



# Academy of Salon Professionals

## Catalog and Handbook

School code: 042121

**2414 S. Limit Ave.  
Sedalia, MO 65301  
(660) 827-4500**

## Philosophy

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At the Academy of Salon Professionals, dreams of students become the reality of professionals. Molded and encouraged by experienced instructors in an environment of a streamline salon. Training in theory and hands-on experience, obtained by working on the public, prepares the professional in training to reach and even surpass their goals in the vast beauty industry.

### ***MISSION STATEMENT***

TO OUR PROFESSIONALS IN TRAINING:

TO ENTHUSIASTICALLY PROVIDE AN EDUCATIONAL ENVIRONMENT WHICH EMPOWERS OUR PROFESSIONALS IN TRAINING THROUGH OPTIMISM, TEAMWORK, AND TO SECURE GAINFUL EMPLOYMENT IN THE COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY, BARBERING OR INSTRUCTOR FIELD(S).

The Academy of Salon Professionals is licensed by:  
Missouri State Board of Cosmetology  
3605 Missouri Blvd.  
Jefferson City MO 65102  
573-751-1052

The Academy of Salon Professionals is accredited by:  
National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

## **ACADEMY OF SALON PROFESSIONALS**

Cosmetology, Esthetics, Instructor Training, Barber and Nail Technology  
2414 South Limit Ave.  
Sedalia, MO. 65301  
660-827-4500

### **ADMISSION REQUIREMENTS**

All students wishing to enroll must meet all State of Missouri Cosmetology Board requirements as follows:

#### **COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY, CROSSOVER COSMETOLOGY**

Be at least seventeen (17) years of age.

Provide proof of age such as a birth certificate or driver's license.

Have a copy of your high school diploma, GED or transcript showing high school completion.

Two photos – 2"x2" color photos (to be used for Missouri licensing requirements)

If name differs from your diploma or GED a copy of the verification must be presented.

(marriage license, court documentation, etc.)

Crossover Cosmetology applicants must also submit a current barber license.

#### **BARBER / CROSSOVER BARBER**

For those prospective students wishing to enroll in the Barber or Crossover Barber courses, in addition to meeting all of the aforementioned criteria, the approved Missouri Board of Cosmetology and Barber Examiner's barber medical physical (current within the past twelve months) must also be submitted. Crossover Barber applicants must also submit a current cosmetology license.

#### **INSTRUCTOR TRAINING**

For those prospective students wishing to enroll in the Instructor course, in addition to meeting all of the aforementioned criteria, a current Cosmetology, Esthetic, Manicuring or Barber license must also be presented.

The Academy of Salon Professionals does not recruit students from other schools offering similar programs. Students who are incarcerated or in a correctional institution are not eligible for admission to the Academy of Salon Professionals. While our institution adheres to a non-discrimination policy, the Academy of Salon Professionals may deny enrollment to any prospective student.

*\*Education Documentation Verification: The Missouri Board of Cosmetology and Barber Examiners may require additional verification of your educational documentation. Should further verification be required, the student will be responsible for any fees associated with it.*

#### **TRANSFER OF HOURS**

ACADEMY OF SALON PROFESSIONALS may accept up to a total of 500 actual hours completed at another cosmetology school AS APPROVED by the Missouri State Board of Cosmetology. More than 500 actual hours may be accepted on a case by case basis. The student may be required to complete hours in addition to the amount mandated by the Missouri Board of Cosmetology and Barber Examiners if the administration deems it is necessary for that student to obtain the required skills to pass the State Board practical and written examination. Hours accumulated in any one course may not be transferred to a different course.

### **CALENDAR**

The school operates on a continuous enrollment with new classes beginning every month or every other month. Students will be enrolled when openings are available. New class start dates are subject to change without notice. Individual student start dates may be altered.

#### **The following holidays will be observed:**

Memorial Day	Independence Day
Labor Day	Thanksgiving
Christmas	New Years

The school reserves the right to close for repairs, maintenance, staff educational purposes, emergencies, etc.

**CLASS SCHEDULES** (Cosmetology, Barber, Esthetics, Instructor Training, Crossover Cosmetology & Nail Technology)

**FIRST 8 WEEKS**

Monday	9am-5pm
Tuesday-Thursday	9am-3pm
Friday	9am-4pm
Saturday	OFF

**AFTER 8 WEEKS, YOU CHOOSE SCHEDULE A or B**

**SCHEDULE A**

Monday	9am-5pm
Tuesday-Thursday	3pm-9pm
Friday	9am-4pm
Saturday	OFF

**SCHEDULE B**

Monday	9am-5pm
Tuesday-Thursday	9am-3pm
Friday	OFF
Saturday	9am-4pm

COSMETOLOGY and BARBER – 33 hours per week, 1500 hours required, contract time approximately 46 weeks (Part-time schedules may be approved.)

Esthetics – 33 hours per week, 750 hours required, contract time approximately 23 weeks (Part-time schedules may be approved.)

Instructor Training – 33 hours per week, 600 hours required, contract time approximately 19 weeks (Part-time schedules may be approved.)

Crossover Cosmetology – 33 hours per week, 500 hours required, contract time approximately 16 weeks (Part-time schedules may be approved.)

