



THE
SALON
PROFESSIONAL
ACADEMY

Student Handbook

566 Theater Road, Onalaska, WI 54650 | 608.783.7400 | salonproacademy.com



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit salonproacademy.com/program-disclosures-onalaska-cosmetology-school/

Volume I
Updated: August 2024

Statement of Principle

The Salon Professional Academy strives to seek out and provide the resources and support our students need to successfully attend school, graduate, and find employment in a professional environment. We are committed to providing the resources and support in our students' best interest.

Mission Statement

The Salon Professional Academy's mission is to produce highly trained and well-prepared graduates to succeed professionally. We are committed to excellence in cosmetology arts and sciences, massage therapy, and bodywork education.

Purpose

This Student Handbook is a publication of The Salon Professional Academy. Its purpose is to describe the services available to students and provide important information about policies and procedures.

Although this handbook will answer most questions relating to financial aid, students must be aware that federal regulations are subject to change, which may impact policies and procedures stated in this publication. Students are encouraged to visit the Financial Aid Office for current information. General questions are answered on a walk-in basis, but more specific questions may require an appointment.

Accreditation, Licensure, and Memberships

Accreditation

The Salon Professional Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Licensure

Cosmetology and Esthetics Programs:

The Salon Professional Academy is licensed by the Cosmetology Examining Board, Department of Safety and Professional Services, 4822 Madison Yards Way, Madison, WI 53705. Telephone: 608-266-2112.

Massage Therapy Program:

The Salon Professional Academy is regulated by The State of Wisconsin, Department of Safety and Professional Services, Attn: Educational Approval Program, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53705. Telephone: 608-266-1996.

Memberships and Partnerships

Onalaska Business Association

La Crosse Area Chamber of Commerce

American Association of Cosmetology Schools (AACS)

Professional Beauty Association (PBA)

National Association of Financial Aid Administrators (NASFAA)

American Massage Therapy Association (AMTA)- Wisconsin Chapter

Surety Bond Information

Cosmetology and Esthetics Programs:
For any surety claims regarding bond #
55-203519, Please Contact

United Fire and Casualty
Bond Department
118 2nd Ave. SE
Cedar Rapids, IA 52407-3909
Phone: 800-553-7937
Fax: 888-603-1732

Massage Therapy Programs:
For any surety claims regarding bond #
MLI1215747, Please Contact:

Old Republic Surety Company
Headquarters
445 S Moorland Road
Suite 200
Brookfield, WI 53005
Phone: (800) 217-1792

Administration, Faculty & Facilities

Owners

Big Dreams, LLC, d/b/a The Salon Professional Academy,
566 Theater Road, Onalaska, WI 54650,
is a corporation in Wisconsin owned by Sue Kolve-Feehan (President and Secretary) and Bill
Feehan (Vice President and Treasurer).

Administration

Sue Kolve-Feehan, Owner/Director
Penny Nelson, Director of Education; Redken Design Certified
Becky Karpinsky, Financial Aid Administrator/Compliance Director
Jessica Gallagher, Admissions Coordinator
Tess Espe, Accountant
Julia Motl, Marketing Coordinator
Carrie Jemjemian, Compliance Specialist

Faculty

Cassy Grabitske, Cosmetology Educator; MUD Certified; Redken Design Certified
Carrie Jemjemian, Cosmetology Educator; Redken Design Certified
Kate Swenson, Cosmetology/ Esthetics Educator; Redken Design Certified
Ashley Oldenburg, Cosmetology Educator
Oliva Buresh, Cosmetology Educator
Lauryn Kaiser, Cosmetology Educator
Cheryl Knight, Cosmetology Educator
Cass Gillespie, Cosmetology Educator
Heather Wait, Cosmetology Educator
Kelly Messner, Cosmetology Educator
Ivan Arreola, Massage Therapy Educator
Jason Pederson, Massage Therapy Educator

History

The Salon Professional Academy opened in September of 2006. It offers cosmetology training. Students train to provide services in hair, skincare, and nail technology; massage therapy; esthetics – skincare; makeup artistry; airbrush makeup; eyelash extensions; and lash lifts. It trains students for entry-level positions in professional environments. Part of this education is providing quality, affordable services to the public. Training and services occur in a 9,200-square-foot facility at 566 Theater Road, Onalaska, Wisconsin.

Community

The Salon Professional Academy, located in Onalaska, Wisconsin, is a growing community on the Mississippi River just outside La Crosse, home to more than 50,000 people. There are parks, public facilities, and great living, dining, and shopping options, all within minutes of the school. The school is located near a mall with easy interstate access.

Facilities and Equipment

The Salon Professional Academy is a beautiful, 9,200-square-foot educational facility with professional-grade equipment. The facility is designed to meet the needs of the students and the programs offered. The campus has administrative and faculty space and four classrooms with audio-visual aids. The salon has seven facial beds, eight manicure and eight pedicure stations, 44 styling stations, and a retail area for our students to utilize during their training. The Massage Therapy room can accommodate up to eight massage tables. It is furnished with private lockers and a break room area for our students.

Accessibility

The Salon Professional Academy is wheelchair accessible, and most of our equipment can adjust to accommodate wheelchairs/disabilities. The staff evaluates the need for adaptation to disabilities individually in compliance with federal, state, and local regulations.

Instructional Material:

Orders for new textbooks and equipment (for programs which it is required) are placed for each class. Products to be used by the students are included in the tuition price but are not distributed to the students in their kits. Additional devices and instructional aides are updated as needed.

Comparable Program Information

More information on equivalent program length and tuition may be obtained by contacting

Accrediting Commission of Career Schools and Colleges (ACCSC) at www.accsc.org
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212.

Admissions Information

You can obtain admission information by contacting an Admissions Coordinator. You can reach the Admission Coordinator by phone at (608) 519-3741 or by email at admissions@salonproacademy.com. Admissions office hours are Monday-Friday from 8:30 am-4:00 pm.

Admission Criteria

A student must have a high school diploma, G.E.D. certificate HSED, or transcript with proof of graduation before beginning classes.

Admission Requirements for U.S. citizens

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

- Tour
- An application
- The required application fee
- Proof of graduation—examples include high school diploma, G.E.D. certificate, HSED, high school transcript with graduation date, post-secondary transcript, and professional license.
- A copy of the student’s driver’s license or State ID, and Social Security Number
- Signed copies of all pre-enrollment forms
- A signed complete enrollment agreement
- A photograph of the student

Admission Requirements for non-U.S. citizens

International applicants must meet all admissions criteria and complete all admissions requirements, as listed above, before being enrolled. Applicants must provide appropriate immigration documentation. Applicants must also enclose documents translated and verified by a foreign credential evaluation company to be equivalent to a U.S. high school diploma or G.E.D.

Additionally, because all coursework is taught in English, applicants for whom English is not a primary language must demonstrate proficiency in the English language by talking with the Director of Education.

Criminal Record

A criminal record involving certain misdemeanors or felonies may prohibit a student from obtaining licensure upon graduation. Therefore, applicants are required to disclose any past, current, or pending charges before enrollment.

The Salon Professional Academy reserves the right to run criminal background checks to ensure the information provided is truthful.

Application Procedures

Schedule a visit and tour. Learn about curriculum, schedules, kits, and payment options. Fulfill the requirements and submit the material listed in the “Admission Requirements” section above.

Acceptance Procedures

A prospective student will schedule a signing appointment with an admissions representative where all aspects of the enrollment contract are reviewed and signed by the student. The enrollment contract serves as the student’s notification of acceptance contingent on The Academy’s receipt of all necessary documents (e.g., diploma, transcripts).

Once the student has provided all the required documents to the school, the student will receive a copy of the enrollment contract signed by the student and a school director. The enrollment contract serves as official acceptance into the school.

Application Deadlines

Early enrollment is encouraged. However, at The Academy's discretion, enrollment can be permitted until class begins.

The process can be started online by filling out the "Request Info" form, which you can find on the home page at www.salonproacademy.com. If there are any questions about the process, please call or text (608) 783-7400.

The Salon Professional Academy does not participate in an Ability to Benefit program.

Students are not employees

Students are not employees of The Salon Professional Academy and should have no expectation of such. Students should understand that as part of their training, among other things, they will be required to perform services on members of the public who will pay the Academy a fee for that service. Students should also understand that these services and other tasks they may be assigned are designed to allow them to learn the trade by practicing skills on paying customers and learning in a simulated professional environment. Students will not be paid a wage for any time spent enrolled in the Academy.

High School Diploma Review Policy

Students must have a valid high school diploma, transcripts with graduation date, or a G.E.D. to be accepted into The Salon Professional Academy programs. This information must be provided before acceptance at the school.

If there is a reason to believe that a student's diploma is invalid. The administration will take measures to verify the validity. The Salon Professional Academy lists schools that do not provide valid high school diplomas. To verify the validity, the administration will check this list to see if the diploma is from one of these schools. If the high school which issued the diploma is missing from the list. The administration will research information on the school through the best measures available (internet, phone, contacting other schools that may have dealt with the school in question, etc). After further information has been gathered, the administration will meet and decide on the validity of the diploma. If details can be obtained or the validity is questionable, the administration will only accept admission to the student. The student will be informed by mail that they cannot be accepted because the administration cannot verify the validity of the diploma.

Objectives

The Salon Professional Academy trains students to become service professionals in Cosmetology, Esthetics, and Massage Therapy.

Orientation

All programs must complete orientation the week before the class start date, as specified in each student's enrollment agreement.

Class Size

The Salon Professional Academy limits the class size for all courses:

- Cosmetology: 20 students
- Esthetics: 8 students
- Massage Therapy: 8 students

The maximum number of students/instructors when students are on the salon floor is 20/1.

Early enrollment is encouraged.

Hours

The Salon Professional Academy is open Monday through Friday.

Class Starting Dates

Cosmetology classes are held eight to twelve times each year. Esthetics classes are held two to three times each year. Massage Therapy classes are held two times each year. Class start dates may be moved or canceled depending on enrollment numbers.

Books, Kits, Equipment, and Products:

Appropriate books and kits are issued to the student during training. Students provide their paper supplies. The books used in our programs are updated as deemed necessary by the publishers.

Each student is required to purchase a kit. The kits include the tools needed for the student to complete the program. Students will receive their kit items as they progress through their program. All consumable products that the student will use throughout their education are included in the cost of tuition.

Students will be required to purchase supplies necessary to take the licensure exam.

Holidays

The Salon Professional Academy is closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Day of Oktoberfest Parade

EMERGENCY OPERATIONS PREPAREDNESS INFORMATION

EMERGENCY RESPONSE GUIDE

Each classroom, office, or work area shall be equipped with an EOP and/or quick reference building map which lists the most common types of responses to an emergency. They are located near doorways and on the wall in conspicuous places.

PREPARING FOR EMERGENCIES

All staff and students should take personal responsibility familiarizing themselves with the EOP, signage information, and prepare for emergency situations before they happen. Emergency procedures are reviewed at orientation, and annually by the compliance specialist, staff and students thereafter. Preparation should minimally include the following:

- Identification of primary and secondary evacuation routes from the building.
- The nearest locations of designated shelters and the location of fire extinguishers.
- Make sure personal contact information is current for TSPA emergency notifications and alerts.

Program Information

Cosmetology Program Information & Disclosures

Program Length: 1800 hours, 34 hours/week, 54 weeks or 13 months

Please note that Wisconsin requires 1550 hours of training. Our training is 1800 hours.

| Cosmetology | |
|---|--------------|
| Cosmetology Tuition | \$25,896.00 |
| Cosmetology Application Fee | \$150.00 |
| Cosmetology Kit & Textbooks | \$3,034.00 |
| Cosmetology iPad + 2 year warranty (optional) | \$426.00 |
| Cosmetology Hourly Fee | \$14.39/hour |

If the Student is not eligible or will not receive funds from the federal government or any third-party financial institution or grant or scholarship agency, the Student must make a down payment of \$5,786.00 at least 30 days before classes begin.

After that, the Student must pay \$1,780.31 per month, starting on the first day of classes,

with remaining payments due on the first day of each subsequent month, until the Unpaid Total Cost of Tuition and Fees is fully satisfied.

The Student must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, checks, Visa, MasterCard, Discover, or money orders for any payment.

1800 Hour Cosmetology Schedule: (Subject to change)

Foundations weeks 1 – 14 / Average 34 Hours per Week

| | |
|-------------------|-----------------------|
| Monday - Thursday | 8:30 a.m. - 4:00 p.m. |
| Friday | 8:30 p.m. - 3:00 p.m. |

After Foundations, education will move to the salon floor. We offer a variety of schedules, allowing students to experience training in this dynamic and ever-changing atmosphere. We will try to accommodate student requests, but schedules are created by availability. No classes are held on Weekends.

Schedule A 477 – 1800 or 1884 hrs. / Average 34 Hours per Week

| | |
|-------------------|-----------------------|
| Monday - Thursday | 8:30 a.m. - 4:00 p.m. |
| Friday | 8:30 p.m. - 3:00 p.m. |

Schedule B 477 – 1800 or 1884 hrs. / Average 34 Hours per Week

| | |
|-------------------|-----------------------|
| Monday - Thursday | 8:30 a.m. - 5:30 p.m. |
|-------------------|-----------------------|

A student can take vacation only if they are at least at 90% of attendance and 85% academic progress.

Cosmetology Training:

Our students train to find entry-level employment and be successful in a professional environment. We prepare students with the technical skills necessary to gain licensure successfully. Critical skills such as goal setting, communication, guest handling, and professionalism are also integral to the training program.

Cosmetology training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform hair, skin, and nail services for the public. The school offers an 1800-hour training program in cosmetology that meets and exceeds Wisconsin state standards, including the following:

| Topic | Required Hours (State of WI) | Our Requirements (Exceed WI minimum) |
|--|-------------------------------------|---|
| Hygiene, grooming and personal development | 10 | 10 |
| Bacteriology, sterilization, and sanitation | 40 | 40 |
| Haircutting, hair tapering (clipper cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts. Tools, equipment, and implements | 580 | 630 |
| Hair straightening, hair relaxing, thermal hair straightening, blowouts, permanents, hair coloring, tinting, bleaching, and chemistry | 577 | 627 |
| 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 electro-logy | 95 | 95 |
| Manicuring, including artificial nails | 35 | 65 |
| Anatomy and physiology of the hair, skin, scalp and nails | 50 | 50 |
| Product knowledge, product use and sales, preparing and consulting with customer for services | 30 | 30 |
| Laws, rules, professional ethics and history of barbering and cosmetology | 18 | 18 |
| Individual student needs, industry trends and electives (e.g., recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.) | 115 | 235 |
| TOTAL | 1550 | 1800 |

Cosmetology Program Descriptions

- **Hygiene/Grooming:** The study of personal and public hygiene, visual poise and personality development.
- **Bacteriology, Sterilization, and Sanitation:** The study of the different types of bacteria and the infections they cause. Different methods of sanitation and sterilization are discussed.
- **Anatomy/Physiology:** The study of the structure and science of the human body, including its systems.
- **Chemistry:** The study of the chemical properties of the substances involved in cosmetology, which includes the study of atoms, hair and skin structure, and chemical substances applied to the hair.
- **Electricity:** The study of rays and currents in cosmetology and their therapeutic use on the skin and scalp.

- **Skin and Scalp Care:** The study of basic dermatology and disorders of the skin and scalp. Trichology (the study of hair) is also covered.
- **Hair Shaping:** The study of techniques involved in hair design. Includes a working knowledge of cutting implements trends and cutting principles.
- **Chemical Waving/Relaxing:** The study of the chemistry involved in waving and relaxing and its reaction to different hair types. The physical applications and manipulations involved in these procedures are also covered.
- **Hair Coloring:** The study of the chemistry involved in hair coloring, including types of tints and lighteners and their application.
- **Wigs and Hairpieces:** The study of the various classifications of wigs and hairpieces, such as their care, styling, and maintenance.
- **Manicures and Pedicures:** The study of nail structure and growth along with the diseases of nails. Including the study of nail enhancements. Also included are creative artistry and the techniques of a manicure and pedicure.
- **Facials and Cosmetic Use:** The study of facial manipulation masks and packs of make-up use, application, and superfluous hair removal.
- **Laws:** The study of Wisconsin state laws regarding all aspects of the field of cosmetology, including licensing, salon ownership, and salon management.
- **Hair Products:** The study of current products for skin and scalp care products.
- **Business Principles of Salon Management:** The study of salon operations, ownership, inventory control, advertising, and other practices involved in

Cosmetology Satisfactory Progress Policy

All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), defined as reaching each training checkpoint with an average theory and practical grade of 85% and 90% attendance.

SAP checkpoints are as follows: 450 hours (25%), 900 hours (50%), and 1350 (75%) hours.

At these checkpoints, the student must have attended at least 90% of all scheduled hours and maintained an 85% grade point average to make SAP. The maximum time frame in which any student can complete their program is 110% of the typical program duration - or- 61 weeks for a Cosmetology student. Any student who attends beyond the contract end date cannot graduate.

If the student is not making SAP at one of the above checkpoints, the student will be advised by the financial aid or education office that (s)he will be placed on Academic Warning. The student will be eligible for financial aid disbursements during the payment period without needing an appeal. Documentation will be placed in the student's file. The student will be informed that (s)he is on Academic Warning until the end of the current checkpoint (payment period).

If the student is on Academic Warning and has not met the minimum requirements for Satisfactory Academic Progress by the end of the current checkpoint (payment period).

The student will be ineligible for Title IV aid or Veterans benefits for subsequent payment periods or until Satisfactory Academic Progress is reestablished. A student can be eligible for benefits only by completing a successful appeal, as detailed below.

In the absence of an appeal, the student will be notified by the financial aid office or education office that (s)he will only be allowed to continue in the program if the student demonstrates willingness or is attempting to comply with Satisfactory Academic Progress standards and pays privately for that payment period.

A student ineligible for Title IV aid or Veterans benefits may appeal the unsatisfactory progress determination based on the death of a relative, injury or illness of the student, or other special circumstances that prevented the student from achieving Satisfactory Academic Progress during that payment period. The student may appeal by submitting a request to the Owner/Director in writing within fourteen days of being notified of their ineligibility. The letter should explain why the student could not achieve Satisfactory Academic Progress and any documentation supporting the student's appeal (e.g., a doctor's note). The student must also submit a written plan detailing how (s)he will regain Satisfactory Academic Progress and the timeframe in which (s)he will do so.

