

2023

C A T A L O G

# THE HAIR ACADEMY

Accreditation by NACCAS

National Accrediting Commission of Career Arts & Sciences

The Hair Academy is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical practices, and fiscal responsibility.

Published March 17, 2023

# The Hair Academy

513 West College Street Fayetteville, Tennessee 37334

(931)-433-1305

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Confidence, determination, ambition and ability have always been The Hair Academy guidelines for success in hair fashion and the Cosmetology profession.

Confidence, determination, ambition and ability will also be your guidelines to success as a cosmetologist. These guidelines will be introduced and explained to you throughout the course of your training period.

The cosmetology profession is a vibrant, ever-changing vocation. New techniques and methods are constantly being developed. Many new salon services are introduced that find favor with the public. The Hair Academy always keeps abreast of the latest trends in the profession.

Thank you for your interest in our school. Choosing a career field is a serious task, and we are confident you have chosen the proper profession.

The most important facet of the course is you...the student. It is this quality individual training, not just the completion of a course, that assures the graduate the successful means with which to achieve personal goals.

The information in this catalog should answer many of the questions you may have. If you desire further information concerning enrollment or tuition, please contact us at tel. 931-433-1305 fax: 931-433-1397  
Email: [tina.thehairacademy@gmail.com](mailto:tina.thehairacademy@gmail.com)

A commitment to the student from the personnel of The Hair Academy is your assurance of attaining your goals in the cosmetology profession.

Thank you again for your interest.

Very Truly Yours,

Tina Freeman  
Owner/Director

The college was originally founded in 1957 as Fayetteville Beauty School

Published March 17, 2023

*(All courses taught in English. All instruction is written in English.)*

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## *Ownership*

The school has been established for over 67 years and has recently changed ownership and our name. The beauty college is now under the ownership of Tina Freeman and Kevin Poynter.

## *Mission Statement Objectives*

The prime objective of The Hair Academy is to prepare our students to become members of the cosmetology profession through quality education. We also prepare students for the State Board of Examinations. In order to fulfill our objectives, we not only teach the techniques and artistry of cosmetology, we also teach poise, charm, self-reliance, good business practices, and personal and public hygiene. We recognize the continuing obligations to the student, the alumni, and the community. Thus, we are constantly seeking more effective methods and techniques in the fulfillment of the objectives. The student will learn knowledge and skills to prepare for work as a hairstylist, hair color technician, skin care specialist, make-up artist, manicurist, salon manager, salon owner, product demonstrator, and etc.

## *Civil Rights Policy*

The Hair Academy operates in full compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The school does not tolerate discrimination or harassment on the basis of sex, race, color, age, religion, handicap or ethnic origin in its admission, training and graduation of students.

## *Facilities and Equipment*

The school occupies a floor space of over 5600 square feet. The building has one level, which contains a reception area, senior clinic, dispensary, two restrooms, basics and junior departments (classrooms), aesthetics department, manicuring department, a student library and staff offices. The school is equipped with student stations, shampoo bowls, sterilizers, aesthetics equipment, manicuring equipment and stock mannequins, dryers, and lockers for each student.

## *Student Personal Services*

A private office is available for student counseling, placement assistance, and other personal services for the benefit of the student. Students are free at any time to discuss personal problems that might adversely affect his/her training or future employment.

## *Housing*

The school does not provide dormitories. However, careful attention and assistance is given to students to help them find suitable living accommodations in private homes or apartments. The average cost of these accommodations ranges between \$300 and \$500 per month. Before entering the school, a student should give at least 30 days advance notice so arrangements can be made.

## *Transportation*

Students must provide their own transportation. There is no public transportation available in the immediate area of the school.

## *School Hours / Holidays / Class Schedule*

The school offers classes during the entire year and any eligible person may enroll any day of the week of any month that the school is in session. New classes start the first Monday of each month unless date falls on a holiday or school closure due to unforeseen circumstances or inclement weather. In this case, the new class start date would fall to the following Monday.

School is open from 8:00 a.m. until 4:30 p.m. Monday – Friday.; (30) minutes is granted for lunch with two (15) minute break periods. Day classes only are offered Monday thru Friday. Special classes or testing will be posted. School may close early if students are not present.

The school observes the following holidays: New Year’s Eve and New Year’s Day, Memorial Day, July 3<sup>rd</sup> -5<sup>th</sup>, Labor Day, Thanksgiving - Wednesday thru Friday, December 22<sup>nd</sup> – January 3<sup>rd</sup> unless falls on a weekend then the students would return the following business day. Should a holiday fall on a day that the school is normally closed; the following day will not be observed as a holiday. All holidays and other closing times will be posted.

## *Admission Requirements*

The Hair Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The Hair Academy admits as regular students for all courses on a monthly basis students who have a high school diploma or its equivalent (see definition below). The State Board of Cosmetology requires these additional items submitted prior to the beginning of training:

1. Proof of Age (birth certificate, driver’s license or other government issued ID)
2. Proof of Education
  - Official copy of high school transcripts showing high school completion or high school equivalency – GED or HiSET, evidence of the completion of home schooling that state law treats as a home or private school, certificate demonstrating that the student has passed a state-authorized examination recognizes as the equivalent of a high school diploma, or an

- academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- Should an enrolling student provide a foreign high school transcript, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. The documentation must come from an outside agency.
  - Certificate of attainment (only applicable for non-Title-IV recipients).
  - NOTE: The school does not accept ability-to-benefit testing.
3. Completed Application
  4. Social Security Card
  5. Any student enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

Teacher Training applicants must meet all of the above requirements and hold a current license as a practitioner.

### *Re-Enrollment Students*

If a student decides to re-enroll into the school, a re-enrollment fee of \$100.00 will be assessed and tuition will be prorated. If books and kits are in good operable condition, the student may utilize those rather than purchasing more. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was not due to physical violence, verbal abuse toward a teacher, staff member or student, vandalism or intimidation. The student who re-enroll prior to 180 days will continue in the same satisfactory status as when they left the school previously. Students who re-enroll after 180 days from the last day of attendance will be enrolled and contracted as a transfer student as outlined in the catalog.

### *Transfer Students*

Transfer students will receive credit for hours completed at other accredited schools as regulated by Tennessee Board of Cosmetology under the state law. School reserves the right to test transfer students to determine the number of transfer hours to be accepted. Such approved transfer hours will be credited and the student's course of study shortened. Tuition will be adjusted accordingly. If the student is transferring out, he or she must pay a \$10.00 transcript fee. The school does not recruit students already attending or admitted to another school offering a similar program of study. The Hair Academy is a special purpose institution. That purpose is: see institution's mission statement above on page 4. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

## *State Board Examination*

Each student who successfully completes our Cosmetology, Manicuring, Aesthetics or Teacher Training Course will then be issued the necessary forms to file for the State Board Examinations. These Exams are held daily. Upon successful completion of these exams, a State License will be issued.

## *Student Attendance Status*

To be considered a full-time student at The Hair Academy a student is expected to complete a minimum of 30 hours per week. A part-time student is expected to complete a minimum of 15 hours per week. See page 11 and 31 for additional information on the grading system and satisfactory progress.

## *Class Size*

We follow the ratio requirements of the state which is 20 students to one teacher.

## *Additional Charges*

An hourly fee of \$11.50 will be assessed to every student who requires additional time to complete the course beyond the normal time given. If the student is transferring, he or she must pay a \$10.00 transcript fee.

## *Handicapped Facilities*

The Hair Academy is arranged with a ground floor clinic and classrooms.

## *License / Accreditation*

The school is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin Street, Alexandria, VA 22314. Telephone 703-600-7600 Fax 703-379-2200 and by Tennessee Higher Education Commission, 404 James Robertson Parkway, Parkway Towers, Suite 1900, Nashville, TN 37243. Telephone 615-741-5293

The school is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway First Floor, Nashville, TN 37243-1147. Telephone 615-741-2515 or 800-480-9285 and is recognized by the Department of Rehabilitation. The above documents may be reviewed in the school's office during regular business hours.

The Hair Academy

Office: 931-433-1305

Fax: 931-433-1397

The Hair Academy is approved by the following Government Agencies:

1. Tennessee State Board of Cosmetology
2. Tennessee Vocational Rehabilitation Agency

3. National Accrediting Commission of Career Arts and Sciences
4. U.S. Department of Education

## *Student Conduct*

Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will furnish a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was not due to physical violence, verbal abuse toward a teacher, staff member or student, vandalism or intimidation.

## *Rules and Regulations*

1. Smoking and beverages are allowed only in designated areas.
2. Students are not permitted to have more than ten hours per day.
3. Students are permitted to have personal services at instructor's discretion.
4. If a student is going to be absent, call by 8:00 a.m. so arrangements can be made to handle patrons.
5. Students are not allowed to borrow other students' equipment.
6. No student may interfere with another student while he/she is working on patrons.
7. Anyone caught stealing will be expelled.
8. All work completed must be documented with the instructor.
9. All work performed by the student must be checked by an instructor.
10. All sanitation duties are to be completed before leaving for the day. If a student leaves early, he/she must first check with the instructor about doing another job.
11. Sitting on the arms of the chairs is prohibited.
12. No student is allowed in the office unless on official business.
13. Students are to restrict themselves from talking about sex, religion or politics.
14. Phone calls are to be limited to break times unless in case of emergency; cell phones must be turned off while in class. On vibrate mode only with the permission of the instructor. **Students are not permitted to use cell phones during theory or clinic classes unless for use with online education.**
15. No outside products may be brought into the school.
16. If arriving late for classes (after theory starts), a student must check in with their instructor.
17. Students are not permitted to use the business phone for personal use, unless in case of an emergency.
18. No student may do beauty work off the school premises; to do so is against the law.
19. Students must complete all assigned work/client issued by the instructor, unless in case of an emergency.
20. A student must complete all projects and attend the required number of Clinic days in order to graduate.
21. Students are permitted to make-up assignments as long as absences have been excused. Students should make arrangements with their instructor to make-up any missed assignments.