Nail Technology – 33 hours per week, 400 hours required, contract time approximately 13 weeks (Part-time schedules may be approved.)

Crossover Barber – 45 hours per week, 45 hours required, contract time approximately 1 week (Part-time schedules may be approved.)

Monday	9am-4pm
Tuesday-Thursday	9am-5pm
Friday	9am-4pm
Saturday	9am-4pm

**CURRICULUM**

**COSMETOLOGY**

**Subject:**

	<b>Hours</b>
Shampooing of all Kinds	40
Hair Coloring, Bleaches and Rinse	130
Hair Cutting and Shaping	130
Permanent Waving and Relaxing	125
Hair setting, Pin Curls, Finger waves, Thermal Curling	225
Comb Out and Hair Styling Techniques	105
Scalp Treatments and Scalp Diseases	30
Facials, Eyebrows and Arches	40
Manicuring, Hand and Arm Massage, Treatment of Nails	110
Cosmetic Chemistry	25
Salesmanship and Shop Management	10

Sanitation and Sterilization	30
Anatomy	20
State Law	10
Miscellaneous Lectures and Test Review	<u>470</u>
Total Hours	1500

**Objective:** To prepare the student in the basic skills for licensure and practice of cosmetology as prescribed by Missouri State Law.

## ESTHETICS

Subject:	Hours
Facials, cleansing, toning, massaging	120
Makeup application, all phases	100
Hair removal	30
Body treatments, aromatherapy, wraps	120
Reflexology	35
Cosmetic sciences, structure, condition, disorder	85
Cosmetic chemistry, products and ingredients	75
Salon management and salesmanship	55
Sanitation and sterilization, safety	45
State Law	10
Miscellaneous lectures and test review	<u>75</u>
Total hours	750

**Objective:** To prepare the student in basic skills for licensure and practice as an Esthetician prescribed by Missouri State Law.

## INSTRUCTOR TRAINING

Subject:	Hours
Teaching principles, Lesson Planning, Curriculum Planning Class Outlines, Teaching Methods, Teaching Aids Testing and Evaluation	200
Psychology, Personality in Teaching, Teacher evaluation, Counseling Laws of Learning and Speech	50
Business Experience or management, Classroom management, Record Keeping, Buying and Inventory Supplies and State Law	50
Practice Teaching in both Theory and Practical	<u>300</u>
Total hours	600

**Objective:** To prepare the student in skills for licensure and practice as an Instructor prescribed by Missouri State Law.

## BARBER

Subject:	Hours
History	5
Professional Image	5
Bacteriology	5
Sterilization, Sanitation, and Safe Work Practices	20
Implements, Tools and Equipment	15
Properties and Disorders of the Skin, Hair and Scalp	15
Treatment of Hair and Scalp	20
Facial Massage and Treatments	5
Shaving	35
Haircutting	425
Hairstyling	325
Mustache and Beard Design	5
Permanent Waving	30
Chemical Hair Relaxing and Soft Curl Permanents	30
Hair Coloring	30
Hairpieces	5
Chemistry	5

Anatomy and Physiology	5
Salesmanship and Establishment Management	5
State Law	10
Miscellaneous	<u>500</u>
Total	1500

**Objective:** To prepare the student in skills for licensure and practice as a Barber prescribed by Missouri State Law.

**Additional Course Length:** The Missouri Board of Cosmetology and Barber Examiners currently requires a total of 1000 hours in the Barber course. The Academy of Salon Professionals' Barber course is a total of 1500 hours. The additional course hours provide added instruction and skill practice to better prepare students for the job place.

### CROSSOVER BARBER

<b>Subject:</b>	Hours
History	5
Shaving	<u>40</u>
Total	45

**Objective:** To prepare the student in skills for licensure and practice as a Barber prescribed by Missouri State Law.

### CROSSOVER COSMETOLOGY

<b>Subject:</b>	Hours
Manicuring, Hand and Arm Massage and Treatment of Nails	220
Sanitation and Sterilization	25
Anatomy	15
Study of the Use and Application of Certain Chemicals	40
Additional Cosmetology Training	<u>200</u>
Total	500

**Objective:** To prepare the student in skills for licensure and practice as a Cosmetologist prescribed by Missouri State Law.

### NAIL TECHNOLOGY

<b>Subject:</b>	Hours
Manicuring, Hand & Arm Massage, Treatment of Nails	220
Salesmanship and Shop Management	20
Sanitation and Sterilization	20
Anatomy	10
State Law	10
Study of the Use and Application of Certain Chemicals	40
Miscellaneous Lectures and Test Review	<u>80</u>
Total Hours	400

**Objective:** To prepare the student in basic skills for licensure and practice as a manicurist as prescribed by Missouri State Law.

