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.
- 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

- 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
- 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.
- 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

- 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.
- Completes 150 training hours of instructor training.
- Pass the Wisconsin State Certification Examination.

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

- 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

- Applicants for licensing must be at least 16 years of age

- 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.
- A valid US Driver's License or State ID or valid US Passport or Military Active Duty ID.
- Applicants for licensing must complete the required number of hours in the program and graduate from an approved school.
- 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.

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: o Provide a copy of their High School Diploma; OR o Provide a copy of their student's high school transcript with the graduation date; OR o 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

- Each transfer request is evaluated on an individual basis and the decision of The Salon Professional Academy of Kenosha director of education to accept or reject transfer clock hours is final. Transcripts must be provided before the start of a program. The Academy does not accept transfer hours from other institutions into our Manicurist or Instructor programs.
- Academy will consider accepting clock hours after carefully evaluating the transfer student's academic records. The following conditions apply:
- The course or subject matter for which a student is seeking to transfer clock hours or credit hours must be comparable to courses or subject matter in the curriculum taught by The Salon Professional Academy of Kenosha.

- The student must have earned a grade of 75% or higher for all clock hours he or she is trying to transfer.
- An official academic transcript reflecting the clock hours earned and being requested for transfer should be sent directly from the former institution to The Salon Professional Academy of Kenosha.
- Students cannot transfer more than 75% of the total clock hours required for a program's completion. A minimum of 50% of the clock hours required for completion of the academic program must be taken at the Academy.
- If the clock hours are accepted on transfer, the student will be placed into an existing class based on the level of completion recorded on their transcript.
- Transfer students will pay per clock hour for the remaining hours to fulfill graduation requirements.
- All transfer applicants must purchase a kit for the enrolled program. A student may purchase supplies of equal or greater quality from vendors other than the Academy or from the Academy directly.

TRANSFER STUDENTS UNDER A TEACH-OUT AGREEMENT

- If The Salon Professional Academy of Kenosha has signed a teach-out agreement with another institution, clock or credit hours earned by students from that institution will be accepted according to the terms of the teach-out agreement.
- The transfer student will receive credit for the hours, tests and services completed. Their hours will be transferred into the appropriate program, and they will finish out with the remaining hours of the current Summit Salon Academy program.

TRANSFER STUDENTS FROM A CLOSED INSTITUTION

Previously earned clock or credit hours for students transferring from a closed institution which did not have a teach-out agreement with The Salon Professional Academy of Kenosha will be considered under the Transfer of Clock Hours/Credit Hours Policy. It will be the sole responsibility of the transferring student to obtain an official copy of his or her transcript from the closed institution or from the official repository that is permanently storing the closed institution's academic transcripts.

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.

Our Professional Affiliations

The Academy has the help of L'OREAL professional, Redken and National Performing Artists, Dermalogica Partnership School 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), Amanda Gomez (Substitute Instructor), , Chelsea Sallese (Substitute Instructor), Vanessa White (Administrative Assistant), Marianna Chavez (Guest Services), Allison Lynn (Guest Services), Heaven Salts (Guest Services)

Instructors

April Fees, Kimberly Thomey, Noemi Vazquez, Alicia Castro, Rachel Fernandez

Financial Aid

Joseph Colavito

Title IX Coordinator

Tiffany Schlaeger, Julia Sigman

Admissions

Joseph Colavito

Operations

Tiffany Schlaeger

Owner

The Salon Professional Academy is owned by T-REN-D, LLC

Tiffany Schlaeger – *CEO/Director of Education*

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.studentaid.gov
- Private Loan – Non-federal loan issued by a lender such as a bank or credit union.
- 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.
- Outside Scholarships – To research scholarships, visit FastWeb online: **www.fastweb.com** and Beauty Changes Lives: https://beautychangeslives.org/scholarships/

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 www.studentaid.gov

To apply for Federal Student Aid, please complete a FAFSA online: www.StudentAid.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.

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 30days 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 Investment Costs

1550 Hour Cosmetology Program

Application Fee	$ 100.00
Kit & Book Fee	$ 2,400.00
Tuition	$ 23,400.00
Total	$ 25,900.00

600 Hour Aesthetics Program

Application Fee	$ 100.00
Kit & Book Fee	$ 1,900.00
Tuition	$ 10,900.00
Total	$ 12,900.00

300 Hour Manicurist Program

Application Fee	$ 100.00
Kit & Book Fee	$ 650.00
Tuition	$ 3,950.00
Total	$ 4,700.00

425 Hour Manicurist Program

Application Fee	$ 100.00
Kit & Book Fee	$ 650.00
Tuition	$ 4,950.00
Total	$ 5,700.00

150 Hour Instructor Program

Application Fee	$ 100.00
Kit & Book Fee	$ 500.00
Tuition	$ 2,250.00
Total	$ 2,850.00

Orientation

All new students are required to attend the complete orientation program before the first day of the class start date. Attendance is mandatory. Failure to attend before contract start date will result in an unofficial withdrawal.

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 when scheduled longer than a 300 minute scheduled day. Wisconsin law does not require that employers provide breaks, however, 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 discourage 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. Re-admission may result in over contract fees.

Reporting Unplanned Absences *(Attendance Line 24/7 262-746-8055)*

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. 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

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 past the hour mark. If a student calls before their scheduled start time the student may arrive two hours past. Example: 9am at 11am, two hours past 3 pm at 5pm, or two hours past 5 pm at 7 pm. Students who do not report their tardy to the Academy's absence line prior to their scheduled start time will not be granted authorization to join their class. 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 1st Academic Year [900/hrs.] may be subjected to dismissal from their program.

A pattern of tardiness or partial attendance may result in a minor policy violation and could lead to the loss of certain privileges, such as the ability to arrive late in the future.

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 canceled 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/Extra-Instructional Charges Policy

Each course/program has been scheduled for completion within an allotted time frame. A grace period of five percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved 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, additional training will be billed at the hourly rate (enrolled tuition price divided by program hours equal hourly rate) based on the student's applicable schedule, payable in advance, until graduation. Students will not be permitted to clock in for over-contract hours unless the associated fees have been paid in advance. Over-contract fees must be paid in full by the day before the student exceeds their contracted hours. Over-contract charges are calculated based on the total number of hours required to complete the program, including any additional base school days needed.

Over-contract charges are calculated based on the total number of hours required to complete the program, including any additional base school days needed.

Make-Up Hours

The academy reserves the right to offer make-up hours missed by a student outside of a student's regular schedule. The times available for make-up hours and the academic requirements of those hours are scheduled by administration. Availability of make-up hours will be posted on the academic bulletin board near the student lounge. 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. Make-up hours are subject to availability and scheduled fairly amongst qualifying students. Students should not request make-up hours outside of posted availability.

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 completed Time Clock Adjustment form must be signed by an Academy instructor and submitted 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.

The Salon Professional Academy of Kenosha requires students to purchase their books and supply kit. You may buy these supplies from another source, but you must obtain them before starting your studies. The prices vary. However, it's likely that other sources may charge from 15% to 25% more than the Academy.

Please note, except for cancellations within the specified period, all textbooks and kit items are non-refundable. If you cancel during the cancellation period and haven't opened, used, or damaged the kit or textbook(s), you may request a refund.

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 and TSPA Vests 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.

Student Code of Conduct

Students are expected to demonstrate professional conduct always. Please be mindful of the Academy's conduct standards to be applied to each student. We strictly prohibit any student from disrespecting the Academy's learning environment by misconducting during instructional processes. Any inappropriate behavior that hinders classroom instruction or salon training or any refusal to perform as directed by the educator during salon work may result in suspension from the salon or classroom, and the student may have to leave campus for the day. Suspended hours must be compensated, and the over-contract fee will be applied as applicable. Second occurrence of such behavior in either classroom or salon settings may lead to termination.

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 NOT allowed in the classroom outside of organized events 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 and direction 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. **Academy Director will reach out to the student directly withing 48 hours with email or phone number available in SMART student profile..**

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.

ACADEMIC INFORMATION

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 mentor ship 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,.

Owners and managers today want to hire trained business-savvy professionals. Students are taught the business skills they need to be successful with the Milady'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.

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 statue 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:

- Completion of program required number of hours
- Completion of all curriculum components, assignments, and, tests
- Minimum required cumulative 75% attendance rate and 75% grade point average
- 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.

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, sanitation grades, 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 if hours are available and student does not have pattern of attendance occurrences within the past 30 days. 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 (30 days or more) 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. 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. A Leave of Absence (LOA) may result in over-contract charges if a student needs additional time beyond the contract end date to complete curriculum requirements necessary for graduation.

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

The Salon Professional Academy of Kenosha is dedicated to promptly and impartially addressing all legitimate student grievances. Grievance procedures are introduced during new student orientation and are accessible in the school catalog to ensure all students are informed of the steps to file a grievance.

To monitor and enhance institutional practices, all grievances and their resolutions will be documented and retained by the school for two years. This process aids in identifying the frequency, nature, and patterns of grievances, facilitating continuous improvement.

Prior to filing a formal grievance, the student should notify an Instructor of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.

Scope of the Grievance Procedure

This procedure applies to written complaints not covered under the **Protected Class Non-Discrimination Policy** or **Anti-Bullying Policy**. It addresses concerns Future Professionals may have regarding:

- Other students (Future Professionals)
- Employees
- Third parties associated with the school

Grievance Process and Timeframes

- **Filing a Grievance**

- **Timeline to Submit:** Submit the written grievance within **10 calendar days** of the incident to allow the school to take timely and appropriate action.
- Obtain a grievance form from the School Director's office.
- Include in the grievance:
  - Nature of the complaint
  - Relevant parties involved
  - Supporting evidence

- **Acknowledgment of Receipt**
  - **Timeline:** The school will acknowledge receipt in writing within **10 business days**.

- **Review and Investigation**
  - The grievance will be reviewed by the School Director and/or School Owner.
  - If the grievance is of such nature that it cannot be resolved by the School Director and/or School Owner, it will be referred to an appropriate agency if applicable.
  - Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.

- **Timeline for Review:** The investigation will commence within **10 business days** of receipt.
  - The complainant and other involved parties may be contacted for additional information or meetings.

- **Resolution and Communication**
  - A resolution will be determined, and the outcome communicated in writing to the complainant.
  - **Timeline for Resolution:** The final decision will be provided within **30 calendar days** of receiving the grievance.

- **Appeals Process**
  - If dissatisfied with the resolution, the complainant may file a written appeal within **10 business days** of the decision.
  - The appeal will be reviewed by a neutral administrator or the School Owner.
  - **Timeline for Appeals Resolution:** A final decision on the appeal will be communicated within **15 business days** of receiving the appeal.