The Owner/Director will review the individual's case privately and then hear the Director of Education's evaluation with the student present. The student will then be able to respond to the Director of Education's evaluation and provide any additional documentation before a determination is made. The Owner/Director will decide and notify the student and the Director of Education before placing documentation in the student's file. Each student is an individual, as are their circumstances. Student files will be documented as to the specific circumstances of their probation. A student making unsatisfactory progress may be reinstated for academic and financial aid purposes after a successful appeal but will remain on Academic Probation until the student has completed the written plan and regained Satisfactory Academic Progress.

If the student does not appeal, fails to demonstrate a willingness, needs to attempt to comply with Satisfactory Academic Progress standards, or fails to make payments during this period the student may be withdrawn from the Academy for unsatisfactory progress. Title IV aid or Veterans benefits will be terminated, and the appropriate agencies will be notified that the student has been withdrawn.

If a student withdraws while on Academic Warning or Academic Probation and chooses to re-enroll the student will still be on Warning or Probation upon re-entry. The student must attain Satisfactory Academic Progress by the next payment period (or adhere to their written plan if on Probation) to maintain eligibility for Title IV aid and VA benefits. A student who must take an approved leave of absence or withdraw from training for non-academic reasons may return to the program with no loss of Satisfactory Academic Progress if the student was making Satisfactory Academic Progress when the student left.

In the case of a temporary interruption of attendance, a Cosmetology student can take up to one hundred and eighty (180) days. This time will not affect their satisfactory progress standing. A leave of absence may extend the student's contract period and minimum time frame by the same number of days in the break of absence. A student taking a leave of absence who is not making satisfactory progress and has been put on Academic Warning or Academic Probation may return to school but will remain on Academic Warning or Academic Probation.

No incomplete, remedial, or non-credit courses are offered at the Academy. A withdrawal from the program has no impact on Satisfactory Academic Progress determinations.

Pre-Enrollment Information: Cosmetology

Graduation, Licensure and Placement Rates

The Salon Professional Academy provides each student with graduation and placement information prior to enrollment. The graduation rates are based on the requirements set forth by both the Department of Education and information that we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the time frame used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of The Salon Professional Academy can be obtained at any time by contacting a member of the administration.

Graduation Rate: This information is based on the Department of Education's auditing requirements in the IPEDS Graduation Rates Survey for the reporting time frame which is 09/01/2019 to 08/31/2020. 88%, or 21 of the 24 first-time, full-time students scheduled to graduate between 09/01/2019 to 08/31/2020, graduated within 150% of normal time.

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency which are calculated and reported annually in October.

Graduation Rate: This information is based on audit requirements of the reporting time frame which is 09/01/2020 to 08/31/2021. 100%, or 22 of the 27 total students in the cosmetology program who started their program between 09/01/2020 to 08/31/2021, graduated within 150% of the program length. The remaining 5 students were unavailable for graduation.

Licensure Rate: This information is based on audit requirements of the reporting time frame which is 09/01/2020 to 08/31/2021. Of the 22 graduates, 22 reported back with exam results. 100%, or 22 of the 22 reporting graduates, passed the exam.

Placement Rate: This information is based on audit requirements of the reporting time frame which is 09/01/2020 to 08/31/2021. 91%, 20 of the 22 students who graduated reported finding jobs in the cosmetology field. No information was obtained on the remaining 2 graduates. Placement information is obtained by contacting graduates to identify a place of employment and following up with the employer through use of an employer survey. If the employer is unavailable for verification, the graduate may verify his or her own employment.

Compensation Expected

Cosmetologists could expect to make a national median wage of \$33,290 in 2022. In the state of Wisconsin, cosmetologists could expect to make a median wage of \$32,890 in 2022. Cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

The compensation information is based on the information from the Bureau of Labor Statistics O*NET, the Occupational Information Network, which is a comprehensive database of job information including wage information, job characteristics, and worker attributes. O*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA).

The information provided is based on the SOC code 39-5012.00, Hairdressers, Hairstylists and Cosmetologists.

Physical Demands of Cosmetology

Physical demands are placed on the body in any career. Care must be taken in cosmetology to protect the back, legs, and feet.

- One way to do this is strength training to enhance back, abdomen, and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help promote all body conditioning and improve circulation in the legs and feet. We recommend consulting a doctor before beginning any exercise program.
- This job requires standing for long periods, so it is suggested that proper fitting, supportive shoes are worn. These are not a requirement but will help increase the chances of longevity in the profession.

Safety Requirements of Cosmetology

Safety suggestions for this profession include:

- Wearing shoes that are not slippery when walking on a damp floor. Working with water means there is always a risk of water spills. All water spilled should be wiped up quickly after a spill.
- Damp hair lying on the floor can also pose a chance of slipping. All hair must be swept up immediately following each haircut to minimize accidents. It is the responsibility of each stylist to promote a safe working environment.

- Gloves are to be worn during chemical services to reduce the risk of any allergic reaction that an individual may have to certain chemicals.
- Anytime a product accidentally gets in the eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

Licensing Requirements for Cosmetology in Wisconsin

To become licensed in cosmetology in Wisconsin, students must complete 1,550 hours of approved training, graduate from an approved school, and pass the state board exams.

| Cosmetology | | |
|--|-----------|----------------------------------|
| <i>Textbooks:</i> | | |
| Salon Fundamentals Cosmetology Set: Textbook ISBN 0-615-11288-9 Study Guide ISBN 00-9701177-0-1 Exam Preparation ISBN 0-9724338-1-3 | \$362.44 | Pivot Point |
| Digital Online Access | \$ 224.00 | Pivot Point |
| iPad +2 year warranty | \$426.00 | Apple |
| Social Digital Planner | \$ 47.62 | Salon Development Corporation |
| <i>Additional Items:</i> | | |
| Sam Villa Blow Dryer | \$ 190.00 | Salon Centric |
| Sam Villa Shears | \$ 250.00 | |
| Sam Villa Blending Shears | \$ 250.00 | |
| Sam Villa Razor | \$ 64.00 | |
| Sam Villa 10 pack Blades | \$ 15.00 | |
| Sam Villa Thermal Round 1" | \$ 20.00 | |
| Sam Villa Thermal Round 1.5" | \$ 20.00 | |
| Sam Villa Thermal Round 2" | \$ 20.00 | |
| Sam Villa Paddle Brush | \$ 20.00 | |
| Sam Villa Styling Brush | \$ 23.00 | |
| Sam Villa 9 Row Brush | \$ 16.17 | |
| Sam Villa 8 Piece Comb Set | \$ 49.00 | |
| Sam Villa Water Bottle | \$ 15.00 | |
| Sam Villa Marcel 2 in 1 | \$ 134.00 | |
| Sam Villa Sleekr (Flat Iron) | \$ 124.00 | |
| Sam Villa Texture Iron | \$ 134.00 | |
| Sam Villa 4 pack Clips | \$ 8.00 | |
| Hot Tools Curling Iron 3/4" | \$ 48.09 | Salon Centric |

| | | |
|--|----------------|---------------|
| Clipper (Stylist combo) | \$ 104.45 | Salon Centric |
| Fade Brush | \$ 16.49 | Salon Centric |
| Dermalogica Kit | \$ 81.70 | Salon Centric |
| Pre Cleanse | \$ 6.75 | Salon Centric |
| Special Cleansing Gel | \$ 6.00 | Salon Centric |
| Daily Microfoliant | \$ 7.50 | Salon Centric |
| Skin Smoothing Cream | \$ 21.50 | Salon Centric |
| Massage Gel Cream | \$ 32.00 | Salon Centric |
| Prolifie Nipper | \$ 6.99 | Salon Centric |
| Prolifie Cuticle Pusher | \$ 6.29 | Salon Centric |
| Prolifie Small Nail Clipper | \$ 1.49 | Salon Centric |
| Prolifie Large Nail Clipper | \$ 7.20 | Salon Centric |
| Mirabella Makeup Kit | \$ 83.08 | Mirabella |
| Mannequin | \$ 63.14 /each | Salon Centric |
| Mannequin Ellie | \$ 70.01 | Pivot Point |
| Mannequin Ian | \$ 93.49 | Pivot Point |
| Mannequin Lydia | \$ 110.78 | Pivot Point |
| Mannequin Stand | \$ 28.57 | Salon Centric |
| Embroidered Uniform | \$ 99.70 | Noel Asmar |
| Embroidered Duffle Bag | \$ 16.62 | QRG |
| Screenprint T-shirt | \$ 11.08/each | Boost/Halo |
| Extra Replacement Items: Cosmetology & Advanced Makeup 1884 | | |
| MUD Airbrush Kit | \$ 858.51 | MUD |
| Lash Lift Kit | \$ 326.79 | Sugar Lash |
| Sugar Lash Mixed Pro Kit | \$ 437.56 | Sugar Lash |
| Practice Lashes | \$ 16.62 | Sugar Lash |

**Students may be responsible for tax and required shipping charges.
Item prices are subject to change without notice.**

Students may procure kit or kit pieces on their own, thus reducing the price of the overall kit. However, kit pieces must be of equal quality to those purchased through the Academy.

| 1800 Hour Program Class Start date: | 1800 Hour Program Graduation date: (Full Time) |
|--|---|
| October 30, 2023 | November 14, 2024 |
| December 11, 2023 | January 6, 2025 |
| January 22, 2024 | February 12, 2025 |
| March 4, 2024 | March 26, 2025 |
| April 15, 2024 | May 7, 2025 |
| June 3, 2024 | July 25, 2025 |
| July 15, 2024 | August 5, 2025 |
| August 26, 2024 | September 16, 2025 |
| October 7, 2024 | October 28, 2025 |

Cosmetology & Advanced Makeup 1884 Program Information & Disclosures

Program Length: 1884 hours, 34 hours/week, 60 weeks or 14 months

Please note that Wisconsin requires 1550 hours of training. Our training is 1884 hours.

| Cosmetology & Advanced Makeup 1884 | |
|--|-------------|
| Cosmetology & Advanced Makeup 1884 Tuition | \$27,053.00 |
| Cosmetology & Advanced Makeup 1884 Application Fee | \$150.00 |
| Cosmetology & Advanced Makeup 1884 Kit and Textbooks | \$4,831.00 |

| | |
|--|---------|
| Cosmetology & Advanced Makeup 1884 Hourly Fee | \$14.36 |
|--|---------|

If the Student is not eligible or will not receive funds from the federal government and any third party financial institution or grant or scholarship agency, the Student must make a down payment of \$6,376.80 at least 30 days before classes begin. After that, the Student must pay \$1,821.94 per month, beginning on the first day of classes, with remaining payments due on the first day of each subsequent month, until the Unpaid Total Cost of Tuition and Fees is fully satisfied.

The Student must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, checks, Visa, MasterCard, Discover, or money orders for any payment.

Cosmetology & Advanced Makeup 1884: (Subject to change)

Foundations weeks 1 – 14 / Average 34 Hours per Week

Monday - Thursday 8:30 a.m. - 4:00 p.m.
Friday 8:30 p.m. - 3:00 p.m.

After Foundations, education will move to the salon floor. We offer a variety of schedules, allowing students to experience training in this dynamic and ever-changing atmosphere. We will try to accommodate student requests, but schedules are created by availability. No classes are held on Weekends.

Schedule A 477 – 1800 or 1884 hrs. / Average 34 Hours per Week

Monday - Thursday 8:30 a.m. - 4:00 p.m.
Friday 8:30 p.m. - 3:00 p.m.

Schedule B 477 – 1800 or 1884 hrs. / Average 34 Hours per Week

Monday - Thursday 8:30 a.m. - 5:30 p.m.

Cosmetology Training & Advanced Makeup 1884

Our students are trained to find entry-level employment and succeed professionally. We prepare students with the technical skills necessary to gain licensure successfully. Critical skills such as goal setting, communication, guest handling, and professionalism are also integral to the training program.

Cosmetology training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform hair, skin, and nail services for the public. The school offers an 1884-hour training program that meets and exceeds Wisconsin state standards which includes the following:

| Topic | Required Hours (State of WI) | Our Requirements (Exceed WI minimum) |
|--|-------------------------------------|---|
| Hygiene, grooming and personal development | 10 | 10 |
| Bacteriology, sterilization and sanitation | 40 | 40 |
| Haircutting, hair tapering (clipper cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts | 580 | 630 |
| Hair straightening, hair relaxing, thermal hair straightening, blow outs, permanents, hair coloring, tinting, bleaching and chemistry | 577 | 627 |
| 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 | 95 | 95 |
| Manicuring, including artificial nails | 35 | 65 |
| Anatomy and physiology of the hair, skin, scalp and nails | 50 | 50 |
| Product knowledge, product use and sales, preparing and consulting with customer for services | 30 | 30 |
| Laws, rules, professional ethics and history of barbering and cosmetology | 18 | 18 |
| Individual student needs, industry trends and electives (e.g., recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.) | 115 | 235 |
| Makeup artistry, airbrush makeup, eyelash extensions, and lash lifts. | 0 | 84 |
| TOTAL | 1550 | 1884 |

Cosmetology & Advanced Makeup 1884 Program Descriptions

- Hygiene/Grooming: The study of personal and public hygiene, visual poise and personality development.
- Bacteriology, Sterilization, and Sanitation: The study of the different types of bacteria and the infections they cause. Different methods of sanitation and sterilization are discussed.
- Anatomy/Physiology: The study of the structure and science of the human body, including its systems.
- Chemistry: The study of the chemical properties of the substances involved in cosmetology, which includes the study of atoms, hair and skin structure, and chemical substances applied to the hair.

- Electricity: The study of rays and currents in cosmetology and their therapeutic use on the skin and scalp.
- Skin and Scalp Care: The study of basic dermatology and disorders of the skin and scalp. Trichology (the study of hair) is also covered.
- Hair Shaping: The study of techniques involved in hair design. Includes a working knowledge of cutting implements trends and cutting principles.
- Chemical Waving/Relaxing: The study of the chemistry involved in waving and relaxing and its reaction to different hair types. The physical applications and manipulations involved in these procedures are also covered.
- Hair Coloring: The study of the chemistry involved in hair coloring, including types of tints and lighteners and their application.
- Wigs and Hairpieces: The study of the various classifications of them, such as their care, styling, and maintenance.
- Manicures and Pedicures: The study of nail structure and growth along with the diseases of nails. Including the study of the application of sculptured nails and tips. Also included are creative artistry and the techniques of a manicure and pedicure.
- Facials and Cosmetic Use: The study of facial manipulation masks and packs of make-up use, application, and superfluous hair removal.
- Laws: The study of Wisconsin state laws regarding all aspects of the field of cosmetology, including licensing, salon ownership, and salon management.
- Hair Products: The study of current products for skin and scalp care products.
- Business Principles of Salon Management: The study of salon operations, ownership, inventory control, advertising, and other practices involved in managing a salon.
- An introduction to beauty make-up. The study of facial analysis, base matching, application, correction, contours, and highlights. Airbrush makeup, eyelash extensions, and lash lifts are also covered.

Cosmetology & Advanced Makeup 1884 Satisfactory Progress Policy

All students attending The Salon Professional Academy must maintain satisfactory academic progress (SAP), defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 90% attendance.

SAP checkpoints are as follows: 450 hours (23.9%), 900 hours (47.8%), 1350 (71.7%) hours, and 1800 (95.5%) hours.

At these checkpoints, the student must have attended at least 90% of all scheduled hours and maintained an 85% grade point average to make SAP. The maximum time frame in which any student can complete their program is 110% of the typical duration of the program -or- 63 weeks for a Cosmetology & Advanced Makeup 1884 student. Students must attend beyond the contract end date to graduate.

If at one of the above checkpoints, the student needs to make SAP, the student will be advised by the financial aid or education office that (s)he will be placed on Academic

Warning. The student will be eligible for financial aid disbursements during the payment period without needing an appeal. Documentation will be placed in the student's file. The student will be informed that (s)he is on Academic Warning until the end of the current checkpoint (payment period).

If the student is on Academic Warning and has not met the minimum requirements for Satisfactory Academic Progress by the end of the current checkpoint (payment period), the student will be ineligible for Title IV aid or Veterans benefits for subsequent payment periods or until Satisfactory Academic Progress is reestablished. A student can be eligible for benefits only by completing a successful appeal, as detailed below.

In the absence of an appeal, the student will be notified by the financial aid office or education office that (s)he will only be allowed to continue in the program if the student demonstrates willingness or is attempting to comply with Satisfactory Academic Progress standards and pays privately for that payment period.

A student ineligible for Title IV aid or Veterans benefits may appeal the unsatisfactory progress determination based on the death of a relative, injury or illness of the student, or other special circumstances that prevented the student from achieving Satisfactory Academic Progress during that payment period. The student may appeal by submitting a request to the Owner/Director in writing within fourteen days of being notified of their ineligibility. The letter should explain why the student could not achieve Satisfactory Academic Progress and any documentation supporting the student's appeal (e.g., a doctor's note). The student must also submit a written plan detailing how (s)he will regain Satisfactory Academic Progress and the timeframe in which (s)he will do so. The Owner/Director will review the individual's case privately and then hear the Director of Education's evaluation with the student present. The student will then be able to respond to the Director of Education's evaluation and provide any additional documentation before a determination is made. The Owner/Director will decide and notify the student and the Director of Education before placing documentation in the student's file. Each student is an individual, as are their circumstances. Student files will be documented as to the specific circumstances of their probation. A student making unsatisfactory progress may be reinstated for academic and financial aid purposes after a successful appeal but will remain on Academic Probation until the student has completed the written plan and regained Satisfactory Academic Progress.

If the student does not appeal, fails to demonstrate a willingness, is not attempting to comply with Satisfactory Academic Progress standards, or fails to make payments during this period, the student may be withdrawn from the Academy for unsatisfactory progress. Any Title IV aid or Veterans benefits will be terminated, and the appropriate agencies will be notified that the student has been withdrawn.

If a student withdraws while on Academic Warning or Academic Probation and chooses to re-enroll the student will still be on warning or probation upon re-entry. The student must attain Satisfactory Academic Progress by the next payment period (or adhere to

their written plan if on probation) to maintain eligibility for Title IV aid or VA benefits. A student who must take an approved leave of absence or must withdraw from training for non-academic reasons may return to the program with no loss of Satisfactory Academic Progress if the student was making Satisfactory Academic Progress when the student left.

In the case of a temporary interruption of attendance, a Cosmetology & Advanced Makeup 1884 student can take up to one hundred and eighty (180) days, and this time will not affect their Satisfactory Academic Progress standing. A leave of absence may extend the student's contract period and minimum time frame by the same number of days in the break of absence. A student taking a leave of absence that is not in Satisfactory Academic Progress and has been put on Academic Warning or Academic Probation may return to school but will remain on Academic Warning or Academic Probation.

No incomplete, remedial, or non-credit courses are offered at the Academy. A withdrawal from the program has no impact on Satisfactory Academic Progress determinations.