### COURSE FEES (Tuition Rates and the cost of Kits are subject to change).

*\*These Items Are Non-Refundable*

#### **COSMETOLOGY - 1500 Hours**

Tuition	\$14,074
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$14,179</i>

#### **BARBER - 1500 Hours**

Tuition	\$14,074
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$14,179</i>

#### **ESTHETICS - 750 Hours**

Tuition	\$7,399
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$7,504</i>

#### **INSTRUCTOR TRAINING - 600 Hours**

Tuition	\$5,439
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$5,544</i>

**CROSSOVER COSMETOLOGY - 500 Hours**

Tuition	\$4,975
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$5,080</i>

**NAIL TECHNOLOGY - 400 Hours**

Tuition	\$3,640
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$3,745</i>

**STUDENT KITS****Cosmetology**

Shears  
 Thinning Shears  
 Feather Razor  
 Clippers  
 Flat Iron  
 Curling Iron  
 Blow Dryer  
 Vent Brush (1)  
 Paddle Brush (1)  
 Round Brush (3)  
 Finger Wave Comb (5)  
 Rattail Comb (5)  
 Lift Comb (2)  
 Cape  
 Large Mirror  
 Apron  
 Spray Bottle  
 Magnetic Rollers  
 Perm Rods (4 Doz)  
 Butterfly Clips  
 Nail Kit  
 Gloves  
 Mannequin Heads (2)  
 Roll About (locking)  
 Textbook

**Instructor Training**

Textbook

**Esthetics**

Extractor Set  
 Skin Cleanser  
 Skin Freshener  
 Foundation  
 Concealer  
 Blush  
 Eye Liner

**CROSSOVER BARBER - 45 Hours**

Tuition	\$ 490
Application Fee	\$ 100*
Books & Supplies	Included
State License Fee	\$ 5*
<i>Total</i>	<i>\$ 595</i>

Mascara  
 Wedge Sponges  
 Makeup Brush Set  
 Plastic Spatulas  
 Metal Bowls  
 Mirror  
 Portable case  
 Uniform  
 Text Book

**Barber**

Textbook  
 Mannequin (3)  
 Comb (4)  
 Brush (3)  
 Hair Dryer  
 Straight Razor  
 Shear  
 Blending Shear  
 Tapering Comb  
 Flat Top Comb  
 Clipper  
 Perm Rods (1 Doz)  
 Wig Brush

**Crossover Barber**

Textbook  
 Straight Razor

**Crossover Cosmetology**

Nail Kit  
 Textbook

**Nail Technology**

Nail Kit  
 Textbook

**ABSENCE**

Students should contact the school at 660-827-4500 (instructors or administration, messages left with other students are not appropriate) no less than 30 minutes before their school day begins if they are going to be unexpectedly absent. Students wishing to be absent for any reason should turn in an absence request form to ensure their name is removed from accepting appointments on that day. All absences are unexcused unless for mandatory military duty, jury duty or mandated court appearance, or attendance of an approved educational event. Students may petition administration to excuse an absence to due to an emergency situation. Such situations will be decided on a case by case basis. Students absent in excess of 33 hours will be charged \$7.50 per additional hour missed. Students will be charged \$50 for every Friday or Saturday they are absent, whether all or part of the day, after the first two occurrences. Friday/Saturday fees should be paid prior to clocking in for next scheduled class time or that student may not be allowed to clock in for school. Students should understand that all hours missed will delay their graduation. It is the responsibility of the student to make up assignments, practical evaluations and/or tests with their instructor. Any student that misses 3 days or more in a 30 day period may be terminated from the school. Fees for absenteeism, Friday/Saturday fees, or remaining tuition should be paid in full within two weeks prior to completion of the course or that student may not be allowed to clock in and complete that course until the debt is satisfied.

**ADVISEMENT**

Advisement is available through the school Director and the Administrator for students with problems related to the school. Every student is accorded the privilege and opportunity for private and confidential advisement. For personal problems, all students will be referred to other agencies.

**ATTENDANCE POLICY:**

Attendance is calculated by an electronic time clock. Attendance records are maintained in a permanent file by the school.

1. The Academy of Salon Professionals training program requires a minimum 80% attendance. An administrative fee of \$25 will be assessed if course enrollment status changes. (Please note: The 80% attendance rate is to meet SAP requirements only, you will need to refrain from missing more than the allotted 33 free absence hours to complete the program by your contract graduation date, as outlined on the Academy of Salon Professionals Catalog).
2. Students utilizing tuition assistance programs through the Veterans Administration (excluding Vocational Rehabilitation) are required to maintain a minimum of 80% attendance.
3. Students attending school full-time may not clock in late or leave early unless they are only attending a half day of class or there is an emergency (emergencies may be determined by administration). A half day of class may be attended in the early (morning) session, or the late (afternoon) session. Should a student that is clocked in at school need to leave due to an emergency, they may be able to keep the hours they were in attendance that day.

**COMPLAINT PROCEDURES**

Administration will meet with the complainant after investigating and gathering pertinent information NO later than 10 days after receipt of a written grievance. A minimum of two representatives of the school will be present at the meeting. The administration's goal is to find a positive resolution for the complainant. The administration has 15 days from meeting with complainant to act on the allegations and respond in writing to the complainant. All meetings will be documented and a signed copy placed in the student file. If the complainant is not satisfied with the resolution and wishes to pursue the matter further, correspondence should be made to the following agencies.

