

# THE

# SALON PROFESSIONAL ACADEMY

*The Salon Professional Academy's mission is to produce highly trained and well prepared graduates for the top salons. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interest first and our educational quality high.*

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Located in the St. Andrews Plaza

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**Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.**

The Salon Professional Academy is located in St. Charles. A growing community of over 320,000 people. In the area there are parks, public facilities, great living, dining and shopping areas. St. Charles is located just 30 miles west of the St. Louis Gateway Arch.

TSPA is a beautiful 7600 square-foot educational facility with state-of-the-art equipment and spacious styling, nail tech, skin care, student lounge, classroom, and office areas.

## ADMISSIONS POLICY

**Educational Requirements** - A student must have a GED or official high school graduation documents. If the student was home schooled, they must provide notarized transcript signed by the principal showing that they have completed the 12<sup>th</sup> grade. If the student completed high school outside of the United States, they must have their transcripts translated into English and verified that they are equivalent to a U.S. high school diploma. The State of Missouri requires that certain agencies are used for this verification. We have included a list of these agencies on page 17 of this catalog for you. Students are admitted on the basis of educational background, aptitude, and commitment. The Academy does not admit ability-to-benefit students.

### **Enrollment Requirements-**

1. Enrollment Application
2. Required Application fee \$100, Registration fee \$95, and Student Licensing Fees \$5
3. Copy of student's high school graduation documents or GED
4. Copy of the student's driver's license or other proof of age-Must be 17

**Transfers** - Transfer hours are not accepted at the Academy. Transfer students must begin at the beginning of the program and complete all required program hours of education provided by the academy. We do not recruit students already attending or admitted to other schools offering similar programs.

**Reentry Students / Interruptions** - Students who have been terminated or withdrew from school may be re-enrolled (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school may be re-enrolled (if determined eligible), after the 180 days will pay the \$5 licensing fee and will be charged for contracted hours at the current tuition rate. Students re-entering the institution will return in the same progress status as when they left. Students who were dismissed from the program due to exceeding the maximum time frame of 117%, may be re-enrolled (if determined eligible), after the 180 days.

**Reciprocity** - Licensed cosmetologists and estheticians from Missouri may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

**Objective** - The Academy trains students to become cosmetology service professionals in cosmetology and esthetics.

**Orientation** - All courses have a complete orientation on the first day of classes.

**Class Size** - The Academy limits the class size for all courses.

**Hours** - The Academy is open Monday through Saturday, days and evenings. Hours of attendance are assigned per program and start date.

**Class Starting Dates** - Class starting dates are listed on the Programs Information page.

**Holidays** - The Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day Week, Labor Day, Thanksgiving Day, and Christmas Day.

**Housing** - Contact the admissions staff for assistance in locating housing.

**Books and Kits** - Appropriate books and kits are provided by The Academy and issued to students during training. Students provide their own paper/writing supplies.

**Uniforms** - Students wear academy-approved professional apparel and shoes. See the Apparel Code for more information.

**Extra Education** - Extra educational events are available for students at The Academy.

**Extra Instructional Charges** - The Student will provide and wear Academy-approved professional apparel and shoes. If the Student does not complete training by the calculated contract date, an additional fee of \$13.33 per hour for the cosmetology program and \$17.77 for the esthetics program will be charged until the required hours are completed.

## ACADEMIC INFORMATION

**Graduation Requirements** - A grade average of 85% is required for graduation from any program at The Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All course work and course hours must be completed to graduate. Graduates earn a diploma.

**Grades** - The Academy uses a 100-point grading scale: 85-100% is passing. Below 85% is not passing. Grades are given for classroom work, projects, and styling area/clinic performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

**Incompletes** - Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

**Inadequate Grades** - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be counseled several times during the same grading period.

**Suspension** - Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be counseled about the problem and what the student must do to correct the problem. It is the intent of The Academy to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of The Academy to inform the student and to tell the student how deficiencies could be corrected.

**Termination** - A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with policies of The Academy as outlined in this catalog.

**Terms of Re-entry** – A student who must withdraw temporarily may re-enter the school under the following conditions: 1) the student had satisfactory progress academically and in attendance when the temporary withdrawal began; 2) the student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or the student or the student’s family member required medical attention that required the student to temporarily withdraw. Under any one or combination of these conditions the student will be re-admitted without prejudice. Students re-entering the institution will return in the same progress status as when they left.

## CAREER PLANNING

**Licensing Requirements** – To become licensed in Missouri, students must complete the hours of approved training, graduate from an approved school, and pass the state board and state law exams. Hours of approved training:

Program	Required Hours	Months to Complete
Cosmetology	1500	11-18 Months
Esthetics	900	7-12 Months

**Placement** – The Salon Professional Academy does not guarantee employment. The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy will also follow-up with graduates to help us prepare new students for future job placement.

**Career Opportunities** - There are many opportunities open to licensed cosmetologists and estheticians. The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons, and destination spas. Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant, or an admissions and financial aid director in cosmetology schools. Additional licenses are required to become an educator in a school of cosmetology arts and sciences.

## ACADEMY POLICIES

These policies are important to your success at The Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. Be pleasant and smile!

**Learning-** Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

**Appearance-** Students are required to follow the Apparel Code.

**Personal Service-** Students in good standing will receive a monthly student service voucher when on the salon floor.

**Conduct In Salon Area-** Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at or behind the reception desk, in the salon area or around a station where another student is working with a guest. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services. Breaks and lunch times are scheduled by the educator. Clean work area and put all tools and laundry away before a break or lunch. Please do not leave the building or go on break before the scheduled time without the educator's approval. A tardy will be given for clocking out/taking lunch before the scheduled time.

**Phones, Cell Phones, & Purses-** Cell phone use is restricted to designated phone zone areas: Taking a photo at the ring light, in the breakroom, by the back door, or outside when on a break/lunch. It is the student's responsibility to give the Academy's phone number to friends, family, doctor's office, child's school, caregiver, or anyone needing to contact you for emergency/urgent matters. Purses/bags are not allowed in the classroom or salon area for the safety of personal items. Please bring books, pens/pencils, and notebook only into class rooms. Kit supplies should be kept in a locker until an educator has instructed that is needed. A student may be sent home for not following policies.