Pre-Enrollment Information: Cosmetology & Advanced Makeup 1884

Graduation, Licensure, and Placement Rates

The Salon Professional Academy provides each student with graduation and placement information before enrollment. The graduation rates are based on the requirements set forth by the Department of Education and the information we provide to our accrediting body annually. These placement statistics will include details regarding the source of information, the time frame used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of The Salon Professional Academy can be obtained at any time by contacting a member of the administration.

Graduation Rate: This information is based on the Department of Education's auditing requirements in the IPEDS Graduation Rates Survey of the reporting time frame, which is 09/01/2019 to 08/31/2020. 88%, or 21 of the 24 first-time, full-time students scheduled to graduate between 09/01/2019 and 08/31/2020, graduated within 150% of the average time.

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency, which are calculated and reported annually.

Graduation Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2022 to 05/31/2023 0%, or 0 of the 0 total students in the Cosmetology & Advanced Makeup 1884 program who started their program between 09/01/2022 and 05/31/2023, graduated within 150% of the program length.

Licensure Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2022 to 05/31/2023. Of the 0 graduates, 0 reported back with exam results. 0% 0 of the 0 reporting graduates passed the exam. No further information has been gained.

Placement Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2022 to 05/31/2023. 0%, 0 of the 0 students who graduated reported finding jobs in the cosmetology field. No further information was gained. Placement information was obtained by contacting graduates to identify a place of employment and following up with the employer through an employer survey. If the employer is unavailable for verification, the graduate may verify his or her own employment.

Compensation Expected

Cosmetologists could expect to make a national median wage of \$33,290 in 2022. In Wisconsin, cosmetologists could expect to make a median wage of \$32,890 in 2022. Cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

The compensation information is based on the information from the Bureau of Labor Statistics and O*NET, the Occupational Information Network, which is a comprehensive database of job information, including wage information, job characteristics, and worker attributes.

O*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information is based on the SOC code 39-5012.00, Hairdressers, Hairstylists and Cosmetologists.

Physical Demands of Cosmetology

Physical demands are placed on the body in any career. Care must be taken in cosmetology to protect the back, legs, and feet.

- One way to do this is strength training to enhance back, abdomen, and leg muscles. Regular weight-lifting exercises will benefit individuals in this profession. Regular exercise will help promote all-over body conditioning and improve circulation in the legs and feet. We recommend consulting a doctor before beginning any exercise program.
- This job requires standing for long periods, so it is suggested that proper fitting, supportive shoes are worn. These are not a requirement but will help increase the chances of longevity in the profession.

Safety Requirements of Cosmetology

Safety suggestions for this profession include:

- Wearing shoes that are not slippery when walking on a damp floor. Working with water means there is always a risk of water spills. All water spilled should be wiped up quickly after a spill.

- Damp hair lying on the floor can also pose a chance of slipping. All hair must be swept up immediately following each haircut to minimize accidents. It is the responsibility of each stylist to promote a safe working environment.
- Gloves are to be worn during chemical services to reduce the risk of any allergic reaction that an individual may have to certain chemicals.
- Anytime a product accidentally gets in the eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

Licensing Requirements for Cosmetology in Wisconsin

To become licensed in cosmetology in Wisconsin, students must complete 1,550 hours of approved training, graduate from an approved school, and pass the state board exams.

| 1884 Hour Program Class Start date: | 1884 Hour Program Graduation date: (Full Time) |
|--|---|
| October 30, 2023 | December 3, 2024 |
| December 11, 2023 | January 23, 2025 |
| January 22, 2024 | March 3, 2025 |
| March 4, 2024 | April 14, 2025 |
| April 15, 2024 | May 26, 2025 |
| June 3, 2024 | July 14, 2025 |
| July 15, 2024 | August 22, 2025 |
| August 26, 2024 | October 3, 2025 |
| October 7, 2024 | October 28, 2025 |

Esthetics Program Disclosures

Program Length: 600 hours, 33.5 hours/week, approximately 18 weeks or 4.5 months

Please note that Wisconsin requires 450 hours. Our training is 600 hours.

| |
|------------------|
| Esthetics |
|------------------|

| | |
|--|--------------|
| Esthetics Tuition | \$12,636 |
| Esthetics Application Fee | \$150.00 |
| Esthetics Kit & Textbooks | \$3,517.50 |
| Esthetics iPad + 2 year warranty (optional) | \$426.00 |
| Esthetics Hourly Fee | \$18.65/hour |

If the Student is not eligible or will not receive funds from the federal government or any third party financial institution or grant or scholarship agency, the Student must make a down payment of \$2,908.00 at least 30 days before classes begin. After that, the Student must pay \$2,326.40 per month, starting on the first day of classes, with remaining payments due on the first day of each subsequent month, until the Unpaid Total Cost of Tuition and Fees is fully satisfied. The Student must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, checks, Visa, MasterCard, Discover, or money orders for any payment.

Esthetics Schedule: (Subject to change)

Weeks 1 – 18

Monday - Thursday 8:30 a.m. - 4:00 p.m.

Fridays 8:30 a.m. - 2:30 p.m.

Esthetics Training

Our students train to find entry-level employment and be successful in a professional environment. We prepare students with the technical skills necessary to gain licensure successfully. Critical skills such as goal setting, communication, guest handling, and professionalism are also integral to the training program.

Esthetics training at The Salon Professional Academy includes theory and practical instruction that prepares students to perform Esthetics (skincare care, makeup, and lash) services for the public. The school offers a 600-hour training program in Esthetics that meets and exceeds Wisconsin state standards, including the following:

| Topic | Required Hours | Our Requirements |
|-------|----------------|------------------|
|-------|----------------|------------------|

| | (State of WI) | (Exceed WI minimums) |
|--|---------------|----------------------|
| Introduction, law and code, bookkeeping, business management, history and ethics | 26 | 26 |
| Safety, sanitation and sterilization | 50 | 60 |
| Anatomy and physiology | 30 | 40 |
| Chemistry, treatments and process | 24 | 24 |
| Treatment – product and techniques | 128 | 148 |
| Electricity, machines and equipment | 45 | 45 |
| Makeup and color analysis | 32 | 32 |
| Individual student needs and electives | 115 | 225 |
| TOTAL | 450 | 600 |

Esthetics Program Descriptions

- Skin Care History & Opportunities: An introduction to Skin Care History as well as an introduction to Skin Care Career Opportunities.
- Professional Image: An introduction to Professional Image, Personal Hygiene, Physical Presentation, Ethics and Time Management.
- Sanitation & Disinfection: The study of bacteria types, classifications, and blood-related diseases. The study of types of disinfectants and universal precautions.
- Anatomy & Physiology: An introduction to anatomy, physiology, cell growth, tissues, and central body systems.
- Chemistry for Estheticians: An introduction to chemistry, properties of matter and its structure, and the pH scale.
- Basics of Electricity: The study and nature of electricity, electrotherapy, and light therapy.
- Physiology & Histology of the Skin: An introduction to functions, structure, and anatomy of layers and glands of the skin, skin color, collagen, elasticity, aging, and sun damage and protection.
- Skin Disorders and Diseases: Common skin conditions, disorders, lesions, and acne.
- Skin Analysis: Skin types and conditions, skin analysis, treatment contra indicators.
- Product Selection & Ingredients: An introduction to essential products, product formulation, and home care, including retail sales.
- The Treatment Room: Professional presentation, equipment, supplies, products, and sanitation procedures.
- Massage: An introduction to the benefits of massage, different types of massage, contraindications for massage, and massage movements.
- Basic Facial & Treatments: An introduction to the benefits of facial, vital elements of a facial, facial products, philosophies & methods. It also includes procedures, mini-facials, treatments, and men’s facials.

- **Machines:** An introduction to electrotherapy, skin care machines, other electrical tools, and machine contraindications.
- **Hair Removal:** Methods of temporary and permanent hair removal, hair growth, and characteristics
- **Advanced Esthetics:** Topics include advanced ingredients, antioxidants, peels, aromatherapy, spa body treatments, and clinical skin care procedures.
- **Make-up:** An introduction to product chemistry and assessing the client's needs and preferences to include facial analysis, base matching and application, color theory, basic makeup application, false eyelashes, corrective, contour, and highlight techniques, retail sales, airbrush makeup, eyelash extensions, and lash lifts.
- **Laws:** The study of Wisconsin state laws regarding all aspects of the field of esthetics, including licensing, salon ownership, and salon management.

Esthetics Satisfactory Progress Policy

All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 90% attendance.

SAP checkpoint is 300 hours (50%).

At this checkpoint, the student must have attended at least 90% of all scheduled hours and maintained an 85% grade point average to make SAP. The maximum time frame in which any student can complete their program is 110% of the program's usual duration (contract end date) -or- 20 weeks for an Esthetics student. Students must attend beyond the contract end date to graduate.

If, at the checkpoint, the student still needs to meet the minimum requirements for Satisfactory Academic Progress, the student will be advised by the financial aid or education office that (s)he is ineligible for Title IV aid or Veterans benefits for the current payment period. A student can be eligible for benefits only during this period by completing a successful appeal, as detailed below.

In the absence of an appeal, the student will be notified by the financial aid office or education office that (s)he will only be allowed to continue in the program if the student demonstrates a willingness and is attempting to comply with Satisfactory Academic Progress standards and pays privately for that payment period.

A student ineligible for Title IV aid and Veterans benefits may appeal the unsatisfactory progress determination based on the death of a relative, injury or illness of the student, or other special circumstances that prevented the student from achieving Satisfactory Academic Progress during that payment period. The student may appeal by submitting a request to the Owner/Director in writing within fourteen days of being notified of their ineligibility. The letter should explain why the student was unable to achieve Satisfactory Academic Progress and any documentation supporting the student's appeal

(e.g., a doctor's note). The student must also submit a written plan detailing how (s)he will regain Satisfactory Academic Progress and the timeframe in which (s)he will do so.

The Owner/Director will review the individual's case privately and then hear the Director of Education's evaluation with the student present. The student will then be able to respond to the Director of Education's evaluation and provide any additional documentation before a determination is made. The Owner/Director will decide and notify the student and the Director of Education before placing documentation in the student's file. Each student is an individual, as are their circumstances. Student files will be documented as to the specific circumstances of their Probation. A student making unsatisfactory progress may be reinstated for academic and financial aid purposes after a successful appeal but will remain on Academic Probation until the student has completed the written plan and regained Satisfactory Academic Progress.

If the student does not appeal or fails to demonstrate a willingness and is not attempting to comply with Satisfactory Academic Progress standards or fails to make payments during this period, the student may be withdrawn from the Academy for unsatisfactory progress. Title IV aid and Veterans benefits will be terminated, and the appropriate agencies will be notified that the student has been withdrawn.

If a student withdraws while on Academic Probation and chooses to re-enroll, the student will still be on probation upon re-entry. The student must adhere to their written plan to maintain Title IV aid and VA benefits eligibility.

Esthetics students are not allowed to take a leave of absence. No incomplete, remedial, or non-credit courses are offered at the Academy. A withdrawal from the program has no impact on Satisfactory Academic Progress determinations.

Pre-Enrollment Information: Esthetics

Graduation, Licensure, and Placement Rates

The Salon Professional Academy provides each student with graduation and placement information before enrollment. The graduation rates are based on the requirements set forth by the Department of Education and the information we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the time frame used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of The Salon Professional Academy can be obtained at any time by contacting a member of the administration.

Graduation Rate: This information is based on the Department of Education's auditing requirements in the IPEDS Graduation Rates Survey for the reporting time frame, which is 09/01/2019 to 08/31/2020. 88%, or 21 of the 24 first-time, full-

time students scheduled to graduate between 09/01/2019 and 08/31/2020, graduated within 150% of standard time.

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency, which are calculated and reported annually.

Graduation Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2021 to 08/31/2022. 100% or 11 of the 11 students who started the program between 09/01/2021 to 08/31/2022 graduated.

Licensure Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2021 to 08/31/2022. Of the 11 graduates, ten reported back with exam results. 91% of 10 of the 11 reporting graduates passed the exam. No further information has been gained from the one remaining graduate.

Placement Rate: This information is based on audit requirements of the reporting time frame, which is 09/01/2021 to 08/31/2022. 73% or 8 of the 11 students who graduated from the program also reported finding jobs in the esthetics field. No information was obtained on the remaining three graduates. Placement information is received by contacting graduates to identify a place of employment and following up with the employer through an employer survey. If the employer is unavailable for verification, the graduate may verify his or her own employment.

Compensation Expected

Estheticians could expect to make a national median wage of \$38,060 in 2022. In Wisconsin, estheticians could expect a median salary of \$29,710 in 2022.

The compensation information is based on O*NET, the Occupational Information Network, which is a comprehensive database of job information, including wage information, job characteristics, and worker attributes. O*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information is based on the SOC code 39-5094.00, Skin Care Specialists.

Physical Demands of Esthetics

Physical demands are placed on the body in any career. Care must be taken in esthetics to protect the back, legs, and feet.

- One way to do this is strength training to enhance back, abdomen, and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help promote all-over body conditioning and improve circulation in the legs and feet. We recommend consulting a doctor before beginning any exercise program.

- Because this job requires working for long periods, it is suggested that proper fitting, supportive shoes are worn. These are not requirements but will help increase the chances of longevity in the profession.

Safety Requirements of Esthetics

Safety suggestions for this profession include:

- Wearing shoes that are not slippery when walking on a damp floor. Working with water means there is always a risk of water spills. All water spilled should be wiped up quickly after a spill.
- Gloves are to be worn during chemical services to reduce the risk of any allergic reaction that an individual may have to certain chemicals.
- Anytime a product accidentally gets in the eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

Licensing Requirements for Esthetics in Wisconsin

To become licensed in esthetics in Wisconsin, students must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams.

| Replacement Items: Esthetics | | |
|--|-----------|----------------------------------|
| <i>Textbooks:</i> | | |
| Salon Fundamentals Esthetician Set: Textbook ISBN 978-0-9742723-1-3 Study Guide ISBN 978-0-99742723-7-5 Exam Preparation ISBN 978-0-9742723- 6-8 | \$371.10 | Pivot Point |
| Digital Online Access | \$ 229.00 | Pivot Point |
| iPad +2 year warranty | \$426.00 | Apple |
| Social Digital Planner | \$ 47.62 | Salon Development Corporation |
| <i>Additional Items:</i> | | |
| Dermalogica Esthetician Student Kit | \$ 700.10 | Salon Centric |
| Mirabella Makeup Kit | \$ 83.08 | Mirabella |
| MUD Airbrush Kit | \$ 996.98 | MUD |
| Esthetics Mannequin | \$ 45.41 | Salon Centric |
| Lash Lift Kit | \$ 326.79 | Sugar Lash |

| | | |
|--------------------------|---------------|------------|
| Sugar Lash Mixed Pro Kit | \$ 437.56 | Sugar Lash |
| Practice Lashes | \$ 16.62 | Sugar Lash |
| Embroidered Uniform | \$ 99.70 | Noel Asmar |
| Embroidered Duffle Bag | \$ 16.62 | QRG |
| Screenprint Tshirt | \$ 11.08/each | Boost/Halo |

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|--|
| <p>Students may be responsible for tax and required shipping charges. Item prices are subject to change without notice.</p> <p>Students may procure kit or kit pieces on their own, thus reducing the price of the overall kit. However, kit pieces must be of equal quality to those purchased through the Academy.</p> |
|--|

| Esthetics Class Start Dates | Esthetics Class Graduation Dates |
|------------------------------------|---|
| January 8th, 2024 | May 11th, 2024 |
| May 28th, 2024 | October 5th, 2024 |
| October 14th 2024 | February 26th, 2025 |

Massage Therapy Program

Program Length: 750 hours, 30 hours/week, approximately 25 weeks or six months. Please note that Wisconsin requires 600 hours. Our training is 750 hours.

| Massage Therapy | |
|---------------------------------|--------------|
| Massage Therapy Tuition | \$14,000.00 |
| Massage Therapy Application Fee | \$100.00 |
| Massage Therapy Kit & Textbooks | \$2,621.00 |
| Massage Therapy Hourly Fee | \$17.79/hour |

Suppose the Student is not eligible or will not receive funds from the federal government or any third-party financial institution, grant, or scholarship agency. In that case, the Student must make a down payment of \$3,218.20 at least 30 days before classes begin.

After that, the Student must pay \$2,145.47 per month, beginning on the first day of classes, with remaining payments due on the first day of each subsequent month, until the Unpaid Total Cost of Tuition and Fees is fully satisfied. The Student must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, checks, Visa, MasterCard, Discover, or money orders for any payment.

Massage Therapy Schedule: (Subject to change)

Monday - Friday 8:30 a.m. - 3:00 p.m.

Massage Therapy Training

Our students are trained to find entry-level employment and be successful in a professional environment. We prepare students with the technical skills necessary to gain licensure successfully. Critical skills such as goal setting, communication, guest handling, and professionalism are also integral to the training program.

Massage Therapy training at The Salon Professional Academy includes theory and practical instruction that prepares students to perform Massage Therapy services in public. The school offers a 750-hour training program in Massage Therapy that meets and exceeds Wisconsin state standards, including the following:

| Topic | Required Hours (State of WI) | Our Requirements (Exceed WI minimums) |
|---|---|--|
| Anatomy, physiology, pathology and kinesiology | 125 | 175 |
| Business, laws and ethics | 50 | 50 |
| Massage therapy theory, technique and practice | 300 | 300 |
| Student clinic | 20 | 95 |
| Adult cardiopulmonary resuscitation (CPR) and first aid | 5 | 5 |
| Individual student needs, industry trends and electives | 100 | 125 |
| TOTAL | 600 | 750 |

Massage Therapy Program Descriptions

- **Massage Therapy History & Opportunities:** An introduction to Massage Therapy History and an introduction to Massage Therapy career opportunities.
- **Professional Image:** An introduction to Professional Image, Personal Hygiene, Physical Presentation, Ethics and Time Management.
- **Swedish Massage:** Hands-on training in knowledge and skills necessary to perform a full-body Swedish massage.