**Missouri State Board of Cosmetology**  
3605 Missouri Blvd.  
Jefferson City MO 65102  
573-751-1052

**Office of Civil Rights, Kansas City Office**  
800-368-1019  
**US Department of Education, Kansas City Office**  
816-268-0404

**CLIENT SERVICES**

All services in the student salon area are to be checked by an instructor prior to service and upon completion. All services are to be performed according to procedure. At no time are students to leave a client during a chemical service. All State Rules of Sanitation must be followed at all times.



## **CONTINUING EDUCATION**

Many continuing education opportunities and professional associations exist for cosmetology, esthetics, nail technology, and barbering.

Product Distributors  
America's Beauty Show, Chicago, IL  
International Beauty Show, Las Vegas, NV

Vidal Sassoon Academy, Santa Monica  
National Cosmetology Association  
Eric Fischer Academy, Wichita, KS

## **DRUG POLICY**

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, require the Academy of Salon Professionals to have in place a Drug and Alcohol Abuse Prevention Program. Students may also seek confidential support through a list of referrals for treatment and rehabilitation centers. This information is available in the Consumer Information that is available at [www.academyofsalonprofessionals.com](http://www.academyofsalonprofessionals.com) and posted in the students break room should the need arise.

The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption will be referred to local police authorities. Use of any alcoholic or illegal drug during school hours while on school property (or off the property while receiving instruction) may be grounds for immediate termination of enrollment or employment. Any student coming to school under the influence of drugs or alcohol may be suspended or expelled. Students suspected of being under the influence of alcohol or an illegal drug may be required to take a drug test at an approved facility at the students cost before being allowed to reenter school.

The Academy of Salon Professionals has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. During orientation, annually with the constitution, and the hiring of employees, this policy is explained thoroughly.

## **FINANCIAL**

**Methods of Payment:** Cash, credit cards, money orders, checks, and funds from Title IV pell grants and loans, MyCAA, Veterans programs, Vocational Rehabilitation and Scholarships are all acceptable forms of payment.

**Paying In Full:** The Academy of Salon Professionals operates on clock hours. Students paying the total tuition in cash on or before the first day of scheduled courses will receive a \$500.00 discount for Cosmetology, Esthetic and Barber courses. Students enrolled in Crossover courses will not be awarded a paying in full discount. Scholarship students will not receive a cash discount.

**Payment Arrangements:** All students are eligible for monthly, interest free payments toward their tuition. Students are required to sign an Enrollment/Contractual Agreement outlining the down payment and monthly payments. Monthly payments are due on the 1<sup>st</sup> day of each month. Monthly payments must be prompt and the balance must be paid in full before graduation. Payments received on the 2<sup>nd</sup> day of the month or after will be assessed a \$50.00 late fee. If payment and late fee are not paid on the 2<sup>nd</sup> day of the month, students may not be able to clock in until the payment is made. Should the 1<sup>st</sup> day of the month fall on a day that the school is closed, payment is due on the next day that the school is open and the late fee may be waived. Leave of absence **does not stop** the scheduled monthly payments to the school.

**Employment Upon Completion:** Tuition may be waived for approved students in select courses who desire to work as an Instructor at the Academy of Salon Professionals upon completing the course.

## **GENERAL ACADEMY RULES:**

I understand that I may be dismissed, suspended, or terminated if I violate any of the following. I further understand that dismissal from the school day or suspensions will count toward absence hours accrued by the student and may incur additional fees.

1. All Academy of Salon Professional students must conform to Federal, State and Local laws.
2. Bad attitudes disrespect or argumentativeness will absolutely not be tolerated. A suspension from school may be given, followed by an expulsion if the student does not change their behavior.
3. Breaks are a privilege not a right. Anyone abusing this privilege will lose it.
4. Students must obey all rules of personal hygiene, sanitation and sterilization while at the Academy of Salon Professionals. Students shall wear approved uniform attire that is clean and in good repair at all times. Jeans and other alterations to the dress code may allowed on certain days at the school's discretion. Students shall be neatly groomed, clean uniform, hair cut and styled, and facial hair groomed.
5. Students are not to leave their assigned area without permission from the instructor.