22. Each student must graduate before taking the State Cosmetology Exam.
23. Students are required to adhere to all sanitary codes and all additional rules and regulatory requirements of the Tennessee State Board of Cosmetology and Barber Examiners.
24. Cheating will not be tolerated. First offense you will be counseled by the director. Second offence you will be issued a warning per the school regulations and per the discretion of the director.

**FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY LEAD TO SUSPENSION OR EXPULSION FROM THE HAIR ACADEMY.**

### *Dress Code Policy*

The school's requirements are solid black scrubs for cosmetology students, solid eggplant/purple scrubs for aesthetics students, solid Caribbean blue or deep slate blue for manicuring students, and teacher training students may wear solid teal or pink scrubs. Black or white shirts are allowed under scrubs and shoes must be closed-toe and closed-heel. If sweaters are worn, they must be solid black or white. Jeans, sandals and clogs are prohibited except on special occasions with permission. Shirts must cover the stomach, no sleeveless shirts unless covered by a scrub top with sleeves. Short sleeve smocks are acceptable over appropriate attire. Name tags must be worn at all times or name printed on special occasion school t-shirts. *[Students are responsible for purchasing their own uniform. Student uniforms are not included in the price of tuition.]*

### *Placement Assistance*

Although The Hair Academy considers job placement to be the primary responsibility of the student, staff members will be happy to assist students in finding employment. We will be happy to assist students in regards to interviewing and resume preparation, along with providing letters of recommendation upon request. Resource information on jobs in the beauty industry is available for students as well in the office. Information concerning where former graduates are working is available on request. However, The Hair Academy cannot promise or guarantee employment for graduates but do make every effort to educate students on job availability in the area and nationally.

### *Graduation Requirements*

In order to graduate and receive a diploma, students must successfully complete the contracted hours for either Cosmetology, Manicuring, Aesthetics, or Teacher Training, have a cumulative GPA of 75% or above and be paid in full or have a payment plan to satisfy financial obligations.

## *Course of Study*

The Hair Academy offers four programs of study: (1) Cosmetology, (2) Manicuring, (3) Aesthetics, and (4) Teacher Training. The school uses a variety of teaching methods and teaching aids such as textbooks, workbooks, audio visual aids, Pivot Point Education online, practical hands-on demonstrations and student salon. After completing the required course work, and after successfully passing both written and practical examination covering all phases of course as taught during training, the student will be presented with a diploma and will be eligible to take the State Board Examination.

## *Cosmetology*

The objective of this course is to prepare the student for the State Board Examinations and for salon work by providing a minimum of 1,500 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The approximate completion time for this course is 12 months. The knowledge and skills covered in the course will prepare the student for work as a hairstylist, salon manager, hair colorist, salon owner, product demonstrator, etc. CIP Code:12.0401

- (1) The fifteen hundred (1,500) hours of instruction required of applicants for a cosmetologist's license will be apportioned as follows:

GENERAL.....	300 hours
Sterilization, sanitation, and bacteriology, Anatomy and physiology	
Shop ethics, personality and salesmanship, State law	
CHEMICAL.....	600 hours
Permanent waves, Hair relaxer, Hair coloring, bleaching and toning,	
Sculpture nails, Hair structure and chemistry	
PHYSICAL.....	600 hours
Shampooing and rinses, Hair care and scalp care, Hair shaping,	
Hairdressing and styling, Facials, arching, lash and brow tinting,	
Manicures and pedicures	

## *Manicuring*

The objective of this course is to prepare the student for the State Board and for salon work by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice. TN State Board of Cosmetology only requires 600 clock hours in this course; however, The Hair Academy feels the necessity for more hours than the TN State Board of Cosmetology requires, as we feel it is imperative to have enough time to finish the course requirements to produce a more knowledgeable and prepared nail technician. The approximate completion time for this course is 6 months. The knowledge and skills covered in the course will prepare the student for work as a manicurist, manicure salon manager, manicure salon owner, manicure product demonstrator, and etc. CIP Code:12.0410

- (2) The 750 hours of instruction required of applicants for completion of the manicuring course will only be apportioned as follows:

GENERAL.....	150 hours
Sterilization, sanitation and bacteriology, Anatomy and physiology,	

	Shop ethics, personality and salesmanship, State law	
CHEMICAL.....	Product ingredients, Product knowledge, Manicuring and Pedicuring, EPA and OSHA requirements	250 hours
PHYSICAL.....	Manicuring and Nail care, Massage, Pedicuring, Nail artistry, Nail wraps, Sculptured nails, Nail Tips, Gel Nails, and Nail Safety	350 hours

## *Aesthetics*

The objective of this course is to prepare the student for the State Board Exam and for salon work as a skin care specialist, product demonstrator, make-up artist, etc., by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the skin care field. The approximate completion time for this course is 6 months. CIP Code:12.0409

(3) The 750 hours of instruction required of applicants for completion of the aesthetics course will only be apportioned as follows:

GENERAL.....	Sterilization, sanitation and bacteriology, Anatomy and physiology, Shop ethics, personality and salesmanship, State law	150 hours
CHEMICAL.....	Product ingredients, Skin conditions & disorders, Nutrition, Aging Factors, Products and their uses, Waxing, Brow & Lash tinting, OSHA & EPA requirements	150 hours
PHYSICAL.....	Manipulations of facial, Application of all products, Make-up application, Masks & Packs Facial treatments with and without the use of machines, Skin analysis, Consultation, Color Psychology	450 hours

## *Teacher Training*

Students wishing to enter this course must have a valid Tennessee Cosmetology License. The knowledge and skills covered in the course will prepare the student for work as an instructor, school manager, school owner, product demonstrator, and etc. The TN State Board of Cosmetology only requires 300 clock hours for this course; however, The Hair Academy requires a minimum of 450 clock hours. We feel the necessity for more hours than the TN State Board of Cosmetology requires, as we feel it is imperative to have enough time to finish the course requirements to produce a mature, productive, and knowledgeable instructor. Upon completion of this 450-hour course, the student teacher shall have demonstrated competencies to pass the State Board examination and the ability to: CIP Code:12.0413

1. Teach the theory and practice of Cosmetology using lesson plans.
2. Use various teaching aids, such as textbooks, workbooks, audio-visual aids, tests, etc., to the best advantage in the classroom.

3. Demonstrate the knowledge and techniques along with Cosmetology State Law necessary to perform as a professional Cosmetology Teacher. The approximate completion time for this course is 4 months.

(4) The 450 hours of instruction required of applicants for completion of the Teacher Training course will only be apportioned as follows:

GENERAL.....	250 hours
Orientation & review, Introduction to teaching	
Course outlining & development,	
Lesson planning & motivation, Laws & rules, Record keeping	
PHYSICAL.....	200 hours
Assist in classroom,	
Practice teaching – clinic, sanitation & theory	

## *Grading System*

The Hair Academy employs the grading system below to evaluate student performance. All students will be required to maintain an average of at least 75% or “C” in written work as well as practical performance, throughout their entire course of study. After practical experience, the work will be graded by an instructor and recorded on the student’s Clinic Assignment Record. Upon completion of training, all students will be required to take both written and practical examinations covering all phases of cosmetology as taught when preparing them for the licensing examination by the Tennessee State Board of Cosmetology. A passing grade of at least “C” must be made on both before a diploma can be issued. Grades are recorded at the end of each subject completed by the student. A mid-point report card and final report card will be issued upon graduation.

Excellent	A	93-100%	Good	B	85-92%
Satisfactory	C	75-84%	Unsatisfactory	F	74% and below

## *Satisfactory Academic Progress Policy*

**2022-2023 Academic Year**

**Cosmetology / Aesthetics / Manicuring / Teacher Training**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at The Hair Academy in any course whether scheduled for half-time or full-time. Courses include: cosmetology, manicuring, aesthetics and teacher training. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

The policy complies with National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education. Students have access to their satisfactory academic progress evaluations results through academic counseling or they may make an appointment with their counselor or administration. The Satisfactory Academic Progress Policy includes both quantitative (attendance)

and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course of study.