External Grievance Resources

If a grievance is not resolved to the student's satisfaction, they may escalate the complaint to the following external agencies:

- **Wisconsin Department of Safety and Professional Services (DSPS):**
  - The DSPS handles complaints against credential holders, including cosmetologists.
  - **Filing a Complaint:**
    - **Online:** File your complaint here.
    - **Mail:** If unable to file online, print and complete the Complaint Form and mail it to:
      Wisconsin Department of Safety and Professional Services
      Division of Legal Services and Compliance
      P.O. Box 7190
      Madison, WI 53707-7190
  - **Process Overview:**
    - The Division of Legal Services and Compliance (DLSC) reviews complaints to determine if further action is warranted.
    - Complaints may be screened, investigated, and, if necessary, lead to disciplinary action.
    - For detailed information, refer to the DSPS Complaint Process Brochure.
    -
- **National Accrediting Commission of Career Arts & Sciences (NACCAS):**
  - NACCAS accepts complaints against accredited schools that may violate accreditation standards.
  - **Filing a Complaint:**

        - **Form:** Obtain the NACCAS Complaint Form here.
        - **Submission:** Complete the form and submit it to:
          NACCAS
          3015 Colvin Street
          Alexandria, VA 22314
          Email: filecomplaint@naccas.org
    - **Process Overview:**
        - NACCAS reviews complaints to determine if they fall within its jurisdiction and if further action is necessary.
        - Complaints must be documented, and NACCAS may request additional information during the review process.
        - For more information, refer to the NACCAS Complaint Procedure.
        -

- **U.S. Department of Education:**
  Office of Postsecondary Education
  U.S. Department of Education
  400 Maryland Ave., SW
  Washington, D.C. 20202
  Phone: 1-800-USA-LEARN (1-800-872-5327)
  Website: https://www.ed.gov

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.

Student Property in Event of Drop or Termination

Claim your personal property, including books and kit, within 10 days of dropping, leaving or being terminated by the academy. Failure to do so will result in destruction of your property.

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 withdrawals 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 withdrawals 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, the y 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 15th 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

- Unsubsidized FFEL/ Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Perkins Loan
- FFEL/Direct PLUS (Graduate Student)
- FFEL/ Direct PLUS (Parent)
- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- FSEOG

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 m ay call 1 -800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.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 https://kenoshatspa.com/program-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, https://kenoshatspa.com/program-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: https://kenoshatspa.com/wp-content/uploads/2023/06/Consumer-Information-rev-2023-2.pdf

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://kenoshat spa.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 know n as The Salon Professional Academy of Kenosha, 3701 80th Street, Suite B., Kenosha, WI 531 42, 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 license d 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.

Apparel Code:

- Includes: Black, White and Gray
- TSPA provided apron/vest (must close/button completely to protect clothing (If you grow out of yours you must purchase a new one at students expense)
- Aesthetic Students - TSPA scrubs - top and bottoms
- Name tag (Name tag worn at all times and to all school events)

Shoes/Footwear

- Footwear must have a back covering the entire heel or a strap around the ankle
- Any color or pattern
- It is recommended that footwear have a no slip or rubber sole to avoid slipping or falling

Makeup:

- Appropriate for daytime

Nails:

- Polish on hands and feet must be neat and not chipped OR clean and natural

Hair:

- Clean, dry, finished style
- Not acceptable, will not be eligible for attendance:
  - Clothing with color(s) outside of Black, White or Gray
  - Hoods/hoodies
  - Cleavage exposure, Midriffs, Lower Backs (tops must meet bottoms)
  - Ripped or torn clothing
  - Hats, caps, bonnets, hoods, head scarves and helmets
- Any garment not touching the knee when standing straight must be worn with opaque leg covering
  - *Opaque meaning not able to be seen through; not transparent.

Vaccinations

Proof of Vaccinations is not required to attend The Salon Professional Academy of Kenosha.

Gender Policy

The Salon Professional Academy of Kenosha is committed to equal treatment of all applicants, regardless of sex, age, race, color, religion, disability, national origin, or ethnic origin. Gender does not affect the evaluation of financial aid or non-financial aid students and we do not engage in recruiting students who have already been accepted by another institution offering similar programs of study.

Tornado Warning

All students, staff and guests are advised to walk to designated areas without windows, such as classrooms. Ensure your safety by following these instructions and wait for further instructions before resuming your activities.

COPYRIGHT LAW AND THE ILLEGAL USE OF PEER-TO-PEER FILE SHARING

COPYRIGHT LAW {TITLE 17 U.S.C. SECTION 101 ET SEQ., TITLE 18 U.S.C. SECTION 2319}

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws, but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use. Federal law protects copyright owners from unauthorized reproduction, adaptation, performance, display, or distribution of copyright protected works.

COPYRIGHT INFRINGEMENT AND THE ILLEGAL USE OF PEER-TO-PEER FILE SHARING

File-sharing is the process of exchanging files over the Internet. By using The Salon Professional Academy's online curriculum systems, you agree to be bound by these terms of use. These systems are controlled by The Salon Professional Academy, and disobeying these terms of use may result in disciplinary action, which includes discharge. The Salon Professional Academy will also exercise its legal rights and remedies against any employee or student who violates these terms of use or helps another employee or student to violate them. If you don't accept all of these terms of use, refrain from accessing or using these systems.
Releasing student information without the appropriate signed permission form is a volatile activity under FERPA. Only an owner or financial aid personnel may legally release information after receiving such permission.

FEDERAL PENALTIES FOR COPYRIGHT VIOLATIONS

Exercise caution when using copyrighted work, especially when sharing files. Apart from criminal penalties for willful copyright infringement, which include up to five years of imprisonment and up to $250,000 in fines per offense, civil penalties for copyright infringement may be imposed. In this context, anybody found liable for civil copyright infringement must typically pay either real damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may penalize up to $150,000 per offense. A court may also assess costs and pay attorneys’ fees.

COPYRIGHT LAW

More information from the U.S.Government Copyright Office: (www.copyright.gov).

CONSTITUTION DAY

Constitution Day will be held on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. If the 17th falls on a weekend, Constitution Day will be held the Friday before or the Monday after the 17th of September. No federal funds will be used to commemorate this event.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (FERPA)

The Salon Professional Academy of Kenosha complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect students' rights regarding educational records maintained by the school. Under FERPA, a student has the following rights:

1. The right to inspect and review his/her educational record(s) within 45 days after submitting a written request to the Authorized School Official to view those records. The Authorized School Official must make arrangements and notify the student as to when and where the records may be reviewed.
2. The right to make a written request for correction or amendment of any information that the student believes to be inaccurate.
3. The right to a hearing to appeal to the school's denial of his or her request to amend or correct their records.
4. The right to have his/her records kept confidential and not released without the student's written consent, except for directory information which includes the student's name; program of study; dates of attendance; honors or awards received; and participation in school-sponsored activities.
5. The right to submit a written request to keep his/her directory information confidential.
6. The right to have confidential information from his/her file released directly to the student; and,
7. The right to file a complaint with the U.S. Department of Education (DOE) against Summit Salon Academy for claims that the school failed to comply with the provisions of FERPA, at DOE/Family Policy Compliance Office, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Under FERPA, The Salon Professional Academy of Kenosha has the following rights, without a student's consent:

1. 1. The right to disclosure personally identifiable information contained in a student's education records to school officials with legitimate educational interests. A school official is a Summit Salon Academy employee in an administrative, supervisory, academic or research, and support staff position. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.
2. The right to disclose personally identifiable information contained in a student's education records to persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons; and,
3. The right, after making a reasonable attempt to notify student, to disclose the student's education records to officials of another school in which a student seeks or intends to enroll.

Voter registration Form

Each participating Title IV School must make a good faith effort to distribute voter registration forms. Please ask the office if you would like a printed copy. Online registration application: file:///C:/Users/tiffany.TSPA/Downloads/EI-131%2520Voter%2520Registration%2520App_Fillable-%2520%2528REV%25202020-06%2529_0%20(1).pdf

Policy for Students with disabilities

If your physical disability could affect your ability to pursue an educational program in cosmetology, aesthetics, or manicurist at The Salon Professional Academy of Kenosha, **consult with the Director before applying for admission.** The Academy's Director coordinates compliance with the RA/ADA, who can determine reasonable and available accommodations for the applicant or student in question.

Individuals with disabilities seeking accommodation or auxiliary aids should follow this process:

- Notify the Director in writing at least four weeks prior to the needed date.
- Specify the type of accommodation needed, date needed, and documentation of the nature and extent of the disability.

- The Director is available by phone at 847-702-8772 for questions or additional information.
- Within two weeks of receiving the request, the Director will respond.

If the request is denied, you can ask for reconsideration by providing a detailed statement within one week of the response date.

Be sure to follow the Academy's procedure and notify the Director in writing as mentioned above.

FINANCIAL AID OFFICE INFORMATION

CONTACT PERSONEL

Our Financial Aid Director and Admissions Director is knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during regular school hours to help students with any questions they might have pertaining to financial aid. You may also make an appointment if you have further questions.

FINANCIAL AID

For financial aid information you may contact Joe Colavito, Financial Aid Director. For additional questions call or text ***(646)285-7898 or email at FinancialAid@KenoshaTSPA.com***.

GENERAL INFORMATION

The Salon Professional Academy of Kenosha (herein after known as "The Academy") is providing consumer information about The Academy to all current and incoming students through the means of this Consumer Information document. It is imperative for students to understand all aspects of this Consumer Information document including: Satisfactory Academic Progress Policy (SAP) and the relation to any federal student aid that the student may apply for and / or consequences that could result from early withdrawal due to unsatisfactory progress. Federal aid students must carefully read the information provided in this document to understand the rights and responsibilities as a recipient of federal student aid.

All prospective students are shown the location of the Academy's consumer information online with an Admissions representative. The exact location of our consumer information is at our website here: https://kenoshatspa.com/program-student-disclosures/. If the prospective student prefers a paper copy of the consumer information, they may request one from the admissions representative. Current students are notified of revised or newly published Consumer Information via a posted notice on the student information board. At any time a student would like a paper copy of the consumer information, they may ask a financial aid or admissions representative.

ACRONYMS

EFC..... Expected Family Contribution
MPN.....Master Promissory Note
PLUS.....Parent Loan for Undergraduate Students (dependent)
FSA.....Federal Student Aid
NSLDS .....National Student Loan Data System
SAP.....Satisfactory Academic Progress
ISIR.....Institutional Student Information Report
SUB LOAN .....Interest deferred
UNSUB LOAN .....Interest accrued
FEDERAL DIRECT..... William D. Ford Federal Direct Loan Program
FERPA .....Family Educational Rights and Privacy Act

FINANCIAL AID AVAILABILITY

The Salon Professional Academy of Kenosha offers quality education at a surprisingly affordable cost; however, many qualified students will need financial assistance in the form of Federal Aid to attend school. To meet this need, Federal Financial Aid is offered to qualified students who deserve a post-secondary education but do not have adequate financial means to do so.