**Attendance Policy-** Students are required to be here during their scheduled hours. If a student is tardy or absent, any hours/minutes missed may cause the student to go over contract which will then cause the student to pay additional over contract charges along with the possibility of dismissal from the program. Please see SAP Policy for additional information.

**Early Arrival-** A student may clock in 30 min before their scheduled start time. If a student clocks in before 30 minutes, the student will not receive credit for those hours/minutes.

**Late Arrival-** Any student that will be late for their scheduled start time must call before their scheduled time to report the tardy. The student must speak to an educator or employee of the school. If the student will be more than 30 min late, the student will not be admitted into class or floor area without excusable documentation. If the student does not call to report the tardy by their scheduled time, the student will be sent home upon arrival and receive an unexcused absence. If the student calls before they're scheduled, and arrives no more than 30 minutes late, the student will be allowed to clock in and only receive a tardy.

Excusable Documentation:

1. Illness of student or student's child with doctor's excuse\*
2. Funeral with program from service
3. Car accident with police report
4. Doctor visits for non-illness appointments require a doctor's note. (Examples: medical, dental, vision, pregnancy)
5. Maternity or complications of pregnancy with doctor's excuse\*

\*Doctor's excuse must show that you were in the office the day of the absence and released to return to school.

**Leaving Early or Sent Home-** If a student leaves early without proper documentation or is sent home, it will be documented as a tardy in their attendance. A student may be sent home for the following: Improper dress code, refusing clients or services scheduled, sitting in a car in the parking lot, not participating in assigned classroom or salon/spa activities and sanitation's, cell phone use in restricted areas, or any other professional conduct listed in the academy's policies. Policies are subject to change.

**Absences-** If a student requires a day off, the student must fill out an Absence Request Form prior to the date needed and turned in to their educator. For unexpected days off, the student must call before 9am to report their absence. If a student does not call to report their absence or does not come back from lunch it will result in a loss of \$50 from their scholarship and documented as a no call/no show.

1 tardy = \$10 removed from their scholarship.

**Makeup Hours-** Makeup hours are limited, and should not be depended on to complete the program within the contracted date.

**Lunches-** Students are required to clock out for at least 30 min every day for lunch/dinner breaks. If the student does not clock out, a tardy will be given. If student was unable to take all the minutes required for lunch/dinner because of a client, the student must get documentation signed from the educator that is working with them. That documentation must be turned in that day for it to count.

**Absences & Grades During Foundations-** During the “Foundations” period, if a student is absent for more than the following number of days (does not have to be consecutive), the student may have to repeat foundations with the next scheduled class.

Cosmetology Students: 3 Days/ 18 Hours  
Esthetic Students: 3 Days / Full Time 18 Hours or Part Time 11 Hours

A Student must have an 85% or above on all tests taken in foundations before going on the floor and working on guests.

**Care of Texts, Kits, and Equipment-** Your texts and kits are provided. Kit items are to remain in the school until graduation. If an item is lost or broken, replace it promptly. Borrowing is not allowed. Lockers are provided to protect your professional tools. Your text books are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. School equipment is not to leave the school at any time.

**Hours-** School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. School holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. A student may be sent home for all or part of a day for rule breaking. The electronic scanner time clock keeps your hours record in minutes. Even one minute late is a tardy!

**Smokers-** Please smoke or vape outside in the back of the school away from the door. Smoker’s sanitations will be required.

**Lockers-** Each student will use a locker to store personal items and be provided a lock and key. Lost keys will be replaced by the student. The Locks and keys are to be returned with the locker cleaned out on a student’s last day. There is a \$20 fee for lost locks and/ unreturned locks.

**Grades-** All training must be completed with an 85% average. Please See SAP Policy.

**Incompletes-** Incompletes are given at the discretion of the educator when students are working on guests in the salon area. When a student receives an incomplete on the grade sheet, it means the student didn’t know all the steps of the on service or guest handling procedures. The educator will coach the students in the specific areas they need help.

**Inadequate Grades-** When a student is deficient in one or more areas of study or skill, the educators will determine what period of time the student will have to complete the work satisfactorily. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised of progress during the grading period.

**Suspension/Dismissal-** Students may be suspended/dismissed for poor performance, absence, tardiness, inappropriate behavior and any refusal to follow TSPA policies. If a student is suspended, the student will be advised about what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. Employers ask about attitude, attendance and levels. Students may be sent home or suspended when not following school policies.

Property removed from the Academy without authorization is considered theft and will not be tolerated. Falsifying documents, appointment schedules, service tickets, or records of the Academy is also considered theft and may result in dismissal from the program.

**Student may be dismissed if that student commits any of the following crime of harassment if:**

1. (s)he knowingly
2. (s)he does any of the following:
  - a. Communicates a threat to commit a felony to another person and in so doing frightens, intimidates, or causes emotional distress to such other person;
  - b. Communicates with another person and uses coarse language offensive to one of average sensibility and thereby puts such person in reasonable apprehension of offensive physical contact; OR
  - c. Frightens , intimidates, or causes emotional distress to another person by making an anonymous phone call or any electronic communication; or
  - d. Makes repeated unwanted communication to another person.

**Students may be dismissed if that student commits the crime of third degree assault if (class A misdemeanor)(s)he:**

1. a. attempts to cause physical injury,  
b. causes physical injury
  - i. recklessly; or
  - ii with criminal negligence using a deadly weapon; or
  - iii (s)he recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person.
- c. knowingly causes physical contact with an incapacitated would consider offensive or provocative.

**A person also commits third degree assault if (class C misdemeanor) (s)he:**

2. a. purposely places another person in apprehension of immediate physical injury; or  
b. knowingly causes physical contact knowing the other person will regard it as offensive or provocative
3. A person who has plead guilty to or been found guilty of the crime of assault in the third degree more than two times against any family or household member as defined in section 455.010, is guilty of a class D.

**All suspensions and dismissals will be determined by the discretion of the staff at The Salon Professional Academy.**

**Food and Beverages-** Please keep all eating in the break room and stored in a locker or the refrigerator. Any items left out in the break room area will be removed at the end of each day. Items in the refrigerator will be removed at the end of each week. Beverages in closed bottles or with a lid are only allowed in the classroom during theory, or underneath the station. No food is allowed at styling stations or spa area.