**Please note:** A Satisfactory Academic Progress report can be generated at any hour mark to assist students or staff when counseling for attendance or grade point average. Additional progress reports are not official evaluation period reports and a student’s Satisfactory Academic Progress status can only be changed at official evaluation periods outlined below:

a. EVALUATION PERIODS

**\*\*\* An academic year is based on 900 clock hours / 30 academic weeks..**

Students are evaluated for Satisfactory Academic Progress as follows:

*(“hr” = hours / “aw” = academic weeks)*

• Course (hours)	• Evaluation Periods	• Academic Year / Academic Weeks
• Cosmetology (1500 hours)	<ul style="list-style-type: none"> <li>• 450hr/15aw, 900hr/30aw, 1200hr/40aw clocked (actual) hours/academic weeks=SAP Report</li> <li>• 750 clocked hours/25 academic weeks = SAP/Mid-Point Report Card</li> <li>• 1500 clocked hours/50 academic weeks = SAP/Final Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> academic year = 900 clock hours/30 academic weeks</li> <li>• 2<sup>nd</sup> academic year = 600 clock hours/20 academic weeks</li> </ul>
• Aesthetics (750 hours)	<ul style="list-style-type: none"> <li>• 375 clocked (actual) hours/12.5 academic weeks = SAP Report/Mid-Point Report Card</li> <li>• 750 clocked hours/25 academic weeks = SAP/Final Report Card</li> </ul>	• 750 clock hours/25 academic weeks
• Manicuring (750 hours)	<ul style="list-style-type: none"> <li>• 375 clocked (actual) hours/12.5 academic weeks = SAP Report/Mid-Point Report Card</li> <li>• 750 clocked hours/25 academic weeks = SAP/Final Report Card</li> </ul>	• 750 clock hours/25 academic weeks
• Teacher Training (450 hours)	<ul style="list-style-type: none"> <li>• 225 clocked (actual) hours/7.5 academic weeks = SAP Report</li> <li>• 450 clocked hours/15 academic weeks = SAP/Final Report Card</li> </ul>	• 450 clock hours/15 academic weeks

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress within (7) business days following the established evaluation period. Evaluations are provided at the evaluation points and also serve to notify a student of any evaluation that impacts the student’s eligibility for financial aid, if applicable. The frequency of evaluations ensures that students have had at least one evaluation by mid-point in the course or academic year, whichever occurs sooner. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning (see Item F) or have prevailed upon appeal (see Item K) of the determination that has resulted in the status of probation (see Item G).

**\*Transfer Students\*** are evaluated for Satisfactory Academic Progress as follows:

Midpoint of the contracted hours or the established evaluation periods, whichever comes first evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. If the remainder is less than or equal to half of an academic year, the final evaluation is treated as a single evaluation period.

b. ATTENDANCE PROGRESS EVALUATIONS (QUANTITATIVE)

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**c. MAXIMUM TIME FRAME**

The maximum time frame (which does not exceed 133%) of the course length allowed for students to complete each course at the satisfactory academic progress is stated below:

Students who do not complete by the maximum time frame will be terminated from the program and may re-enroll on a cash pay basis only and are subject to the over contract fee of \$11.50 per program hour once the contract end date has been exceeded. Re-enrollment is based on a manner consistent with provisions of the school’s admission policy.

Cosmetology Full Time	Cosmetology Half Time	Aesthetics Full Time	Aesthetics Half Time	Manicuring Full Time	Manicuring Half Time	Teacher Training Full Time	Teacher-Training Half Time
30 Hrs/Wk	15 Hrs/Wk	30 Hrs/Wk	15 Hrs/Wk	30 Hrs/Wk	15 Hrs/Wk	30 Hrs/Wk	15 Hrs/Wk
Weeks •66.5	Weeks •133	Weeks •33.25	Weeks •66.5	Weeks •33.25	Weeks •66.5	Weeks •20	Weeks •40
Scheduled Hours •1995	Scheduled Hours •997.5	Scheduled Hours •997.5	Scheduled Hours •997.5	Scheduled Hours •997.5	Scheduled Hours •997.5	Scheduled Hours •598.5	Scheduled Hours •598.5

**COURSE with transfer hours examples**

- Cosmetology (Full- Time, 30 hrs/wk)-1350 HOURS
- Cosmetology (Half-Time, 15 hrs/wk)-1350 HOURS
- Aesthetics (Full- Time, 30 hrs/wk)-600 HOURS
- Aesthetics (Half-Time, 15 hrs/wk)-600 HOURS

**MAXIMUM TIME ALLOWED**

WEEKS	SCHEDULED HOURS
60 WEEKS	1796 HOURS
120 WEEKS	1796 HOURS
26.5 WEEKS	798 HOURS
53 WEEKS	798 HOURS

**d. ACADEMIC PROGRESS EVALUATIONS (QUALITATIVE)**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of practical assignment as 100% rating). The student will be evaluated on comprehensive practical skills at the

end of the unit of study. If a 75% grade or higher is not met, student must repeat the comprehensive practical skill tests. Practical skills are evaluated according to text procedures and requirements of the Tennessee State Board of Cosmetology. The school has adopted evaluation criteria to satisfy all practical skills requirements. Students must maintain a written and practical grade average of 75% and pass a final written and practical exam prior to graduation. Student must make up failed or missed test or incomplete assignments. A 75% Grade Point Average is required for eligibility. Numerical grades are considered according to the following scale:

Excellent	A	93-100%	Good	B	85-92%
Satisfactory	C	75-84%	Unsatisfactory	F	74% and below

**e. DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress (SAP) until the next scheduled evaluation. Students deemed NOT maintaining Satisfactory Academic Progress (SAP) may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**f. WARNING**

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

**g. PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress (SAP) while during the probationary period, if the student appeals the decision, and prevails upon a negative progress determination prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan and will ensure that the student will be able to meet the requirements by a specific point within the maximum time frame established for the individual student. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required to be SAP or by

the Academic Plan, he/she will be determined as NOT making Satisfactory Academic Progress (SAP) and if applicable, student will NOT be deemed eligible for Title IV funds.

**h. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**i. INTERRUPTIONS (LEAVE OF ABSENCE) AND RE-ENROLLMENTS**

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to LOA. Hours elapsed during LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress (SAP) status as at time of withdrawal.

**j. COURSE INCOMPLETES, REPETITIONS AND NONCREDIT REMEDIAL COURSES**

Course incompletes, repetitions and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress (SAP) Standards.

**k. APPEAL PROCESS**

If student is determined not to be making Satisfactory Academic Progress (SAP), the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determinations should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**l. TRANSFER HOURS**

With regard to Satisfactory Academic Progress Policy, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. The student will begin Satisfactory Academic Progress at 0 hours along with all other students. Student will only be monitored for the amount of hours contracted



on enrollment contract. Each segment of this policy explains how transfer students will be monitored throughout Satisfactory Academic Progress Standards. SAP evaluations periods are based on actual contracted hours at The Hair Academy.

## *Leave of Absence Policy*

- a) An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. Leave of absence refers to the specific time period during a program when a student is not in attendance and approved for unforeseen, unavoidable and severe situations (i.e., illness, family matter, personal struggle, financial struggle, etc.), or a long-planned event such as a wedding, family reunion or similar situation.
- b) The leave must be requested in advance (unless unforeseen circumstances prevent the student from doing so), it must be in writing, include the student's reason for the LOA and it must include the student's signature.
- c) A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.
- d) If enrollment is temporarily interrupted for a leave of absence; the student will return to school in the same progress status as prior to leave of absence.
- e) Hours elapsed during leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.
- f) Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- g) Student must sign leave of absence form available in the administration office and student must apply prior to needed time period.
- h) The school's formal written policy regarding leaves of absence require that all requests for LOA be signed, dated and submitted in writing and include the reason for the student's request for LOA.
- i) The student is required to follow the school's policy in requesting a LOA. Administration will grant leave of absence when school has reasonable expectations the student will return and all request are submitted in writing. No additional institutional charges will accrue due to approved absence. The student's financial aid need will not increase and the student is not eligible for any additional Federal Student Aid.
- j) In emergency situations, for example if the student is injured in a car accident and needs a few weeks to recover before returning to school, The Hair Academy may grant a Leave of Absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved

LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

- k) A student is still considered enrolled during leave of absence. Any student granted a LOA in accordance with the school's policy is not considered to have withdrawn and no refund calculation is required at that time.
- l) A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. In these cases, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
- m) If the student is a Title IV loan recipient, the school provides an explanation to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. If the school grants an LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, academic reasons), the school considers this a withdrawal for Title IV purposes.

n) LEAVE OF ABSENCE AVAILABILITY

A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted exceed the following number of days (see chart below) – depending on course enrolled – in any 12-month period.

COURSE	HOURS IN COURSE	MAXIMUM AMOUNT OF LOA PER YEAR
Cosmetology	1500 HOURS	12 WEEKS PER 12 MONTH PERIOD=84 DAYS PER 12 MONTH
Aesthetics	750 HOURS	6 WEEKS PER 12 MONTH PERIOD=42 DAYS PER 12 MONTH
Manicuring	750 HOURS	6 WEEKS PER 12 MONTH PERIOD=42 DAYS PER 12 MONTH
Teacher-Training	450 HOURS	3 WEEKS PER 12 MONTH PERIOD= 21 DAYS PER 12 MONTH

\*Transfer Students\* The maximum amount of Leave of Absence available for transfer students who contract for different hour marks than stated in above chart will be determined by dividing the number of hours contracted by hours per week required for attendance=number of weeks needed to finish course. Then multiply the number of weeks needed to finish course by .33=number of additional weeks available for LOA.