The Salon Professional Academy of Kenosha administers Title IV programs in accordance with the Higher Education Act (HEA). The Academy FAO stays abreast of DOE regulations through the IFAP website, communications from the Third-Party Servicer, and by attending yearly financial aid training seminars.

How students apply for Federal Student Aid and how eligibility is determined

Students wishing to enroll in **The Salon Professional Academy of Kenosha** should fill out an application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web at https://studentaid.gov/h/apply-for-aid/fafsa. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. You can access the FAFAS4caster at: https://studentaid.gov/aid-estimator/

Basic Financial Aid Information need–based and non-need based Federal Programs The Salon Professional Academy of Kenosha offers the following Financial Aid Programs to help you finance your education and training:

PELL GRANTS • FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS • PLUS LOANS

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelors or professional degree. A professional degree would include a degree in a field such as pharmacy or dentistry.

A distinguished feature of the Pell Grant program is its control concept "entitlement" which guarantees that a student who demonstrates a need will receive a grant. This gift grant is based on need and the cost of education at the school he/she chooses to attend. The most a student can receive in an award year, if eligible, is **$7,395 for the 2023-24 award year (July 1, 2023 to June 30, 2024).**

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and non-federal sources might be added.

What are Federal Direct Loans?

Federal Direct Loans are educational loans designed to help students meet educational expenses. They are low interest loans that must be repaid. Interest rates are fixed rates for the life of the loan. After you graduate, leave school, or drop below half-time enrollment, you will have a six- month grace period before you are required to begin repayment. During this period, you will receive repayment information from your loan servicer, and you will be notified of your first payment due date. Payments are usually due monthly.

FEDERAL DIRECT SUBSIDIZED LOAN:

The subsidized loan program is based on need. As an undergraduate, he/she may borrow up to **$3,500** for the first year and $**4,500** for the second year. However, a student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may receive. Interest rates are variable and will not begin until the students go into repayment. Payments will begin 6 months after graduation or the date the student withdraws.

FEDERAL DIRECT UNSUBSIDIZED LOAN:
The unsubsidized loan program is not based on need. Independent undergraduates may borrow up to **$6,000 per academic year** and dependent students may borrow up to **$2,000 per academic year**. Interest rates are variable and will begin on the first day of the student's first disbursement. Students may or may not pay the interest while attending school, but the principle is not due until 6 months after graduation or the date of withdrawal.

FEDERAL PLUS LOAN:
The Plus Loan is designed for dependent students. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. Interest rates are fixed rates for the life of the loan. If parents are denied a Plus Loan, the student may **borrow up to an additional $4,000 on their unsubsidized loan.** If you are a parent borrower, you will generally be expected to start making payments on your Direct PLUS Loan once your loan is fully disbursed (paid out). However, you may request a deferment while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment.

How do I Qualify?
To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces and Expected Family Contribution (EFC) number. The Academy will receive the ISIR which will determine the student's eligibility.

FINANCIAL AID ELIGIBILITY

GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program (at least half–time basis)
- Be a U.S. citizen or an eligible non-citizen
- Demonstrate that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information that is supplied on the Free Application for Federal Student Aid
- Maintain satisfactory academic progress (as defined by the school's policy) towards completing your course of studies
- Not be in default of a Federal Perkins loan or Federal Stafford Loan according to NSLDS
- Have a High School Diploma or General Education Development (GED) certificate
- Do not owe a refund on a Pell Grant or SEOG at any school
- Be registered for selective service (if a male born on or after January 1, 1961
- Must have a signed statement of educational purpose
- Must have a signed statement of updated information
- Must use any Federal student aid received solely for educational purposes

APPLYING FOR AID PELL GRANTS:
The student must complete the Free Application for Federal Student Aid (FAFSA). https://studentaid.gov/h/apply-for-aid/fafsa

FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS:
The students must complete the entrance counseling and fill out the Master Promissory Note (MPN). www.studentloans.gov

PLUS LOANS:
The student's parents must fill out the Plus MPN at www.studentloans.gov

ENTRANCE LOAN COUNSELING

All students applying for Title IV Aid must complete an Entrance Loan Counseling prior to the first disbursement of any federal funds. Entrance Loan Counseling for Direct Loans can be found at www.studentloans.gov. The Entrance Loan Counseling documentation must be printed and turned into the Admissions office for the student's financial aid file.

TITLE IV PROCESSING

Pell Award – A student will receive a total of one PELL during the first 900-hour award year if the student is Pell eligible. Each Pell is awarded according to the students EFC.

Pell Disbursement – Each student if eligible will receive ½ of their Pell disbursement at the beginning of the program and again at the halfway point of the academic year. Disbursements are disbursed on actual hours only if the student is maintaining satisfactory progress. If the student received 2 disbursements in one academic year, the student must cross over into another award year (July 1st) to apply for additional funding. The student must complete the new award year FAFSA to establish eligibility.

Student Loan Disbursement – Loans are disbursed on two separate occasions. The first half of the loan will be disbursed approximately 30 days after the first day of class and the other half at midpoint of the loan period. No Pell or Loan disbursements can be made unless the student is making satisfactory progress in his/her attendance and academic studies.

TERMINATION OF STUDENT FINANCIAL AID

A student will lose all financial aid eligibility for the following reasons:

- Not making satisfactory progress in his/her attendance and academic studies.
- Being absent from school for a total of 14 days. • Not returning from an official leave of absence.

RE-INSTATEMENT OF FINANCIAL AID

A student may be reinstated for aid after:

- Student achieves satisfactory progress.
- Re-entering after being dropped or withdrawn from the school within 180 days.
- Student prevails upon an appeal for an adverse satisfactory progress.

VERIFICATION

FEDERAL PROCESS TO AFFECT FINANCIAL AID FOR STUDENTS

The federal government, through legislation, has created an application review process called **"verification."** This process will be applied to all federal and some state program funds including Stafford Loans and Pell Grants. The following questions and answers are designed to assist you in understanding the process and its possible effect on your Financial Aid for the academic year.

WHAT IS VERIFICATION?

The review process called "Verification" is to ensure that all data provided on the federal application upon which you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation or to update their data by the school. Documentation will be requested, if necessary, to complete the verification process. Federal law requires us to complete this procedure before we can process your Federal Direct Loan Application or disburse/credit your student account with any funds. An outline of the policies and procedures that govern the verification process is provided in this material. Your responsibilities and the deadlines you must meet are also

provided. If you do not submit this information, you will not receive your aid. If you have any questions regarding the verification process, please contact the school.

WHY WAS I SELECTED?

The selection of an application for verification review could happen because of one of the following conditions:

- The school elects to verify the applicant's information on the application.
- The Pell Grant program, through its own editing process, will randomly select several applicants for verification (this does not mean that your information is incorrect).
- The Pell Grant program, through its own editing process, due to inconsistent data being used by the applicant, will flag that application for verification.

IF I APPLY FOR A LOAN, WILL VERIFICATION AFFECT ME?

Yes, a loan is a federally subsidized program. Consequently, not only must your application be verified (if selected), but each student's loan application must first be certified by the Academy's third -party servicer before payment can be requested.

HOW DO I PASS VERIFICATION?

All students applying for just a loan must complete an application for Federal Student Aid. The data will then be reviewed through an approval process to determine if it will be selected for verification.

If selected for verification:

- You must complete a **"Verification Worksheet"** which will be given to you by the school. This form collects income and asset information from both the student and/or parents. In addition, students may have to submit all their own tax forms as well as those of their parents.
- If the information is verified, the schools third party servicer will certify the loan and process for payment.
- If there is conflicting data, the school will contact the student for further clarification in person, via email or phone before the loan can be certified and processed for payment.

BORROWER RIGHTS

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and do not qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you graduate from school.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.

BORROWER RESPONSIBILITIES

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.

- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the lender in writing within 10 days if any of the following personal information changes:
- Name
- Less than half-time enrollment
- Withdrawal from school
- Transfer to another school
- Graduation date
- Telephone number
- Social Security number
- Reference

STUDENT BUDGET

Below is a sample of a 12-month budget to help you determine your financial responsibilities to attend school:

- Tuition .....$ 15,000.00
- Fees .....$ 100.00
- Book/Kits.....$ 3,000.00
- Personal Expenses.....$ 4,130.00
- Transportation Expenses.....$ 3,300.00
- Room and Board .....$ 10,930.00
- **TOTAL .....$ 36,460.00**

WITHDRAWING FROM SCHOOL

The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. For a student who is a no call/no show after 14 consecutive days, the determination date will be on the 14th day of absence. Students who withdraw or are terminated from the Academy are subject to a return of Title IV funds for unearned tuition.

Return of Unearned Title IV Funds

The school will determine the amount of Title IV Aid to be returned in accordance with the Department of Education Guidelines. Eligible Title IV Aid recipients who fail to complete over **60%** of a payment period is considered to have not earned all the Federal Aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned Federal Student Aid that must be returned to the U.S. Department of Education. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the Academy that would otherwise have been paid with Federal Aid funds.

This policy may also result in the student owing a refund to the Department of Education.

Example:

Student completes **135 scheduled hours of the first 450-hour payment period** and received a Pell and student loan disbursement. The disbursements are credited to the student's tuition ledger. The student withdraws and the unearned financial aid is calculated. The student has only earned 30% of the financial aid that was disbursed therefore 70% of the aid is returned to the Federal Department of Education. The student's ledger is adjusted to show the money returned and the tuition balance is the responsibility of the student.

RETURN OF AID DISTRIBUTION

After the school has determined the amount to be returned, the school will return all sums according to the following distribution: **Federal Family Education Loan Program, Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and then Student.**

Below are examples of the Return of unearned aid (R2T4) calculation form, and the Academy Refund worksheet to demonstrate the results of withdrawing from the Academy whether voluntary or terminated by the Academy

R2T4 Calculation Example

- John Doe enrolled into the Academy on 8/3/2021 Withdrew on 9/26/2021
- Actual hours completed 105
- *Scheduled* hours completed 135
- 135 divided by 450 payment period hours = 30% completed Title IV disbursed $4,500.00
- 30% X $4,500.00 = $1,350.00 earned by student
- $3,150.00 is returned to the Federal Aid Programs

Academy Refund Worksheet Example

Scheduled hours divided by total Course Hours (1500) equals % of attendance: 9.00%

Tuition:	$15,000.00
Application Fee	100.00
Kit & Book Fee	3,000.00
Total	$18,100.00
Tuition X % of Tuition scheduled Hours Completed	
Application Fee	$100.00
Kit & Book	$3000.00
Total Cost	$4,450.00
Amount Paid by Student	$4,500.00
Amount Returned to Title IV	-$3,150.00
Total Retained	**$1,350.00**
AMOUNT OWED	**$3,100.00**

Refunds will be made within 45 days of termination or receipt of cancellation notice. For non- Title IV students, refunds will be made within 30 days of termination or receipt of cancellation notice.