**PDA-** Public display of affection has a tendency to create unfavorable impressions and attitudes toward the school and individuals involved. Students are requested to use good judgment and avoid the embarrassment of having fellow students and/or staff of The Salon Professional Academy make formal complaints that could result in suspension/dismissal from the program for the students involved.

**Parking Area-** Please park away from the building. Use the last 3 rows towards the highway. This leaves room for our guests to park close by and walk into the school.

**Interruptions-** When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or salon area where you are assigned for the day. Do not roam about interrupting other students in training.

**Educator in Charge-** When you are working on practical skills either in the classroom or the salon area or spa, please work with the educator who has responsibility of that area.

**School Closing-** Go to KSDK T.V. station or on line for school closing report due to weather. TSPA also utilizes a text messaging system to notify students of school closings, emergencies, etc. Please be sure we have your correct cell phone number and cell phone service provider on file so you can receive these text messages.



## APPAREL CODE

Create a Perfect First Impression! Look the part of a professional and you will feel professional!

**If you are not professionally dressed according to the apparel code, you will be written up and/ sent home.** \*When in doubt bring it in 1<sup>st</sup> to get approval

A name tag is provided at orientation. Dress code is subject to change and is up to the discretion of the academy. Our goal is for students to be creative and expressive, yet professional.

### Shoes –

- Black, clean, polished shoes
- Sandals ok, if toes are polished
- No flip flop beach style shoes
- No rubber slides
- No tennis shoes or sneakers- Not even Van or Ked style. Please look up on line for guidance to see if a shoe is listed as a sneaker. Example: DSW/Nordstrom

### Uniform –

**Black bottoms: not faded to grey.** Piping, pin stripes, stitching of a different color other than black are not allowed  
**Black dresses and skirts must fall below middle finger.** Open skirts or sheer layers are not considered clothing, but an accessory, and must be black. What is underneath sheer layer exposed is what needs to be within dress code. As styles change, the dress code changes as well.

**Leggings** must be worn with a top long enough to cover the back side with arms elevated. Legging style pants with back pockets can be worn with a shirt that doesn't cover the back side.

**No shorts**, or rompers

**Black tops** MUST meet bottoms! No bare midriffs or open back tops.

- May be sleeveless if all bra straps are covered.
- Avoid cotton ribbed tank tops of any style
- Avoid low cut tops exposing cleavage
- No spaghetti straps, (straps must be 2 fingers width wide)
- No tube tops, strapless, one sleeve, off the shoulder, or halter neck lines with an exposed back. Students must wear a tank/shirt underneath this type of clothing. (Bralette's are not a tank/shirt)
- Dressy racerback tanks are allowed if bra is covered
- Bra straps are not allowed to be exposed

**Bralette's**- Only wear as an accessory. They cannot replace a shirt/tank must be black. Adjustable bra straps are not allowed to be exposed with a bralette. Lace-only bralette's appropriately, and modestly are allowed to be exposed.

-Tights/hose if worn must be black or neutral in color

-Socks must be black

-Be creative - add colored jewelry, belt or scarf

-Repair lost buttons, torn seams

-No inside out clothing

**No lounge wear, gym/ yoga style clothing or Hooded sweatshirts even on Monday**

-Metal studs and clear rhinestones on clothing are acceptable

-Celebration day- Students may wear their team color on top with black bottoms

**Level 3** students may add white and grey to their uniform. Grey jeans are not allowed

**Level 4** can wear any color except: grey denim or blue denim

\*Classrooms are chilly; please bring an all-black jacket or sweater to stay within dress code no blankets are allowed.

### Makeup –

Arrive to school with makeup applied appropriately for taking clients. School makeup is for classroom and salon area guests. Students are not allowed to use the academy's makeup for personal use.

### Nails –

Clean and filed. Esthi's must have short nails without acrylic overlay.

Polish must be neat and not chipped

Students are not allowed to use the school nail supplies for personal use

### Hair – Arrive to school with makeup applied, hair clean, dry, finished and styled.

**No hats;** baseball caps, bandanas, beanies, etc.

Hair accessories are ok – examples: extensions, headbands, bows, flowers, etc



## SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory progress policy applies to all students' whether receiving Federal Title IV funds, partial funding assistance, or self-pay that are enrolled in a NACCAS approved program. Satisfactory progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their attendance and academic status via a progress report.

**Attendance Progress** - All students attending The Salon Professional Academy must maintain Satisfactory Progress which is defined as reaching each checkpoint of training with an average 85% attendance. Students are expected to attend classes as per their enrollment agreement. **Students are responsible to clock in and out appropriately to document their hours.** Students who miss 10 consecutive days of school (14 Calendar Days) without communicating with the schools directors/educators may be terminated on the 11<sup>th</sup> consecutive day.

Students must attend a minimum of 85% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 117%.

### Cosmetology Students:

Full Time= 30 scheduled hours during foundations and 34 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 68 hours. If a student is behind more than 68 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a full time student, 117% is equal to 8 weeks/ 255 hours or more behind.

Three Quarter Time= 30 scheduled hours during foundations and 25 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 50 hours. If a student is behind more than 50 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a 25 hour a week student, 117% is equal to 10 weeks/ 255 hours or more behind.

Part Time= 30 scheduled hours during foundations and 17 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 34 hours. If a student is behind more than 34 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a 17 hour a week student, 117% is equal to 15 weeks/ 255 hours or more behind.

### Esthetic Students:

Full Time= 30 scheduled hours during foundations and 34 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 68 hours. If a student is behind more than 68 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a full time student, 117% is equal to 4 weeks/ 127.5 hours or more behind.

Part Time= 17 scheduled hours during foundations and 17 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled Saturday for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 34 hours. If a student is behind more than 34 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a part time student, 117% is equal to 8 weeks/ 127.5 hours or more behind.

**If a student changes status at some time other than what is defined above, the Change of Status Form will include the appropriate hours and weeks.**

Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOA's will extend the students contract period and max time frame by the same number of days taken in the LOA.

### Absences During Foundations

During the “Foundations” period, if a student is absent for more than the following number of days (does not have to be consecutive), the student may have to repeat foundations with the next scheduled class.