- Deep Tissue Massage: Hands-on training in knowledge and skills necessary to perform a deep tissue massage.
- CPR & First Aid: An introduction to performing adult cardiopulmonary resuscitation and first aid.
- Pregnancy & Special Needs Massage: Hands-on training in knowledge and skills necessary to perform a pregnancy massage or massage on a special needs population.
- The Body as a Whole: An introduction to the Importance of understanding the relationships among the structures and functions of the body as a whole. An Introduction to Anatomy and Physiology
- Medical Terminology: Introduction to terminology essential for the practice of therapeutic massage.
- Mechanisms of Health and Disease: An introduction to homeostasis with adaptive capacity, yin and yang, and traditional Chinese medicine theories.
- Biomechanics: Introduction to the science of movement of a living body, including how muscles, bones, tendons, and ligaments work together to move. The mechanical principles and actions applied to living bodies. This may involve looking at the static (nonmoving) or dynamic (moving) systems associated with various activities.
- Therapeutic Massage as a Profession: An Introduction to the history of therapeutic massage. Personal interpretations of touch and their influence on professional interactions.
- Pathology: An introduction to postural analysis and disease conditions for the body systems.
- Sanitation & Disinfection: The study of bacteria types, classifications, and blood-related diseases. The analysis of types of disinfectants and universal precautions.
- Anatomy & Physiology: The study of mechanisms by which the human body functions, including relationships between structure and function in the cellular environment and processes of the skeletal, muscular, endocrine, special senses, and nervous systems. It also includes the lymphatic, respiratory, cardiovascular, urinary, digestive and reproductive systems. Nutrition, acid-base balance, metabolism, and electrolyte balance are also discussed.
- Product Selection & Ingredients: An introduction to essential products, product formulation, and home care, including retail sales.
- The Treatment Room: Professional presentation, equipment, supplies, products, and sanitation procedures.
- Massage: An introduction to the benefits of massage, different types of massage, contraindications for massage, and massage movements.
- Laws: The study of Wisconsin state laws regarding all aspects of massage therapy and bodywork.

Massage Therapy Satisfactory Progress Policy

All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), defined as reaching each training checkpoint with an average theory and practical grade of 75% and 90% attendance.

SAP checkpoint is 375 hours (50%).

At this checkpoint, the student must have attended at least 90% of all scheduled hours and maintained a 75% grade point average to make SAP. The maximum time frame in which any student can complete their program is 110% of the program's usual duration (contract end date) -or- 28 weeks for a Massage Therapy student. Any student who attends beyond the maximum contract end date cannot graduate.

If, at the checkpoint, the student has not met the minimum requirements for satisfactory progress, the student will be advised by the financial aid and education office that (s)he is ineligible for Title IV aid and Veterans benefits for the current payment period. The only way a student may still be eligible for benefits only by completing a successful appeal, as detailed below.

In the absence of an appeal, the student will be notified by the financial aid office and education office that (s)he will only be allowed to continue in their program if the student demonstrates willingness and is attempting to comply with Satisfactory Academic Progress standards and pays privately for that payment period.

A student ineligible for Title IV aid and Veterans benefits may appeal the unsatisfactory progress determination based on the death of a relative, injury or illness of the student, or other special circumstances that prevented the student from achieving Satisfactory Academic Progress during that payment period. The student may appeal by submitting a request to the Owner/Director in writing within fourteen days of being notified of their ineligibility. The letter should explain why the student was unable to achieve Satisfactory Academic Progress and any documentation supporting the student's appeal (e.g., a doctor's note). The student must also submit a written plan detailing how (s)he will regain Satisfactory Academic Progress and the timeframe in which (s)he will do so.

The Owner/Director will review the individual's case privately and then hear the Director of Education's evaluation with the student present. The student will then be able to respond to the Director of Education's evaluation and provide any additional documentation before a determination is made. The Owner/Director will decide and notify the student and the Director of Education before placing documentation in the student's file. Each student is an individual, as are their circumstances. Student files will be documented as to the specific circumstances of their probation. A student making unsatisfactory progress may be reinstated for academic and financial aid purposes after a successful appeal but will remain on Academic Probation until the student has completed the written plan and regained Satisfactory Academic Progress.

If the student does not appeal or fails to demonstrate a willingness and is not attempting to comply with Satisfactory Academic Progress standards or fails to make payments during this period, the student may be withdrawn from the Academy for unsatisfactory progress. Title IV aid and Veterans benefits will be terminated, and the appropriate agencies will be notified that the student has been withdrawn.

If a student withdraws while on Academic Probation and chooses to re-enroll, the student will still be on Probation upon re-entry. The student must adhere to their written plan to maintain Title IV aid and VA benefits eligibility.

Massage Therapy students are not allowed to take a leave of absence. No incomplete, remedial, or non-credit courses are offered at the Academy. A withdrawal from the program has no impact on Satisfactory Academic Progress determinations.

Pre-Enrollment Information: Massage Therapy

Graduation, Licensure, and Placement Rates

The Salon Professional Academy provides each student with graduation and placement information before enrollment. The graduation rates are based on the requirements set forth by the Department of Education and the information we provide to our accrediting body annually. These placement statistics will include details regarding the source of information, the time frame used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of The Salon Professional Academy can be obtained at any time by contacting a member of the administration.

Graduation Rate: This information is based on the Department of Education's auditing requirements in the IPEDS Graduation Rates Survey for the reporting time frame, which is 09/01/2020 to 08/31/2021. 88%, or 21 of the 24 first-time, full-time students scheduled to graduate between 09/01/2019 and 08/31/2020, graduated within 150% of standard time.

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency, which are calculated and reported annually.

Graduation Rate: This information is based on audit requirements of the reporting time frame, which is 07/01/2021 to 06/30/2022. 100% of the students who started the program between 07/01/2021 and 06/30/2022 graduated. No students withdrew or were terminated by the academy.

Licensure Rate: This information is based on audit requirements of the reporting time frame, which is 07/01/2021 to 06/30/2022. Of the ten graduates, eight reported back with exam results. 80% of 8 of the 10 reporting graduates passed the exam. No further information was gained from the remaining graduates.

Placement Rate: This information is based on audit requirements of the reporting time frame, which is 07/01/2021 to 06/30/2022 70% or 7 of the ten students who graduated from the program also reported finding jobs in the massage therapy field. No information was obtained on the remaining graduates. Placement information is received by contacting graduates to identify a place of employment and following up with the employer through an employer survey. If the employer is unavailable, the graduate may verify their employment.

Compensation Expected

Massage therapists could expect a national median wage of \$49,860 in 2022. In Wisconsin, massage therapists could expect to make a median wage of \$47,180 in 2022. Most massage therapists earn a combination of wages and tips and may receive free or discounted massages as a benefit.

The compensation information is based on information from the Bureau of Labor Statistics and O*NET, the Occupational Information Network, a comprehensive database of job information, including wage information, job characteristics, and worker attributes. O*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information is based on the SOC code 31-9011.00, Massage Therapists.

Physical Demands for a Massage Therapist: Physical demands are placed on the body in any career. Massage therapy must take care to protect the back, legs, and feet.

- One way to do this is strength training to enhance the back, abdomen, and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help promote all-over body conditioning and improve circulation in the legs and feet. We recommend consulting a doctor before beginning any exercise program.
- Because this job requires working for long periods, it is suggested that proper fitting, supportive shoes are worn. These are not requirements but will help increase the chances of longevity in the profession.

Safety Requirements of Massage Therapy

Safety suggestions for this profession include:

- Wearing shoes that are not slippery when walking on a damp floor. Working with water means there is always a risk of water spills. All water spilled should be wiped up quickly after a spill.
- Anytime a product accidentally gets in the eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

Licensing Requirements for Massage Therapists in Wisconsin

The Wisconsin Massage Therapy and Bodywork Therapy State Law Exam is an online open book examination on the Wisconsin statutes and Administrative Codes that govern Massage Therapists and Bodywork Therapists. After applying, candidates will be assigned an ID#, test name, and password. **Important: (for graduates from WI State schools on or after 1/1/12)** It is required to take and pass this exam as a prerequisite to graduation. The Massage Therapy or Bodywork Therapy school should notify students when and where to complete the exam; it is recommended that the applicant complete the exam as soon as possible. Upon completion of the exam, the applicant will be presented with the option to “Print test feedback report.” **The applicant must choose this option (“Print test feedback report”) to have the exam score available for review by the school (do not submit to DSPS). DSPS cannot recall a score.** Suppose the applicant fails to print the test feedback report when given the option. In that case, the applicant must retake the exam and pay an additional fee.

To become licensed in massage therapy in Wisconsin, students must complete 600 hours of approved training, graduate from an approved school, and pass the state board exams.

| REPLACEMENT ITEMS: MASSAGE THERAPY | | |
|--|------------------|-------------------|
| <i>Textbooks:</i> | | |
| Mosby's Fundamentals of Therapeutic Massage ISBN 978-0323077408 | \$ 105.18 | |
| Trail Guide for the Body set (Textbook, Workbook & Flashcards) Set: ISBN 978-0-9826634-8-6 Textbook: ISBN 978-0-9826634 Student Workbook: ISBN 978-0-9826634-1-7 | \$ 154.35 | |
| MT's Guide to Pathology for Massage Therapists ISBN 978-0323084727 | \$ 88.56 | |
| Review of Therapeutic Massage and Bodywork Exams ISBN 978-1605477121 | \$ 60.87 | |
| Applied A&P for Massage Therapists | \$ 86.35 | |
| Applied A&P Review Guide | \$ 38.72 | |
| Social Digital Planner | \$ 47.62 | |
| 5th Edition Business Book Cherie Sohnen-Moe | \$ 56.44 | |
| <i>Additional Items:</i> | | |
| Ultimate Business Starter Package | \$ 1071.83 | Massage Warehouse |
| Earthlite Flannel Sheet Set | \$ 172.76 (four) | Massage Warehouse |

| | | |
|--------------------------|----------------|-------------------|
| Oils/Lotions/Creams | \$ 110.78 | Massage Warehouse |
| Bolster Black #220119202 | \$ 39.20 | Massage Warehouse |
| Blanket | \$ 18.93 | Massage Warehouse |
| Embroidered Uniform | \$ 99.70 | Noel Asmar |
| Embroidered Duffle Bag | \$ 16.62 | QRG |
| Screenprint Tshirt | \$ 11.08/ each | Boost/Halo |

| |
|--|
| <p>Students may be responsible for tax and required shipping charges. Item prices are subject to change without notice.</p> <p>Students may procure kit or kit pieces on their own, thus reducing the price of the overall kit. However, kit pieces must be of equal quality to those purchased through the Academy.</p> |
|--|

| Massage Class Start Date | Massage Contract Graduation Date |
|---------------------------------|---|
| March 4th, 2024 | August 29th, 2024 |
| September 16th, 2024 | March 19th, 2024 |

Academic Information

Graduation - Graduates earn a diploma.

Graduation Requirements

A grade average of 85% is required for graduation from the cosmetology and esthetics programs. A grade average of 75% is required for graduation from the Massage Therapy program. Both theory and practical work are considered essential.

The following are required for graduation from all programs:

- Completion of State and Academy required number of hours
- Completion of all assignments and tests
- Completion of weekly project sheets and weekly grade sheets
- 90% attendance and an 85% grade average (Cosmetology and Esthetics programs)
- 90% attendance and a 75% grade average (Massage Therapy Program)
- Payment of all tuition, fees, and over-contract charges or arrangements under a payment policy.
- Massage Therapy students must pass the Wisconsin State Licensure examination before graduation.

Clock hour

A clock hour is a unit of instruction that spans 60 minutes of (real) clock time. The Salon Professional Academy reports to the State of Wisconsin Department of Safety and

Professional Services at clock hours. Attendance records are maintained through the computer system.

Grades

The Salon Professional Academy uses a 100-point grading scale:

- 85-100% is passing, and 0-84.99% is not passing for the Cosmetology and Esthetics programs;
- 75-100% is passing and 0-74.99% is not passing for the Massage Therapy program.

Grades are given for classroom work, projects, and styling area performance.

Grades are posted weekly outside the Director of Education's office. The Director of Education can provide students with the most up-to-date information upon request.

Inadequate Grades

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised if grades are below standard during the grading period.

Academic Warning/Probation

If a student is not at a 90% attendance average and 85% grade average for Cosmetology and Esthetics or 90% attendance average and 75% grade average for Massage Therapy at the end of each payment period, the student may be placed on Academic Warning or Academic Probation to raise the grade average or improve the attendance average. The student will be considered to be making academic progress during this probation. Details of Academic Warning or Probation can be found in the Satisfactory Academic Progress Policy. A student remains on Academic Warning or probation until the next checkpoint, where SAP is assessed again.

Suspension

Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised of the problem and what the student must do to correct the problem. The Academy intends to prepare students to be professionals in a career. Suppose a student is not inclined and unlikely to succeed in this career. In that case, it is the responsibility of the Academy to inform the student and to tell the student how deficiencies can be corrected.

Termination

The Academy may terminate the Student's enrollment for failure to meet any of the policies, including, but not limited to, insufficient progress, nonpayment of tuition, or failure to comply with rules or guidelines. In the case of termination by the Academy, the student will receive a refund according to the Institutional Refund Policy.

Attendance Policy

As stated below in the Satisfactory Academic Policy (SAP), students must meet minimum SAP requirements at specified checkpoints within their program. Those SAP requirements and checkpoints are as follows:

Cosmetology: 85% GPA; 90% attendance.

SAP Checkpoints are: 450 hrs., 900 hrs., 1350 hrs.

Cosmetology 1884 85% GPA; 90% attendance

SAP Checkpoints are 450 hrs., 900 hrs., 1350 hrs., and 1800 hrs.

Esthetics 85% GPA; 90% attendance

SAP Checkpoints are 300 hrs.

Massage Therapy 75% GPA; 90% attendance

SAP Checkpoints are 375 hrs.

Student attendance is part of the training course. Students are expected to be in school on time on their assigned days as they would be in the work environment. However, it is understood that occasionally, a student may be absent. Therefore, provisions are made for excused absences.

Students that attend on their scheduled days off, regardless of program, must be here one of the following: Full day: Friday 8:30 am -3:00 pm, Half Day: Friday 8:30 am- 12:30 pm, Half day: 11:00 am -3:00 pm or Hourly days: M, T, W, Th 4:00 pm - 5:30 pm unless other arrangements have been made in advance with the Director of Education.

Time Record Policy

The state requires the school to provide an accurate system for recording all students' time. Students record their hours daily by using the electronic time clock fingerprint scanner. Students are ultimately responsible for tracking hours daily.

Always scan in and out at the beginning and end of each day and for lunch. A student may not scan in prior to 15 minutes of the scheduled day.

No Call/No Show Policy

Students are provided with a list of phone numbers when they start their program. These are the numbers that can be used if an absence is unavoidable. Students must call a minimum of 30 minutes before their scheduled arrival time. Proper notice is required for an absence not to be considered a no-call/no-show. In all circumstances, students are **required** to talk to an educator. Leaving a message is **not** considered proper notice and will be regarded as a no-call/no-show.

If students do not attend or notify the school, they could be suspended for one day. If a student does not notify the school that they will be absent for three consecutive scheduled days on the fourth day of absence without notification, the student could be withdrawn. Failure to follow this policy, even once, could result in suspension.

Excused Absence Policy

Students may be forgiven for absences that are out of their control if proper documentation is provided to the Academy on the day of their return. Examples of excused absences include: illness of the student or student's child with a doctor's excuse stating the sickness and that absence is required from school, a funeral with a program from the service, a car accident with a police report, doctor visits, including medical, dental, vision or pregnancy, for non-illness appointments, and maternity leave or complications of pregnancy. Additional scenarios could result in an excused absence as approved by the Director of Education.

Other absences may be excused if absences are requested at least two weeks in advance. These absences can be requested by using the Absence Request Form.

Please remember that taking time off may put students over their contracted graduation date. It may also affect a student's ability to receive financial aid if they are not making Satisfactory Academic Progress or meeting the terms set forth by the Department of Education.

Excused absences are a privilege allowed to you by the ownership of the school. Students who abuse this privilege jeopardize their continued participation with the excused absence policy.

In the event of death in the immediate family, meaning spouse, child, parent, grandparent, brother, or sister, students are granted three excused days.

In the real world, following policies like this allows you to keep your job.

Tardiness Policy

Excessive delay may result in disciplinary action. All tardy time (even one minute) counts against attendance for Satisfactory Academic Progress in the program.

Students must call and speak with an educator at least 30 minutes before the time they are scheduled to begin. If a student fails to contact and notify an educator that they will be tardy, it will be considered a no-call/no-show. Failure to follow this policy may result in suspension.

Makeup Policy

Students are responsible for scheduling make-up days. Any make-up work must be handed in, or it will result in a zero. If a make-up day is prepared, and the student fails to come to school on that day, the student may be unable to make up time again for a month.

Leave of Absence Policy

If a cosmetology student faces extenuating circumstances that require a Leave of Absence (e.g., medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty), a leave of Absence may be granted by completing/signing a form. Failure to mark the leave of absence form could result in being withdrawn from the program.

All leaves of absence shall not exceed one hundred and eighty (180) days in twelve months, and this time will not affect the student's Satisfactory Academic Progress standing. Upon approval of a leave of absence, the student will be approved for the maximum time allowed or remaining, depending on whether the student has taken prior leaves of absence. The student may return early at any time from a leave without penalty, allowing remaining time towards a future leave of absence, if needed. Upon returning from a leave of absence, the student must meet with a Director to complete the "Return from Leave of Absence" section at the bottom of the Leave of Absence Form at this time a new anticipated graduation will be calculated. Student will be notified in writing of the new graduate date calculation.

A leave of absence may extend the student's contract period and a minimum time frame by the same number of days in the leave of absence. A student taking a leave of absence who is not in Satisfactory Academic Progress and has been put on Probation may return to school but will remain on Probation. An approved leave of absence is not considered a withdrawal. If a student does not return after the leave of absence, that student is considered withdrawn. A refund calculation would then be performed. The Director must approve any exceptions to this policy.

Students should be advised that their 6-month grace period for Title IV Loans will be reduced when they are on a leave of absence.

Esthetics and Massage Therapy students are not eligible for Leaves of Absence.

General Policies

APPAREL CODE: All Programs

Criteria for Appearance When Arriving to School

The Salon Professional Academy requires all students to follow the following dress code. If not professionally dressed, you will be sent home. Administration reserves the right to determine what is appropriate or inappropriate. The administration may occasionally announce opportunities to wear other colors and will indicate rules at that time.