EXIT COUNSELING

All students who are graduating or withdrawing from school must receive exit counseling. The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups) or using audio visual materials. As with entrance counseling, exit counseling is offered online by the Department of Education. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating or ceasing at least half-time enrollment. Financial Aid Staff are reasonably available to answer questions from student borrowers. The borrower is obligated to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including*:*

- If a student cannot make scheduled payments and does not qualify for a deferment the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years). There are several other reasons listed in the Borrowers Rights and Responsibilities.
- **Deferments means** that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug Offenses Related to TITLE IV Aid

	Possession of illegal drugs	Sale of illegal drugs
1st Offense	**1 year from date of conviction**	**2 years from date of conviction**
2nd Offense	**2 years from date of conviction**	**indefinite period**
3rd Offense	**Indefinite period**	

The student can gain eligibility the day after the period of ineligibility ends or when the student has successfully completed a drug rehabilitation program. If the student has further drug convictions, the student will become ineligible again. Students who have been denied ineligibility for an indefinite period can regain eligibility only after successfully completing a rehabilitation program or if the conviction was reversed, set aside, or removed from the student's record so that fewer than two convictions for the sale of illegal drugs or three convictions for possession remain on the student's record. The nature and dates of the remaining convictions will determine when the student can regain eligibility. The student is responsible to self-certify successful completion of a drug rehabilitation program. If The Academy receives conflicting documentation, The Academy will confirm reported information.

When the student regains eligibility, the student may be awarded Pell for the payment period of the award year the student is currently enrolled in. The student will be eligible for Stafford loans for the period of enrollment.

Standards for Qualified Drug Rehabilitation Program

Must include two unannounced drug tests and must satisfy one of the following:

- Be qualified to receive funds from federal, state, or local government programs
- Be qualified to receive funds from a federal or state licensed insurance company
- The program must be administered or recognized by a federal, state, or local government agency, licensed hospital, health clinic or medical doctor

All students who will need to enter a drug rehabilitation program will be counseled by The Academy of the above requirements. If the Academy has any doubt that the drug rehabilitation program does not meet these requirements, The Academy will confirm qualifications of the program prior to disbursing Title IV.

DRUG AND ALCOHOL POLICY

Based on the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226), and to express this Institute's commitment to prevent drugs and alcohol abuse in the school environment, the Academy has adopted the following Drug and Alcohol Abuse Prevention Policy, which applies to all students and employees.

It is the policy of The Salon Professional Academy of Kenosha to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on any property owned or controlled by the Academy.

We are committed to providing a campus environment free of alcohol abuse and illegal use of alcohol and drugs. To strengthen that commitment, the Academy has adopted and implanted a program that seeks to prevent the abuse of alcohol and drugs, which includes its employees and students.

The policy contains the following sections: Standards of Conduct; Institutional Sanctions; Applicable Legal Sanctions; Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; Available Drugs and Alcohol Counseling, Treatment, and Rehabilitation; Federal Drug Workplace Act Requirements; and Review.

I. Standards of Conduct

The unlawful manufacture, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol, are prohibited in and on property owned or controlled by this Institution.

No employee or student is to report to work, attend class, or participate in any Academy activity while under the influence of one or more illegal drug or alcohol.

The possession and use of alcoholic beverages by employees, students, and guest of the Academy are always subject to applicable state alcoholic beverage laws, as well as city ordinances within our service area, and the Academy's policy.

II. Institutional Sanctions

Violation of the policy and laws referenced above by an employee or student will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Academy's policies. Violators may be consistent with local, state, and federal criminal laws. Disciplinary action taken against a student or employee of this institute does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude disciplinary action by the Academy. Students or employees who believe disciplinary action was taken in error should follow the grievance procedures outlined in the student or employee handbook as appropriate.

FEDERAL DRUG-FREE WORKPLACE ACT REQUIREMENTS

The following are required of the Academy and its employees and students:

1. An employee or student shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The Academy shall notify any federal contracting agency within ten days of having received notice that an employee or student, who was engaged in the performance of such a contract or grant, has had a criminal drug statute conviction for a violation occurring in the workplace.
3. The Academy will take appropriate personnel action against any employee or student who is convicted for a violation occurring in the workplace and will require the employee's or students satisfactory participation in a drug abuse assistance or rehabilitation program.

III. Applicable legal Sanctions

Federal Law

1. Federal law prohibits the illegal possession, manufacture, r distribution of controlled substance. The following information, although not complete, provides an overview of federal penalties for first convictions.

Denial of Federal Benefits (21 U.S.C. #862)

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses.

Federal drug possession convictions may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction.

2. *Forfeiture of Personal Property and Real Estate (21 U.S.C. #853)*

   Any person convicted of a federal drug offense punishable by imprisonment for more than one year shall forfeit to the United States any property constituting or derived from any proceeds obtained because of such violation or any property used to commit or facilitate such violation.

3. Federal Drug Possession Penalties (21 U.S.C. #844)

   Federal sanctions for possession of control substances range from minimum fines of $1,000.00 to $5,000.00, and /or imprisonment from up to one year to three years, depending on the number of offenses.

4. Federal Drug Trafficking Penalties (21 U.S.C. (#841)

   Federal drug trafficking penalties vary and are outlined in the charts below, which are also posted on the Drug Enforcement Administration's website at

   https://www.dea.gov/sites/default/files/2021-12/Trafficking%20Penalties.pdf

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. And not more than 40 yrs. If death or serious bodily injury, not less than 20yrs. Or more than life. Fine of not more than $5 million if an individual, 25 million if not an individual. **Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 Million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	**First Offense**: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20yrs. or more than $10 million if not an individual, $50 m million if not an individual **Second Offense:** Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual $75 million if not individual
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 gram or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 gram or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1–9-gram mixture		LSD 10grams or more mixture	
II	Methamphetamine 549 gram pure or 50–499-gram mixture		Methamphetamine 50 gram or more pure or 500 grams or more mixture	

Substance/Quantity	Penalty
Any Amount of other schedule I & II substances	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual
Any Drug product containing Gamma Hydroxybutyric Acid	
Flunitrazepam (schedule IV) 1 gram	
Any amount of other schedule III drugs	**First Offense:** Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual. $2.5million if not an individual. **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual,
Any amount of all other schedule IV drugs (other than one gram or more of Flunitazepam)	**First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any amount of all schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. Fine not more than $200.000 if an individual, $500,000 if not an individual

Chart Two

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more Marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life if death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense;** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual **Second Offense:** Not less than 10yrs. or more than life. If death or bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. if death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, if an individual, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than an individual.
Hashish 10 kilograms or less	
Hashish Oil 1. kilogram or less	

Wisconsin Drug Laws and Penalties

Offense	Penalty	Incarceration	Max. Fine
Possession			
Any amount (first offense)	Misdemeanor	6 months	$ 1,000
Any amount (subsequent offense)	Felony	3.5 years	$ 10,000
Sale or Delivery			
200 g or less	Felony	3.5 years	$ 10,000
200 - 1000 g	Felony	6 years	$ 10,000
1000 - 2500 g	Felony	10 years	$ 25,000
Offense	**Penalty**	**Incarceration**	**Max. Fine**
2500 - 10,000 g	Felony	12.5 years	$ 25,000
More than 10,000 g	Felony	15 years	$ 50,000
Includes possession with intent to distribute			
Subsequent offense is subject to additional penalties			

Cultivation

4 plants or fewer	Felony	3.5 years	$ 10,000
4 - 20 plants	Felony	6 years	$ 10,000
20 - 50 plants	Felony	10 years	$ 25,000
50 - 200 plants	Felony	12.5 years	$ 25,000
More than 200 plants	Felony	15 years	$ 50,000
Subsequent offense is subject to additional penalties			

Hash & Concentrates

Penalties for hashish and marijuana are generally treated equally under the law. Please see details below.

Paraphernalia

Use or possession with intent to use paraphernalia	Misdemeanor	30 days	$ 500
Sale or distribution of paraphernalia	Misdemeanor	90 days	$ 1,000
Selling to a minor	Misdemeanor	9 months	$ 10,000

Civil Asset Forfeiture

All controlled substances and items used to distribute, including vehicles, are subject to forfeiture.

Miscellaneous

Driving privileges may be suspended for 6 months - 5 years.

Penalty Details

Marijuana is a Schedule I hallucinogenic substance under the Wisconsin Uniform Controlled Substances Act.

- Wis. Stat. § 961.14 (2014) Web Search

Possession

A first offense for possession of marijuana is a misdemeanor punishable by a fine of up to $1,000 and/or imprisonment of up to 6 months. A second offense is a Class I felony and is punishable by a fine of up to $10,000 and/or imprisonment for up to 3.5 years. Wis. Stat. §§ 961.41(3g)& 961.495 Web Search

The penalty for marijuana possession will vary according to number of convictions, with 100 hours of community service, in addition to the standard penalty for possession within 1,000 ft. of a school, youth center, public park, pool, housing project, jail or drug treatment facility. Wis. Stat. §§ 961.41(3g)& 961.495 Web Search

Sale or Cultivation

- The sale or cultivation of 200 grams or less (4 plants or fewer) is a Class I felony, punishable by up to $10,000 in fines and/or imprisonment for up to 3.5 years.
- The sale or cultivation of between 200 and 1,000 grams (5-12 plants) is a felony, punishable by up to $10,000 fine and/ or 6 years in prison.
- The sale or cultivation of between 1,000 and 2,500 grams (21-50 plants) is punishable by up to $25,000 fines and/ or a maximum 10 years imprisonment.

- The sale or cultivation of between 2,500 and 10,000 grams (51-200 plants) is punishable by up to $25,000 fine and/or 12 years and 6 months imprisonment.
- The sale or cultivation of over 10,000 grams (more than 200 plants) is punishable with a maximum of 15 years imprisonment and/or a $25,000 fine. • Wis. Stat. § 961.41(1) Web Search

Hash & Concentrates

- Any compound containing THC is a Schedule I drug. While the definition of marijuana does not include hashish or concentrates, the penalties and offenses associated with marijuana are the same for hashish or concentrates.

Please see the marijuana penalties section for further details. • Wis. Stat. § 961.41(1) Web Search

Paraphernalia

It is illegal to use paraphernalia or possess paraphernalia with the intent to use it. Paraphernalia includes any item that will assist in the cultivation, distribution, ingestion, or inhalation of marijuana. This offense is a misdemeanor punishable by a fine of up to $500 or up to 30 days of imprisonment. Wis. Stat. § 961.573(1) Web Search

The sale of paraphernalia it is a misdemeanor and is punishable by a fine of up to $1,000 and/or 90 days of imprisonment.