6. Students are required to act in a completely professional manner at all times. Customers must be treated with the utmost respect. Any student refusing to perform any service will face suspension and possible expulsion. Professional courtesy must be extended to all instructors, clients, and fellow students.
7. Students must refrain from disturbing their classmates while working on a client or studying.
8. Each student must closely follow the requirements of sanitation set up by the Missouri Board of Cosmetology and Barber Examiners.
9. Students must keep the school and their personal area neat, clean and sanitary. The school and all stations must be in compliance with sanitation laws after every client and before any student can leave for the day.
10. Students must conform to the school's drug use policy
11. Smoking is prohibited in the school building. Students should smoke only in the designated smoking area in the back of the building. The smoking area must be kept clean of all cigarette butts and other smoking related refuse. **NO SMOKING WITH CLIENTS AT ANY TIME ANYWHERE ON THE PREMESIS OR PARKING AREA!**
12. No food, drink or gum chewing is allowed on the student salon floor at any time.
13. Cheating, stealing, or fighting may be grounds for immediate dismissal.
14. Students are to work on one another only when instructed to do so.
15. Students are not permitted to get into the instructor's desk or any other cabinetry in the office.
16. No late arrivals to school will be allowed.
17. All students entering the Academy of Salon Professionals will be required to complete an emergency medical form for their file and furnish a name & address to contact in case of emergency.
18. The office is off limits to all students unless you have made an appointment with one of the office staff. Any other requests must be made in writing.
19. All tools, books, aprons, etc. left at the school by students who have completed or are quitting, and/or transferring will become the property of the school after a 3 month period.
20. The Academy of Salon Professionals will suspend or dismiss any student who violates safety regulations.
21. Academy of Salon Professionals maintains the right to inspect student lockers and bags at the discretion of the administration for security and sanitary purposes.
22. Students are **NOT ALLOWED** to bring product into the facility to use on themselves or clients.
23. Students are not permitted to gossip or cause disorder.
24. All headphones, beepers, books, magazines, etc should be left in student vehicles so they do not disrupt or take away from the educational opportunities of the student. Students must follow the current established cell phone policy.
25. Any act of vandalism on school property may result in immediate termination.
26. Students and boyfriends/girlfriends will show no public display of affection while on school property.
27. The use of profanity and vulgarity is prohibited on school premises and is cause for immediate suspension.
28. In all online environments, students must remain respectful of clients, students, instructors and the school. Non-compliance in online environments is treated equally with regards to disciplinary policies.
29. In accordance with state laws, all student kit tools must remain on the school premises.

### **GRADUATION REQUIREMENTS**

All graduating students must have completed all theory and practical exams, maintain a minimum average grade of 80% theory and practical testing, receive a minimum score of 80% on their exit exam, and complete all clock hours required by the Missouri Board of Cosmetology and Barber Examiners (1500/Cosmetology - 750/Esthetics – 600/Instructor – 1500/Barber – 45/Crossover Barber – 500/Crossover Cosmetology – 400/Nails). All tuition and additional fees must also be paid to the school or payment arrangements made. A diploma will be issued upon completion of the graduation requirements. Should a student complete the required clock hours for their course but not meet the remaining graduation requirements, the Academy of Salon Professionals is required to notify the Missouri Board of Cosmetology and Barber Examiners of their hours completed, but will not issue the student a diploma. Should a student terminate or complete their training, have an outstanding balance and has not made approved payment arrangements, the school reserves the right to notify the state board of the outstanding balance which will prohibit the student from taking their state board written and practical exams. The Academy of Salon Professionals Graduation Rate for 2016 is 78%.

### **INCLEMENT WEATHER**

The school can be closed when weather conditions make attendance or driving hazardous or impossible. Closing may be announced on local radio stations and social media. Upon severe weather warnings the school may be dismissed early with the decision left up to the administration.

## **JOB PLACEMENT**

Although no guarantee of employment is expressed or implied by graduation, the school offers employment assistance to graduates upon request, as long as they remain within this profession. All requests from salons seeking personnel are posted on the student bulletin board as we receive them. The Academy of Salon Professionals Job Placement Rate for 2016 is 100%.

There are many factors that may influence employment in cosmetology related careers. Employers desire traits such as a professional image, professional attitudes, teamwork, dependability, punctuality and a desire to continue your education along with excellent practical skills. Working evenings and weekends may also be required at salons and spas. There are also physical demands associated with cosmetology careers such as standing for long periods of time, using arms and legs on a continual basis, and possible allergies to products.

## **LICENSING REQUIREMENTS**

All graduates must also pass a State Board Examination to receive a license to practice in Missouri. These examinations are scheduled with the Missouri Board of Cosmetology and Barber Examiners and PCS Services, Inc. Exam fees are not included in the tuition & fees at the Academy of Salon Professionals. The Academy of Salon Professionals Licensure Rate for 2016 is 82%.

## **LEAVE OF ABSENCE POLICY (LOA)**

A student on an approved leave of absence is not considered withdrawn from the Academy of Salon Professionals. A leave of absence will extend a students' maximum timeframe for course completion and the enrollment agreement end date will be extended by the same number of calendar days as the leave of absence. A student returning from a leave of absence will return in the same Satisfactory Progress status that they maintained immediately prior to the leave. Students may return to school from a leave of absence earlier than their originally stated date of return.

The following is the criteria for a leave of absence to be considered approved.

1. No other leave of absence has been granted within a 12 month period.
2. The leave of absence is no less than (2) weeks or no longer than sixty (60) calendar days (8 weeks). The student may return early.
3. A student must apply for a leave of absence in advance with at least (1) day notice, unless unforeseen circumstances prevent the student from doing so. (Example: car accident and is hospitalized).
4. The student must request a leave of absence in writing including dates leaving and returning from the administration unless unforeseen circumstances prevent the student from doing so. There can be no back dated leaves.
5. Leave of absence must be approved by the administration to ensure reasonable expectation that the student will return from leave of absence.
6. There is no additional charge involved with a leave of absence. A leave of Absence will extend the scheduled graduation date. A student who does not return to school on the expiration date of a leave of absence is considered to have terminated from the Academy of Salon Professionals unless they have notified administration they will be absent that day. The last recorded date of attendance is considered to be the date the student was terminated. The leave of absence does not stop scheduled monthly payments to the school for tuition.
7. A leave of absence can be refused on the basis of conflict of interest with financial funding, a conflict with class schedule or validity of the leave.
8. If a student on an approved leave of absence notifies the school that they will not be returning, the date of determination of the withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the school they will not be returning. The students last date of attendance will be used for calculating a refund and the Return to Title IV and the students loans will start into repayment.
9. A leave of absence does not void any payment arrangements a student has with the Academy of Salon Professionals. All payments must be made on time or incur additional charges,

IF A LEAVE OF ABSENCE IS FOR A MEDICAL REASON, THE STUDENT MAY BE REQUIRED TO PROVIDE A RELEASE FORM FROM THEIR DOCTOR (in writing) STATING NO RESTRICTIONS.