Example: 400 hours contracted/15 hours required per week=26.67(ROUND DOWN to get accurate # of full weeks available) = 26 number of weeks to finish course then 26 x .33= 8.5 (ROUND DOWN to get accurate # of full weeks available) = 8 full weeks of LOA available. In a case as example above, if additional days are available 8.5 would equal 8 weeks and 2 full days, it would be to the discretion of administrative staff to allow the additional 2 days extension of leave of absence.

### *Financial Aid Eligibility*

In general, a student is eligible for financial aid if he/she can meet the following requirements:

1. Be enrolled as a regular student in an eligible program on at least a half-time basis.
2. Be a U.S. citizen or eligible non-citizen.
3. Be making satisfactory progress toward completing his/her study program.

4. Not be in default on a National Direct Student Loan, Guaranteed Student Loan or PLUS Loan.
5. Not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant.
6. Male students born after December 31, 1959, who are at least 18 years old and not currently a member of the Armed Forces, must be registered with the Selective Service to receive Title IV funds and may be required to provide proof of registration.
7. Must complete online ENTRANCE and EXIT Direct Loan Counseling at: [www.studentaid.gov](http://www.studentaid.gov) as required by the U.S. Department of Education

## *Financial Aid Need*

Federal student aid is awarded on the basis of need for each applicant and usually equals the cost of tuition and books. Need is the difference between the cost of education (educational expenses such as tuition, fees, room, board, books, Supplies, and other expenses) and the amount the student and his/her family can afford to pay, as determined by a standard formula. Need is determined by evaluating information on the Student Aid Application by use of a standard formula. Factors such as income, assets and benefits are all considered in determining the student's need for aid.

Financial aid fact sheets and financial aid applications are available in the school office.

## *Scholarships and Tuition Waivers*

- The Hair Academy Hardship Scholarship / Tuition Waiver is a last dollar award. U.S. citizens/eligible non-citizens/students who graduate from an eligible high school, homeschool, or earn a GED/HISET can receive an award at The Hair Academy toward tuition and mandatory fees after all other gift aid has been first applied. Students must demonstrate need by submitting documentation to support their request for The Hair Academy Hardship Scholarship/Tuition Waiver. Eligible students must attend per their contracted status and maintain satisfactory progress per the school's satisfactory progress policy guidelines. The scholarship will be awarded in equal payments towards tuition and fees at each payment period. Examples of reasons to request a hardship scholarship/tuition waiver: Change / decrease in earnings; Divorce / separation / death of spouse or parent; Unusually high medical / dental expenses not covered by insurance; Unemployment / disability; Dislocated worker status; Housing status of student has resulted in homelessness; Local disaster (tornado, fire, flood and etc.); Any unforeseen situation not listed here that has caused a hardship and can be documented.
- The Hair Academy will also award a Dare to Dream Scholarship for all those who write an essay concerning his or her passion for the industry and goals for post-graduation.
- The school also accepts private scholarships students may earn from resources other than The Hair Academy to assist in paying for student's education. Students are responsible for

ensuring scholarship funding is applicable for cosmetology, aesthetics, manicuring, or teacher-training education.

## *Withdrawal and Settlement Policy (Cancellation and Refund)*

The Hair Academy's withdrawal and settlement policy complies with fair and equitable withdrawal and settlement practices. The following applies for applicants who cancel enrollment or students who withdraw from enrollment. A fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. A required date of the refund is calculated based on the student's last date of attendance.

- a. **OFFICIAL WITHDRAWAL:** Official cancellation or withdrawal shall occur on the earlier of the dates that:
- An applicant rejected by the school shall be entitled to a refund of all monies paid.
  - If a student or legal guardian cancels his/her enrollment within three business days of the signing the enrollment agreement, he/she shall be entitled to a refund of all monies paid to the school - less the non-refundable application fee of \$100.00 - regardless of whether the student has actually started training.
  - If a student or legal guardian cancels his/her enrollment and demands his/her money back in writing within three business days of signing, but prior to entering classes, all monies collected shall be refunded, less the non-refundable application fee of \$100.00.
  - A student notifies the institution of his/her withdrawal in writing
  - A student on an approved leave of absence notifies the school that he/she will not be returning. 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 institution that the student will not be returning

In all instances above, the official cancellation date will be determined by the postmark on the written notification, or date said notification is delivered to the school administrator or owner in person.

b. **UNOFFICIAL WITHDRAWAL**

- A student is expelled by the school.

- Physical attendance is monitored every 14 days. If student fails to attend during that 14-day period, withdrawal will occur on the 14<sup>th</sup> day.
- Student fails to notify school of no intention to return from leave of absence.

c. **MINIMUM TUITION ADJUSTMENT SCHEDULE**

For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing the enrollment agreement), the following schedule of tuition earned adjustment is authorized. All refunds are based on scheduled hours:

<i>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</i>	<i>AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</i>
0.01% 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% and over	100%

- d. Students who withdraw or terminate prior to course completion are charged a fee of \$100.00 to cover the costs for administrative fee or cancellation. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges, such as additional kit items, books, etc., the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in the catalog and on the enrollment agreement.
- e. Enrollment time is the scheduled time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student will be refunded within 45 days of written cancellation as defined above or formal termination by the school, which will occur no later than 45 days after the date school determines student is withdrawn either officially or unofficially.
- f. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both.
- g. If the school cancels the course before the student starts and before instruction has begun, the school will provide a full refund or provide for completion of course.
- h. If the school cancels a course and/or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school at its option will provide a pro

rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide a completion of the course or program; or participate in a teach-out agreement; or provide a full refund of monies paid.

- i. If the school is permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the student is entitled to a pro-rata refund.
- j. An hourly fee of \$11.50 is assessed to every student who requires additional time to complete the course beyond the normal time allotted. The fees are assessed, as additional time is required and are not refundable.
- k. When a student is withdrawn either officially or unofficially, the school performs necessary refund calculations and issues an invoice of any remaining balance due. Student is notified via certified mail of balance owed, if applicable, along with any pertinent information needed for student loan repayment obligations. Student has 15-30 days to respond to this notification, if student does not respond within designated time frame then student account will be turned over to school collection department. School follows Fair Debt Collection Practices Act as determined by the Federal Trade Commission. The collection department is not affiliated with any branch of the federal government, local government, state government, accrediting agency or any court system, nor are their images, likenesses, logos, names or contact information used in collection efforts. The collection letters from The Hair Academy clearly indicates the college is attempting to collect a debt. The Hair Academy adheres to school's Withdrawal and Settlement Policy. The Hair Academy does not sell or discount student collection accounts to third party servicers for collection efforts. All collections are performed by The Hair Academy's collection department and school attorney, if deemed applicable. SEE OFFICIAL RETURN TO TITLE IV POLICY for detailed financial aid information relating to withdrawal.

### *Student Consumer Rights and Responsibilities*

Education after high school involves a large amount of time, effort and money. Therefore, the student should carefully evaluate the education or training being considered. To assist in making the best possible choice, the student should have information on the school's academic program, facilities, dropout rates, full cost of attendance, financial aid programs, refund policy and any other information that will help him/her make a good decision. The Hair Academy publishes yearly statistical data on disclosures regarding completion/placement/licensure rates as well as our campus security and crime report. This information is distributed to current and prospective students, posted to our student information bulletin board as well as updated to our pre-enrollment and catalog information.

## *Privacy Policy/Student Records*

Should a student wish to gain access to his/her cumulative records, in order to check on his/her standing or progress or verify the accuracy of the information included, he/she may do so by appointment and under the supervision of an instructor.

Information pertaining to a student's cumulative record will be released only upon the written instructions and/or permission of the student. Parents or guardians of the student are afforded the same rights in the event the student is a dependent minor. School follows FERPA regulations to ensure the safety of student's personal information. The institution maintains a record of all release forms and request for information.

**\*\***Exceptions to release student information includes: U.S. Department of Education, National Accrediting Commission Career Arts and Sciences, Tennessee State Board of Cosmetology, Internal Revenue Services, U.S. Department of Veterans Affairs, U.S. Department of Education Loan Servicers, Champion College Solutions, financial aid third party servicers, and other state/federal agencies that pertains to a student's education.

## *Student Rights*

The student has the right to ask a school:

- The names of its accrediting/licensing organizations.
- About its' programs, instructional, clinicals, and other physical facilities.
- What the cost of attending is, and what school policy is on refund to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs?
- What procedures and deadlines are for submitting applications for each available financial aid program?
- What criteria it uses to select financial aid recipients.
- How it determines a student's financial need. This process includes how costs for tuition and fees, room and board, travel, books, and supplies, personal and miscellaneous expenses, etc. are considered in the student's budget. It also includes what resources (such as parental contributions, other financial aid, personal assets, etc.) are considered in the calculation of the student's need.
- How much of the student's financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in the student's financial aid package, and how and when it will be paid.
- To reconsider the student's aid package, if he/she believes a mistake has been made.
- How the school determines whether a student is making satisfactory progress, and what happens if he/she is not.
- What special facilities and services are available to the handicapped?