- Wis. Stat. § 961.574(1) Web Search

Selling paraphernalia to a minor is a misdemeanor punishable by a fine of up to $10,000 an/or up to 9 months of imprisonment.

- Wis. Stat. § 961.573 Web Search

Forfeiture

All controlled substances and items used to distribute them, including vehicles, are subject to forfeiture under Wisconsin law.

- Wis. Stat. § 961.55 Web Search

Miscellaneous

If a person is convicted of any violation the Uniform Controlled Substances Act, the court may, in addition to any other penalties that may apply to the crime, suspend the person's operating privilege for not less than 6 months nor more than 5 years. The person may be able to apply for an occupational license depending on the number of prior convictions.

- Wis. Stat. §961.50 Web Search

More Information - CONDITIONAL RELEASE

The state allows conditional release or alternative or diversion sentencing for people facing their first prosecutions. Usually, conditional release lets a person opt for probation rather than trial. After successfully completing probation, the individual's criminal record does not reflect the charge.

DRUGGED DRIVING

Every state criminalizes driving under the influence of a controlled substance. Some jurisdictions also impose additional per se laws. In their strictest form, these laws forbid drivers from operating a motor vehicle if they have a detectable level of an illicit drug or drug metabolite (i.e., compounds produced from chemical changes of a drug in the body, but not necessarily psychoactive themselves) present in their bodily fluids above a specific, state-imposed threshold. Read further information about cannabinoids and their impact on psychomotor performance. Additional information regarding cannabinoids and proposed per se limits is available online.

LOCAL DECRIMINALIZATION

This state has local jurisdictions that have enacted municipal laws or resolutions either fully or partially decriminalizing minor cannabis possession offenses.

MEDICAL CBD

This state has passed a medical CBD law allowing for the use of cannabis extracts that are high in CBD and low in THC in instances where a physician has recommended such treatment to a patient with a state-qualifying condition.

CRIME ACTIVITY ON CAMPUS

The Salon Professional Academy of Kenosha is committed to maintain a safe campus environment. The full benefit of academic freedom is only experienced by faculty and students when the Academy is free of violence or criminal activity.
In the event of criminal activity, the student body, faculty, and administration are informed of the situation immediately.

All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the Director of the Academy. All individuals are also encouraged to promptly report all crimes to the appropriate police agencies. The Academy Director will report all known criminal offenses to local law enforcement authorities upon obtaining knowledge of any criminal offense.
The Academy must upon request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the academy against a student who is alleged perpetrator of such crime or offense.

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this academy which is used for activities related to the educational purpose of the institution. In compliance with that law, the following reflects this academy's crime statistics for the period January 2021 – December 2023.

The following criminal offenses are also published each year and must be reported no later than October 1 of each year, including any crime statistics on campus during the previous three year period.

Report Distribution Date: 9/26/2024 Occurrences within the 2021-2023 calendar years

Criminal Offenses = Reporting for both On Campus and Public Property	**2021**	**2022**	**2023**
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Hate Crimes = Reporting for both On Campus and Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0

h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
l. Simple Assault	0	0	0
m. Larceny-Theft	0	0	0
n. Intimidation	0	0	0
o. Destruction/damage/vandalism of property	0	0	0
VAWA Offenses = Reporting for both On Campus and Public Property	**2021**	**2022**	**2023**
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Arrests = Reporting for both On Campus and Public Property	**2021**	**2022**	**2023**
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions = Reporting for both On Campus and Public Property	**2021**	**2022**	**20223**
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Unfound Crimes = Reporting for both On Campus and Public Property	2021	2022	2023
Total Unfound Crimes	0	0	0

SEX OFFENDERS, SEXUAL HARASSMENT AND ANTI-HAZING POLICY

The Salon Professional Academy of Kenosha is committed to ensuring an educational environment that is free of sexual harassment, sexual violence, or harassment based on sexual orientation.

- Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature may constitute sexual harassment when Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term, or condition of participation in student activities or in other events or activities sanctioned by the Academy
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the Institute. Such conduct has the purpose or effect of threatening an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
- Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C s2000e, et, Sequa). This is punishable under both federal and state laws.
- Definition of Sexual Violence or Assault: Acts of sexual violence, such as rape, acquaintance rape or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of the Institute. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.
- It is the responsibility of all persons within the Academy to work to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the Institute (students and staff) are expected to report incidents of sexual harassment, sexual violence or assault, and harassment based on sexual orientation. The Institute's Director is the designated Sexual Harassment Officer. The Institute Director is responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation and alleged sexual harassment which has not resulted in a complaint.
    1. Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.
    2. Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainant shall be protected to the extent possible, from retaliation. Appropriate and immediate attention must be given to complaints.
    3. Students may pursue redress of sexual harassment also through the Department of Human Rights, the Federal Equal Opportunity Commission or through the criminal justice system.
    4. For all formal complaints of sexual harassment and/or sexual violence based on sexual orientation, the Institute Director shall determine the action and notify both parties of the action. A memorandum of such action will be sent to the CEO. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Academy.
    5. Students and Employees may get information on registered sex offenders at :
        - Wisconsin Registered Sexual Offenders: https://appsdoc.wi.gov/public

TITLE IX SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY & NOTICE OF NON-DISCRIMINATION

The Salon professional Academy of Kenosha prohibits discrimination in admissions, educational programs and services, and employment based on race, color, religious creed, age, marital status, national origin, ancestry, sex, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status, and any other basis protected by law. The Academy is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972.

For all formal complaints of sexual harassment and/or sexual violence based on sexual orientation, the Institute Director shall determine the action and notify both parties of the action. A memorandum of such action will be sent to the CEO. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Academy.

Inquiries about Title IX may be referred to The Salon Professional Academy of Kenosha Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Salon Professional Academy of Kenosha Title IX Coordinator is Tiffany Schlaeger, CEO, 3701 80th St, Suite B, Kenosha, WI 53142, Tiffany@KenoshaTSPA.com, 262-697-6000 ext.12.

Inquiries can also be directed to the U.S. Department of Education's Office for Civil Rights (OCR). Secretary of Education within the Office for Civil Rights (OCR) https://www2.ed.gov/about/contacts/gen/index.html?src=ft

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A Report can be made at any time, including during non-business hours. However, responses to Reports made outside of business hours, including during weekends and holidays, may be delayed.

The Salon Professional Academy of Kenosha nondiscrimination policy and grievance procedures can be located in student catalog on www.KenoshaTSPA.com or a printed copy from the Administration office upon request.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to student catalog on www.KenoshaTSPA.com or a printed copy from the Administration office upon request.

STATEMENT OF POLICY

The Salon Professional Academy of Kenosha is committed to fostering a living, learning, and working environment free of discrimination and harassment. The Salon Professional Academy of Kenosha is subject to Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681, et seq., which states that "no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Academy adopts this Policy in furtherance of 1) preventing, eliminating, or addressing the effects of Prohibited Conduct; 2) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and 3) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The Academy will take prompt and effective action to eliminate Prohibited Conduct, prevent its re-occurrence, and remedy its effects.

SCOPE OF POLICY

The Salon Professional Academy of Kenosha Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy applies to all Academy community members, including students, faculty, staff and third parties, such as volunteers, contractors, and visitors. Alleged misconduct subject to this Policy ("Prohibited Conduct") includes both Title IX Sexual Harassment (which is defined by law) and Community Standards Sexual Misconduct (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate The Academy's community standards), as discussed further in the Definitions below.

Types of Discrimination

General Prohibition on More than De Minimis Harm

The Salon Professional Academy of Kenosha will not separate or treat any person differently based on sex in a manner that subjects that person to more than de minimis harm. This includes policies and practices that prevent a student from participating in the school's education programs or activities consistent with their gender identity. Such policies or practices that impose more than de minimis harm on a student based on sex generally violate Title IX's nondiscrimination mandate.

Discrimination Based on Pregnancy or Related Conditions

The Salon Professional Academy of Kenosha prohibits discrimination based on pregnancy or related conditions, including childbirth, termination of pregnancy, and recovery. We are committed to protecting students, employees, and applicants from such discrimination. This includes:

- **Reasonable Modifications for Students**: Providing necessary accommodations to ensure equitable access to educational programs or activities.
- **Lactation Support for Employees and Students**: Offering reasonable break time and access to a clean, private lactation space.

Title IX prohibits treating parents differently based on sex. "Parental status" includes adoptive parents, stepparents, or legal guardians.

Responsibilities of The Salon Professional Academy of Kenosha

When a student, or their parent or legal representative, informs a school employee of the student's pregnancy or related conditions, the employee must:

1. Provide the Title IX Coordinator's contact information.
2. Inform the individual that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure equal access to educational programs or activities.

Once the Title IX Coordinator is notified, the Academy must:

- **Inform** the student of their rights, including the Academy's obligations under Title IX, the protections available for students experiencing pregnancy-related conditions, and restrictions on disclosing personal information.
- **Offer** individualized and reasonable modifications as needed to ensure equal access to educational opportunities.

- **Provide** the student with the option for a voluntary leave of absence for at least the medically necessary time period, with reinstatement upon return.
- **Ensure** access to a clean, private lactation space for the student.

The Salon Professional Academy of Kenosha will not require supporting documentation from students unless it is necessary and reasonable. Examples include documentation already provided, related to lactation needs, or when the need is obvious. Additionally, if modifications or leave are generally available for non-pregnancy-related reasons without documentation, the same standard will apply to pregnancy-related requests.

Grievance Procedures for Complaints of Sex Discrimination (§ 106.45)

The Salon Professional Academy of Kenosha has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that The Salon Professional Academy of Kenosha investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
    - a student or employee of The Salon Professional Academy of Kenosha who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
    - a person other than a student or employee of The Salon Professional Academy of Kenosha who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in The Salon Professional Academy of Kenosha education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- The Salon Professional Academy of Kenosha Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee The Salon Professional Academy of Kenosha; or
- Any person other than a student or employee who was participating or attempting to participate in The Salon Professional Academy of Kenosha education program or activity at the time of the alleged sex discrimination.
- The Salon Professional Academy of Kenosha may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Anonymous Reporting

Except for Authorized and Responsible Employees any individual may anonymously report allegations of Prohibited Conduct by telephone or email. Depending on the information provided, The Salon Professional Academy of Kenosha's ability to act in response to an anonymous report may be limited.

Responsible Employees:

A disclosure or report of Prohibited Conduct made to a Responsible Employee (regardless of whether the disclosure is made by the Complainant or a third party) does not constitute a report to the Institution (i.e., is not "actual knowledge") triggering a response under this Policy. The Salon Professional Academy of Kenosha, as a matter of policy, requires Responsible Employees to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator or Deputy, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc.
Except for those expressly identified as confidential resources in this Policy, all employees are considered Responsible Employees.