## **NON-DISCRIMINATION**

The Academy of Salon Professionals is a community of people with respect for diversity. The school emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual instructors and students. The Academy of Salon Professionals does not discriminate on the basis of race, color, ethnic origin, sex, sexual preference, gender identity, age, religion or handicap/disability in its educational programs or activities. Any person wishing to file a grievance concerning discrimination on the basis of race, color,

ethnic origin, sex, sexual preference, gender identity, age, religion or handicap/disability will follow the guidelines of the complaint procedure. The complaint procedure is available to any student who believes that a school decision or action has adversely affected their status, rights, or privileges. The purpose of the procedure is to provide a prompt and equitable process of resolving student's grievances.

### **POTENTIAL OCCUPATIONS** *(SOC is the Standard Occupational Classification Code)*

**Cosmetologist (SOC: 39-5012):** Hair stylist, Hair colorist, Salon owner, Platform and Competition Artist, Manicurist, Product Educator, Cosmetologist for Film and Photography.

**Esthetician (SOC: 39-5094):** Day Spa or Spa Owner, Medical Setting, Product Representative, Product Educator.

**Instructor Training (SOC: 25-1194):** Instructor in a Cosmetology School, School Owner, Educational Director

**Barber (SOC: 39-5011):** Hair stylist, Hair colorist, Salon owner, Platform and Competition Artist, Product Educator, Barber for Film and Photography.

**Nail Technician (SOC: 39-5092):** Manicurist in Salon or Day Spa, Product Representative and Educator or Competition Artist.

### **RECRUITMENT**

The Academy of Salon Professionals does not recruit students that are currently enrolled in a licensed cosmetology, esthetic, barber or massage therapy school.

### **RE-ENTRY POLICY**

A student may apply for re-entry by scheduling a meeting with the school administration. Their records, attendance, and actions will be reviewed. A student that re-enters after termination or withdrawal retains their attendance and academic history from their previous enrollment for a period not to exceed 5 years as mandated by the Missouri Board of Cosmetology and Barber Examiners. Students will re-enter with the same Satisfactory Progress status they maintained immediately following their withdrawal or termination. A student not making satisfactory progress at the time of re-entry will not be eligible for financial aid upon re-entry until he or she meets the minimum satisfactory progress levels at a required evaluation point. Students applying for re-entry may or may not be allowed to reenter regardless of their satisfactory progress status as per administration's decision. Charges for tuition and fees will be determined on a case by case basis for students that are allowed to re-enter.

### **REFUND POLICY**

This refund policy shall apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. An institutional refund calculation will be performed for all early terminations within a timely manner. This refund calculation is provided to all students in writing in the catalog/handbook prior to enrolling. Official or unofficial cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid, less the non-refundable application fee.
2. If a student or legal guardian cancels the contract and requests their money back in writing within 3 (three) business days of signing the enrollment agreement, regardless of whether the student actually started training, all monies paid to the school will be refunded excluding the non-refundable \$100.00 application fee.
3. If a student cancels their contract after three business days of signing the enrollment/contractual agreement, but prior to entering classes, the student will be entitled to a refund of all monies paid to the school less a \$100.00 application fee.
4. A Student notifies the institution of their withdrawal.
5. If a student on an approved leave of absence notifies the school that they 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 school they will not be returning. The students last date of attendance will be used for calculating the Return to Title IV and the student's loans will start into repayment.
6. A student is expelled by the school.
7. In official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. In accordance with the Missouri Board of Cosmetology and Barber Examiners, a student will be terminated if they have unofficially withdrawn and have not corresponded with the school for a period of two weeks. The refund will be calculated based on the student's last date of attendance.
9. Any fees collected for anything other than tuition will be non-refundable.
10. Should a student receiving an institutional scholarship terminate, quit school, and/or transfer to another school, the scholarship will be voided.

11. A termination fee of \$150.00 that is assessed to any student who is terminated, quits school, and/or transfers their enrollment at any time after beginning training is non-refundable.
12. At the school's option, a refund may be provided which exceeds the refund policy when mitigating circumstances are in evidence.
13. If the school permanently closes, students shall receive a pro-rata refund of tuition.
14. If a program is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
15. If a program is cancelled after students enroll but before instruction begins, the school will provide a full refund of all monies paid.
16. Tuition fees may be waived for students in the Cosmetology and Barber courses that withdraw within 30 days of their start date, however a \$250 book fee will be charged to their account.
17. Tuition fees may be waived for students in the Esthetic, Instructor Training and Nail Technology courses that withdraw within 15 days of their start date, however a \$250 book fee will be charged to their account.
18. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percentage of Hours Completed	Amount of Tuition Owed Academy
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

The percentage of hours completed by the student is calculated by dividing the numbers of hours the student was scheduled to attend the course by the number of total hours required in the course.