- All items of clothing are to be black.
- Shoes may be of any color but should be comfortable with adequate slip-resistant soles: no slippers or flip-flops.
- No jeans or jeans look alike pants

- No holes in Clothing
- Short and skirt lengths should not be shorter than three inches above the knee (if shorts or skirts are more than three inches above the knee, black opaque leggings or stockings must be worn.)
- No baggy athletic apparel may be worn, including sweatshirts and sweatpants.
- No biker shorts or spandex shorts
- No midriffs exposed
- No apparel resulting in undergarment exposure.
- No t-shirts with logos and no graphics. All tops and bottoms must be solid black.
- Makeup should be done before arrival to school with an appropriate daytime look.
- Tattoos should have no profanity or offensive/vulgar language or images. Anything offensive must be covered while in school
- Clean, short, and filed nails. If polished, polish must be neat and not chipped.
- Clean, dry, and finish style before arrival at school
- No baseball caps or bandanas
- Hair accessories are okay. Eq: Extensions, headbands, clips

Code of Conduct

Swearing and other improper language will not be tolerated. Destruction of school supplies or property will not be tolerated. Students will be under the supervision of educators at all times. Always get an educator's consultation before proceeding with guest services. Students cannot refuse any services an educator asks them to perform. Failure to comply with the conduct policy could result in termination from the program. Title IX and The Salon Professional Academy prohibit sexual harassment and discrimination. Our code of conduct prohibits knowingly making false statements or knowingly submitting false information during grievance procedures under penalty of disciplinary actions to be determined by the Director on a case by case basis in compliance with all Title IX, federal and state laws. For more information refer to the sexual discrimination section in this document or the Title IX sexual harassment policy on the <https://salonproacademy.com> website.

Care of Textbooks, Kits, and Equipment

Textbooks and kits are essential. Have them in school every day. If an item is lost or broken, replace it promptly. The Director of Education will order replacements for a student at cost. Borrowing is not allowed.

Lock up professional tools. Textbooks are a student's personal, professional library. Write notes in them to aid in learning. Keep the work area (classroom or styling area) always clean and neat. Clean up all workspaces after using them, following all state-mandated safety and sanitation guidelines. Students will be responsible for sanitation duties daily. An educator must check these duties before leaving each day. School equipment is not to leave the school at any time.

Library

A library is provided for use. Books and other materials may be checked out during the day and taken home overnight. They must be returned the next day. Students are required

to have a staff member sign when an item is checked out and when it is returned. Failure to do so may result in a student being charged replacement fees for lost books and other materials. Access to materials in the library outside of posted hours is available with an educator's approval.

Lockers:

Each student will use the locker provided by the Academy to store personal items. Students are provided a lock that must be returned in working condition, or a fee will be charged. Do not put anything that does not belong to you in your locker. Nothing should be stored on top of lockers; this includes sodas, towels, etc. Lockers must be cleaned out seven (7) days from the day a student graduates, drops, or is terminated from the program.

Parking Area:

Please park away from the building. This leaves room for our guests to park and walk into the school.

Non-discrimination

The Salon Professional Academy is in compliance with Title IX of the Education Amendments of 1972 and the State of Wisconsin to the extent that no person shall, on the basis of race, age, sex, gender, sexual orientation, religion, color, citizenship, national origin, or ethnic origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity nor shall there be any discrimination in the enrollment of students.

Disability Policy:

The Owner/Director is now responsible for performing the duties of the Disabilities and Compliance Coordinator. If a prospective or current student states that they have a disability, including an intellectual disability. That person will be immediately referred to the Disability and Compliance Coordinator to continue the discussion. In the case that the Disability and Compliance Coordinator is not available for the interview, employees must schedule a meeting with the Disability and Compliance Coordinator to complete the admissions process/discussion with the student or prospective student. Documentation of a prospective student's disability will ONLY be accepted after the student has been enrolled and accepted into the program. Employees should not accept documentation, which should be taken only by the Disabilities and Compliance Coordinator.

The Academy believes that all persons are entitled to equal opportunity and does not discriminate against its students or applicants because of race, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, or on any other basis protected by law.

The Academy is committed to providing "reasonable accommodations" per the Americans with Disabilities Act of 1990. Students must provide appropriate documentation of the disability, including appropriate diagnostic testing and a

recommendation form prepared by a qualified person outside of the Academy. “Reasonable accommodations” will be determined by the Academy in consultation with the student, faculty, and staff member. Accommodations are not retroactive.

Students seeking accommodations should contact Sue Kolve-Feehan, Owner/Director, at (608) 783-7400 or (608) 386-7111.

Vaccination Policy.

The Salon Professional Academy does not require vaccinations for admission into our programs. Anyone interested in obtaining more vaccination information should contact their local public health department or consult a healthcare provider. The La Crosse County Health Department is located on the second floor of the Health and Human Services Building at 300 4th Street North, La Crosse, WI 54601. They are open from 8:00 am – 4:30 pm Monday through Friday and can be reached by phone at (608) 785-9872.

Student Services:

A Student Support Services Manual will be distributed at orientation. This manual includes detailed information on the following services. If a manual is needed, please see the Director of Education.

Personal Coaching

Students are encouraged to confer with their coaches on progress, concerns, and suggestions for improvement. If additional assistance is needed, students are encouraged to meet with the Director of Education regarding their problems.

Housing:

Contact the admissions staff for help in locating housing.

Career Planning

The Salon Professional Academy will assist interested students in career planning.

Career Opportunities

There are many opportunities for licensed cosmetologists, estheticians, and massage therapists. The Salon Professional Academy prepares all graduates for the licensing exam and entry-level positions.

Employment Advisory Services

The Salon Professional Academy maintains contacts in the cosmetology, esthetics, and massage therapy professions to assist students in job placement. Employers are encouraged to interview students, and efforts are made to connect students to employers as requested by the individual students. Several times a year, the Academy holds salon events for current students. This allows students to meet with salons and spas and ask questions. Students are prepared in the latter part of training to seek employment. Job opportunities are posted at the school in the student break room and on our website. The

Salon Professional Academy cannot guarantee every student will be placed. However, the Academy does follow up with graduates to help us prepare new students for future job placement.

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. Under Wis. Admin. Code § SPS 409.03(2), “placement services provided by the school are offered as an assistance in working out the student’s placement but are not provided as an assumption of the responsibility for finding the student a job.

Reciprocity

Licensed cosmetologists, estheticians, and massage therapists from Wisconsin may apply for licenses in their field of expertise in other states. They must comply with each state’s laws and rules for licensure.

Three-Step Resolution Policy

In the case of any situation that may require conflict resolution, a student must first discuss the issue directly with the educator involved in an attempt to resolve the problem. The educator and student should document the discussion and the outcome, including the date and time the conversation took place. This documentation should then be placed in the student’s file.

Suppose a resolution cannot be reached in the first step of the process. In that case, the issue will be referred to the Director of Education for review. The Director of Education will review the documentation in the student’s file. Then they will schedule a meeting with the student and educator, if necessary. During the meeting, the Director of Education, the educator involved, and the student should document the discussion and the outcome, including the date and time the conversation took place. This documentation should then be placed in the student’s file.

The issue will be referred to The Academy’s Owner/Director for review if a resolution is not reached. The Director will review the documentation from the first two steps and meet with the Director of Education for further information, if necessary. The Owner/Director will then meet with the student and any other parties, as necessary, to resolve the issue. During the meeting, the Owner/Director and the student should document the discussion and the outcome, including the date and time. The documentation will then be placed in the student’s file.

Resolutions to all cases should meet the standards outlined in the school policies of The Academy. All missed time must be made up before graduation regardless of excused or unexcused.

Disciplinary Procedure

When an infraction of the policies in this catalog occurs, the disciplinary procedure will be as follows unless the action can potentially cause harm to the health and safety of the

students or staff, in which case the school reserves the right to indefinitely suspend the student immediately.

- First and all subsequent infractions will result in a written reprimand.
- Three (3) written reprimands will result in a one (1) day suspension from school.
- Subsequent reprimands may be followed by a three (3) day suspension from school.
- If a student receives two (2) or three (3) day suspensions, the third suspension will result in indefinite suspension.

Student prices do not apply, and service vouchers will not be honored during a student suspension. Regular prices must be paid for all services.

An indefinite suspension may result in the student's being required to appear before the Review Board. If the student is asked to appear, they will be notified by mail or may also be required to sign a form specifying the date and the time of the Review Board.

- Review Board members may include the Director, the Director of Education, the Financial Aid Administrator, and an educator.
- When the Review Board occurs, the student will state the situation, give alternate solutions, and answer any questions Board members ask. Minutes will be taken, and the meeting will be recorded. Following the conference, the Board will decide upon the action. The Board will send its written decision to the individual by return receipt mail within ten (10) business days following the meeting.
- The Review Board may expel the student, impose a set term of suspension, end the suspension, or take other appropriate action at its discretion.

Each case will be considered individually, and minor offenses may be considered major in light of recent history or habitual offenses of other school rules. Expelled students must show cause in writing why they should be allowed to return to school.

Upon being allowed to return to school by the Review Board, a student will be terminated for three minor infractions or any significant violation of policies, including but not limited to:

- Violation of State Licensing Regulations
- Refusal to perform a service on a client
- Leaving school without permission
- Failure to punch in or out
- Taking school merchandise without paying for it
- Theft
- Dishonesty
- Discourteous treatment of clients
- Falsifying records or information
- Insubordination
- Failure to follow instructions
- Fighting, immoral conduct, threats or intimidation of others

- Sleeping while clocked in
- Failure to report an accident or injury immediately
- Being absent without notice or excuse
- Attending school while under the influence of drugs or alcoholic beverages
- Possession of drugs or alcoholic beverages on school premises
- Inappropriate appearance
- Improper language
- Improper use of phone or cell phone
- Excessive tardiness
- Unauthorized solicitation
- Possession of weapons on school property will result in immediate termination.
- Smoking/Vaping outside of designated areas

Students allowed by the review board to return to school who continue to violate any TSPA policies could be subject to further disciplinary action.

Remember that any tardies and absences may put a student over their max contract graduation date resulting in the inability to graduate.

Disciplinary Action

If a student's behavior is subject to disciplinary action, it will be administered fairly and equally. It is not possible to list every conceivable infraction that may subject a student to disciplinary action; however, the infractions listed below provide a guideline as to when disciplinary actions may be administered:

- Violation of State Licensing Regulations
- Refusal to perform a service on a client
- Leaving school without permission
- Failure to punch in or out
- Taking school merchandise without paying for it
- Theft
- Dishonesty
- Discourteous treatment of clients
- Falsifying records or information
- Insubordination
- Failure to follow instructions
- Fighting, immoral conduct, threats or intimidation of others
- Sleeping while clocked in
- Failure to report an accident or injury immediately
- Being absent without notice or excuse
- Attending school while under the influence of drugs or alcoholic beverages
- Possession of drugs or alcoholic beverages on school premises
- Inappropriate appearance
- Improper language
- Improper use of phone or cell phone

- Excessive tardiness
- Unauthorized solicitation
- Possession of weapons on school property will result in immediate termination.
- No call /No show
- Smoking/Vaping outside designated areas

Students are required and expected to act professionally. Inappropriate behavior that could distract other people or disrupt classroom procedures will not be tolerated. The Academy may suspend any student for immoral or illegal conduct. In the case of the use or possession of alcohol or drugs, weapons, theft, cheating, or plagiarism, the school shall be the sole judge of such conduct.

Complaint Procedure

Students with complaints should submit a signed complaint in writing to the Director of Education. The Director will review the complaint and notify the student of how the issue will be resolved. If the student is unsatisfied with the proposed resolution, the problem will be forwarded to the Owner/Director. The Owner/Director will communicate with the student how the issues will be resolved. A copy of The Salon Professional Academy's Complaint Form is available at the Academy. It may be obtained by contacting Penny Nelson, Director of Education.

Complaint Procedure - State of Wisconsin

The Wisconsin Department of Safety and Professional Services regulates the Salon Professional Academy. If a student does not feel that the school has properly addressed a concern, the student may consider filing a complaint with the State. Complaint forms can be obtained on the State's website at

<https://dsps.wi.gov/Pages/SelfService/FileAComplaint.aspx> or by contacting:

**Wisconsin Department of
Safety and Professional Services**
P.O. Box 8935
4822 Madison Yards Way
Madison, WI 53705
(608) 266-2112
<https://dsps.wi.gov/pages/home.aspx>

Massage Program:
Educational Approval Program
P.O. Box 8366
Madison, WI 53705
(608) 266-1996
DSPSEAP@wisconsin.gov

Student Complaint/Grievance Procedure - ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

Suppose a student does not feel the school adequately addressed a complaint or concern. In that case, the student may consider contacting the Accrediting Commission. All complaints considered by the

Commission must be in written form with permission from their complaint(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Please direct all inquiries to

**Accrediting Commission of Career Schools and Colleges,
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212**

www.accsc.org | complaints@accsc.org

A copy of the Commission's Complaint Form is available at the school. It may be obtained by contacting Penny Nelson, Director of Education.

Rights & Privacy- FERPA Policy

It is the policy of The Salon Professional Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's file and the student's right to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Parents/guardians of a minor (or tax-dependent) student, accrediting agencies, and government officials may gain access to a student's files without the express permission of that student.

Family Educational Rights and Privacy Act of 1974 (FERPA) Policy

The FERPA is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds from the U.S. Department of Education under an applicable program. The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students can request that a school change current records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student has the right to a formal hearing. After the hearing, if the school refuses to make the changes, the parent or eligible student can place a statement commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without any consent to the following parties:

- School employees who have a need-to-know
- Other schools to which a student is transferring
- Parents, when a student over 18 is still dependent

- Certain government officials, to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom state adopted laws require disclosure before November 19, 1974

Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If a student wishes to see their records they should contact the administration, and a time will be scheduled to allow access to their documents.

Any questions or concerns under this act should be directed to the Family Policy Compliance Office, Department of Education, 400 Maryland Ave SW, Room 3017, Washington D.C. 20202-4605, or a student may call (202) 401-2057.

Statistics

Student Body Diversity Information

The diversity of the student population on campus is based on the categories of gender and ethnicity of enrolled full-time, first-time students who receive Federal Pell Grants. This information is reported annually to the National Center for Education Statistics (NCES), the primary federal entity responsible for collecting and analyzing data related to education in the United States and other nations. NCES is in the U.S. Department of Education and Institute of Education Sciences. The diversity of our student population is collected from the IPEDS 12-month enrollment survey for the 2022-2023 cohort year spanning July 1, 2022, to June 30, 2023. Information on student body diversity can also be found on NCES’s College Navigator website at <https://nces.ed.gov/collegenavigator/>.

| Sex | |
|------------|-----|
| Males | 4% |
| Females | 96% |

| Race or Ethnic Groups | Percentage |
|------------------------------|-------------------|
|------------------------------|-------------------|

| | |
|-------------------------------------|-----|
| Hispanic/Latino | 4% |
| American Indian or Alaska Native | 2% |
| Native Hawaiian or Pacific Islander | 0% |
| Black or African American | 4% |
| Asian | 6% |
| Caucasian | 81% |
| Two or More Races | 2% |
| Race Unknown | 1% |
| Non-Resident Alien | 0% |

| Federal Pell Grant Recipients | |
|--------------------------------------|-----|
| Did not receive Pell Grants | 48% |
| Received Pell Grants | 52% |

Retention Information

The retention information provided is based on first time, full-time undergraduates. Information on these rates is reported annually to the National Center for Education Statistics (NCES), the primary federal entity responsible for collecting and analyzing data related to education in the United States and other nations. NCES is in the U.S. Department of Education and Institute of Education Sciences. The Salon Professional Academy has a retention rate of 100% based on the information reported to NCES for full-time and first-time undergraduates in the 2019-2020 cohort year. Information on retention of first-time and full-time students can also be found on NCES's College Navigator website at <https://nces.ed.gov/collegenavigator/>.

Graduation/Completion Rates

Current Graduation and Completion information is provided to each student before enrollment. This information can also be found in the website's Graduation, Completion, and Placement Rates section. It can be requested at any time from the Admissions Department. This information is also annually provided to the National Center for Education Statistics (NCES) from September 1, 2019, to August 31, 2020 IPEDS cohort 2019 full-time, first time degree-seeking students

Disaggregated Completion/Graduation Rates are as follows:

| Sex | |
|------------|------|
| Male | 100% |
| Female | 86% |

| | |
|---|-----|
| Overall Graduation Rate for the 2018 Cohort | 88% |
| Four Year Average Graduation Rate | 81% |
| Four Year Transfer Out Rate | 0% |

Completers 150% Major Racial and Ethnic Subgroups

| | |
|-------------------------------------|------|
| Hispanic/Latino | 100% |
| American Indian or Alaska Native | N/A |
| Native Hawaiian or Pacific Islander | N/A |
| Black or African American | 50% |
| Asian | 0% |
| Caucasian | 90% |
| Two or More Races | 100% |
| Race Unknown | N/A |
| Non-Resident Alien | N/A |

| Federal Financial Aid Information-Cohort first time full time degree seeking student | |
|---|-----|
| Federal Pell Grant Recipients | 65% |
| Students who Received Subsidized Stafford Loans | 93% |
| Students who did not Receive a Pell Grant or Subsidized Stafford Loan | 7% |

Placement Information

The Salon Professional Academy provides each student with graduation and placement information prior to enrollment. The graduation rates are based on the requirements set forth by the Department of Education, whereas the placement rates are based on the information that we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the time frame used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of The Salon Professional Academy can be obtained at any time by contacting the Admissions Coordinator.

Payment Policy:

A student who can no longer abide by the payment schedule as agreed in his or her contract may, in writing, request a meeting with the Owner/Director. The student will present their financial situation and payment abilities to the Owner/Director. The student and the Owner/Director will review the information the student gave, and together, they will develop arrangements for future payments. These arrangements will be signed by both the student and the Owner/Director, with a copy made for the student and the original to be placed in the student's file.

Transcript Policy

A student who withdraws or is terminated from the Academy may request transcripts from financial aid in writing or by phone. Official transcripts may take up to three business days to process. Official transcripts will be released after the student has completed payment of all tuition, fees, and over-contract charges or made arrangements under a payment policy. There is no fee charged for transcripts.

Unofficial transcripts can be obtained by contacting a Director in writing or by phone. Not all institutions accept unofficial transcripts. Check with the receiving institution to determine whether it will accept unofficial transcripts.

Terms of Re-entry: Extenuating Circumstances

A student who must withdraw temporarily may re-enter the school under the following conditions: 1) the student had satisfactory progress both academically and in attendance when the temporary withdrawal began; 2) the student had extraordinary personal circumstances that made academic progress or attendance extremely difficult, or the student, or the student's family member, required medical attention that required the student to withdraw temporarily. The student will be re-admitted without prejudice under any combination of these conditions.

Terms of Re-entry After Termination Due to Unsatisfactory Progress:

A student who wishes to re-enroll in the Academy after being terminated for unsatisfactory progress will be required to provide proof of ability to meet the Satisfactory Academic Progress policy before re-admittance.