All students and employees, even if not Authorized or Responsible Employees, are encouraged to report instances of possible Prohibited Conduct to the Title IX Coordinator or Deputy.

Privacy and Confidentiality

The Salon Professional Academy of Kenosha respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (i.e., with the Complainant's identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Coordinator or designee will evaluate that request in the context of the Academy's responsibility to provide a safe and nondiscriminatory environment for all members of its community. The Salon Professional Academy of Kenosha may question an employee- Respondent about alleged Prohibited Conduct without disclosing the identity of the Complainant if it does not take disciplinary action against that Respondent without implementing the Formal Complaint Processes.
The Complainant is not required to file a Formal Complaint to receive Supportive Measures, but there may be instances when disclosing the Complainant's identity is necessary to provide certain Supportive Measures (e.g., where the Respondent would need to know the identity of the Complainant to comply with a no-contact order). The Salon Professional Academy of Kenosha will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the Supportive Measures.

Only certain professionals at Academy are legally required to keep information shared by an individual truly confidential, without reporting it to the Title IX Coordinator. Those confidential resources and support services.

EMERGENCY REMOVALS

If at any point following the receipt of a report of Prohibited Conduct, The Salon Professional Academy of Kenosha determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, the Academy may temporarily remove the Respondent from any or all its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the administrative team will undertake an individualized safety and risk analysis concerning Respondent at the request of the Title IX Coordinator or designee. An Emergency Removal will be imposed only if the administrative team concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of The Salon Professional Academy of Kenosha's campus facilities, academic programs, or other programs or activities. While The Salon Professional Academy of Kenosha may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures do not constitute Emergency Removals.

The Title IX Coordinator or designee will notify Respondent of the terms imposed in connection with an Emergency Removal. The Respondent could challenge the Emergency Removal upon receipt of that notice. To challenge the Emergency Removal, Respondent shall submit an appeal via email to the Title IX Coordinator within three (3) calendar days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not appropriate. In deciding the appeal, the Academy, may seek additional information from the Respondent or any other individual. The Emergency Removal will remain in place while the appeal is pending. The Academy shall issue a decision as soon as possible under the circumstances. The decision is final and not subject to further appeal.

Separate from the Emergency Removal process, the Title IX Coordinator may request that the Provost place an employee-Respondent on an administrative leave, with or without pay.

Title IX Grievance Procedures:
The Salon Professional Academy of Kenosha will treat complainants and respondents equitably.
The Salon Professional Academy of Kenosha requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decision maker may be the same person as the Title IX Coordinator or investigator.

The Salon Professional Academy of Kenosha presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The Salon Professional Academy of Kenosha has established the following timeframes for the major stages of the grievance procedures:

- **Timeline for Review:** The investigation will commence within **10 business days** of receipt. The complainant and other involved parties may be contacted for additional information or meetings.
- **Resolution and Communication**
    - A resolution will be determined, and the outcome communicated in writing to the complainant.

    - **Timeline for Resolution:** The final decision will be provided within **30 calendar days** of receiving the grievance.
- **Appeals Process**
    - If dissatisfied with the resolution, the complainant may file a written appeal within **10 business days** of the decision.
    - The appeal will be reviewed by a neutral administrator or the School Owner.
    - **Timeline for Appeals Resolution:** A final decision on the appeal will be communicated within **15 business days** of receiving the appeal.

The Salon Professional Academy of Kenosha has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:

The Salon Professional Academy of Kenosha will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses. The Salon Professional Academy of Kenosha will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by The Salon Professional Academy of Kenosha to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless The Salon Professional Academy of Kenosha obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of The Salon Professional Academy of Kenosha's Title IX grievance procedures, The Salon Professional Academy of Kenosha will notify the parties of the following:

- The Salon Professional Academy of Kenosha Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If The Salon Professional Academy of Kenosha provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, in the course of an investigation, The Salon Professional Academy of Kenosha decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, The Salon Professional Academy of Kenosha will notify the parties of the additional allegations.

Dismissal of a Complaint:

The Salon Professional Academy of Kenosha may dismiss a complaint of sex discrimination if:

- The Salon Professional Academy of Kenosha is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in The Salon Professional Academy of Kenosha's education program or activity and is not employed by The Salon Professional Academy of Kenosha;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and The Salon Professional Academy of Kenosha determines that, without the complainant's withdrawn

allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- The Salon Professional Academy of Kenosha determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, The Salon Professional Academy of Kenosha will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, The Salon Professional Academy of Kenosha will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then The Salon Professional Academy of Kenosha will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The Salon Professional Academy of Kenosha will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then The Salon Professional Academy of Kenosha will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, The Salon Professional Academy of Kenosha will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decision maker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, The Salon Professional Academy of Kenosha will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within The Salon Professional Academy of Kenosha's education program or activity.

Investigation:

The Salon Professional Academy of Kenosha will provide for adequate, reliable, and impartial investigation of complaints.
The burden is on The Salon Professional Academy of Kenosha —not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Salon Professional Academy of Kenosha will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Salon Professional Academy of Kenosha will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Salon Professional Academy of Kenosha will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The Salon Professional Academy of Kenosha will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. [If The Salon Professional Academy of Kenosha provides a description of the evidence: The Salon Professional Academy of Kenosha will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.];
- The Salon Professional Academy of Kenosha will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The Salon Professional Academy of Kenosha will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information

and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

The Salon Professional Academy of Kenosha will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

The Salon Professional Academy of Kenosha follows a structured process for proposing and asking relevant, permissible questions and follow-up questions to parties and witnesses, including those challenging credibility. **This process includes:**

- **Facilitated Questioning:** The investigator or decision-maker will ask relevant questions during individual meetings with a party or witness.
- **Party-Submitted Questions:** Each party may propose questions they wish to be asked of any party or witness. These questions, including follow-ups, will be posed by the investigator or decision-maker during one or more individual meetings, subject to evaluation and adherence to the outlined limitations.
- **Access to Records:** Each party will receive an audio or audiovisual recording or transcript of the proceedings, allowing sufficient time to review and propose additional follow-up questions.

This procedure ensures fairness, transparency, and adherence to established guidelines for evaluating and limiting questions as necessary.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, The Salon Professional Academy of Kenosha will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate: o Coordinate the provision and implementation of remedies to a complainant and other people [ABC School] identifies as having had equal access to The Salon Professional Academy of Kenosha's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within The Salon Professional Academy of Kenosha's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations:

The Salon Professional Academy of Kenosha offers the following process for appeals from a determination whether sex discrimination occurred:

Grounds for Appeal

Parties may appeal the determination on one or more of the following grounds:

1. **Procedural Irregularity:** A procedural error occurred that affected the outcome of the matter.
2. **New Evidence:** Significant evidence that was not reasonably available at the time of the determination has since become available and could affect the outcome.

3. **Conflict of Interest or Bias:** The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter.

Filing an Appeal

- A written appeal must be submitted to the Title IX Coordinator within **10 business days** of receiving the written determination.
- The appeal must include the specific grounds being invoked and a detailed explanation supporting the appeal.

Notice of Appeal

- Upon receipt of an appeal, the Title IX Coordinator will notify all parties of the appeal and provide a copy of the appeal submission to the non-appealing party.
- Both parties will have an opportunity to submit a written response to the appeal within **5 business days** of receiving notice of the appeal.

Review of Appeal

- The appeal will be reviewed by an **impartial decision-maker**, who may not be the original investigator, decision-maker, or Title IX Coordinator involved in the case.
- The decision-maker will objectively evaluate the appeal and the responses from both parties, along with the evidence and determination from the original proceedings.

Decision on Appeal

- The appeal decision-maker will issue a **written decision** within **15 business days** of receiving the final submissions from the parties.
- The decision will include the outcome of the appeal, the rationale for the decision, and any changes to the original determination or disciplinary sanctions, if applicable.
- A copy of the written decision will be provided simultaneously to all parties.

Finality of Decision

The outcome of the appeal is final and binding within The Salon Professional Academy of Kenosha's grievance process.
This appeal process is consistent with the procedures used in other comparable proceedings, including those related to other forms of discrimination complaints, ensuring fairness and equity for all parties involved.

Informal Resolution:

In lieu of resolving a complaint through The Salon Professional Academy of Kenosha's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The Salon Professional Academy of Kenosha does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures:

The Salon Professional Academy of Kenosha is committed to providing appropriate supportive measures for complainants and/or respondents to restore or preserve access to its educational programs or activities. These measures are designed to provide support during the Title IX grievance procedures or the informal resolution process.

Key Features of Supportive Measures

- **Non-Disciplinary and Non-Punitive:** Supportive measures are individualized services provided without imposing undue burden on the other party.
- **Availability:** Supportive measures may be requested at any time after the submission of a report of Prohibited Conduct and are available regardless of whether a Formal Complaint is filed.
- **Initiation:** These measures can be requested by a party or imposed at the discretion of the Title IX Coordinator or designee when deemed appropriate and reasonably available.
- **Duration and Confidentiality:** Supportive measures may be of any duration and can be modified as circumstances warrant. The Salon Professional Academy of Kenosha will maintain the confidentiality of supportive measures to the extent doing so does not impair the ability to provide them.

Examples of Supportive Measures

Supportive measures may include, but are not limited to:

- Extensions of deadlines or other academic accommodations.
- Modifications to work or class schedules.
- Mutual restrictions on contact between the parties (e.g., "no contact" orders).
- Changes in work or learning locations.
- Leaves of absence.
- Escorts to ensure personal safety.

- Increased security and monitoring of specific areas on campus.
- Any other individualized measures deemed necessary by the Title IX Coordinator or designee to restore or preserve access to The Salon Professional Academy of Kenosha's educational programs and activities.

Failure to comply with the terms of a supportive measure may result in disciplinary action and, in some cases, could be deemed an act of retaliation.

Disciplinary Sanctions and Remedies:
Following a determination that sex-based harassment occurred, The Salon Professional Academy of Kenosha may impose disciplinary sanctions, which may include on the respondent and provide remedies to the complainant and others affected. These measures aim to restore or preserve equal access to The Salon Professional Academy of Kenosha's education programs or activities and to prevent the recurrence of sex discrimination.

Disciplinary sanctions for a respondent may include, but are not limited to:
- Verbal or written warnings.
- Mandatory counseling or educational training.
- Probationary periods.
- Temporary suspension or removal from specific programs, activities, or facilities.
- Permanent removal from The Salon Professional Academy of Kenosha's education program or activity.
- Termination of enrollment or employment.

Sanctions will be determined based on the severity and circumstances of the violation, ensuring compliance with The Salon Professional Academy of Kenosha's grievance procedures before their imposition.