Any monies due the applicant, student or US Department of Education shall be refunded within forty-five (45) days of official or unofficial cancellation or withdrawal.

All fees and tuition incurred by the student shall be due immediately at the time of termination, or a payment arrangement may be made with the school.

**Return of Title IV Funds**-Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. This is calculated by determining the date the student began the current payment period and calculating the number of hours the student was scheduled to attend as of the last date of attendance and dividing by the total scheduled hours in that payment period. When a student withdraws or is terminated, the federal Return of Title IV funds calculation will be used for students who have received financial assistance under the Higher Education Act, ( i.e. Pell Grants, Direct Student Loans or Direct Plus Loans) awarded under the Direct Loan Program. Students using Title IV funds will follow the above refund policy AFTER the Return of Title IV calculation has been made. ***This calculation often results in the student owing tuition and fees to the Academy of Salon Professionals.*** If the amount disbursed to the student is greater than the amount the student earned, these unearned funds must be returned to the US Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Return of unearned funds will be made in the following order:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. Student

**SAMPLE REFUND CALCUATION**

Percentage of attendance to total program:

Total Scheduled Hours Elapsed as of last day attended	<u>300</u>
divided by number of contracted hours in program	<u>1500</u>

$$= \frac{20}{100} \text{ \% of attendance to total course}$$

Amount of Tuition school can retain:

Percent of tuition school can retain 45 % x \$13,650 (tuition) = \$ 6142.50 total tuition school may retain

<u>Contract Costs</u>		<u>% time to total time of course</u>	<u>Amount total tuition owed school</u>
\$ <u>6,142.50</u>	Tuition school may retain	.01%-4.9%	20%
+ <u>100.00</u>	Application Fee *	5%-9.9%	30%
+ <u>0.00</u>	Kits & Books *	10%-14.9%	40%
+ <u>150.00</u>	Termination Fee	<b>15%-24.9%</b>	<b>45%</b>
+ <u>25.00</u>	MO License Fee*	25%-49.9%	70%
+ _____	Other fees (if applicable)	50% and over	100%
\$ <u>6,417.50</u>	Total due the school		
- <u>0.00</u>	Scholarship		
- <u>2,250.00</u>	Amount paid by student		
= <u>4,167.50</u>	Amount Due School?	<u> X </u> Yes	_____ No
	Refund Due Student:	_____ Yes	_____ No

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

All students are required to achieve and maintain satisfactory progress in attendance and academics. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory academic progress standards are consistently applied to all students regardless of whether they participate in financial aid or other tuition assistance programs, or if they attend full-time or part-time.

#### **Minimum Satisfactory Progress Levels for attendance**

1. The minimum cumulative attendance level for enrolled students is 80% of the total scheduled attendance hours to be considered making satisfactory attendance progress and to ensure course completion within the maximum allowable timeframe.
2. Students utilizing tuition assistance programs through the Veterans Administration are required to maintain a minimum of 80% attendance.
3. The minimum attendance level is calculated by dividing the cumulative actual hours attended by the cumulative scheduled hours recorded during the student's enrollment (e.g. 575 actual hours/600 scheduled hours = 96% attendance). (Please note: The 80% attendance rate is to meet SAP requirements only, you will need to maintain 100% attendance to complete the program by your contract graduation date).

#### **Maximum Timeframe for Course Completion**

The maximum timeframe (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students must maintain a minimum of 80% attendance to progress through their course on schedule and to complete their course within the maximum timeframe allowed.

Cosmetology & Barber: 1500 hours/46 weeks to complete = 57 maximum weeks allowed to complete course

Esthetics: 750 hours/23 weeks to complete = 29 maximum weeks allowed to complete course

Instructor Training: 600 hours/19 weeks to complete = 23 maximum weeks allowed to complete course

Crossover Cosmetology: 500 hours/16 weeks to complete = 19 maximum weeks allowed to complete course

Crossover Barber: 45 hours/2 weeks to complete = 2 maximum weeks allowed to complete course

Nail Technology: 400 hours/13 weeks to complete = 16 maximum weeks allowed to complete course

#### **Minimum Satisfactory Progress Levels for Academics**

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical skill experiences. Students are expected to maintain an average cumulative score of at least 80% on practical and theory (academic) testing. Grading is as follows:

A 100-90 Excellent	C 79-75 Average
B 89-80 Good	F 74 and Below (Fail)

### Measurement and Reporting Periods

Attendance and academics will be evaluated at the end of each evaluation period and/or twice throughout their course, once by the midpoint of the course. The evaluation periods will be calculated by actual clock hours in attendance at this institution. \*Transfer students will be evaluated by the midpoint of their contracted hours or the established evaluations periods, whichever comes first.