## *Student Responsibilities*

It is a student's responsibility to:

- Review and consider all information about a school's program before he/she enrolls.
- Pay special attention to his/her application for student financial aid, complete it accurately, and submit it on time to the correct place. Errors can delay the student's receiving financial aid.
- Provide all additional documentation, verification, correction, and/or new information requested by either the financial aid office or the agency to which he/she submitted his/her application.
- Carefully read and understand all forms that he/she is asked to sign and keep copies of them.
- Accept responsibility for all agreements that he/she signs.
- Notify the lender of changes in name, address, or school status, if the student has a loan.
- Know and comply with the deadlines for application or reapplication for aid.
- Understand and comply with the school's refund procedures.

## *Internal Complaint Procedure - Grievance Policy*

The Hair Academy has established the following procedure for receiving and responding to complaints by students, faculty or any interested party.

Complaints should be reported in writing to the owner, Tina Freeman, 513 West College Street, Fayetteville, TN 37334 tel. 931-433-1305, and should outline the allegations or nature of the complaint. The complaint form must indicate name and address of the complainant, telephone number and date the problem occurred. Ms. Freeman will designate a school representative to investigate complaint. The appointed school representative will meet with the complainant within (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school complaint committee.

The committee will meet and review the allegations within (21) days of receipt of the written complaint. If more information is needed, the complainant will be notified in writing outlining the additional information needed.

If no further information is needed the complaint committee will act on the allegations and a written response will be sent to the complainant within (15) days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact. Grievance forms are available upon request.

If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS. NACCAS may be contacted at the following:  
NACCAS, 3015 Colvin Street, Alexandria, VA 22314, Tel. 703-600-7600 Fax 703-379-2200



Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the

Tennessee Higher Education Commission (THEC), 404 James Robertson Parkway, Parkway Towers, Suite 1900, Nashville, TN 37243. Telephone 615-741-5293

The complainant should make every effort possible to resolve the issue through The Hair Academy prior to contacting NACCAS or Tennessee Higher Education Commission. The Hair Academy will make every effort possible to resolve the situation through the school's complaint committee.

# Addendum “A”

Published March 17, 2023

## *Tuition – Cosmetology*

CIP Code: 12.0401

Student Kit and books are required; however, it is not mandatory to purchase supplies from The Hair Academy. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student’s marketability as a visual resume. The state board testing kit rental is optional. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans’ Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable).....	\$ 100.00
2. Books .....	\$ 372.00
3. Kit.....	\$ 1,423.00
4. State Board Testing Kit Rental .....	\$ 225.00
5. Portfolio (Visual Resume).....	\$ 430.00
6. Tuition.....	\$ <u>17,250.00</u>
TOTAL COST.....	\$ 19,800.00

**SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.**

## *Tuition – Manicuring*

CIP Code: 12.0410

Student Kit and books are required; however it is not mandatory to purchase supplies from The Hair Academy. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student’s marketability as a visual resume. The state board testing kit rental is optional. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans’ Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable).....	\$ 100.00
2. Books .....	\$ 296.00
3. Kit.....	\$ 904.00
4. State Board Testing Kit Rental.....	\$ 150.00
5. Portfolio (Visual Resume).....	\$ 430.00
6. Tuition.....	\$ <u>8,625.00</u>
TOTAL COST.....	\$ 10,505.00

**SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.**

## *Tuition - Aesthetics*

CIP Code: 12.0409

Student Kit and books are required; however it is not mandatory to purchase supplies from The Hair Academy. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student's marketability as a visual resume. The state board testing kit rental is optional. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans' Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable) .....	\$	100.00
2. Books .....	\$	390.00
3. Kit.....	\$	1,111.00
4. State Board Testing Kit Rental.....	\$	125.00
5. Portfolio (Visual Resume).....	\$	430.00
6. Tuition.....	\$	<u>8,625.00</u>
TOTAL COST.....	\$	10,781.00

**SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.**

## *Tuition - Teacher Training*

CIP Code: 12.0413

Student Kit and books are required; however, it is not mandatory to purchase supplies from The Hair Academy. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student's marketability as a visual resume. The state board testing kit rental is optional. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, non-federal funded agency, state programs, Veterans' Administration, private scholarships or school tuition waiver

1. Application Fee (non-refundable).....	\$	100.00
2. Books .....	\$	266.00
3. Kit.....	\$	10.00
4. State Board Testing Kit Rental .....	\$	N/A
5. Portfolio (Visual Resume).....	\$	430.00
6. Tuition.....	\$	<u>5,175.00</u>
TOTAL COST.....	\$	5,981.00

**SELF-PAY OPTIONS ARE AVAILABLE. Teacher Training is a not Title IV eligible program with THE HAIR ACADEMY.**

# Addendum “B”

Published March 17, 2023

## *Administrative Staff and Facility*

Owner/Managing Partner/Director.....	Tina Freeman
Owner.....	Kevin Poynter
Financial Aid Director, Instructor.....	Darla Bates
Business Office Administrator.....	Debbie McCool
Director of Education.....	Lydia King
Senior Aesthetics Instructor.....	Samantha Shelton
Instructor.....	Cindy Bartlett
Instructor.....	Ashley Tomlin
Aesthetics Instructor.....	Jodi Deal
Jr. Instructor.....	Cat Chapman

# Addendum “C”

Published March 17, 2023

## *The Hair Academy Bookstore* Books, Kit, Supply Purchases and Other Costs (Optional)

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### *Cosmetology*

The Bookstore carries all required books and kit. Students should expect to pay approximately \$1,795.00 for books and kit required for the full Cosmetology Course. Optional Portfolio \$430.00. Optional State Board Testing Kit Rental \$225.00. School uses Pivot Point Fundamentals text book bundle. Copyright 2016 – 1<sup>st</sup> Edition and current online Pivot Point Lab curriculum.

### *Manicuring*

The Bookstore carries all required books and kit. Students should expect to pay approximately \$1200.00 for books and kit required for the full Manicuring Course. Optional Portfolio \$430.00. Optional State Board Testing Kit Rental \$150.00. School uses Pivot Point Fundamentals text book bundle. Copyright 2016 – 1<sup>st</sup> Edition and current online Pivot Point Lab curriculum.

### *Aesthetics*

The Bookstore carries all required books and kit. Students should expect to pay approximately \$1,501.00 for books and kit for the full Aesthetics Course. Optional Portfolio \$430.00. Optional State Board Testing Kit Rental \$125.00. School uses Pivot Point Fundamentals text book bundle. Copyright 2016 – 1<sup>st</sup> Edition and current online Pivot Point Lab curriculum.

### *Teacher Training*

The Bookstore carries all required books and kit. Students should expect to pay approximately \$276.00 for books and kit required for the full Teacher Training Course. Optional Portfolio \$430.00. Optional State Board Testing Kit Rental – N/A. Pivot Point Mindful Teaching Pro and Milady Master Educator 3<sup>rd</sup> Edition 2013 and 1<sup>st</sup> Edition 2001 as a reference

## *Return of Title IV Funds (R2T4)*

Return to Title IV calculation, as required by federal regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the U.S. Department of Education.

Federal regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized Loans, Subsidized Loans, Perkins Loan, Plus Loans, Pell Grants, SEOG or other Title IV. All Return of Title IV funds are processed and verified through a third-party servicer; Financial Aid Services, Inc.

### **TITLE IV ELIGIBILITY**

In order to determine eligibility for Title IV Funds, Students must:

- Complete a current year FAFSA and submit with proper school code
- Be enrolled in a Title IV eligible course at The Hair Academy
- Comply with our Satisfactory Academic Progress (SAP) policy included in the School’s catalog. See SAP policy
- Not be in default on a loan made under any Title IV, HEA Loan program
- Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan program.
- Not be liable for any grant or loan overpayment
- Possess a verifiable Social Security Number.
- Meet citizenship and residency requirements as follows: (i) Be a citizen or national of the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S. or; (ii) Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States or; (iii) Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or (iv) Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (v) Is eligible to receive funds under Federal Pell Grant programs.
- Complete Selective Services Registration: To be eligible to receive Title IV, HEA program funds, a male Student who is subject to registration with the Selective Service must register with the Selective Service (a male Student does not have to register with the Selective Service if the Student is below the age of 18 or was born before January 1, 1960).

## **STUDENT CONSUMER FINANCIAL AID INFORMATION**

Federal Student Disclosure Requirements Regulations set forth by the U.S. Department of Education require the disclosure of financial assistance and institutional information to students under Title IV of the Higher Education Act of 1965. These programs include the Federal Pell Grant Program, the campus-based programs (Federal Perkins Loan, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs), the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Federal Family Education Loan (FFEL) Program. Under the regulations, The Hair Academy will notify enrolled students of the Title IV programs available to them.

### **PROGRAMS ELIGIBLE FOR FINANCIAL AID ASSISTANCE**

The following student financial assistance is available at The Hair Academy for those who qualify for the following programs:

- Cosmetology – 1500 Clock Hours
- Aesthetics – 750 Clock Hours
- Manicuring – 750 Clock Hours
- \*\*\*Teacher Training – 450 Clock Hours IS NOT A FINANCIAL AID ELIGIBLE PROGRAM. In house payment plans are available to assist students in paying for this course.