Cosmetology Students: 3 Days/ 18 Hours  
 Esthetic Students: 3 Days / Full Time 18 Hours or Part Time 11 Hours

**Academic Progress** - Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the licensing agency. Students must maintain a grade average of 85% and complete all written and practical final exams prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:      95 - 100   A = Excellent  
    91 – 94    B = Good  
    85 – 90    C = Average  
    84 or less = Failing

**Determination of Progress** - Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress until the next evaluation point. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will sign the SAP document at each evaluation and will have access to these documents in their student file. The SAP document will state if the evaluation will impact the students’ financial aid. Students will be evaluated at the following points:

<b>Course/ Program</b>	<b>Pay Period / Scheduled Hours / Weeks</b>	<b>Evaluations Are Completed When Students Are Scheduled to complete:</b>
Cosmetology	Pay Period 1 / 1-450 Hours / 14 Weeks Pay Period 2 / 451-900 Hours / 14 Weeks Pay Period 3 / 901-1200 Hours / 9 Weeks Pay Period 4 / 1201-1500 Hours / 9 Weeks	450 Hours/ 14 Weeks 900 Hours / 14 Weeks 1200 Hours / 9 Weeks
Esthetics	<b>Full Time-</b> Pay Period 1 / 1-450 Hours / 14 Weeks Pay Period 2 / 451-900 / 14 Weeks  <b>Part time-</b> Pay Period 1 / 1-450 Hours / 26.5 Weeks Pay Period 2 / 451-900 / 26.5 Weeks	450/ 14 Weeks  450 / 26.5 Weeks

**Warning** - Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status. Students will be required to complete any missing work and/or make up any hours that may put them back into SAP.

**Appeal** - If a student is determined as NOT making Satisfactory Progress after the Warning Status, they will become ineligible for Title IV funds. The student may appeal the negative determination. Students who wish to appeal the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the School required form. The student must submit a written appeal on the school’s form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within 5 business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian (if applicable), and appropriate school staff. The Academy will determine if SAP can be met by the end point of the probation period. A decision on the appeal will be made within 3 business days after the hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated and be placed on Probation until the next evaluation period.

**Probation** - Students on Warning Status who do not meet requirements at the next evaluation point and have prevailed in their Appeal will be placed on Probation Status if it is determined they can meet the SAP requirements within the 117% timeframe. An academic plan will be made for that student. The student will be required to follow the Academic Plan. The plan may include the requirement to make up hours and/or complete all missing work. A student may be placed on Probation Status for one evaluation period.

If the Academy determines that a student is not making satisfactory progress and will not be able to meet these SAP requirements within the maximum time frame of 117%, the Student may be dropped from the program.

**Reestablishment of Status** - A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 85% or better, and/or 2) Increasing cumulative attendance to 85%.

**Reinstatement of Financial Aid** - Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

**Determination Date / Withdrawal Date (Official Withdrawal / Unofficial Withdrawal)** - The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had previously attending could be up to but not to exceed 14 calendar days from the student's last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

**Course Incompletes, Repetitions and Non-Credit Remedial Courses** - Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy and do not apply to The Salon Professional Academy.

**Reentry Students / Interruptions** - Students who have been terminated or withdrew from school may be re-enrolled (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school may be re-enrolled (if determined eligible), after the 180 days will pay the \$5 licensing fee and will be charged for contracted hours at the current tuition rate. Students re-entering the institution will return in the same progress status as when they left. Students who were dismissed from the program due to exceeding the maximum time frame of 117%, may be re-enrolled (if determined eligible), after the 180 days.

## Return of Title IV Funds

The Academy may return Title IV funds for various reasons. The following lists those reasons and how the determinations are made.

**Overpayment of Title IV Funds** - An overpayment occurs when a student receives more financial aid (this includes scholarships, grants, and loans) than what is needed per the course budget. If the funds have been disbursed to the student, the student will then be notified of the overpayment in writing by The Salon Professional Academy. If the student is required to return any funds disbursed to them, they will have 45 days from the day they were sent the notice to return the funds to the Financial Aid Office. The financial aid office will then return those funds on the student's behalf. If the student does not return the funds directly to the financial aid office, they must provide proof of the return from their loan servicer. If proof cannot be provided, the Academy will use the form provided by the US Department of Education to refer the student to the Debt Resolution Service Department.

**Student Withdrawal** - When a recipient of title IV grant or loan assistance withdraws from the Academy during a payment period in which the recipient began attendance, the Academy must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date.

The withdrawal date is the last date of attendance for official withdrawal and unofficial withdrawal. The last day of attendance is determined by the student attendance record. Once that date is determined, the Academy will then determine the amount of hours the student was scheduled to complete between the first day of the payment period and the withdrawal date. This percentage will determine the amount of aid earned:

- Under 60% of hours scheduled = Earned amount is equal to the percent of hours.  
Example: Student was scheduled to complete 30% of the hours in the payment period, they earn 30% of the aid awarded.
- 60% or over hours scheduled = Earned amount is 100%  
Example: Student was scheduled to complete 60% of the hours in the payment period so all awarded aid was earned.

Any unearned title IV funds that have been disbursed to the student's account will be returned to the Secretary by the Academy on the student's behalf along with written notice to the student of these returned funds. The Academy will return these funds within 45 days of making the determination.

Funds are returned in the following order:

- 1<sup>st</sup>- Unsubsidized Federal Direct Loans
- 2<sup>nd</sup>- Subsidized Federal Direct Loans
- 3<sup>rd</sup>- Parent Plus Direct Loan
- 4<sup>th</sup>- Federal Pell Grants

If earned funds have not been disbursed, the Academy will consider earned funds as a post withdrawal disbursement.

**Post Withdrawal disbursements** - 1<sup>st</sup>- If the R2T4 calculation shows the student is eligible for a Pell Grant post withdrawal, the academy may credit the student's account without permission from the student to cover any tuition or fee. Authorization is necessary for any charges other than current charges.

2<sup>nd</sup>- If the R2T4 calculation shows the student is eligible for a Post Loan withdrawal disbursement, the Academy must obtain confirmation from a student or parent, in the case of a parent plus loan, before making any loan disbursement. The Academy will notify the student/parent in writing within 30 days of determining eligibility of a post withdrawal disbursement. This notification will explain what the disbursement will credit towards the student's account and any funds that could be directly disbursed to the student or parent, in the case of a parent plus loan. Confirmation must be made by the student and/or parent, in the case of a parent plus loan, within 180 days that they would like these disbursements made. The student/parent does have the right to request all or just a portion of the loans they would like to be disbursed.

