



Sandra Academy of Salon Services, Inc.

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CATALOG AND GENERAL INFORMATION June 2016 Standards, Revised October 2016 TABLE OF CONTENTS

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WELCOME!

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences at Sandra Academy of Salon Services, Inc. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

AN INVITATION TO OPPORTUNITY

A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barber shop or spa. They spend millions of dollars a year on beauty services. Top rewards go to those men and women who acquire the cutting & styling techniques, skin care and manicuring skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **COSMETOLOGY/COSMETOLOGY REFRESHER:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **ESTHETICS:** Esthetician Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist (Esthetics Plus Pgm)
- **MANICURING:** Manicurist Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **INSTRUCTOR:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Tennessee plan to hire 8,296 new employees in the next twelve months. The average annual salary for a salon professional in Tennessee is \$34,952. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 37,502 professionals employed at Tennessee's 7,404 salons. 63% of salons in the state are employer-owned, and 15% are booth-rental salons. The other 22% are a combination of the two. 68% of Tennessee salons are classified by their owners as full-service salons; 16% are listed as haircutting salons. Barbershops make up 4% of the total. Nationally, 58% of salons are listed as full-service, meaning that Tennessee has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$11.21 / \$23,300	\$11.36 / \$23,600
Estheticians (Skin Care Specialist) / 39-5094	\$13.74 / \$ 28,600	\$14.43 / \$30,000
Manicurists / Pedicurists / 39-5092	\$9.48 / \$19,700	Not Available Through DOL
Instructors (Vocational Education) / 25-1194	\$23.05 / \$47,900	\$21.86 / \$45,500

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

THE SCHOOL

Sandra Academy of Salon Services, Inc. 907 Main Street. New Tazewell, TN 37825 phone number 423.626.7877

The school occupies 7,340 square feet of well-lighted, air conditioned and modernly equipped floor space, containing dispensary, classroom and clinic area with 20 individual styling stations all equipped with hydraulic chairs and electricity, administrative offices, restrooms, and laundry. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere. Sandra Academy has relevant instructional equipment has hot and cold running water and students; and sanitary conditions of space, equipment and product are maintained. Sandra Academy of Salon Services, Inc. is a private School of Cosmetology owned by Sandra L. Clark.

All client services are performed by Supervised Students.

FACULTY AND STAFF

The faculty and staff of Sandra Academy of Salon Services, Inc. are qualified and certified to provide all the training and support services required for successful administration of the educational and financial programs available through this institution. Our team members include:

Sandra Clark, Owner/President/CEO/Executive Director/Chief Fiscal/Financial Officer/Institutional Director/Cosmetology

Sandra Clark holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

Tammy Bean, Assistant Director/ Executive Educational Director/Cosmetology Instructor

Tammy Bean holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

Shannon Morelock, Executive Secretary/Financial Aid Director/Esthetics Instructor

Shannon Morelock holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

Ciera Bean, Cosmetology Instructor

Ciera Bean holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

Sue Brooks, Receptionist /Cosmetology Instructor

Sue Brooks holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

Jennifer Bryant, Cosmetology Instructor

Jennifer Bryant holds a high school diploma or GED; holds a certificate of completion from a postsecondary educational institution in a relevant subject area.

MISSION STATEMENT

The school provides a quality post-secondary education in cosmetology arts and sciences, trains/prepares students for the State Licensing examination, and facilitates licensed graduates in successfully obtaining employment in the cosmetology field.

GOALS AND OBJECTIVES

1. To familiarize/instruct students in the proper and current methods in the study of cosmetology arts and sciences.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive students to be successful in the field of cosmetology arts and sciences.
4. To assist the student in suitable job placement.
5. To provide assistance and advisement.

ACCREDITING AND LICENSING AGENCIES

Sandra Academy of Salon Services, Inc. is an accredited institution with The National Accrediting Commission of Career Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for career schools. We are also licensed by the State of Tennessee. Sandra Academy is approved for Title IV funding through the United States Department of Education. Sandra Academy of Salon Services, Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Accredited by: NACCAS 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 (703)600-7600

Licensed by: Tennessee Board of Cosmetology and Barbers Examiners 500 James Robertson Parkway
Nashville, TN 37243 (615) 741-2515

Authorized by: The Tennessee Higher Education Commission Parkway Towers, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830 (615) 741-5293