### **STUDENT FINANCIAL ASSISTANCE AVAILABLE – for detailed information about each program, the student may go to: [www.studentaid.gov](http://www.studentaid.gov)**

The following student financial assistance is available at The Hair Academy for those who qualify:

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct Parent PLUS loans
- Federal Pell Grant

### **VERIFICATION POLICY**

It is the policy of The Hair Academy that only those students selected by the Department of Education will be required to comply with the verification process. The student's FAFSA will be flagged with a verification number that will determine what information will need to be verified and what verification form to use. Please contact the financial aid office for more information. There is a 0% verification tolerance, all discrepancies must be corrected.

### **ATB POLICY**

The Hair Academy does not participate in the Ability-to-Benefit Program.

### **DISBURSING FEDERAL AID**

Federal Pell Grants Pell Grants are disbursed in two payments per award year. The first disbursement generally occurs during the first week of enrollment, and the second disbursement occurs after the students complete the halfway point of their academic year. This is typically 450 clock hours for the Cosmetology program, 375 for the Aesthetics and Manicuring programs,

provided the student is maintaining Satisfactory Academic Progress. A full-time Cosmetology student attending a minimum of 30 hours per week, for example, will need to complete a minimum of 15 weeks and 450 clock hours before receiving payment period 2 funds / part-time 30 weeks and 450 hours. A full-time Aesthetics or Manicuring student attending a minimum of 30 hours per week will need to complete a minimum of 12.5 weeks and 375 hours / part-time 25 weeks and 375 hours. Pell awards are prorated based on clock hours and COA. Federal Direct Loans are also disbursed in two payments per academic year. The first disbursement takes place after 30 calendar days after enrollment, and the second disbursement occurs after the student completes the halfway point of their academic year. This is also generally at 450 clock hours for the Cosmetology program, 375 for the Aesthetics and Manicuring program, provided the student is maintaining Satisfactory Academic Progress. Hours and weeks must be met prior to disbursement. Federal Direct Parent Loan (PLUS) The Parent PLUS Loan is disbursed in two payments per academic year as well. The first disbursement takes place after 30 calendar days of enrollment, and the second disbursement occurs after the student completes the halfway point of their academic year, both hours and weeks, provided the student is maintaining Satisfactory Academic Progress. The Hair Academy may make first disbursement prior to 30 calendar days of enrollment if the student is nota first year, first time borrower, and has a current federal student loan balance. Students who borrow a Federal Direct Loan while attending The Hair Academy must complete the Direct Loan Entrance Counseling and an electronic master promissory note before funds will be certified. Need Based Aid (Pell Grant and Federal Direct Subsidized Loan)

### **COST OF ATTENDANCE CALCULATION**

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility  
Non-Need Based Aid (Federal Direct Unsubsidized Loan and Parent PLUS Loan) Must not exceed COA with all aid combined COA = Budget – each Student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Loan fees, Transportation, Misc./Personal, Books/Supplies and Other items such as special expenses related to disabilities may be added.

### **LEAVE OF ABSENCE (LOA) WHILE ON FINANCIAL AID**

For Federal Aid recipients, the student's payment period is suspended during the LOA and no federal student loans will be disbursed to students while on an LOA. Upon the student's return, they will resume the same payment period and clock hours, and will not be eligible for an additional Title IV disbursement until the next payment period has been reached by both hours and weeks. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on their loan repayment terms, including the expiration of the student's grace period.



## **RETURN TO TITLE IV (R2T4) POLICY**

This policy applies to all recipients of Federal Title IV Aid. Students that are no longer attending the School may still owe funds to the School to cover unpaid tuition. Additionally, the School may attempt to collect any funds from a Student that the School was required to return as a result of this policy. The School is required to calculate how much Federal Aid may be retained or refunded on behalf of the Student who withdraws. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the Student has no relationship to the Student's tuition and fees that may be owed to the School. The School has 45 days from the date the School determines the Student withdrew to return all unearned funds for which it is responsible. The School will notify the Student in writing via certified mail of the amount of funds that must be returned. If a student provides all documents required for verification after withdrawing and in time for the institution to meet the 30-day Return deadline, The Hair Academy will perform the R2T4 including all Title IV aid for which the student has established eligibility.

Official withdrawal or Unofficial withdrawal shall occur on the earlier of the dates that:

### **OFFICIAL WITHDRAWAL**

- An applicant rejected by the school shall be entitled to a refund all monies paid.
- If a student cancels his/her enrollment no later than three business days after the signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the non-refundable application fee. Cancellation date will be determined by postmark or date information is delivered to school in person regardless of whether the student has begun training.
- If a student or legal guardian cancels his/her enrollment and demands his/her money back in writing within three business days of signing, all monies collected shall be refunded, less the non-refundable application fee of \$100.00. Cancellation date will be determined by postmark or date information is delivered to school in person regardless of whether the student has begun training.
- A student notifies the institution of his/her withdrawal in writing
- A student on an approved leave of absence notifies the school that he/she will not be returning. 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 institution that the student will not be returning.

### **UNOFFICIAL WITHDRAWAL**

- A student is expelled by the school.
- Physical attendance is monitored every 14 days. If student fails to attend during that 14 day period, withdrawal will occur on the 14<sup>th</sup> day.
- Student fails to notify school of no intention to return from leave of absence.

In all above instances, official Withdrawals or Unofficial withdrawals, the cancellation date will be determined by the postmark on the written notification, or date said notification is delivered to the school administrator or owner in person.

### **WITHDRAWAL AT OR BEFORE 60%**

The School must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's formula to determine the amount of R2T4 funds the payment period. Student has earned at the time of withdrawal. A R2T4 will be due for anyone scheduled at 60% or less of their less of their payment period.

### **WITHDRAWAL AFTER 60%**

For a Student who withdraws after the 60% of their payment period, there are no unearned funds. The Student has earned 100% of the Title IV funds he or she was scheduled to receive during that payment period. The School will still calculate eligibility for a post-withdrawal disbursement.

### **CALCULATING R2T4 Title IV**

Funds are earned with scheduled clock hours. Title IV aid is viewed as 100% earned after the student is scheduled over 60% of their payment period. The School is required to determine the earned and unearned Title IV aid as of the last date of attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

- Calculate the percentage of Title IV aid earned: a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.  $\text{HOURS SCHEDULED TO COMPLETE} / \text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED}$  b) If this percentage is greater than 60%, the Student earns 100%. c) If this percent is less than or equal to 60%, proceed with calculation as follows:
- Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- 100% minus percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the School, the Student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the overpayment if this amount is equal to or less than 50% of the total Grant assistance that was disbursed /or could have been disbursed. The Student is also not required to return an overpayment if the amount is \$50 or less. School will issue a Grant overpayment notice to Student within 30 days from the date the School's determination that Student withdrew, giving Student 45 days to either: Repay the overpayment in full to the School or, sign a repayment agreement with the U.S. Department of Education.
- Exit Counseling is required for all students who borrow federal student loans while attending The Hair Academy and withdraw. If a Student is unavailable to complete this information in person at the school, the student may go to: [www.studentaid.gov](http://www.studentaid.gov) to complete their Direct Loan Exit Counseling online.

### **POST WITHDRAWAL DISBURSEMENT (PWD) POLICY**

The Hair Academy will offer any post-withdrawal disbursement of loan funds in writing via certified mail within 30 days of the date of the school's determination that the student withdrew. If a response is received by the student or parent within 30 days that allows the school to make all or a portion of the post-withdrawal disbursement, The Hair Academy will disburse the funds within 180 days of the date of determination. The school must disburse any Title IV Pell grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew. Title IV funds not subject to verification apply. NSLDS (National Student Loan Data System) is available at [www.nsls.ed.gov](http://www.nsls.ed.gov) where borrower's loan history can be reviewed. You may also contact them directly at 1-800-4-FED-AID.

## *Student Attendance Policy*

To be considered a full-time student at The Hair Academy, a student is expected to complete 30 hours per week. A half-time student is expected to complete 15 hours per week. If a student is going to be absent, the student must notify the school by day of absence unless a situation beyond the student's control arises then the student will notify the school at earliest possible time.

Students are permitted to make up assignments if absences have been excused by their instructor. Student should make arrangements with their instructor to make up any missed assignments and tests. For absences that are deemed to be unexcused, the absence may be reviewed on a case by case situation by request. If student's unexcused absence status has been approved as excused, the student may then be allowed to make up any missed work or tests. The school considers below a 75% attendance percentage excessive. Multiple instances of tardiness will result in suspension per the discretion of the school owner or director.

## *Consumer Information*

### ANNUAL REPORT SUMMARY

During the most recent reporting period, the **OVERALL** rates for the students who entered The Hair Academy was:

Completion Rate:	65.70%
Placement Rate:	80.00%
Licensure Rate:	100.00%
Withdrawal Rate:	34.21%

### INDIVIDUAL RATES

	Completion (Individual)	Placement (Individual)	Licensure (Individual)	Withdrawal Rate (Individual)
Cosmetology	47.0%	72.0%	100.00%	53%
Manicuring	75.0%	66%	100%	25.0%
Aesthetics	100.00%	88.0%	100.00%	0.00%
Teacher Training	N/A	N/A	N/A	N/A

### CAMPUS SECURITY REPORT

During the most recent school year there were:

- 0 Murders on Campus
- 0 Rapes on Campus
- 0 Robberies on Campus
- 0 Aggravated Assaults on Campus
- 0 Burglaries on Campus
- 0 Motor Vehicle Thefts on Campus

The Hair Academy is committed to assisting all members of the The Hair Academy community in providing for their own safety and security. The annual security and safety compliance document is available on our school website at [www.thehairacademy.net](http://www.thehairacademy.net) and in our pre-enrollment handout materials.