Please remember that all Title IV loan funds, student and/or parent, will require repayment in accordance to the agreement made by signing the master promissory note. Students may still have a balance with the Academy after all

Withdrawal Date (Official Withdrawal / Unofficial Withdrawal)

- A student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. Notification can be in writing or in person.  
If the student chooses to do this in writing, please mail it to:

Attention: Admissions  
The Salon Professional Academy  
3141 West Clay  
St. Charles, Mo 63301

- A student is considered unofficially withdrawn when they have been absent for 10 consecutive days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

Please remember that all Title IV loan funds, student and/or parent, will require repayment in accordance to the agreement made by signing the master promissory note. Students may still have a balance with the Academy after all earned Title IV funds are applied.

After the R2T4 process is complete, and the student's ledger has all earned Title IV funds applied, the Academy will then complete the Tuition Refund Worksheet to determine if any other balances remain on the student's account. Below is the example of the Academy's refund chart:

Percentage of total program Represented by scheduled hours	Maximum amount of total tuition Academy shall receive or retain
0.1 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

**If the Student is scheduled to complete 50% of the course hours, no refund is due and all tuition is due.**

**Failure to repay any Title IV funds may result in the student losing eligibility for Title IV aid in the future. Failure to repay the Academy any remaining balances may result in the student not being able to transfer hours to another institution, and/or not being able to take the Missouri State Board Exam. The Academy will also send the student to collections for any balances due on the account if arrangements for repayment are not made with the Academy within 30 days of the Academy sending notice in writing to the student about their account balance. The Academy collection services are provided by:**

**Evans & Dixon LLC  
211 North Broadway Suite 2500  
St. Louis, Mo 63102  
314-436-6757**

**Consumer Information** - For all cosmetology students (both borrowers and non-borrowers) completing the program between July 1, 2014 and June 30, 2015 enter the median cumulative debt for each of the following:

Federal student loan debt: **\$9731**  
Private loan debt: **\$0**  
Institutional financing plan debt: **\$3646.87**

For all esthetic students (both borrowers and non-borrowers) completing the program between July 1, 2014 and June 30, 2015 enter the median cumulative debt for each of the following:

Federal student loan debt: **\$7779.50**  
Private loan debt: **\$0**  
Institutional financing plan debt: **\$2885**

**Leave of Absence Policy** - A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. Emergency leaves of absence, without prior written request may be granted provided the student completes the leave of absence request form and return it to the school via mail or in person. There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time.

The minimum time frame for a leave of absence is 30 calendar days. The maximum time frame for a leave of absence is 6 calendar weeks. The school permits more than one non-consecutive leave of absence in a 12-month period provided that the total number of days of all leaves of absences do not exceed 180 days in a 12-month period.

The student is required to keep in contact with the administrative offices to make plans for their return. If no contact has occurred, via phone or mail, notice will be given to the student in regards to their future at the Academy. If the student fails to return on their next scheduled day after the leave of absence the Academy will consider this an unofficial withdrawal. The withdrawal date used for refund calculation purposes will be the students last date of attendance prior to the LOA.

The student will not be charged any additional fees or tuition because of a LOA. When the student returns from the LOA, they will begin with their program where they left off. The students' contract date will be extended by the same amount of days taken during the LOA. Changes to the contract period must be signed off by the student and Academy. Students will be advised prior to their LOA about any effect the LOA would have on their Title IV funding as well as the consequences of not returning from the LOA and the terms of any title IV loans, including the expiration of the students' grace period.

## REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Every termination will have a refund calculation preformed and refunds will be made in a timely matter.

An applicant not accepted by the Academy is entitled to a refund of all monies paid to the school, minus the application fee of \$100. If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in person or in writing, or is not accepted, within three business days of the execution of this agreement, all monies paid herein, including all fees, shall be refunded by the Academy to the student. If the Student cancels enrollment after three business days of the execution of the agreement and it is prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to the Academy, less the application fee of \$100, registration fee of \$95.

In the event the Student begins but does not complete the course, by the student's choice or by termination from the Academy, the Student will be charged in accordance to the Academy's Refund Policy. If the Student terminates prior to course completion, the Student is assessed a **\$150.00** termination/withdrawal fee. All refund calculations are based on scheduled hours on the students last day of attendance. The Academy will receive or retain tuition as follows:

Percentage of total program Represented by scheduled hours	Maximum amount of total tuition Academy shall receive or retain
0.1 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

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

In the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Academy that the Student will not be returning.

The cancellation date of official cancellations or withdrawals made in writing is determined by the postmark on the written notification, or the date said information is delivered to the Academy in person.

If the Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. If the course is cancelled after the Student's enrollment, but prior to beginning classes, the Academy shall provide a full refund of all monies including all fees. If the course is cancelled after the Student's enrollment, and classes have begun, the Academy shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Any monies due the Student shall be refunded within 45 days of the official withdrawal. Official withdrawals are determined when a student notifies the Academy of their withdrawal. In the case of an unofficial withdrawal, monies shall be refunded 45 days after the date of determination. Unofficial withdrawals are determined when a student has been absent for 10 days without communication with school officials. The 11<sup>th</sup> day will be the date of determination. . Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

If the refund calculation determines that the student will owe the Academy any uncollected tuition, the student will be notified in writing within 45 days from the last date of attendance. The student will have 30 days to make arrangements for the payment. If arrangements are not made, the Academy will submit a copy of the students' enrollment agreement, refund calculation worksheet, and ledger to Evans & Dixon LLC for collections.



## REGULATORY INFORMATION

**Owners** - The Salon Professional Academy, The MiaTina LLC is a corporation in Missouri.

**Organizations** – The Salon Professional Academy is licensed by the Missouri State Board of Cosmetology and Barbering, P.O. Box 1062, Jefferson City, Missouri, 65102. (573) 751-1052

The Salon Professional Academy is accredited by NACCAS 3015 Colvin St., Alexandria, VA 22314, (703) 379-2200

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

**Non-discrimination** – The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

**Campus Security Act Information Disclosure** - Under the Crime Awareness Campus Security Act of 1990, we are required to provide students with the following safety information about our campus. All criminal actions must be reported to an educator, director, or owner immediately. That individual will assist the student or client in reporting the crime to the St. Charles County Sheriff or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying the police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures, including crime prevention, personal safety off-campus, fire, and tornado procedures, etc.