If a student is terminated from the program due to poor attendance, the student must provide proof of acceptable attendance before re-enrolling. Examples of satisfactory proof include attendance history at the place of employment or through volunteer work. If a student was terminated from the program due to failure to maintain an 85% grade average for cosmetology and esthetics or a 75% grade average for massage therapy, the student must meet with the Director or Owner before re-enrolling. Course recommendations can be obtained through the Director of Education. The student will be responsible for all costs associated with the course. Each student will be evaluated individually by a Director who will inform the student of acceptable forms of proof and requirements for re-admittance.

Terms of Re-entry: After Dismissal for Conduct Violation(s)

A student who wishes to re-enroll in the Academy after being terminated for a conduct violation(s) will be evaluated on a case-by-case basis.

If a student were terminated from the program due to conduct violations, the student and circumstances would be assessed by a panel of the owner/director, the director of education, and other relevant faculty and staff. The student will be asked to demonstrate that the previous conduct violation will no longer be an issue.

Transfers

Interested students providing satisfactory transcripts from another cosmetology, esthetics, or massage therapy school may enter The Salon Professional Academy and receive credit for up to 50% of the Salon Professional Academy's program. A placement test, for a fee of \$200.00, may be required to determine the placement of the transfer student.

After carefully examining the student's academic records and placement test results, the Director of Education will determine, at her discretion, how many transfer hours The Salon Professional Academy will accept and where to place the student in the program.

Hours of training required to attain a diploma from The Salon Professional Academy are based on acquired knowledge compared to The Salon Professional Academy's curriculum. Transfer students will be charged per hour or a percentage according to the current tuition rate for hours required.

Transfers to other schools:

Every institution has its policy regarding transferring credits. The Salon Professional Academy cannot guarantee the transferability of any particular courses.

Financial Aid Policies, Procedures, and Information

General Policies

Failure to Meet Deadlines

Failure to meet a deadline for submitting financial documentation could delay financial aid disbursements.

Personally Identifiable Information (PII)

Personally Identifiable Information (PII) is defined as: "Information that can be used to distinguish a person's identity, e.g., name, social security number, biometric data, etc., alone or when combined with other personal data, linked or linkable to a specific person such as date and place of birth, mother's maiden name, etc."

The Salon Professional Academy requires ALL employees to ensure PII is secure and confidential. All PII must be clearly labeled at the top of the page in the following format.

Personally Identifiable Information

To avoid possible breaches of PII, employees should take extra care when printing/scanning, sending emails without encryption or to the wrong recipient, and protecting essential equipment on which PII may be stored (laptops, USB drives, etc.) Additionally, The Salon Professional Academy will collect necessary information and share this information only with those who need the information. If a breach of PII occurs, employees must immediately notify the Owner/Director, who will notify the proper parties.

Completing the FAFSA

TSPA recommends completing and submitting your FAFSA for Federal financial aid. All financial assistance is determined by eligibility. Then, a student should review the information below and meet with the Financial Aid Administrator to determine any additional assistance for which you may be eligible.

Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. All students must complete the FAFSA to obtain any federal aid regardless of the family's financial status. This will determine your eligibility for financial aid.

There is a year-end deadline of June 30th to complete the FAFSA. We encourage all students to apply early in order to ensure they receive disbursements within a reasonable time.

To ensure that we are able to properly process your FAFSA, make sure your completed FAFSA includes the following:

The Salon Professional Academy's School Code: 041577

This code will be used by the federal processor to ensure TSPA receives your FAFSA results which will determine your federal aid eligibility. To ensure accuracy, whenever possible, use income and other information from your completed tax return rather than estimated figures.

You can find more information or apply for financial aid by visiting the FAFSA website at <https://studentaid.gov/>

Types of Financial Aid

Grants

Grants are aid that you do not have to repay and are based on financial need.

Loans

Unlike grants and scholarships, loans are a type of financial aid that must be repaid. Loans come with interest that must also be repaid so it is important to research and weigh your options carefully before borrowing and to borrow conservatively. TSPA strongly encourages students to maximize federal loan eligibility before considering private loan options.

Veterans' Benefits

Veterans or children of Veterans may be eligible for educational benefits based on U.S. military service. You can find more information, or apply for these benefits at: <https://va.gov/> or by calling (888) 442-4551.

Native American Tribe Benefits

Many Native American tribes offer education benefits to members of its tribe. The benefits often vary by tribe and each tribe has separate requirements for eligibility. If you are a member of a Native American tribe, contact the Higher Education Department of your tribe to obtain more information on the requirements and the benefits available.

Dislocated Workers Benefits

Displaced or dislocated workers may be eligible for educational benefits through the Wisconsin Department of Workforce Development. Benefits and eligibility vary depending on individual circumstances. You can find more information on eligibility and benefits available at: <https://dwd.wisconsin.gov/dislocatedworker/> or by visiting your local Wisconsin Job Center. The local Wisconsin Job Center for the La Crosse area is located at Workforce Connections at 2615 East Ave S, #101, La Crosse or by phone at (608) 405-4545.

Scholarships

There are a variety of scholarships available to assist students with educational needs. Information on most scholarships is available online, and students are encouraged to search for applicable scholarships. The Financial Aid Administrator also has a list of scholarships for which students may be eligible. If students need assistance in locating scholarships, they can schedule an appointment with the Financial Aid Administrator.

Financial Aid Programs Available at TSPA

Federal Pell Grants

This grant is need based and awarded to undergraduate students. The Pell amount may change annually and varies depending on enrollment status (full-time/part-time).

The award may be adjusted or repaid if a student withdraws while receiving a Pell grant.

You can learn more about the Federal Pell Grant by scheduling a meeting with the Financial Aid Administrator or visiting the federal website at <https://studentaid.gov/understand-aid/types/grants/pell>

Federal Direct Loan Program

The William D. Ford Federal Direct Loan is a fixed-interest loan. Students cannot borrow more than the estimated cost of attendance, meaning the loan cannot exceed the institution's standard budget. In addition to these needs and budget limitations, a federal maximum also applies.

To be eligible for a Federal Direct Loan, a student must meet the following requirements:

- Be enrolled at least half-time,
- Meet institutional Satisfactory Academic Progress standards, and
- Complete the financial aid process.

Two types of Federal Direct Loans:

- Subsidized
- Unsubsidized

Subsidized

Subsidized loans are available to students who demonstrate financial need after applying for grants, scholarships, and other applicable resources.

If a student receives a subsidized loan, no interest will accrue on the loan while the student is in school or for the first six months after graduation. Recipients of these loans may also apply for periods of deferment after leaving school if low income or hardships prevent repayment.

150% Direct Subsidized Loan Limit

The Moving Ahead for Progress of the 21st Century Act was enacted on July 6, 2012, and adds a new provision to the Direct Loan statutory requirements. This provision limits first-time borrowers' eligibility for Subsidized Loans to a period that cannot exceed 150% of the published program length. It applies only to first-time borrowers on or after July 1, 2013.

Unsubsidized

Unsubsidized loans are also available through the Federal Direct Loan program. These loans are not need-based. Unlike subsidized loans, the student is responsible for interest that accrues while the student is attending school. Students can pay the interest while in school or let it capitalize until they begin paying the principal. Letting it capitalize will increase the total amount that must be repaid.

Obtaining a Federal Direct Loan

Upon completing the FAFSA and any other required paperwork, the financial aid office will email each student a letter informing the student of the available award amount. A student can request a portion or all of the amount awarded but cannot request more than what was awarded. A federal loan fee will be deducted from each disbursement.

The student will be informed of any additional steps that must be completed before obtaining any disbursements.

If a student needs assistance completing any of these steps, the student can schedule an appointment with the Financial Aid Administrator.

Entrance Loan Counseling

First-time borrowers must complete the required entrance loan counseling before receiving any disbursements. This is a one-time requirement and must be completed in advance by clicking the Loan Entrance Counseling link at <https://studentaid.gov>.

Students will need their Federal Student Aid username and password to complete counseling.

Master Promissory Note:

The student must complete a Master Promissory Note before receiving any disbursements. This must be completed in advance and can be completed through the Master Promissory Note link on <https://studentaid.gov>. (It is recommended that all pop-up blockers are turned off)

To complete the Master Promissory Note, the student will need the following:

- Federal Student Aid username and password
- Driver's license (or state ID) number
- Names and addresses of two personal references from two households other than the student's own.

Students are asked to read the Borrower's Rights and Responsibilities Statement provided by the Federal Direct Loan Program. This statement details the terms of the student's loan and can be found in the Master Promissory Note.

After completing all these steps, the student will receive a “Disclosure Statement” from the Direct Loan Servicing Center. This statement will list the disbursements to be made to the student. The student must keep these for their records.

Exit Loan Counseling

If a student awarded a Direct Loan withdraws, drops below half-time enrollment, or graduates, the student must complete exit loan counseling. Exit counseling can be completed at <https://studentaid.gov>.

The exit counseling will provide the student with important information about repaying their loan(s), average monthly repayment amount, deferment, loan cancellation, and consequences that may occur due to student loan default.

Please contact the Financial Aid Office for questions about Exit Loan Counseling.

Loan Reporting Requirements

Subsidized and Unsubsidized Federal Loan information will be submitted to the National Student Loan Database System (NSLDS). This system is accessible by guaranty agencies, lenders, borrowers, and institutions that are authorized data system users.

Federal Direct Parent PLUS Loans

The Federal Direct Parent PLUS Loan for Undergraduate Students, often called PLUS, is non-need based. It is a fixed-interest rate loan for the parents of dependent students (discussed later). The loan amount is limited by the institutional budget minus the other financial aid the student has received.

The repayment on this loan begins once the loan is fully disbursed. The loan cannot be transferred into the student's name; the parent borrower must repay the loan.

For parents to be eligible for a PLUS loan, their dependent student must meet the following requirements:

- maintain at least half-time enrollment and
- meet Satisfactory Academic Progress.

Obtaining a Parent PLUS Loan

After completing the FAFSA, if a parent wants to take out a PLUS loan, the parent must apply. The parent can apply by filling out the application online at <https://studentaid.gov>. Once approved for the PLUS loan, the parent will be required to complete their own Master Promissory Note (separate from the one completed by the student).

This must be completed in advance and can be completed through the Master Promissory Note link on the Direct Loan website at <https://studentaid.gov>. It is recommended that all pop-up blockers be turned off.

To complete the Master Promissory Note, the parent will need the following:

- Their Federal Student Aid Username and password,
- driver's license (or state ID) number, and
- The names and addresses of two personal references from two households other than their own.

Parents are not required to complete Entrance or Exit Counseling when taking out PLUS loans.

After deducting any funds necessary for tuition or fees owed to the institution, overage checks are disbursed directly to the parent.

How Financial Need is Calculated

Student Eligibility Criteria

(Source: Department of Education: *Funding Your Education*; at <https://studentaid.gov>)

To receive aid from federal student aid programs, one must meet certain criteria.

Financial Need

Except for some loan programs, you must show that you have financial needs according to the Department of Education requirements.

Education Requirements

You must demonstrate by one of the following means that you are qualified to enroll in postsecondary education:

- Have a high school diploma or State recognized equivalent such as General Educational Development (GED) certificate.
- Meet other standards your state established and approved by the Department of Education.
- Complete a high school education in a home school setting approved under state law.

Basic Eligibility Criteria

Our basic eligibility requirements are that you must:

- demonstrate [financial need](#) for need-based [federal student aid programs](#);
- be a U.S. citizen or an [eligible noncitizen](#);
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a [regular student](#) in an eligible degree or certificate program;
- maintain [satisfactory academic progress](#) in college or career school;

- provide consent and approval to have your federal tax information transferred directly into your 2024–25 *Free Application for Federal Student Aid* (FAFSA®) form, if you're applying for aid for July 1, 2024, to June 30, 2025;
- sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education.

Match Requirements

When you apply for federal student aid, the Department of Education verifies some of your information with certain federal agencies, including those with the IRS, Social Security Administration, U.S. Department of Veteran Affairs, and U.S. Department of Homeland Security.

If the information doesn't match, the discrepancy must be resolved before you can receive federal student aid. They also check your information against the National Student Loan Data System (NSLDS) to verify that you haven't defaulted on your federal student loan, haven't received an overpayment on a federal grant or a Federal Perkins Loan, and haven't borrowed more than the total limit allowed.

They also check your information against Veterans Affairs if you answer that you are a veteran. Most males between the ages of 18 and 25 must register with Selective Services to be eligible for federal student aid, so we also check with this agency.

Financial Need and Expected Family Contribution (EFC) 2023/2024

(Source: www.studentaid.gov)

Aid for most Department of Education programs is awarded based on financial need (except for unsubsidized Stafford Loans, PLUS Loans, and TEACH Grants). The EFC measures your family's financial strength and resources that should be available to help pay for your education.

Your EFC (2023–24 FAFSA form) is an index number that college financial aid staff use to determine how much financial aid you would receive if you were to attend their school. The information you report on your FAFSA form is used to calculate your EFC.

The EFC is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) all could be considered in the formula. Also considered are your family size and the number of family members who will attend college or career school during the year.

Your EFC will appear on the *Student Aid Report* (SAR) you receive from the Department of Education after you file your FAFSA. To determine your financial need for federal student aid programs (except for a Direct Unsubsidized Stafford Loan), your school subtracts the Expected Family Contribution (EFC) from your cost of attendance.

The school uses federal grants and other financial aid to meet your financial need. Because the EFC formula must be applied to each family's financial information, we cannot tell you here whether you will be eligible for federal student aid or estimate how much aid you might receive. To find out exactly what you will be eligible to receive, you must apply for financial aid using the FAFSA.

The EFC Formula guide shows exactly how an EFC is calculated.

Student Aid Index (SAI) 2024/2025

(Source: www.studentaid.gov)

The SAI (2024–25 FAFSA form) is an eligibility index number that a college's or career school's financial aid office uses to determine how much federal student aid you would receive if you attended the school. This number results from the information that you provide in your FAFSA form.

To calculate an SAI, the financial aid office conducts a need-based analysis. The analysis takes into account your income and assets and those of your parents or spouse, if applicable.

The analysis formula used considers both taxed and untaxed income, as well as any assets and benefits received, such as unemployment or Social Security.

The *Federal Student Aid Estimator* estimates the SAI.

Unusual Family Circumstances

The EFC formula is the same for all applicants, but there is some flexibility. The Financial Aid Administrator (FAA) can adjust the cost of attendance or the information used to calculate your EFC to consider your unusual circumstances. These circumstances could include your family's unusual medical expenses, tuition, or unemployment.

The FAA must have good reasons to use Professional Judgment to adjust because of unusual circumstances. You will have to provide documentation to support any adjustments. For example, Financial Aid Administrators may use a letter from the state unemployment agency or other evidence that a student is receiving unemployment benefits to document the loss of income from work. The FAA's decision as to whether to make changes is final. It cannot be appealed to the Department of Education.

The following are several additional examples of unusual circumstances that the FAAs may consider as factors in making adjustments in the expected family contribution calculation or the cost of attendance. These examples include the following:

- Nursing home expenses not covered by insurance,
- Dependent care costs,
- A student or family member who is a dislocated worker, and
- A change in housing status that results in homelessness.

Dependency Status

(Source: www.studentaid.gov)

The law governing the FSA programs is based on the premise that the family is the first source of the student's support. The law provides several criteria that indicate if the student is considered independent of their parents for aid eligibility.

Note that a student reaching 18 or 21 or living apart from his parents does not affect their dependency status.

For the 2024–2025 year, a student who meets any of the following criteria from HEA Sec. 480(d) is independent; they

- Was born before January 1, 2001;
- Is married as of the date he applies;
- Was an orphan, foster child, or ward/dependent of the court at any time since the age of 13;
- is currently serving on active duty for purposes other than training;
- is a veteran of the Armed Forces of the United States (as defined in subsection (c)(1));
- will be a graduate or professional student when the award year starts;
- has legal dependents other than a spouse; or
- is an emancipated minor or in legal guardianship or was when he reached the age of majority in his state; or
- was determined at any time since July 1, 2023, to be an unaccompanied youth who was homeless or self-supporting and at risk of being homeless.

You are a dependent student if none of these criteria apply to you.

In unusual cases, an aid administrator can determine that a student who doesn't meet the independence criteria should still be treated as independent.

Entrance Counseling for the Federal Direct Loan Program

(Source: Department of Education: September 2021 Entrance Counseling Guide for Direct Loan Borrowers)

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the federal government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. You must complete entrance counseling before you can receive the proceeds of your first Direct Loan.

- ***Student rights to the following:***
 - Written information on loan obligations and information on rights and responsibilities as a borrower.
 - A grace period and an explanation of what this means.
 - notification if the Department transfers my loan to another servicer without my consent;

- A disclosure statement, received before the student begins to repay their loan, which includes information about interest rates, fees, the balance owed, and the loan repayment schedule.
- Deferment of repayment or forbearance for certain defined periods if the student qualifies and requests deferment or forbearance.
- Prepayment of student loans in whole or in part anytime without an early repayment penalty.
- A copy of the student's MPN before or when the student's loan is disbursed.
- Documentation that the student's loan has been paid in full.
- ***Student responsibilities include the following:***
 - Completing exit counseling before the student leaves school or drops below half-time enrollment.
 - Repaying the loan even if the student does not complete the academic program, is dissatisfied with the education received, or is unable to find employment after graduation.
 - Notifying the lender or loan servicer and the school if the student:
 - Moves or changes their address
 - Changes their name
 - Changes their phone number
 - Changes their Social Security Number
 - Changes their employer or employer's address or phone number change
 - Making monthly payments on the loan after the grace period ends unless there is a deferment or forbearance.
 - Notifying the lender or loan servicer of anything that might alter eligibility for an existing deferment or forbearance.

All Entrance Counseling can be completed at the following website: <https://studentaid.gov/>

Exit Counseling for the Federal Direct Loan Program

(Source: Department of Education: July 2021 Exit Counseling Guide for Direct Loan Borrowers)

As a Direct Loan borrower, you are required to complete exit counseling which covers the following topics:

Student rights to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower.
- A grace period and an explanation of what this means.
- Notification if the Department transfers my loan to another servicer without my consent;
- A disclosure statement received before the student begins to repay their loan that includes information about interest rates, fees, the balance owed, and the loan repayment schedule.
- Deferment of repayment or forbearance for certain defined periods if the student qualifies and if the student requests it.

- Prepayment of student loan in whole or in part anytime without an early repayment penalty.
- A copy of the student's MPN before or when the student's loan is disbursed.
- Documentation that the student's loan has been paid in full.