Cosmetology & Barber	450	900	1200	1500
Esthetics	375	750		
Instructor Training	300	600		
Crossover Cosmetology	250	500		
Crossover Barber	22	45		
Nail Technology	200	400		

### Determination of Progress Status

Students who meet the minimum requirements for attendance and academic progress at the evaluation point shall be considered to be making satisfactory academic progress until the next scheduled evaluation. Students are entitled to a copy of all Satisfactory Academic Progress Reports to keep for their personal files. Originals will be kept in the students file. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All students will be notified of any evaluation that impacts their eligibility for Title IV or HEA program funds.

### 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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students on warning or probation may be restricted from student privileges (ie: performing services on other students or receiving services during course hours).

### 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 during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, they will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. Students that are not found to be in Satisfactory Academic Progress may incur disciplinary actions such as expulsion.

### Appeal

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. Reasons for which a student 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 circumstance. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. 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.

### Re-Establishment of Satisfactory Academic Progress

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 warning or probationary period.

### Noncredit, Remedial Courses, Repetitions

Incompletes, withdrawals, noncredit, remedial courses or repetitions do not apply to this institution and do not affect Satisfactory Academic Progress.

**Interruptions, Course Incompletes, Withdrawals**

Students reentering from a Leave of Absence, that have withdrawn or that have been terminated will reenter in the same Satisfactory Academic Progress status as when they left. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

**Transfer Hours**

Accepted transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

**SCHOOL FACULTY**

The Academy of Salon Professionals offers experienced Instructors that have been trained in Cosmetology, Esthetics, Barbering, Nail Technology and Instructing.

**SCHOOL FACILITIES**

The school is located at 2414 S. Limit Avenue, Sedalia, MO, in the Orscheln's Shopping Plaza. The school is comprised of approximately 6,000 square feet that contains 3 classroom, 4 esthetic rooms, a supply dispensary, student break area, and a student salon. The student salon consists of 22 Cosmetology stations, 3 Barber stations, 5 Manicure stations, 4 Pedicure Chairs, Media Center with Internet access and a television with DVD player for research. Reception area features Redken, CND, Image Skincare, Warlord, El Patron and Bodyography product lines.

**STUDENT RIGHTS/PRIVACY POLICIES**

The Academy of Salon Professionals complies with the Family Educational Rights and Privacy Act (FERPA). Information about an individual student is released only on written instruction of the student, or parent/legal guardians if the student is a dependent minor. If we receive a court order, we are required to release information to the courts. Student records may be viewed for accreditation, auditing, financial aid, and state law compliance purposes. All records will be kept a minimum of three (3) years. The school will make student records and school files available to its accrediting agency for the purpose of accreditation. The school guarantees the rights of the students and their parents/legal guardians to have access to the cumulative records. The school will provide the proper supervision and interpretation of student records when they are being reviewed.

Student records and information are maintained in a secure and fire-proof container on the school premises in accordance with requirements of the Missouri Board of Cosmetology and Barber Examiners.

**TARDINESS**

Tardiness is not accepted at the Academy of Salon Professionals. Students are not allowed to clock in late for school unless they are attending a half day as outlined in the Attendance Policy. Employers as well as clients appreciate service providers arriving to work early to prepare for their day and it is in the students' best interest to begin this habit while in school.

**TERMINATION POLICY**

1. Students must maintain satisfactory attendance, satisfactory progress, satisfactory conduct, and meet all financial obligations to the Academy of Salon Professionals. The School Director or Administrator, with valid cause, may terminate a student at any time during their training either verbally or in writing.
2. A termination fee of \$150.00 will be assessed to any student who is terminated, quits school, and/or transfers their enrollment at any time after beginning training.
3. A student is considered to quit school if they inform the school verbally or in writing of their intention to withdraw from the school.
4. In accordance with the Missouri Board of Cosmetology and Barber Examiners, a student will be terminated if they have unofficially withdrawn and have not corresponded with the school for a period of two weeks.
5. If a student's school is fully paid and their balance is 0 when voluntarily terminating, the student has 180 days from their termination date to come back and complete the course with no additional tuition charge. However, the \$150.00 termination fee will still be owed along with any missed hour fees. If the student received a refund from terminating, when returning, the student will be charged the current hourly rate multiplied by the hours remaining to complete.



**OWNERSHIP:** The Academy of Salon Professionals is owned by *ACADEMY OF SALON PROFESSIONALS, LLC*

**STAFF**

Pam Aker	Owner/Administrator/Instructor	Jamie Eskridge	Instructor
Stephanie Mayes	Director	Hannah Greene	Instructor
Alyssa McKenzie	Admissions Coordinator	Pamela Mullins	Instructor
Amy Rincker	Guest Coordinator		

**CHANGES IN POLICY**

This Catalog supersedes all previous Catalogs and memos that may have been issued from time to time on subjects covered in this Catalog.

However, since our cosmetology school is subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all students of these changes. Changes will be effective on the dates determined by the administration, and after those dates all superseded policies will be null.

I have read the above rules and policies contained in this Academy of Salon Professionals Catalog and fully understand each of them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Co-signer (*if student is a minor*) \_\_\_\_\_ Date \_\_\_\_\_

(\*This page to be signed and kept with student copy.)

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