Local police speakers will be scheduled at least once annually for all staff and students.

We have no reports of murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft to report. We have no reports of liquor law violations, drug abuse violations or weapons possession.

**Director of Admissions:** Chrissy Rice - admissions@tspastlouis.com

**Director of Financial Aid:** JoAnne Bredensteiner – financial\_aid@tspastlouis.com

**Director of Education:** Christine Pitman – educators@tspastlouis.com

*All educators have salon experience, are licensed cosmetologists, estheticians or nail techs, and are licensed educators.*

Tara McGrath	Patricia North	Katie Newton	Rachel Nicholl
Lorna Burke	Lindsey Niko	Kelly Hawkins	Patricia Thai
Adrienne Bruce	Bianca Cavendar	Vicky Farrar	

**Pre-Enrollment Information-** The following information is based on the outcomes submitted to NACCAS via the Annual Report. The required reporting period is 1/1/2018-12/31/2018.

Cumulative	Cosmetology	Esthetics
Graduation Rate: 88.52%	Graduation Rate: 82%	Graduation Rate: 94%
Licensure Rate: 100%	Licensure Rate: 100%	Licensure Rate: 100%
Placement Rate: 67.59%	Placement Rate: 71%	Placement Rate: 64%

## Board Approved Credential Evaluators

If you earned your high school diploma outside of the United States, please use one of the following credential evaluators:

Aequo International

150 4<sup>th</sup> Ave N., Suite 850

Nashville, TN 37219

Phone: 844-882-3786

Email: [info@aequointernational.com](mailto:info@aequointernational.com)

Website: [www.aequointernational.com/index.html](http://www.aequointernational.com/index.html)

Educational Credential Evaluators

PO Box 514070

Milwaukee, WI 53203-3470

Phone: 414-289-3400

Email: [eval@ece.org](mailto:eval@ece.org)

Website: [www.ece.org](http://www.ece.org)

Span Tran

Miami Intake Office

2655 LeJeune Rd, Suite 602

Coral Gables, FL 33134

Phone: 305-749-0333

Website: [www.spantran.com](http://www.spantran.com)

International Educational Research Foundation Inc.

PO Box 3665

Culver City, CA 90231-3665

Phone: 310-258-9451

Email: [Support@ierf.org](mailto:Support@ierf.org)

Website: [www.ierf.org](http://www.ierf.org)

Please have the evaluators mail a copy to you (bring your copy to your enrollment appointment) and the Missouri Board of Cosmetology at:

Board of Cosmetology and Barber Examiners

PO Box 1062

Jefferson City, Mo 65102

**\*\*If you have earned your high school diploma or GED from a state other than Missouri, or from a private school in Missouri, please have you high school or state send an official transcript to the Missouri State Board before you enroll with The Salon Professional Academy.**



**THE**  
**SALON**  
**PROFESSIONAL**  
**ACADEMY**

# COSMETOLOGY

Our program teaches design, cutting, coloring, makeup, manicuring, pedicuring, basic skin care, and the art of hairdressing combined with knowledge of business strategies and training in guest services.

### PREPERATION FOR SUCCESS

At The Salon Professional Academy, we know that a career in Cosmetology is not just about passing the state board exam. It's about innovation in hair color and techniques, knowledge of business strategies, and training in guest services. While here you will receive a well-rounded education in hair, skin, and nails in both classroom and salon area settings. Our L'Oréal Professional infused cosmetology programs will prepare for a long-term career in the beauty industry.

### MAXIMIZE YOUR POTENTIAL

- Innovative, L'Oréal Professional-infused styling, cutting and coloring techniques.
- Critical business planning and communication skills for a well-rounded education.
- Small classroom sizes to encourage your creativity and promote better learning.
- Hands-on training in our stunning facility, providing you real-world experience.
- Job placement assistance available.

### PROGRAM LENGTH

Our Cosmetology program includes 1,500 hours of education. Full time students complete the program in as little as 11 months. Your training will begin with 8 weeks of foundations in a classroom environment. After foundations, your education will move to the salon area with Mondays continuing in the classroom.

\*See the attached page for schedules.

### TUITION & FEES

FEES: \$100 Application Fee  
 \$95 Registration Fee  
\$5 Student licensing Fee  
 \$200 Total

COSMETOLOGY TUITION:  
 \$1803.88 Kit  
 \$237.60 Textbooks  
\$17953.52 Tuition  
 \$19995 Total

\$138 Board Testing Fee (This fee is now paid to PSI upon registering for the State Boards)

### 2019/2020 START DATES

August 3 2020  
 August 31 2020  
 September 28 2020  
 October 26 2020  
 November 23 2020  
 December 21 2020  
 January 18 2021  
 February 15 2021  
 March 15 2021  
 April 12 2021  
 May 10 2021  
 June 7 2021  
 July 12 2021  
 August 9 2021  
 September 7 2021  
 October 4 2021  
 November 1 2021  
 November 29 2021  
 December 27 2021

**All students begin the program as full-time status. The schedule is Monday - Friday 9-4 for the first 8 weeks.**

After completion of the first 8 weeks, the option to continue the program as full time, ¾ time, or part time is available.

Full time schedules are assigned per class; however, a student can make a schedule change due to work or child care reason. To remain full time, a student must clock 34 hours per week, excluding lunches.

**Full Time Schedules Per Class**

	MON	TUE	WED	THUR	FRI	SAT
<b>August 3 2020</b>	9-4	off	1-9	1-9	9-5	9-5
<b>August 31 2020</b>	9-4	off	1-9	1-9	9-5	9-5
<b>September 28 2020</b>	9-4	1-9	off	9-5	9-5	9-5
<b>October 26 2020</b>	9-4	9-5	9-5	off	9-5	9-5
<b>November 23 2020</b>	9-4	9-5	1-9	9-5	off	9-5
<b>December 21 2020</b>	9-4	1-9	9-5	9-5	off	9-5
<b>January 18 2021</b>	9-4	off	1-9	1-9	9-5	9-5
<b>February 15 2021</b>	9-4	1-9	9-5	9-5	off	9-5
<b>March 15 2021</b>	9-4	1-9	9-5	9-5	off	9-5
<b>April 12 2021</b>	9-4	1-9	9-5	1-9	off	9-5
<b>May 10 2021</b>	9-4	1-9	9-5	1-9	off	9-5
<b>June 7 2021</b>	9-4	9-5	off	1-9	9-5	9-5
<b>July 12 2021</b>	9-4	9-5	1-9	off	9-5	9-5
<b>August 9 2021</b>	9-4	off	1-9	1-9	9-5	9-5
<b>September 7 2021</b>	9-4	1-9	off	9-5	9-5	9-5
<b>October 4 2021</b>	9-4	9-5	9-5	off	9-5	9-5
<b>November 1 2021</b>	9-4	9-5	1-9	9-5	off	9-5
<b>November 29 2021</b>	9-4	9-5	1-9	9-5	off	9-5
<b>December 27 2021</b>	9-4	1-9	9-5	9-5	off	9-5