Student responsibilities include the following:

- Completing exit counseling before the student leaves school or drops below half-time enrollment.
- Repaying the loan even if the student does not complete the academic program, is dissatisfied with the education received, or cannot find employment after graduation.
- Notifying the school and the lender or loan servicer if the student:
 - Moves or changes their address
 - Changes their phone number
 - Changes their Social Security Number
 - Changes their name
 - Changes in employer or employer's address or telephone number
- Making monthly payments on the loan after the grace period ends unless there is a deferment or forbearance, and repayment options will be provided during exit counseling.
- Notifying the lender or loan servicer of anything that might alter eligibility for an existing deferment or forbearance.

All Exit Counseling can be completed at the following website: <https://studentaid.gov/>

Repayment of Loans

(Sources: Department of Education: <https://studentaid.gov/manage-loans/repayment/plans>)

Repayment Plan Options

There are seven repayment plans that may be available to borrowers. They are as follows:

Standard Repayment

Payments are a fixed amount that ensures your loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans).

Graduated Repayment

Payments are lower at first and then increase, usually every two years. Payment amounts are designed to ensure your loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans).

Extended Repayment

An extended repayment plan payment will be an amount that ensures that your loan will be paid in full in 25 years. You can choose to make either fixed or graduated payments. To qualify for this option, the total loan amount must be greater than \$30,000.

Income-Driven Repayment Plans:

Your monthly payment amount is recalculated annually based on your income.

Pay As You Earn Repayment(PAYE)

To be eligible, a Direct Loan Borrower must be a new borrower on or after October 1, 2007, you must have received a disbursement of a Direct Loan on or after October 1, 2011, and the required payment amount under this plan must be less than what you would pay under the 10-year standard repayment plan. Payments will generally be 10% of your discretionary income but never more than the 10-year standard repayment plan amount.

Income-Based Repayment (IBR)

To be an eligible Direct Loan Borrower, the required payment amount under this plan must be less than what you would pay under the 10-year standard repayment plan. Your payments will generally be 10% or 15% of your discretionary income, but never more than the 10-year standard repayment plan amount.

Income-Contingent Repayment (ICR)

For Direct Loan borrowers, your payments will be 20% of your discretionary income or the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income.

Saving on a Valuable Education Plan (SAVE Plan)

For Direct Loan borrowers, your monthly payments will be 10% of your discretionary income.

Debt Management Strategies

Borrowers are encouraged to consider debt management strategies carefully using the grace period. This includes creating a budget to determine repayment affordability and using it to determine their repayment goal.

Borrowers should consider whether they should have a lower monthly payment, pay off the loan quickly, or defer payment. It is important to consider all available repayment plans before making a choice. Calculators are available on <https://studentaid.gov/> to assist borrowers in finding the repayment plan that best meets their goals.

Borrowers are encouraged to use studentaid.gov or their credit report to identify all loans. They should also take advantage of automatic payment options to avoid missing payments. Borrowers can also ask the servicer to reset the payment dates so payment is due at a different time.

Finally, if borrowers are having difficulties making payments, they are strongly encouraged to contact their servicer and discuss the problems. There are many options available on which the servicer can provide additional information based on individual circumstances.

Direct Consolidation Loan

A Direct Consolidation Loan allows borrowers to combine all federal loans into one single loan. Private loans may not be included in a Direct Consolidation Loan.

Through this process, the existing loans are paid in full and replaced with a new loan. This option creates a new interest rate, repayment schedule, and terms. To be eligible for this

consolidation, the borrower must complete a Direct Consolidation Loan Application and Promissory Note.

The consolidation process takes 30-60 days, and repayment begins approximately 60 days or sooner after completion.

To qualify for consolidation, borrowers must be in a grace period or repayment. Repayment options are available for Consolidation loans. Using this option may cause the borrower to lose previous benefits. These loans are eligible for some, but not all, deferments. Borrowers with Subsidized Stafford loans retain the interest subsidy during deferments. Forbearance provisions for these loans are the same as for Stafford Plus loans. See StudentAid.gov/manage-loans/consolidation for more information.

Tax Benefits

The federal government provides several tax incentives that can help defray the cost of higher education. These incentives come in the form of tax credits (directly reducing the amount of tax owed) or tax deductions (reducing the amount of income you pay taxes on). Students and parents may qualify for one or more benefits, but some restrictions exist so it is recommended that you figure your taxes in multiple ways to determine the maximum benefit available. Additional information on tax benefits for higher education can be found at IRS.gov in IRS Publication 970, Tax Benefits of Education.

Tax Credits

Taxpayers cannot claim more than one of the following credits for the same student in the same year. Education credits are claimed on IRS Form 8863, Education Credits.

American Opportunity Credit

The American Opportunity Tax Credit is a credit for qualified education expenses paid for by an eligible student for the first four years of higher education. You can get a maximum annual credit of \$2,500 per eligible student. If the credit brings the amount of tax you owe to zero, you can have 40 percent of any remaining amount of the credit (up to \$1,000) refunded to you. For more information, visit: <https://irs.gov/credits-deductions/individuals/AOTC>

Lifetime Learning Credit

The lifetime learning credit (LLC) is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate and professional degree courses — including courses to acquire or improve job skills. There is no limit on the number of years you can claim the credit. It is worth up to \$2,000 per tax return. For more information, visit <https://irs.gov/Individuals/LLC>.

Tax Deductions

Student Loan Interest Deduction

Student loan interest is interest you paid during the year on a qualified student loan. It includes both required and voluntarily prepaid interest payments. You may deduct the lesser of \$2,500 or the amount of interest you actually paid during the year. The deduction is gradually reduced and eventually eliminated by phaseout when your modified adjusted gross income (MAGI) amount reaches the annual limit for your filing status.

You claim this deduction as an adjustment to income, so you don't need to itemize your deductions.

You can claim the deduction if all of the following apply:

- You paid interest on a qualified student loan in the applicable tax year;;
- You're legally obligated to pay interest on a qualified student loan;
- Your filing status isn't married filing separately;
- Your MAGI is less than a specified amount which is set annually; and
- Neither you nor your spouse, if filing jointly, were claimed as dependents on someone else's return. Another taxpayer is claiming you as a dependent if they list your name and other required information on page 1 of their Form [1040](#), [1040-SR](#), or [1040-NR](#).

A qualified student loan is a loan you took out solely to pay qualified higher education expenses that were:

- For you, your spouse, or a person who was your dependent when you took out the loan;
- For education provided during an academic period for an eligible student; and
- Paid or incurred within a reasonable period of time before or after you took out the loan.

For more information about the student loan interest deduction and how your MAGI affects the deduction amount, refer to [Publication 970PDF](#) and [Can I Claim a Deduction for Student Loan Interest?](#)

Verification Policy

Verification is a process required by the federal government in which the Financial Aid Office compares information on financial aid documents to source documents provided by the student. This process allows the Financial Aid Administrator to compare the documents for accuracy and confirm students' eligibility to receive financial aid.

The Salon Professional Academy only requires students selected for verification to complete this step in the financial aid process. Please do not provide this information unless the Financial Aid Office requests it. Not all students selected for verification will have to provide the same information; it may vary depending on what information needs to be confirmed. If a student is selected for verification, funds will not be disbursed until the process is complete.

The selection of which students must complete verification is random and cannot be overruled by The Salon Professional Academy or the Financial Aid Office. Sometimes, the Financial Aid Office may select a student for verification to resolve any confusing or conflicting information.

If a student is selected for verification, the Financial Aid Office will notify the student via mail/phone. The Financial Aid Administrator will explain what information will need to be verified and the supporting documentation needed to verify this information. If the student is a dependent, this information may be required from either or both the student and the parent(s). Once notified that verification will be required, the student will have 30 days to provide the supporting documentation. Failure to provide this information promptly may cause a delay in disbursements or possibly a loss of disbursement.

Below are some examples of supporting documentation that may be required for the student to provide for the verification process. This list is not all-inclusive.

- Proof of citizenship
- Tax information including tax transcript or IRS Data Retrieval Tool information.
- Documentation of independent status
- Veterans status
- Social Security number verification
- Transcripts from previous post-secondary schools—Students who have received Pell grants (from schools other than The Salon Professional Academy, Onalaska) in the previous four award years are considered to have an Unusual Enrollment History, and transcripts from previous schools must be provided.

How Funds Are Disbursed

Applying for Financial Aid

Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. This will determine your eligibility for a wide range of financial aid. To ensure we can properly process your FAFSA, make sure your completed FAFSA includes **The Salon Professional Academy's School Code: 041577**. You can find out more information, or apply for financial aid by visiting the FAFSA website at: <https://www.studentaid.gov/>.

Student Aid Report (SAR)/Institutional Student Information Report (ISIR)

Once the FAFSA is complete, the student will receive a Student Aid Report (SAR) via email or regular mail, depending on the method of communication provided by the student. If the student provided the School Code on the FAFSA, the school will receive an Institutional Student Information Report (ISIR). These reports will detail the information provided by the student on the FAFSA.

Verification

Additional information may be needed from the student in order to complete the financial aid process. The Financial Aid Administrator will contact the student and inform him/her of any additional information that has been requested. More information is available by contacting the Financial Aid Office.

Financial Aid Offer

Once all the necessary information is processed, the school will receive a copy of the student's financial aid offer. The Financial Aid Administrator will contact the student by phone or email a copy to the student. An appointment to discuss the financial aid offer with the student may then be scheduled. At that meeting, the Financial Aid Administrator will explain to the student what aid (s)he is eligible for and any additional steps that must be taken prior to the student being able to receive a disbursement. The student will also be given a chance to accept a portion or all of the aid provided.

Counseling and Master Promissory Note

If the student is eligible and accepts Direct Loan assistance, first time borrowers must also complete Entrance Counseling and a Master Promissory Note prior to being able to receive any disbursements. If the parent of a dependent child is eligible, and accepts Parent PLUS Loan, the parent must also complete a Master Promissory Note prior to being able to receive any disbursements. More information on these processes can be requested through the Financial Aid Office.

Financial Aid Disbursements

Cosmetology students abiding by the Satisfactory Academic Progress (SAP) Policy are eligible for financial aid disbursements (up to their maximum eligibility) every 450 hours.

Esthetics students abiding by the SAP Policy are eligible for financial aid disbursements (up to their maximum eligibility) every 300 hours.

Massage Therapy students abiding by the SAP Policy are eligible for financial aid disbursements (up to their maximum eligibility) every 375 hours.

Each time a disbursement is requested, the student will be required to meet with the Financial Aid Administrator to sign a Disbursement Acknowledgement Form. The student's transcripts will be attached to the form, which the student the Financial Aid Administrator, and the Director of Education will sign before being filed in the student's permanent file.

When the school receives the disbursement, the percentage of tuition and fees owed to the school for that disbursement period will be credited toward the cost of the student's tuition. If there are additional funds available after this credit, an overage check will be prepared for and given to the student within fourteen days.

- Pell Grant: If the student is eligible for and chooses to take a Pell Grant, the Financial Aid Administrator will request the first disbursement during the first week the student begins school.
- Direct Loans: If the student is eligible for and chooses to take a Direct Loan, the Financial Aid Administrator will request the first disbursement thirty (30) days after the start of the program.
- Parent PLUS Loans: If the parent is eligible for and chooses to take a Parent PLUS Loan, the Financial Aid Administrator will request the first disbursement thirty (30) days after the start of the program. Unlike the other types of financial assistance, if there is an

overage after tuition and fees have been credited, the overage check will be sent directly to the parent within fourteen days.

Default Management

Default Management is required by the Department of Education for institutions participating in the Direct Loan program. This is used to promote student success and reduce student loan defaults in this program. Nine activities make this successful, including the following: Entrance Counseling, Financial Literacy for Borrowers, Communication Across Campus, Exit Counseling, Timely and Accurate Enrollment Reporting, NSLDS Date Entered Repayment (DER) Report, Late State Delinquency Assistance (LSDA), Loan Record Detail Report (LRDR) Data Review and Analyzing Defaulted Loan Data to Identify Defaulter Characteristics.

The Salon Professional Academy has adopted the Department of Education's Default Management Plan. We work with Wright International Student Services (WISS) to successfully follow this plan to reduce student loan default rates in the Direct Loan program.

Student Rights and Responsibilities

Students are expected to be actively involved in their education. This begins with understanding the Admissions process, determining the best option to pay for school, and striving always to maintain Satisfactory Academic Progress. The staff at The Salon Professional Academy is here to assist students in all aspects of this process. Still, in the end, each student is responsible for their education.

Students are expected to pay for their tuition by one of the methods outlined in the enrollment agreement, which is signed before beginning classes. Failure to make these payments could result in termination from the school. The Salon Professional Academy will not penalize students for delays in aid due to regulations, timing of financial aid offers, or other circumstances that are out of the student's control. However, if a student fails to take action on items required for aid to be processed, the student will be responsible, and it may jeopardize that student's ability to continue in the program. Students must watch for correspondence from the school or other agencies that may send notices about financial aid.

Verification is a common item that may lead to delays or cancellations in financial aid. If a student is selected for verification, it is essential that the student provide the information requested, or the student's financial aid package cannot be processed. For more verification information, see the Verification Policy located in this handbook.

Students must maintain Satisfactory Academic Progress to remain enrolled at The Salon Professional Academy. This is important not only to ensure academic success but it also may impact eligibility for financial aid. Students who are not progressing according to the requirements of this policy may not be able to receive financial aid funds until Satisfactory Academic Progress is reestablished.

For more information on Satisfactory Academic Progress, please refer to the Satisfactory Academic Progress (SAP) Policy within this handbook.

Refund Processing

Withdrawal/Termination Paperwork

Once it is determined that a student will be withdrawn or terminated from the program, the Financial Aid Administrator will attempt to contact the student to meet with them to complete the withdrawal/termination paperwork. The following processes are all a part of the refund processing portion of the withdrawal/termination paperwork.

Return to Title IV (R2T4) Paperwork

This form is used to determine the amount of federal student funds that must be returned to the Title IV program on the school's behalf. The Financial Aid Administrator will complete this form and send it to the third-party processor. The third-party processor will review the form and inform the school of the results.

Returning Funds to the Department of Education

If the R2T4 form determines that the school must return federal money, the Accountant transfers the money back into the school's federal account within 45 days of the school's determination date. The third-party processor is informed of the amount and date the money was transferred back into the federal account.

State Refund Worksheet

This form determines the amount of tuition owed for the portion of the program that the student completed. This will determine if the student receives a refund for overpayment or an invoice for the amount due. The amount that may be due is based on scheduled hours.

Returning Funds to the Student

If it is determined that the student has overpaid for the portion of the program completed, the student will be issued a refund check. The refund will be mailed to the student's current address unless other arrangements have been made with the Financial Aid Office

Institutional Refund policies

Cosmetology, Cosmetology & Advanced Makeup 1884, and Esthetics Refund Policy

ENROLLEE'S RIGHT TO CANCEL

You may cancel this agreement by mailing or delivering notice to The Salon Professional Academy, 566 Theater Road, Onalaska, WI 54650 before midnight of the third business day after you signed this agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. You may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in person or in writing within three business days of the execution of this agreement, all monies paid herein, including the application fee shall be refunded by the Academy to the

Student. This policy applies regardless of whether the student has started training.

If the Student cancels enrollment before the commencement of classes for which the Student is enrolled the Student shall be entitled to a refund of all monies paid to the Academy, less the application fee of \$150.

If the Student begins but does not complete the course, the Student is charged according to Wisconsin law. The Academy will receive or retain tuition as follows:

| Percentage of scheduled enrollment time | Percentage of the total cost of program charged |
|---|---|
| 0 to 4.9 % | 20 % |
| 5 to 9.9 % | 30 % |
| 10 to 14.9 % | 40 % |
| 15 to 24.9 % | 45 % |
| 25 to 49.9 % | 70 % |
| 50 % | 100 % |

If the Student has completed 50% of the scheduled course hours, no refund is given, and all tuition is due.

Students using Title IV funds will follow the above refund policy AFTER the Return to Title IV Policy has been applied and the calculation of the return of unearned Title IV funds has been made. This calculation often results in the Student owing tuition and fees to the Academy. The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e., Federal Pell Grants, Stafford Student Loans, or Federal PLUS Loans awarded under the Federal Direct Loan Program.

If the enrollment is terminated during the first 60% of any payment period, the Federal return of Title IV funds calculation will apply. If the Student has completed 60% of the payment period, no refund is due, but the calculation documentation will still be completed and placed into the student's permanent file. Any refund due to the Department of Education shall be returned within 45 days after the student's official termination/withdrawal date.

If the Student terminates prior to course completion, the Student is assessed a \$150.00 termination /withdrawal fee. The student must meet with the Director or the Director of Education in order to withdraw. This meeting must be requested in writing.

Any Title IV monies due the Student shall be refunded within 45 days after the Student's last day of attendance or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Academy that the student will not be returning. Any other monies will be refunded to the student within 30 days. In the case that a student does not attend and does not notify the school that he/she will be

absent for three consecutive scheduled days, on the fourth day of absence without notification, the student will be considered withdrawn.

An applicant not accepted by the Academy shall receive a refund of all monies paid including tuition, books, uniform and supplies fee and application fee.

If the Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. If the course is canceled after the Student’s enrollment, the Academy shall provide a full refund of all monies or provide for completion of the course.

Massage Therapy Refund Policy

The Student will receive a full refund of all money paid if the Student:

- Cancels within the three-business day cancellation period under SPS 406.03;
- Accepted was unqualified and the Academy did not secure a disclaimer under SPS 409.04;
- Enrollment was procured as a result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

If the Student cancels enrollment prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to the Academy, less the application fee of \$100.00.

A Student who withdraws or is dismissed after attending at least one class, but before completing 60% of the scheduled instruction in the current enrollment period, is entitled to a pro rata refund as follows:

| At Least | But Less Than | Refund of Tuition |
|-----------------|----------------------|--------------------------|
| 1 unit/class | 10% | 90% |
| 10% | 20% | 80% |
| 20% | 30% | 70% |
| 30% | 40% | 60% |
| 40% | 50% | 50% |
| 50% | 60% | 40% |
| 60% | no | No refund |

As part of this policy, the Academy may retain a one-time application fee of no more than \$100. The Academy will try to refund prepaid amounts for books, supplies, and other charges. A Student will receive the refund within 40 days of the termination date by *Wis. Admin. Code SPS 408.05(3)*. If a Student withdraws after completing 60% of the scheduled instruction, and withdrawal is due to mitigating circumstances beyond the Student’s control, the Academy may refund a pro-rata amount.

A written notice of withdrawal is not required.

Students using Title IV funds will follow the above refund policy AFTER the Return to Title IV Policy has been applied, and the Title IV funds have been calculated. This calculation often results in the student owing tuition and fees to the academy.