Remedies provided to the complainant and others affected by sex discrimination may include:
- Academic support, such as extensions on assignments, tutoring, or schedule adjustments.
- Additional supportive measures, such as no-contact orders, housing modifications, or increased security in relevant areas.
- Access to counseling or mental health resources.
- Restorative measures, such as mediation or facilitated discussions (if appropriate and agreed upon by all parties).
- Other individualized remedies designed to restore or preserve access to TSPA's education programs and activities.

Role of the Title IX Coordinator
If a determination is made that sex discrimination occurred, the Title IX Coordinator will:
- Coordinate the provision and implementation of remedies for the complainant and any other individuals identified as having had their access to The Salon Professional Academy of Kenosha's education programs or activities limited by the discrimination.
- Oversee the imposition of disciplinary sanctions on the respondent and notify the complainant of such sanctions, as appropriate.
- Take prompt and effective steps to ensure that sex discrimination does not continue or recur within The Salon Professional Academy of Kenosha's programs or activities.

Additional Considerations
- The grievance procedures will be followed before imposing any disciplinary sanctions on the respondent.
- No party, witness, or participant in the grievance procedures will face disciplinary action solely for making a false statement or for engaging in consensual sexual conduct, based solely on the determination of whether sex discrimination occurred.

This comprehensive approach ensures compliance with VAWA and fosters a safe, supportive, and equitable environment within The Salon Professional Academy of Kenosha's education programs and activities.

Grievance Procedures for Complaints of Sex-Based Harassment Involving Student Complainants or Student Respondents at Postsecondary Institutions (§ 106.46)

The following statement would accurately summarize this general requirement:
- The Salon Professional Academy of Kenosha has adopted Title IX grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to

participate in its education program or activity, or by the Title IX Coordinator. These grievance procedures address complaints of sex-based harassment that involve a student party.

When a party is both a student and an employee of a postsecondary institution, the 2024 amendments require an institution to make a fact-specific inquiry to determine whether the requirements of § 106.46 apply. In making this determination, a postsecondary institution must, at a minimum, consider whether the party's primary relationship with the postsecondary institution is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

The 2024 amendments give postsecondary institutions discretion to choose to use certain procedures (e.g., single investigator, live hearings) for some, but not all, complaints. If a postsecondary institution adopts certain procedures that apply to the resolution of some, but not all, complaints of sex-based harassment, the 2024 amendments require the postsecondary institution to articulate consistent principles for how the institution will determine which procedures apply. Accordingly, a postsecondary institution must provide information in its grievance procedures regarding what factors, if any, it will consider when determining under what circumstances or to which types of sex-based harassment complaints certain procedures apply.

The 2024 amendments permit a postsecondary institution's grievance procedures to also include additional provisions beyond those required by the 2024 amendments, as long as they apply equally to the parties.

Under the 2024 amendments, a postsecondary institution's grievance procedures for complaints of sex-based harassment involving a student party must be in writing and must include the required components set forth in §§ 106.45 and 106.46. The information in the following statements incorporates the requirements of the Title IX grievance procedures:

Complaints:

The following people have a right to make a complaint of sex-based harassment, requesting that The Salon Professional Academy of Kenosha investigate and make a determination about alleged sex-based harassment under Title IX:

- A "complainant," which includes:
- a student or employee of The Salon Professional Academy of Kenosha who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or o a person other than a student or employee of The Salon Professional Academy of Kenosha who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in The Salon Professional Academy of Kenosha's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- The Salon Professional Academy of Kenosha's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

The Salon Professional Academy of Kenosha may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Title IX Grievance Procedures:

The Salon Professional Academy of Kenosha will treat complainants and respondents equitably.

The Salon Professional Academy of Kenosha requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decision maker may be the same person as the Title IX Coordinator or investigator.

The Salon Professional Academy of Kenosha presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The Salon Professional Academy of Kenosha has established the following timeframes for the major stages of the grievance procedures: Timeframes for Major Stages of Grievance Procedures

The Salon Professional Academy of Kenosha has established reasonably prompt timeframes for the following major stages:

- **Evaluation of the Complaint:** A determination to dismiss or proceed with the investigation will be made within **10 business days** of receiving the complaint.
- **Investigation:** The investigation will be completed within **30 business days** of the determination to proceed, barring any extensions for good cause.
- **Determination:** A written determination regarding responsibility will be issued within **10 business days** after the conclusion of the investigation.
- **Appeal (if applicable):** Appeals will be resolved within **15 business days** of the appeal being filed.

The Salon Professional Academy of Kenosha has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay:

Extensions of Timeframes
The Salon Professional Academy of Kenosha recognizes that unforeseen circumstances may necessitate extensions of these timeframes. Reasonable extensions may be granted for good cause, which includes but is not limited to:

- Availability of parties, witnesses, or evidence.
- Complexity of the case or legal issues.
- Need to accommodate disabilities or provide language assistance.
- Public health emergencies or other uncontrollable events.

If an extension is necessary, the Title IX Coordinator or designee will notify all parties in writing. This notice will include the reason for the delay and the expected timeframe for completing the relevant stage.

Prior consensual sexual conduct between the complainant and respondent does not, by itself, demonstrate or imply consent to the alleged conduct or preclude a determination that sex-based harassment occurred.

The Salon Professional Academy of Kenosha will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Privacy Protections
The Salon Professional Academy of Kenosha will take reasonable steps to protect the privacy of all parties and witnesses during the grievance process. However, these steps will not restrict parties from:

- Obtaining and presenting evidence, including speaking to witnesses.
- Consulting with family members, confidential resources, or advisors.
- Preparing for or participating in the grievance process.

Retaliation against parties, witnesses, or others participating in the process is strictly prohibited.

The Salon Professional Academy of Kenosha will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by The Salon Professional Academy of Kenosha to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless The Salon Professional Academy of Kenosha obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Evidence Evaluation
The Salon Professional Academy of Kenosha will objectively evaluate all relevant evidence, whether inculpatory or exculpatory. Credibility determinations will not be based on a person's role as a complainant, respondent, or witness.

Impermissible Evidence
The following types of evidence, and questions seeking such evidence, are impermissible:

- **Privileged or Confidential Evidence:** Evidence protected by federal or state law or provided to a confidential employee, unless the privilege or confidentiality is voluntarily waived by the party to whom it applies.
- **Treatment Records:** Records made or maintained by a physician, psychologist, or other recognized professional in connection with treatment, unless the party or witness voluntarily provides written consent for their use.
- **Sexual History:** Evidence of the complainant's sexual interests or prior sexual conduct, unless:
    - It is offered to prove that someone other than the respondent committed the alleged conduct.
    - It involves specific incidents of prior sexual conduct between the complainant and the respondent to prove consent.

Written Notice of Allegations:
Upon initiation of these Title IX grievance procedures, The Salon Professional Academy of Kenosha will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- The Salon Professional Academy of Kenosha's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. [If The Salon Professional Academy of Kenosha provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party]; and
- The Salon Professional Academy of Kenosha's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during grievance procedures, include the following: The Salon Professional Academy of Kenosha's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

If, in the course of an investigation, The Salon Professional Academy of Kenosha decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

Dismissal of a Complaint:
The Salon Professional Academy of Kenosha may dismiss a complaint if:

- The Salon Professional Academy of Kenosha is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in The Salon Professional Academy of Kenosha's education program or activity and is not employed by The Salon Professional Academy of Kenosha;
- The Salon Professional Academy of Kenosha obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and The Salon Professional Academy of Kenosha determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Salon Professional Academy of Kenosha determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, The Salon Professional Academy of Kenosha will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, The Salon Professional Academy of Kenosha will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then The Salon Professional Academy of Kenosha will notify the parties simultaneously in writing.

The Salon Professional Academy of Kenosha will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then The Salon Professional Academy of Kenosha will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, The Salon Professional Academy of Kenosha will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, The Salon Professional Academy of Kenosha will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within The Salon Professional Academy of Kenosha's education program or activity.

Investigation:
The Salon Professional Academy of Kenosha will provide for adequate, reliable, and impartial investigation of complaints.
The burden is on The Salon Professional Academy of Kenosha—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Salon Professional Academy of Kenosha will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

The Salon Professional Academy of Kenosha will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- The Salon Professional Academy of Kenosha will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- The Salon Professional Academy of Kenosha may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

The Salon Professional Academy of Kenosha will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

The Salon Professional Academy of Kenosha will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Salon Professional Academy of Kenosha will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Salon Professional Academy of Kenosha will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- The Salon Professional Academy of Kenosha will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. If The Salon Professional Academy of Kenosha provides access to an investigative report: The Salon Professional Academy of Kenosha will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.;
- The Salon Professional Academy of Kenosha will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If The Salon Professional Academy of Kenosha conducts a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. The Salon Professional Academy of Kenosha may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing.; and
- The Salon Professional Academy of Kenosha will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

Questioning the Parties and Witnesses:
The Salon Professional Academy of Kenosha will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.
When The Salon Professional Academy of Kenosha chooses not to conduct a live hearing: The Salon Professional Academy of Kenosha's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decision maker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decision maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

When The Salon Professional Academy of Kenosha chooses to conduct a live hearing: The Salon Professional Academy of Kenosha's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decision maker to ask such questions, and either:

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decision maker, subject to the procedures for evaluating and limiting questions discussed below; or
- Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below. Such questioning will never be conducted by a party personally. [If The Salon Professional Academy of Kenosha permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, The Salon Professional Academy of Kenosha will provide the party with an advisor of The Salon Professional Academy of Kenosha's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, The Salon Professional Academy of Kenosha will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.]

Procedures for the decision maker to evaluate the questions and limitations on questions: The decision maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decision maker will give a party an opportunity to clarify or revise a question that the decision maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions: The decision maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decision maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Appendix: Definitions (106.2)

Complainant means:

- (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the recipient's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
- (3) Specific offenses.
    - (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - (ii) Dating violence meaning violence committed by a person:
        - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
        - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            - (1) The length of the relationship;
            - (2) The type of relationship; and
            - (3) The frequency of interaction between the persons involved in the relationship;
    - (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
        - (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
        - (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
        - (C) Shares a child in common with the victim; or
        - (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
    - (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
        - (A) Fear for the person's safety or the safety of others; or
        - (B) Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
- (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

End of: VAWA Title IX Regulations

IMPORTANT CONTACT INFORMATION	
Drug & Alcohol Treatment Assoc.	1-866-684-6303
Council on Alcoholism & Drug Dependence	1-855-886-5620
Sexual Assault Trauma Resource Center (National)	1-800-656-4673
National Domestic Violence Hotline	1-800-787-3224
Domestic Violence & Rape Crisis Hotline	1-800-323-4673
Federal Student Aid Information Center	1-800-4-FED-AID (1-800-433-3243)
TTY for the hearing-impaired	1-800-730-8913

Useful links

- Campus Safety and Security: https://ope.ed.gov/campussafety/#/
- IPED – College Navigator: https://nces.ed.gov/collegenavigator/

STUDENT RIGHT TO KNOW

Graduation, Licensure, and Placement Rates

NOTE: Statistics below are from the 2023 NACCAS Annual Report (submitted 2024).