¾ time schedules are assigned per student request. A student can make a schedule/status change due to work or child care reason after the first 8 weeks. To remain ¾ time, a student must clock 25 hours per week, excluding lunches.

**¾ Time: 25 Hours per week- Optional Shifts Per Day**

Monday	9-4pm	Mandatory Day				
Tuesday	9-1pm	5-9pm				
Wednesday	9-1pm	5-9pm				
Thursday	9-1pm	5-9pm				
Friday	9-1pm	1-5pm				
Saturday	9-5pm	Mandatory Day				

Any times printed in "RED" are examples of how the ¾ schedule can be customized to fit the need of the individual student.

Part time schedules are assigned per student request. A student can make a schedule/status change due to work or child care reason after the first 8 weeks. To remain part time, a student must clock 17 hours per week, excluding lunches.

**Part Time: 17 Hours per week- Optional Shifts Per Day**

Monday	9-4pm	Mandatory Day				
Tuesday	9-1pm	5-9pm				
Wednesday	9-1pm	5-9pm				
Thursday	9-1pm	5-9pm				
Friday	9-1pm	1-5pm				
Saturday	9-5pm	Mandatory Day				

Any times printed in "RED" are examples of how the part time schedule can be customized to fit the need of the individual student.

## Course Outline Cosmetology

**Description:** The primary purpose of this Cosmetology course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level cosmetologist or related position.

**Program Length:** 1,500 hours

**Educational Objectives:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for chemical application/hair treatment/hair dressing, hair styling, hair cutting, esthetics, and nail technology to enter the professional beauty industry as an entry level cosmetologist.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the Missouri State Licensing Exam

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**References:** A comprehensive library of references, periodicals, books, texts, and audio DVDs, media outlets.

**Instructional Methods:** The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

**Grading procedures:** Students are assigned theory study and practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to Greeting, Workshop, Consultations, Closing Recommendations, Appearance, and Sanitation. Students must maintain a theory/practical average of 85%. Student must make up failed or missed tests and incomplete assignments.

**Grading Scale:**

Practical and Theory:	95 - 100	A = Excellent
	91 – 94	B = Good
	85 – 90	C = Average
	84 or less	= Failing

**Program Content:**

Shampooing of all kinds: 40 hours  
Hair coloring, bleaches and rinses: 130 hours  
Hair cutting and shaping: 130 hours  
Permanent waving and relaxing: 125 hours  
Hair setting, pincurls, fingerwaves, thermal curling: 225 hours  
Comb outs and hair styling techniques: 105 hours  
Scalp treatments and scalp diseases: 30 hours  
Facials, eyebrows and arches: 40 hours  
Manicuring, hand and arm massage and treatment of nails: 110 hours  
Cosmetic chemistry: 25 hours  
Salesmanship and shop management: 10 hours  
Sanitation and sterilization: 30 hours  
Anatomy: 20 hours  
State Law: 10 hours  
Advanced classes and practical practice: 470 hours

**Foundations: Weeks 1-8 of a student's program. Hours are Monday-Friday 9-4pm**

**Curriculum:**

Orientation  
Professional Development  
Nail Theory/Manicuring/Pedicuring  
Design Decisions  
Hairstyling  
Trichology  
Ecology  
Chemistry  
Hair Color  
Electricity  
Facial Waxing  
Make Up  
Hair Cutting  
Front Desk/Jump Training  
ALMOTT Training  
Product Knowledge

**Chemical Texturizing: Weeks 9-16. Class Hours Monday 9-4. Student Salon hours assigned per class Tuesday-Saturday.**

**Curriculum:**

Permanent Waving  
Chemical Relaxing  
Chemical Hair Straightening

**Advanced Training: Weeks 17-24. Class Hours Monday 9-4. Student Salon hours assigned per class Tuesday-Saturday.**

**Curriculum:**

Advanced Styling & Cutting  
Advanced Color Placement  
Color Correction

**Anatomy/Skin Care: Weeks 25-32. Class Hours Monday 9-4. Student Salon hours assigned per class Tuesday-Saturday.**

**Curriculum:**

Anatomy  
Skin Physiology  
Facials  
Body Waxing

**Salon Business: Weeks 33-40. Class Hours Monday 9-4. Student Salon hours assigned per class Tuesday-Saturday.**

**Curriculum:**

State Law  
Salon Business  
Resume Writing  
Interview Skills  
Job Search Skills  
Salon Tours  
Total Look

**Mock Boards: Weeks 41-46. Class Hours Monday 9-4. Student Salon hours assigned per class Tuesday-Saturday.**

**Curriculum:**

Preparation for the practical portion of State Boards  
Practicing Steps of the State Board  
Review Exams  
Final Exam



**THE  
SALON  
PROFESSIONAL  
ACADEMY**

**ESTHETICS**

Our program teaches the latest techniques to purify, balance and renew the skin, as well as hair removal and make up applications. We combine all of this with knowledge of business strategies and training in guest services.



**PREPERATION FOR SUCCESS**

At The Salon Professional Academy, we know that a career in Esthetics is not just about passing the state board exam. It's about understanding theoretical principles and specialized techniques, knowledge of business strategies, and training in guest services. While here you will receive a well-rounded education in both classroom and spa area settings. Our Esthetics program prepares you for the ongoing challenges of keeping up on the trends, science and products to meet the consumer demand for a long-term career in the beauty industry.