If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the Fayetteville City Police Department at 225 College Street E, Fayetteville, TN 37334 or you can request that a copy be mailed to you by calling (931) 438-7771.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, re safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain o -campus buildings or property owned or controlled by The Hair Academy; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The Fayetteville City Police Department.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a

reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **STUDENT INFORMATION RELEASE AUTHORIZATION**

In compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, The Hair Academy is prohibited from providing certain information from your student records to a third party by making an appointment with the appropriate school staff member.

Students and parents/legal guardians of dependent minors are guaranteed the right to access and review the student's educational records. You may, at your discretion, grant The Hair Academy permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. This form allows students to authorize the release of confidential academic, financial aid and student financial account information, academic progress reports and grades to a third party (for example: certain individuals, organizations, or class of parties such as potential employers). The specified information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party, however; FERPA allows schools to disclose student records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Appropriate officials in cases of health and safety emergencies
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Submit your completed form to the Financial Aid | Admissions office. Please note that you must authorize to release information the school wants or has a need to release from your student file each time information from a third party is requested. You may revoke your authorization at any time by sending a written request to the same office. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. NOTE: Student must create a code for each person. When requesting information, the applicable FERPA Code must be

known by the student or the third party designee. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent minor student under IRS laws.

### **ABILITY TO TRANSFER CREDIT EARNED**

The Hair Academy is a special purpose institution. That purpose is:

The prime objective of The Hair Academy is to prepare our students to become members of the cosmetology profession through quality education. We also prepare students for the State Board of Examinations. In order to fulfill our objectives, we not only teach the techniques and artistry of cosmetology, we also teach poise, charm, self-reliance, good business practices, and personal and public hygiene. We recognize the continuing obligations to the student, the alumni, and the community. Thus, we are constantly seeking more effective methods and techniques in the fulfillment of the objectives. The student will learn knowledge and skills to prepare for work as a hairstylist, hair color technician, skin care specialist, make-up artist, manicurist, salon manager, salon owner, product demonstrator, and etc.

Students should be aware that transfer to credit is always the responsibility of the receiving institution. Whether or not credits (clock hours earned) transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

### **AVAILABILITY OF EMPLOYEES FOR DISSEMINATION PURPOSES**

The Hair Academy has a team of administrative personnel available on a full-time basis to assist enrolled or prospective students in obtaining information on financial assistance, the school, graduation and completion rates, and security policies and crime statistics.

### **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

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

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to ve years and fines of up to \$250,000 per instance. For more information, please see the Web site of the U.S. Copyright Office at:



## **MISREPRESENTATION**

Nature of educational program

Misrepresentation by a school of the nature of its educational program includes, but is not limited to, false, erroneous, or misleading statements concerning:

- the particular types, specific sources, nature, and extent of its accreditation;
- whether a student may transfer course credits earned at the school to any other school;
- whether successful completion of a course of instruction qualifies a student for acceptance into a labor union or similar organization or receipt of a local, state, or federal license or a nongovernment certification required as a precondition for employment or to perform certain functions;
- whether its courses are recommended by vocational counselors, high schools, or employment agencies, or by governmental officials for government employment;
- its size, location, facilities, or equipment;
- the availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;
- the nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet;
- the number, availability, and qualifications, including the training and experience, of its faculty and other personnel;
- the availability of part-time employment or other forms of financial assistance;
- the nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during, or after the completion of a course;
- the nature and extent of any prerequisites established for enrollment in any course; or
- any matters required to be disclosed to prospective students under 34 CFR 668.43 (institutional information) and 34 CFR 668.46 (campus security information).

## **NATURE OF FINANCIAL CHARGES**

Misrepresentation by a school of the nature of its financial charges includes, but is not limited to, false, erroneous, or misleading statements concerning

- offers of scholarships to pay all or part of a course charge, unless a scholarship is actually used to reduce tuition charges that are applied to all students whether or not receiving a scholarship and are made known to the student in advance; or
- whether a particular charge is the customary charge at the school for a course.

## **EMPLOYABILITY OF GRADUATES**

Misrepresentation by a school regarding the employability of its graduates includes, but is not limited to, false, erroneous, or misleading statements

- that the school is connected with any organization or is an employment agency or other agency providing authorized training leading directly to employment;
- that the school maintains a placement service for graduates or will otherwise secure or assist its graduates to obtain employment, unless it provides the student with a clear and accurate description of the extent and nature of this service or assistance; or

- concerning government job market statistics in relation to the potential placement of its graduates.

## **HELP PREVENT FINANCIAL AID/SCHOLARSHIP FRAUD**

- Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site.
- You can help prevent financial aid/scholarship fraud by, in your consumer information, alerting students to the existence of financial aid fraud, informing students and their parents of telltale pitch lines used by fraud perpetrators, and by providing appropriate contact information.
- According to the FTC, perpetrators of financial aid fraud often use these telltale lines
  - The scholarship is guaranteed or your money back.
  - You can't get this information anywhere else.
  - I just need your credit card or bank account number to hold this scholarship.
  - We'll do all the work.
  - The scholarship will cost some money.
  - You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call **1-877-FTC-HELP (1-877-382-4357)** or visit: <http://www.ftc.gov/scholarshipscams>

## **CONSTITUTION DAY EDUCATION**

Constitution Day became a national observance in 2004, when Senator Robert Byrd lobbied for a bill designating September 17 as the day for citizens to commemorate the signing of the U.S. Constitution and learn more about our founding document. Senator Byrd once said, "Our ideals of freedom, set forth and realized in our Constitution, are our greatest export to the world." He added the Constitution Day clause to his 2004 federal spending bill because he believed that all citizens should know about their rights as outlined in the Constitution. This clause mandates the teaching of the Constitution in schools that receive federal funds, as well as federal agencies.

## **STUDENT RIGHT TO KNOW ACT**

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

The Hair Academy, acting in compliance with the Student Right to Know Act, is happy to post the following information on the graduation rates of our cohorts of full-time, first-time, degree-seeking undergraduates that have received financial aid. The graduation rates show the graduation/completion status of students who enrolled for whom 150% of the normal time-to-completion.

Things to keep in mind when viewing this information:

- Retention and Graduation rates are for a select group of students –First-time, Full-time degree seeking students. While this is an important group to track, it does not represent all of our students, including students who transfer students or part-time students.
- All graduation rates are based on full time attendance which is equal to 150% of the normal completion time of The Hair Academy’s longest academic program.
- Graduation rates do not include students who left school:
  - To serve in the armed forces
  - To take part in official church missions,
  - To help with a foreign aid service of the federal government
- Graduation rates do not include student who have died or become totally disabled.
- Students who withdrew for personal or medical reasons are included in the original headcount. Additionally, students who started at Cameron University who transferred to another university and graduated will not be included in Cameron’s graduation rate.
- We have chosen not to report our transfer-out rate.

Student Body Diversity Brief Description: Institutions must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients.

Retention Rates Brief Description: Institutions must make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students as reported to IPEDS.

Completion/Graduation Rates Brief Description: Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, full-time, undergraduate students. The HEOA (Sec. 488(a) (3)) added a provision requiring that the completion or graduation rates must be disaggregated by gender, major racial and ethnic subgroup (as defined in IPEDS), recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant, and students who did not receive either a Pell Grant or a subsidized Stafford Loan.

Completion/Graduation Rates for Students Receiving Athletically Related Aid – Not applicable to The Hair Academy.

## **VACCINATION POLICY**

The Hair Academy requires no information regarding vaccinations from potential students to attend school.

# FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Each institution must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities.

## HEW Regulations

HEW Regulations 84.21... No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by The Hair Academy. For further information on the HEW Handicapped regulations, contact the Admissions Department.

## Academic Accommodations

The Hair Academy provides special accommodations for students needing academic accommodations because of a documented learning or physical disability. Students needing such assistance must notify the admissions department at the time of enrollment. The admissions department will make recommendations to the instructors in order to maximize the learning experiences for student(s) needing special accommodations.

## *Class Schedules*

Full Time (3 options for students) - 30 hours per week minimum	Part time (3 options) - 15 hours per week minimum
1. Mon – Friday 8:00 am – 2:30 pm	1. Mon – Thurs 8:00 am – 11:45 pm
2. Mon – Thurs 8:00 am – 4:00 pm	2. Tues – Fri 8:00 am – 11:45 pm
3. Tues – Fri 8:00 am – 4:00 pm	

### **Theory Classes:**

#### **Day Class:**

8:30 am – 10:00 am Monday, Tuesday, Wednesday and Thursday.  
Fridays are make-up work and student salon days.

#### **Hours of Operation:**

Mon – Fri 8:00 am – 4:30 pm

## **FINANCIAL AID VERIFICATION POLICY**

Verification is the process of checking the accuracy of the information supplied by financial aid applicants on the Free Application for Federal Student Aid (FAFSA).