The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e., Federal Pell Grants, Stafford Student Loans, or Federal PLUS Loans awarded under the Federal Direct Loan Program.

If the enrollment is terminated during the first 60% of any payment period, the Federal return of Title IV funds calculation will apply. If the Student has completed 60% of the payment period, no refund is due, but the calculation documentation will still be completed and placed into the student's permanent file. Any refund due to the Department of Education shall be returned within 45 days after the student's official termination/withdrawal date.

If the Student terminates before course completion, the Student is assessed a \$150.00 termination /withdrawal fee.

An applicant not accepted by the Academy shall receive a refund of all monies paid, including tuition and application fee.

If the Academy is permanently closed and no longer offers training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata tuition refund.

If the course is canceled after the Student's enrollment, the Academy shall provide a full refund of all monies or provide for course completion.

Statement Regarding Sex Discrimination under Title IX

Salon Professional Academy does not discriminate in its employment practices or in its Educational Programs or Activities based on sex. TSPA also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR)
<https://www2.ed.gov/about/contacts/gen/index.html?src=ft>

The Salon Professional Academy Sexual Discrimination Policy

NOTICE OF NON-DISCRIMINATION

The Salon Professional Academy, also referred to as TSPA, is committed to maintaining a work and learning environment free from unlawful harassment and discrimination for all employees

and students. TSPA does not discriminate based on an individual's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression or identity, physical or mental disability, or any other basis protected by federal, state, or local law.

The Salon Professional Academy reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

This policy, including the grievance process, apply only to complaints alleging sex discrimination under Title IX. Please see the Student Handbook for more information.

All other complaints involving sexual harassment are addressed in the Title IX policy located on the Salon Professional Academy website <https://salonproacademy.com>

Inquiries about Title IX may be referred to The Salon Professional Academy Title IX Coordinator, Penny Nelson: 566 Theater Rd. Onalaska WI.
Pennynelson@salonproacademy.com, 608-792-4091

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>

STATEMENT REGARDING SEXUAL DISCRIMINATION UNDER TITLE IX

The Salon Professional Academy does not discriminate on the basis of sex and prohibits sex discrimination and sexual harassment in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

TSPA also prohibits retaliation against any person opposing discrimination, sexual harassment or participating in any investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or more information, please contact the Title IX Coordinator.

The Salon Professional Academy nondiscrimination policy and grievance procedures can be located at <https://salonproacademy.com>. The most recent link is always available at the bottom of the home page by clicking Student Handbook.

To report information about conduct that may constitute sexual harassment or make a complaint of sexual harassment under Title IX, please refer to **Title IX policy** link on <https://salonproacademy.com> website.

SCOPE OF SEX DISCRIMINATION UNDER TITLE IX

Sex discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Title IX applies to all sex discrimination occurring under TSPA's education program or activity in the United States.

Conduct covered that occurs under TSPA's education program or activity includes, but is not limited to:

- Conduct that occurs in any building owned or controlled by TSPA; and
- Conduct that is subject to The Salon Professional Academy's disciplinary authority. TSPA is required to address a sex-based hostile environment in its education program or activity in the United States, even when some conduct alleged to be contributing to the hostile environment occurred outside the school's education program or activity or outside the United States.
 - Hostile environment is defined as 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 school's education program or activity.

When the school has Actual Knowledge of sex discrimination under Title IX in an Education Program, Activity, or operation of the school against an individual, including a student or employee, the school shall respond promptly in a manner that is not deliberately indifferent.

The Salon Professional Academy has jurisdiction over Title IX sex discrimination complaints regarding conduct that occurs at locations, events, or circumstances over which the school exercises substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination under Title IX and the context in which the sex discrimination occurred. This may include conduct that occurs on and off campus.

The Salon Professional Academy 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.

If the alleged conduct does not constitute sex discrimination under Title IX, The Salon Professional Academy reserves the right to address the conduct under other policies or codes of conduct.

TITLE IX COORDINATOR

The Title IX Coordinator is responsible for coordinating TSPA's Title IX compliance efforts. The Title IX Coordinator is responsible for implementing TSPA's Title IX policy, in taking Reports and Formal Complaints of Sexual Harassment, and Sex discrimination providing supportive measures and maintaining accurate Clery Act crime statistics.

Title IX Coordinator: Penny Nelson (608) 792-4091

566 Theater Rd. Onalaska, WI 54650

pennynelson@salonproacademy.com

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.

TYPES OF DISCRIMINATION

General Prohibition on More than De Minimis Harm;

Application to Policies and Practices that Prevent Participation Consistent with Gender Identity

TSPA will not separate or treat any person differently based on sex in a manner that subjects that person to more than de minimis harm, including policies and practices that prevent a student from participating in the school's education program or activity consistent with their gender identity impose more than de minimis harm on that student on the basis of sex, and therefore generally violate Title IX's nondiscrimination mandate.

Discrimination Based on Pregnancy or Related Conditions

TSPA does not discriminate based on pregnancy or related conditions, including childbirth, termination of pregnancy, and recovery. We protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery, including providing reasonable modifications for students, , reasonable break time for employees for lactation, and a clean, private lactation space for both students and employees.

Title IX prohibits treating parents differently on the basis of sex, including by defining "parental status" to include, e.g., adoptive parents or stepparents, or legal guardians.

TSPA is required to ensure that when a student (or a student's parent or other legal representative) informs a school employee of the student's pregnancy or related conditions, the employee provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

Once a student or the student's representative notifies the Title IX Coordinator, the recipient must:

- Inform the student of their rights and the school's obligations to students who are pregnant or experiencing pregnancy related conditions and restrictions on school disclosure of personal information, as well as provide the schools notice of nondiscrimination.
- Provide the student with the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access to the school's education program or activity.
- Allow the student a voluntary leave of absence for, at minimum, the medically necessary time period and reinstatement upon return.
- Ensure the student's access to a clean, private space for lactation. TSPA will not require supporting documentation from a student unless doing so is necessary and reasonable. For

example, documentation that has already been provided or relates to lactation needs; the need is obvious or one of various routine and simple modifications set forth in; or when modifications, or leave, are available to students for non-pregnancy related reasons without submitting supporting documentation.

REPORTING

Ensuring TSPA Learns of Possible Sex Discrimination

Employees are required to notify the Title IX Coordinator when the employees have information about conduct that reasonably may constitute sex discrimination. This ensures that a school learns of possible sex discrimination so it can operate its education programs or activities free from prohibited sex discrimination as Title IX requires.

An employee at TSPA who either has authority to take corrective action on behalf of the school or has responsibility for administrative leadership, teaching, or advising in the school's education program or activity is obligated to notify the Title IX Coordinator, provide the contact information of the Title IX Coordinator and information about how to make a complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination.

The Title IX Coordinator will evaluate the school's education programs or activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers.

CONFIDENTIALITY

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. TSPA does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available in the "If you Experience Sexual Violence" section of the ASR and in the student support services manual located in the learning resource lab. Information shared with confidential resources will not be shared with TSPA (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting TSPA resources. The School Director and Director of Education will share knowledge, notice and/or reports of Sexual Harassment (including Sexual Violence), discrimination and/or retaliation with the Title IX Coordinator. Other employees, including educators, will also report instances of Sexual Harassment (including Sexual Violence), discrimination or retaliation to the Title IX Coordinator.

To ensure that a school's education programs or activities is free from sex discrimination while also respecting complainant autonomy, Title IX requires a school to provide clear information and training on when their employees must notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination and how students can seek confidential assistance or make a complaint of sex discrimination requiring the school to

initiate its grievance procedures.

A complainant is also protected in their right to make a complaint about sex discrimination they experienced even if they have chosen to leave the school's education programs or activities as a result of that discrimination or for other reasons.

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator may initiate a complaint only if the conduct presents an imminent and serious threat to someone's health or safety or prevents the school from ensuring equal access based on sex to its education program or activities.

GENERAL INFORMATION

Prohibition on Disclosure of Personally Identifiable Information

TSPA is prohibited from disclosing the identity of certain individuals participating in a Title IX grievance procedure, obtained in the course of complying with Title IX, with limited exceptions, such as when the school has prior written consent or when the information is disclosed to the parent of a minor. Personally Identifiable Information may be disclosed for purposes of carrying out Title IX regulations including action taken to address conduct that reasonably may constitute sex discrimination. It may also be disclosed as required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or to the extent such disclosures are not otherwise in conflict with Title IX or this part, when required by State or local law or when permitted under FERPA.

SUPPORTIVE MEASURES

The Salon Professional Academy will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to TSPA's education program or activity or provide support during TSPA's Title IX grievance procedures or during the informal resolution process.

Initially, the Title IX Coordinator will:

1. Contact the Complainant (individual alleged to be the victim of Sexual Discrimination) to discuss the availability of Supportive Measures and consider the Complainant's wishes with respect to Supportive Measures. Supportive Measures with or without filing a Formal Complaint will be explained by the Title IX coordinator the process for filing a Formal Complaint.
2. Determine appropriate Supportive Measures and coordinate with appropriate administration to provide supportive services to the Complainant.
3. Document the provision of Supportive Measures or if Supportive Measures are not provided, document the reasons why such response was not clearly unreasonable in

light of the known circumstances.

The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

TSPA will maintain as confidential any Supportive Measures provided to the Complainant to the extent that maintaining such confidentiality would not impair the ability of the school to provide the Supportive Measures.

TITLE IX COORDINATOR RESPONSE TO SEX DISCRIMINATION

If the Title IX Coordinator has knowledge of conduct that reasonably may constitute sex discrimination in the education program or activity, the Title IX Coordinator will respond promptly and effectively and will take actions to address sex discrimination in the education program or activity which include but are not limited to the following:

- Treat the complainant and respondent equitably.
- Offer and coordinate supportive measures, as appropriate, for the complainant.

If the Title IX Coordinator has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent.

- Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate.
- If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
- In response to a complaint, initiate the school's grievance procedures or informal resolution process, if available and appropriate.
- In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the school from ensuring equal access based on sex to its education programs or activities such that the Title IX Coordinator may initiate a complaint.
- If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others.
- Regardless of whether a complaint is initiated, take other appropriate prompt and effective

steps to ensure that sex discrimination does not continue or recur within the school's education programs or activities in addition to providing remedies to an individual complainant. Title IX requires a school to offer and coordinate supportive measures for the parties as appropriate to restore or preserve each person's access to the school's education programs or activities or provide support during the school's grievance procedures or during the informal resolution process.

Supportive measures cannot be unreasonably burdensome to a party and cannot be imposed for punitive or disciplinary reasons. Supportive measures may include, for example, counseling, extension of deadlines, restrictions on contact applied to one or more parties, and changes in class, work, or housing.

ALL SEX DISCRIMINATION COMPLAINTS

General requirements:

The Salon Professional Academy will treat complainants and respondents equitably.

The Salon Professional Academy requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

There is a presumption that the respondent is not responsible for the alleged conduct until a determination whether sex discrimination occurred is made at the conclusion of the school's grievance procedures. TSPA will not discipline a party, witness, or other participant for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

The decisionmaker will objectively evaluate all relevant and not otherwise impermissible evidence.

TSPA will establish reasonably prompt timeframes for all major stages and take reasonable steps to protect privacy of parties and witnesses.

TIMEFRAME FOR DETERMINATION

The determination of the decision-makers may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

Both parties have the right to appeal a determination regarding responsibility, TSPA's dismissal of a Formal Complaint or any allegations therein if:

- Procedural irregularity affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination

regarding responsibility or dismissal was made that could affect the outcome of the matter; and/or

- The Title IX Coordinator, investigators, or decision-makers had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal must be submitted in writing to the Title IX Coordinator within five (5) business Days of receiving the written determination. If an appeal is filed, the determination regarding responsibility becomes final on the date that TSPA provides the parties with the written determination of the result of the appeal. Failure to file a timely appeal constitutes a waiver of any right to an appeal. If an appeal is not filed, the determination regarding responsibility becomes final on the sixth business Day after receiving the written determination.

APPEAL

The decision-maker must:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Give both parties five (5) Days (which may be extended for good cause) to submit a written statement in support of, or challenging, the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

If the appeal decision-maker determines one of the above basis for an appeal is satisfied, the matter may be returned for further review of the investigation Report by new decision-makers. If the basis for appeal related to the investigation, or warrant additional investigation, the new decision-makers may refer the matter to for further investigation before proceeding. The new decision-makers shall utilize the same process as required for all Formal Complaints under this Policy.

If there is not adequate reason to believe that one or more grounds for appeal has been satisfied, the appeal decision-maker may dismiss the appeal. This decision is final and is not appealable.

The appeal decision-maker will provide a written determination to the parties within ten (10) Business Days of the filing of the appeal.

Generally, the grievance process consists of a Formal Complaint, investigation, Live Hearing, determination, Sanctions, Remedies and appeal (if applicable). The grievance process, barring extenuating circumstances, will conclude within ninety (90) Days from the date the Formal

Complaint is received. The parties may agree to an extension of the 90-Day timeframe to complete the grievance process or extend this timeline for good cause, as permissible by law.

The Salon Professional Academy 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.

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 investigate and make a determination about alleged discrimination under Title IX:

· A “complainant,” which includes:

A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or ·
TSPA’s Title IX Coordinator.

· Any student or employee of The Salon Professional Academy; or

· Any person other than a student or employee who was participating or attempting to participate in TSPA’s education program or activity at the time of the alleged sex discrimination.

The Salon Professional Academy 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.

Decision makers will take into account the age, maturity, and level of independence of students in various educational settings, the particular contexts of employees and persons other than students or employees, and the need to ensure that TSPA’s grievance procedures include basic and essential requirements for fairness and reliability for all parties in writing.

NOTICE

The Salon Professional Academy 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.

NOTICE OF ALLEGATIONS

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

· TSPA’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 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 upon the request of any party.

If, in the course of an investigation, The Salon Professional Academy 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 will notify the parties of the additional allegations.

INVESTIGATION REQUIREMENTS

The Salon Professional Academy will provide for adequate, reliable, and impartial investigation of complaints. The burden is on The Salon Professional Academy not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred using the preponderance of the evidence standard of proof, unless the clear and convincing evidence standard is used in all other comparable proceedings, including other discrimination complaints, in which case that standard may be used in determining whether sex discrimination occurred.

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

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 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 obtains that party's or witness's voluntary, written consent for use in its grievance procedures.

The Salon Professional Academy 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 Salon Professional Academy 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.

If The Salon Professional Academy provides access to an investigative report, it will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party and a reasonable opportunity to review and respond to the evidence or the investigative report.

A process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility when credibility is in dispute and relevant.

TSPA may require an employee or other person authorized by the school to provide aid, benefit, or service under the schools education program or activity to participate as a witness in, or otherwise assist with, a Title IX investigation, proceeding, or hearing.

ADVISORS

The Salon Professional Academy 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. TSPA will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.

The Salon Professional Academy 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. TSPA 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 will refrain from disciplining a party, witness, or other participant for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred. TSPA presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

QUESTIONING THE PARTIES AND WITNESSES

The Salon Professional Academy will provide a process that enables the decisionmaker 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. **Process for Questioning the Parties and Witnesses:**

When The Salon Professional Academy chooses not to conduct a live hearing:

TSPA'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 decisionmaker 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 decisionmaker 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 chooses to conduct a live hearing:

If The Salon Professional Academy 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 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.

The Salon Professional Academy 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.

TSPA'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 decisionmaker 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 permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, The Salon Professional Academy will provide the party with an advisor of TSPA's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, The Salon Professional Academy will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.]

When a live hearing is provided, TSPA must allow the parties, on request, to participate from separate locations using technology and create an audio or audiovisual recording, or transcript of any live hearing and make it available to the parties for inspection and review.

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 decisionmaker 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 discrimination occurred based solely on a party's or witness's refusal to respond to such questions.

GENERAL DISMISSAL

Dismissals permitted in certain circumstances, but not required, as long as the recipient offers an appeal and, as appropriate, supportive measures and takes other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur.

DISMISSAL OF A COMPLAINT

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

- The Salon Professional Academy is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in TSPA's education program or activity and is not employed by TSPA;
- 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 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
- . Before dismissing the complaint, The Salon Professional Academy will make reasonable efforts to clarify the allegations with the complainant.

DISMISSED COMPLAINT

The Salon Professional Academy 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 TSPA's education program or activity.

UPON DISMISSAL

The Salon Professional Academy 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 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 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 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.

APPEALING A DISMISSED COMPLAINT

The Salon Professional Academy 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 decisionmaker 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.

NOTICE OF DETERMINATION

Notifying parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable. The Salon Professional will not impose any disciplinary sanctions against a respondent until the grievance procedures are completed. If TSPA's grievance procedures apply to the resolution of some, but not all complaints, the decision maker will articulate consistent principles for how they will determine which procedures apply.

DETERMINATION WHETHER SEX DISCRIMINATION OCCURRED

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

Require the decision maker to evaluate the standard of proof, relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker 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 The Salon Professional Academy identifies as having had equal access to TSPA's education program or activity limited or denied by sex discrimination;
 - o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within TSPA'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.

APPEALS

TSPA will offer an appeals process at a minimum, the same as the school offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.

APPEAL OF DETERMINATION IF OFFERED

The Salon Professional Academy offers the following process for appeals from a determination whether sex discrimination occurred. The basis for appeal are as follows:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or 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 a party appeals a dismissal or determination whether sex-based discrimination occurred, The Salon Professional Academy will:

- Notify the parties in writing 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 decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that The Salon Professional Academy will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result. Any additional procedures or bases for

appeal The Salon Professional Academy offers will be equally available to all parties.

INFORMAL RESOLUTION

TPSA can offer an informal resolution process if appropriate whenever it receives a complaint of sex discrimination or has information about conduct that reasonably may constitute sex discrimination.

Informal Process

In lieu of resolving a complaint through TSPA's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Participation must be voluntary.

The Salon Professional Academy will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any.

The Salon Professional Academy will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law.

Before the initiation of an informal resolution process, The Salon Professional Academy will explain in writing to the parties:

- The allegations.
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
 - That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
 - The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information The Salon Professional Academy will maintain and whether and how The Salon Professional Academy could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

The Salon Professional Academy does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

RETALIATION

TSPA prohibits retaliation, including peer retaliation, and responds to information and complaints involving conduct that reasonably may constitute retaliation using the same procedures it uses for other forms of sex discrimination.

- Retaliation is defined as intimidation, threats, coercion, or discrimination against any person by the school, a student, or an employee or other person authorized by the school to provide aid, benefit, or service under TSPA's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or the regulations, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in TSPA'S Title IX process.
- Peer retaliation, which is defined as retaliation by one student against another student, is also prohibited.