**MAXIMIZE YOUR POTENTIAL**

- Specialized techniques and theoretical principals for skin analysis and conditions, facials, chemical treatments, skin and body treatments, hair removal and make up applications.
- Critical business planning and communication skills.
- Small classroom sizes to promote better learning and individualized attention.
- Hands-on training in our stunning facility, providing you real-world experience.
- Job placement assistance available.

**PROGRAM LENGTH**

Our Esthetics program includes 900 hours of education. Your training will begin with 7-13 weeks of foundations in a classroom environment. After foundations, your education will move to the spa area.

Full Time: Foundations-First 7 Weeks: Monday-Friday 9am-4p  
 Floor Schedule-Begins after Foundations: Monday 9-4pm, Tuesday-Friday 9-5pm.  
 Part Time: Foundations & Floor Schedule: Monday, Tuesday, Wednesday 5:30pm-9pm, Saturday 9am-4:30pm

**TUITION & FEES**

FEES: \$100 Application Fee  
 \$95 Registration Fee  
\$5 Student licensing Fee  
 \$200 Total

ESTHETICS TUITION: 900 Clock Hours  
 \$1089.75 Kit  
 \$237.60 Textbooks  
\$16667.65 Tuition  
 \$17995 Total

\$138 Board Testing Fee (This fee is now payed to PSI upon registering for the State Boards)

**2020/2021 START DATES**

**Full Time 2020** May 25, Jul 20, Sept 7, Oct 26, Dec 14

**Full Time 2021** Feb 1, Mar 22, May 10, June 28, Aug 23, Oct 11, Nov 29

**Part Time 2020** Jul 20, Oct 19

**Part Time 2021** Jan 18, Apr 19, Jul 26, Oct 25



# Course Outline Esthetics

**Description:** The primary purpose of this Cosmetology course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level esthetician or related position.

**Program Length:** 900 hours

**Educational Objectives:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for skin care, make up, hair removal, aromatherapy, body treatments, and reflexology to enter the professional beauty industry as an entry level esthetician.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the Missouri State Licensing Exam

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**References:** A comprehensive library of references, periodicals, books, texts, and audio DVDs, media outlets.

**Instructional Methods:** The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

**Grading procedures:** Students are assigned theory study and practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to Greeting, Workshop, Consultations, Closing Recommendations, Appearance, and Sanitation. Students must maintain a theory/practical average of 85%. Student must make up failed or missed tests and incomplete assignments.

## Grading Scale:

Practical and Theory:	95 - 100	A = Excellent
	91 – 94	B = Good
	85 – 90	C = Average
	84 or less	= Failing

## Program Content:

Facials, cleansing, toning, massaging: 120 hours  
Make up application, all phases: 134 hours  
Hair Removal: 30 hours  
Body treatments, aromatherapy, wraps: 120 hours  
Reflexology: 35 hours  
Cosmetic sciences, structure, condition, disorder: 109 hours  
Cosmetic chemistry, products and ingredients: 99 hours  
Salon management and salesmanship: 55 hours  
Sanitation and sterilization: 69 hours  
State Law: 10 hours  
Advanced classes and practical practice: 119 hours

**Foundations:**

**Full Time Weeks 1-7 of a student's program. Hours are Monday-Friday 9-4pm**

**Part Time Weeks 1-13 of a student's program. Hours are Monday, Tuesday, Wednesday 5:30-9pm & Saturdays 9-4:30pm.**

**Curriculum:**

Orientation  
Personal Development  
Front Desk/Jump Training  
Product Knowledge  
Skin Physiology  
Facials  
Make up  
Hair Removal  
Electricity  
Anatomy  
Chemistry  
Ecology  
Client Care  
Micro Dermabrasion  
Lash Lift  
Lash & Brow Tint  
Advanced Treatments  
Estheticians in the Medical Field  
HydraFacial Certification

**Salon Business:**

**Full Time Weeks 8-14. Class Hours Monday 9-4. Student Salon hours 9-5pm Tuesday-Friday.**

**Part Time Weeks 14-26 of a student's program. Class Hours are Monday 5:30-9pm. Student Salon Hours are Tuesday, Wednesday 5:30-9pm & Saturdays 9-4:30pm.**

**Curriculum:**

Salon Business  
Resume Writing  
Interview Skills  
Job Search Skills  
Spa Tours  
Professional Development  
ALMOTT Training

**Advanced Training:**

**Full Time Weeks 15-21. Class Hours Monday 9-4. Student Salon hours 9-5pm Tuesday-Friday.**

**Part Time Weeks 27-39 of a student's program. Class Hours are Monday 5:30-9pm. Student Salon Hours are Tuesday, Wednesday 5:30-9pm & Saturdays 9-4:30pm.**

**Curriculum:**

Advanced Medical Peels  
Dermaplaning  
Micro Needling  
Micro Blading  
Lash Extension

**Mock Boards:**

**Full Time Weeks 22-28. Class Hours Monday 9-4. Student Salon hours 9-5pm Tuesday-Friday.**

**Part Time Weeks 40-52 of a student's program. Class Hours are Monday 5:30-9pm. Student Salon Hours are Tuesday, Wednesday 5:30-9pm & Saturdays 9-4:30pm.**

**Curriculum:**

State Law  
Preparation for the practical portion of State Boards  
Practicing Steps of the State Board  
Review Exams  
Final Exam



## PAYMENT PLANS & SCHOLARSHIPS

### CUSTOMIZED CASH PAYMENT PLAN

This is a monthly payment program. While in school students will be required to pay a minimum of \$1000 per month towards their tuition. The remaining tuition will then be divided into a 12-36 month payment that will begin once the student has graduated. Payments can be made via cash, check, money order, or credit card.

### PAY IN FULL

If the student tuition can be paid up front, by the first day of class, the student will receive 20% off tuition. Financial aid cannot be used with this option. Payment can be made via cash, check, money order, or credit card.

### FINANCIAL AID

Apply for federal financial aid by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Add our School Code **041706**  
If you qualify, Federal Pell Grants and Student Loans can be used towards your tuition. If you need assistance filling out your FAFSA or have questions about financial aid, call JoAnne at 636-541-9757.

### SCHOLARSHIPS

You will have the opportunity to earn scholarships throughout your program. Scholarships are earned by participation in the Summit Level System and your attendance. Scholarships are all awarded and applied after the student has graduated. Scholarships will first be applied to any balance the student has with the Academy before payment arrangements can be made for any additional balances. We will discuss more on this during your admissions tour.