Cosmetology 1550 Hour Program

Graduation: 25 of the 30 students in the cosmetology program scheduled to graduate in 2023. Percentage actually graduated by 11/30/2024.

Placement: 17 of the 20 graduates available for placement reported finding jobs in the cosmetology industry.

Licensure: Of the 19 graduates, 19 reported back with exam results. 100% or 19 of the 19 reporting graduates passed the state board exam.

Aesthetics 600 Hour Program

Graduation: 28 of the 31 students in the part time Aesthetics program scheduled to graduate in 2023. Percentage actually graduated by 11/30/2024.

Placement: 11 of the 17 graduates available for placement reported finding jobs in the Aesthetics industry.

Licensure: Of the 16 graduates, 21 reported back with exam results. 76.19% or 16 of the 21 reporting graduates passed the state board exam.

Manicurist 300 Hour program

Graduation: 3 of the 3students in the part time manicurist 350 hour program scheduled to graduate in 2023. Percentage actually graduated by 11/30/2024.

Placement: 3 of the 3 graduates available for employment reported finding jobs in the nail care industry.

Licensure: Of the 3 graduates, 3 reported back with exam results. 100% or 3 of the 3 reporting graduates passed the state board exam.

Manicurist 425 Hour program

Graduation: 1 of the 1 students in the part time manicurist 425 hour program scheduled to graduate in 2023. Percentage actually graduated by 11/30/2024.

Placement: 1 of the 1 graduates available for employment reported finding jobs in the nail care industry.

Licensure: Of the 1 graduates, 1 reported back with exam results. 100% or 1 of the 1 reporting graduates passed the state board exam.

NOTE: Graduation rates disaggregated by gender, major racial and ethnic subgroup, recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant and students who did not receive either a Pell Grant or subsidized Stafford Loan can be found at http://nces.ed.gov/collegenavigator/.

2023 Data Annual Report (Submitted in 2024)

Statistics are from the most recent N ACCAS Annual Report based on the calendar year 2023.

Minimum NACCAS outcomes thresholds are:

- 50% graduation; 60% placement; 70% licensure exam pass rate.

The Graduation Rate is based on all students scheduled to graduate the program in 2023. Of those students scheduled to graduate in 2023, the percentage that actually graduated before December 31, 2023. The scheduled graduation date is derived from a student's most recent contract end date taking into account all leave of absences, schedule changes and re-enrollments. A student may count as a graduate if they have completed all applicable graduation requirements at The Academy.

The Licensure Rate is based on graduates from the 2023 graduation cohort who sat for all required parts of the licensure exam prior to 11-30-2024. A student in the licensure cohort may count as a "pass" if they have passed all required portions of the national/state examination prior to 11-30-2024.

The Placement Rate is based on a graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2024. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Aesthetics

- Graduation Rate: 90.32%
- Placement Rate: 64.71%

  Licensure Rate: 76.19%

Instructor

- Graduation Rate: N/A
- Placement Rate: N/A

  Licensure Rate: N/A

Cosmetology

- Graduation Rate: 83.33%
- Placement Rate: 85.00%

  Licensure Rate: 100.00%

Manicurist

- Graduation Rate: 100.00%
- Placement Rate: 100.00%

  Licensure Rate: 100.00%

Outcome Rates

- Overall Graduation Rate : 87.69%
- Overall Placement Rate: 78.05%
- Overall Licensure Rate: 88.64%

Accreditation requires disclosure of combined rates of all programs

Combined graduation rate is 87.69%, combined licensure rate 88.64%, combined placement rate is 78.05%

Graduation, Licensure, and Placement Rates

The Department of Education requirements for programs:

The Academy must count completed or graduated students as those who have completed or graduated by the end of the 12-month period ending August 31 of the prior award year during which 150% of the normal time for completion or graduation from their program has lapsed.

The annual rates are based on the full-time, first-time certificate (diploma) seeking students. Normal time is the amount of time necessary for a student to complete all requirements for a diploma (certificate) according to The Academy's catalog. Rates below are for Title IV approved, GE Programs. The placement rates for students completing a gainful employment program are determined under a methodology developed by the National Center for Education Statistics (NCES). NOTE: Graduation rates disaggregated by gender, major racial and ethnic subgroup, recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant and students who did not receive either a Pell Grant or subsidized Stafford Loan can be found at http://nces.ed.gov/collegenavigator/.

The Academy will make available upon request information regarding the placement / employment of and source of / time frames of the information/types of employment obtained by graduates prior to enrolling or entering into any financial obligation with The Academy.

CONSTITUTION DAY

Constitution Day will be held on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. If the 17th falls on a weekend, Constitution Day will be held the Friday before or the Monday after the 17th of September. No federal funds will be used to commemorate this event.

STATE LICENSURE RECIPROCITY DISCLOSURE

The Salon Professional Academy of Kenosha will provide the program of study that meets minimum curriculum requirements as prescribed by the state of Wisconsin.

For states outside of Wisconsin: the institution has not made a determination on whether the program meets other states' educational/licensure requirements.

Information regarding other states requirements can be found at the following link:

https://www.beautyschoolsdirectory.com/faq/license-requirements

The Salon Professional Academy of Kenosha does not provide training or activities out of state. All programs offered at the institution lead to professional licensure in the state of Wisconsin. All students, including those who live in bordering states, are notified prior to enrollment that education received at The Salon Professional Academy follows the Wisconsin Council on Independent Education regulations which requires:

Program	Hours of Education
Cosmetology	1550 hours
Aesthetics	600 hours
Manicurist	300 hours
Manicurist	425 hours
Instructor	150 hours

The institution makes information available to students and applicants regarding the hour requirements in other states via https://www.beautyschoolsdirectory.com/faq/license- requirements and recommend that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, as applicable. If a student needs additional assistance with determining requirements for other states, they can see the assistance of the Academy's Director of Education.

Additionally, the Transfer Policy indicates that The Salon Professional Academy of Kenosha does not guarantee transferability of credits earned to any other institution." Per the transfer policy in the catalog, our curriculum has not been reviewed for compliance with other states' professional licensure requirements.

The institution utilizes the Milady Standard curriculum for our programs, which is a nationally standardized curriculum through National Interstate Counsel (NIC).

Gramm Leach Bliley Act

The Gramm Leach Bliley Act (GLBA) was passed by Congress in 1999 and is enforced by the Federal Trade Commission. It is a federal law that protects customer's non-public information, otherwise known as NPI. Examples of NPI include social security numbers, credit card numbers, tax return information, driver's license, and dates of birth. This also includes student financial aid records and information.

GLBA is comprised of two categories: the Financial Privacy Rule and Safeguards Rule.

Financial Privacy Rule

An institution achieves compliance with the Financial Privacy Rule when FERPA rules are established and maintained. The Salon Professional Academy of Kenosha acknowledges and practices all FERPA guidelines as posted on our website at https://kenoshatspa.com/wp-content/uploads/2023/08/Student-Catalog-Consumer-Information_-9.01.2023.pdf. Confirmation of student receiving written FERPA policy is required and signed by students at time of enrollment.

Safeguards Rule

Higher education institutions, such as The Salon Professional Academy of Kenosha, are also subject to the Safeguards Rule Act. This Rule addresses the administrative, technical, and physical safeguarding of consumer information. We required to take necessary precautions to ensure the privacy, security, and confidentiality of customer and student records. A Security Program is required. The Salon Professional Academy of Kenosha has implemented a Program to comply with the GLBA. This Program safeguards student and financial information, as well as all non-public information in paper and electronic form, regarding various Federal and State laws and other authorities, including the HEA; the Family Educational Rights and Privacy Act (FERPA)' the GLBA; state data breach and privacy laws; and potentially other laws.

The Salon Professional Academy of Kenosha Security Program seeks to (1) ensure the security and confidentiality of customer and student records and information; (2) protect against any anticipated threats or hazards to the security or integrity of such records; and (3) protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any customer or student. This program is a plan to assess existing risks to customer or student information including ways to manage and control the existing risks. Our plan also monitors third-party outsourcing arrangements to ensure compliance with the academy's policies and procedures. 12 main components comprise our Security Program.

Security Program components

1. Tiffany Schlaeger has been designated as the "qualified individual" to implement and enforce the information Security Program. She also communicates and oversees our contracted IT provider, Absolute Computer Systems, located at 2031 22nd Ave Suite # 2, Kenosha, WI 53140
2. Our email is safely transmitted and received via ZIX encryption to secure our NPI information. This security system protects student information including social security numbers, date of birth, and additional personal information. A password for computer login and another for email is also required. All computers have up-to-date Windows Defender protection software, provided by Microsoft.

3. DocuSign is utilized by our Financial Aid and Admissions Departments for safe document transmission and retrieval. DocuSign uses AES 128-bit encryption and SSL 256-bit encryption to ensure documents in the system are always encrypted. Multi-factor authentication is required for associates using Docusign.
4. Our Admissions Department utilizes SMART. It is encrypted for NPI student enrollment information. All staff using SMART use multi factor authentication.
5. Our website (kenoshatspa.com) is secured, and the SSL certificate is updated annually. The SSL is a digital certificate that authenticates a website's identity and enables an encrypted connection. Webhosting is provided by WordPress.
6. When our Financial Aid Department accesses the Department of Education website multi factor authentication is used via an additional token that is required with password.
7. All 2031 22nd Ave., Suite 2, Kenosha, WI 53140 employees use multi-factor authentication when accessing information with our system. A password is required to log in, with an additional security requirement of the MFA from Microsoft Azure. Email is also encrypted safely via ZIX security.
8. Physical access barriers to written and electronic NPI have also been established.
9. All The Salon Professional Academy of Kenosha computers and devices are inventoried. WIFI is password protected and is not available to the public. When computers are retired and no longer used, Absolute Computer Systems in Kenosha, Wi. The data contained on such equipment is erased and destroyed for the safety of confidential information.
10. A security penetration test will be conducted annually by an independent third-party Galactic Advisors.
11. Security training will be conducted annually with The Salon Professional Academy of Kenosha staff. New employees will be given training upon hire. Access to our security protocols will also be posted in the academy Administration office.
12. As noted in the Federal Student Aid Internet Gateway Enrollment agreement, The Salon Professional Academy of Kenosha will notify the FSA at CPSSAIG@ed.gov of any breach of applicant or other sensitive information.

Absolute Computer Systems has thoroughly verified all the security information and practices mentioned above.