The verification requirements noted in this policy statement apply to all applicants for federal student aid under the following programs:

- The Federal Pell Grant Program
- The Federal William D. Ford Direct Loan Program

For verification purposes, The Hair Academy defines a financial aid applicant as an enrolled student who is eligible to receive a federal financial aid award. Aid will not be disbursed from any of the aforementioned federal programs.

### **Verification Selection**

It is The Hair Academy's policy to verify all applicants selected for verification. The Hair Academy also reserves the right to select additional applications for verification.

### **Notification of Selection**

Your federal Student Aid Report (SAR) will indicate whether or not your file has been selected for verification. The SAR is typically accessed via a link sent to you by the Department of Education after you file your FAFSA. If you are selected for verification, there will be an asterisk next to your Expected Family Contribution (EFC) figure on your SAR.

You will also receive notification via email from the Office of Financial Aid alerting you of your selection and detailing the additional documentation you will be required to submit before your financial aid awards are considered official and disbursable. This statement will be sent when the Financial Aid sends notification of your award package which typically occurs within weeks of your FAFSA submission.

### **Verification Documentation**

The Hair Academy encourages all eligible FAFSA filers to use the IRS Data Retrieval Tool to import financial information from the IRS into the FAFSA to ensure accuracy and reduce documents that must be submitted to satisfy verification selection.

Dependent students selected for verification must submit a Federal Dependent Verification Worksheet signed by the student and a parent. Parent and student tax return transcripts must be obtained from [www.irs.gov](http://www.irs.gov) for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2s received from the FAFSA reporting year.

Independent students selected for verification must submit a Federal Independent Verification Worksheet signed by the student and his or her spouse (when applicable). Student and spouse (when applicable) tax return transcripts must be obtained from [www.irs.gov](http://www.irs.gov) for selected students who do not use the IRS Data Retrieval Tool.

Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2s received from the FAFSA reporting year.

### **Verification Submission Deadlines**

The College strongly recommends all verification documents be submitted to Financial Aid as soon as possible once you have been notified of selection. No federal, state or institutional aid will be disbursed until all required verification submissions are received by Financial Aid.

### **Applicant Correction and Notification Procedures**

The Financial Aid office will electronically submit to Financial Aid Services corrections to the FAFSA data resulting from verification. Financial Aid Services will then send an SAR Information Acknowledgment to the applicant as notification of these corrections. Applicants will also be notified of award changes resulting from verification by the receipt of an updated award notification from Financial Aid.

### **PROFESSIONAL JUDGMENT POLICY**

The Hair Academy, as allowed by law, considers life changes that occur after the completion of your Free Application of Federal Student Aid (FAFSA). Special circumstances are reviewed on a case-by-case basis, and The Hair Academy is limited regarding the adjustments that can be made.

This form may be used to report significant changes that have occurred since 2018, the financial information used for filing the 2020-2021 FAFSA. The Financial Aid Office must have the results of a valid FAFSA prior to the review of any special circumstances. You must complete all questions on the forms and provide all requested documentation. If requested documentation is not submitted or items are missing or left blank, your professional judgment paperwork will be returned to you unprocessed. If clarification of your situation is necessary, Financial Aid may request additional information or documentation beyond those requested.

To ensure consideration of your special circumstance, The Hair Academy will complete a full verification of all data entered on your FAFSA. Please submit your parents' 2018 federal tax return transcript (if applicable), your 2018 federal tax return transcript if you filed, and your spouse's 2018 federal tax return transcript if appropriate. These documents may be obtained from [www.irs.gov](http://www.irs.gov) and are required to be on file prior to the review of your request. Review of this information does not guarantee any change of financial aid awards. As such, please continue to make necessary financial arrangements (payment, securing student loans, etc.).

Financial Aid will consider reductions in income or unusual circumstances that significantly and negatively affect your ability to contribute to the student's The Hair Academy cost of attendance. It is our policy not to consider a reduction in income for the following:

- Unusual expenses related to personal living (e.g., wedding expenses, credit card bills, home mortgage, school loan payments, car payments, legal expenses, voluntary loss/decrease in income, student or spouse quitting a job to attend school, or private elementary/secondary school tuition).
- Reductions in overtime pay or one-time winnings (this will be reflected on the following year's financial aid applications).

Please send your Professional Judgment supporting documentation to:

The Hair Academy  
513 West College Street  
Fayetteville, TN 37334  
Attn: Financial Aid Office

If you have any questions, please contact the Financial Aid Office at 931-433-1305. **Please allow 2-4 weeks for review and notification.**

## **AUTHORIZATION TO HOLD FSA CREDIT BALANCE**

Through this document, you will tell The Hair Academy how you would like the school to manage the Federal Student Aid (FSA) credit balance on your account.

An FSA credit balance is created when the total of all FSA funds credited to the student's account for a payment period exceeds the total tuition, fees, room, board and other eligible educational charges applicable to that payment period. Your FSA credit balance of \$\_\_\_\_\_ was created by funds from the Federal Grant and/or Federal Direct Loan Programs. **Please note that future aid eligibility may not be sufficient to fully cover your remaining expenses. Should you elect not to sign this form, be sure to plan accordingly.**

\*\*\*If a credit balance is caused from Title IV funding it will be returned to the student within 14 days from the date the credit balance was created unless student authorizes the school to hold a credit balance.

Unless a student or parent (in the case of a Parent PLUS loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 days after the first day of class if the credit balance was created before the first day of class).

This form, if signed by you, authorizes The Hair Academy to retain an FSA credit balance and pay it to you (the student or parent, as applicable) in accordance with The Hair Academy's Procedure for Paying Federal Student Aid Credit Balances. The Hair Academy will pay credit balances by writing a check to the student or parent as applicable.

A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize the school to hold your FSA credit balance, the funds will be paid to you (the student or parent as applicable) within the 14-day period noted above. Note that if you elect not to sign this form or if you later cancel your authorization, you will be required to pay any outstanding charges to the school.

Regardless of any prior authorizations, The Hair Academy will not hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

This authorization may be withdrawn at any time by providing a written request to the following address:

The Hair Academy  
513 College Street West  
Fayetteville, TN 37334  
Attn: Financial Aid Director

If you withdraw your authorization, the school will deliver any remaining credit balances to you within 14 days.  
(Note that your cancellation is not retroactive.)

## ADMISSION CHECKLIST FOR NEW STUDENTS

We will need to make copies of the following:

- Proof of age (birth certificate, driver's license or other government issued ID)
- Social security card
- Proof of education:
  - Copy of a high school diploma or its equivalent: GED, official copy of high school transcripts showing high school completion, evidence of the completion of home schooling that state law treats as a home or private school, certificate demonstrating that the student has passed a state-authorized examination recognizes as the equivalent of a high school diploma, or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
  - Should an enrolling student provide a foreign high school transcript, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. The documentation must come from an outside agency.
  - Certificate of attainment (only applicable for non-Title IV recipients),
  - NOTE: The school does not accept ability-to-benefit testing.
- Any student enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.
- Teacher Training applicants must meet all of the above requirements and hold a current license as a practitioner

Paperwork you will need to complete for us:

- School application
- Apply for a FSA ID – [www.studentaid.gov](http://www.studentaid.gov)
- FAFSA (Free application for Federal Student Aid) – [www.studentaid.gov](http://www.studentaid.gov)
- Request a Tax Transcript for tax return information used on FAFSA (if required for verification) – [www.irs.gov](http://www.irs.gov)
- Do online Direct Loan Entrance Counseling – [www.studentaid.gov](http://www.studentaid.gov)
- Fill out online Master Promissory Note – [www.studentaid.gov](http://www.studentaid.gov)

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1. Create a FSA ID for your FAFSA: [www.fsaid.ed.gov](http://www.fsaid.ed.gov)
    - Select **“Create an FSA ID”** and follow instructions
    - IF you already have a FSA ID and cannot remember it, you may select **“Edit My FSA ID”** and follow instructions of either **“Forgot my Username”** or **“Forgot my Password”**
  2. To request a Tax Transcript of your tax return requested: Go to [www.irs.gov](http://www.irs.gov)
    - Look under “Tools”
    - “Get Tax transcript of your records”
    - Fill out requested information
    - You will want to request a “RETURN Transcript”
    - Please try to do the online request which will allow you to access your tax transcript immediately after answering several security questions.



3. Submit your FAFSA application: [www.studentaid.gov](http://www.studentaid.gov) - If you are not comfortable with filling out your FAFSA (Free application for federal student aid), then we would be happy to help you.

4. Go online to [www.studentaid.gov](http://www.studentaid.gov) and fill out:

Select:

**“Complete Master Promissory Note”**

1. Create an account if you do not already have one from previous student loans at another school

2. Select “subsidized/unsubsidized” – following steps.

3. **School Code: 025950 – will say The Hair Academy after selecting the state.**

4. **Please print and bring copy to the school. If you cannot print, let the financial aid office know and we can let you login to one of the school’s computer/printers to that you can print a copy for school’s records.**

**NEXT STEP** after completing Master Promissory Note you will need to do **“Entrance Counseling”** – very important that you do this prior to starting school

a. [www.studentaid.gov](http://www.studentaid.gov)

b. Select “Complete Counseling” under the blue text.

c. Select “Entrance Counseling”

d. Follow instructions

e. The Hair Academy’s school code: 025950