ADMISSION POLICY

To enroll, a student must: 1) Be 18 years of age or older 2) Provide a Social Security card or proof of eligible non-citizenship status, 3) Provide a valid driver's license, state ID with photo, or valid passport, 4) Two personal photos, 5) Provide copies of any and all marriage certificates. Students must also be able to provide proof of appropriate educational requirement; 1) high school official transcripts or official transcripts of a High School Equivalency Diploma. 2) a state-issued credential for secondary school completion if home schooled, or 3) enrollment under a training agreement 4) foreign students must supply a foreign high school diploma so that same may be forwarded to our outside verifying/translating agency to determine qualifications are accurate. If there is a question about the validity of a prospective student's high school diploma, the prospective student's high school may be contacted to confirm the prospective student did meet graduation requirements for said diploma. Sandra Academy requires an official transcript, an official high school equivalency transcript from the prospective student to confirm validity of diploma. If Sandra Academy still has reason to question the validity of a prospective student's diploma, the Tennessee State Board of Cosmetology and Barber Examiners CEO may be contacted to confirm validity of a prospective student's diploma/high school transcript. Sandra Academy does not admit students under the Ability to Benefit criteria. Applicants enrolling in the Instructor Program need a copy of their Cosmetology license. Students who have acquired hours at another school and wish to transfer those hours to Sandra Academy of Salon Services, Inc. will also need to provide certification of the transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school. (See also; "transfers from other schools"). The school does not recruit students already attending or admitted to another school offering similar programs of study.

REENTRY STUDENTS/INTERRUPTIONS

If students are determined eligible students may re-enter a program after they have withdrawn. Students who have been terminated or withdrew from school may re-enroll (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. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after a period of withdrawal re-enter in the same progress status as when they left. Re-enrollment is at the discretion of the school administration.

NON DISCRIMINATION STATEMENT

The school in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, or religion.

TRANSFERS FROM OTHER SCHOOLS

Enrollment is available for students wishing to transfer to the School after they have withdrawn from the other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. Students must be withdrawn / dropped from the previous institution in order to be eligible to enroll in Sandra Academy of Salon Services. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed cosmetology training programs may be granted. The acceptance of the transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. A transferring cosmetology student may be required to enroll for a minimum of 800 hours, and a transferring esthetics/manicuring student may be required to enroll for a minimum of 200 hours. A transferring student will be evaluated academically by an Instructor after they are enrolled. The results of this evaluation are kept in the students file. Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

PROGRAMS/SCHEDULES

The School operates continuously throughout the year except for recognized holidays. Day and evening classes begin the first Monday of every month. Please call the administrative office for specific start dates. Day classes are offered on a schedule of Monday-Saturday 8:30am-5:00pm; evening classes are offered on a schedule of Monday-Friday 6:00pm-10:00pm.

HOLIDAYS AND SCHOOL CLOSINGS

The School recognizes the following days as legal holidays:

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Holiday

The school reserves the right to close additional days with posted notice.

PROGRAMS:

Cosmetology	40 weeks / 1500 clock hours	Monday- Saturday	40 hours per week
Cosmetology	80 weeks / 1500 clock hours	Monday- Saturday	20 hours per week
Esthetics.....	20 weeks / 750 clock hours.....	Monday - Saturday	40 hours per week
Esthetics.....	40 weeks / 750 clock hours	Monday- Saturday.....	20 hours per week
Manicuring.....	16 weeks / 600 clock hours.....	Monday - Saturday.....	40 hours per week
Manicuring.....	32 weeks / 600 clock hours.....	Monday - Saturday.....	20 hours per week
Instructor	8 weeks / 300 clock hours	Monday- Saturday	40 hours per week
Instructor	16 weeks / 300 clock hours.....	Monday - Saturday	20 hours per week
Cosmetology Refresher.....	8 weeks / 300 clock hours	Monday – Saturday.....	40 hours per week
Cosmetology Refresher	16 weeks / 300 clock hours.....	Monday– Saturday	20 hours per week

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. The School offers makeup hours for students enrolled in classes who would like to make up missed hours.

TUITION:

Cosmetology (1500 Hours)

Tuition	\$12,900.00
Registration Fee	100.00
Kit and Books	<u>1,500.00</u>
	\$14,500.00

Manicuring (600 Hours)

Tuition	\$3,950.00
Registration Fee	100.00
Kit and Books	<u>675.00</u>
	\$4,725.00

Instructor (300 Hours)

Tuition	\$2,500.00
Registration Fee	100.00
Kit and Books	<u>300.00</u>
	\$2,900.00

Esthetics (750 Hours)

Tuition	\$7,475.00
Registration Fee	100.00
Kit and Books	<u>1,000.00</u>
	\$8,575.00

Cosmetology Refresher (300 Hours)

Tuition	\$3,000.00
Registration Fee	100.00
Kit and Books	<u>750.00</u>
	\$3,850.00

Charges to the student will include the following registration fee, book and kit, tuition and miscellaneous.

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in Tennessee, an online process (http://www.eac.gov/voter_resources/contact_your_state.aspx). This information is provided to each student during the enrollment process. A hard copy is available to students at the school during the orientation process. Also, once a year the school emails the form from an internet address to each student where the form can be downloaded. The email only discusses voter registration and provides access to the form to be downloaded. The link to voter registration is also available on the school's website www.sandraacademy.com.

STUDENT SERVICES, HOUSING AND COUNSELING

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

PEER TUTORING

Sandra Academy encourages peer tutoring among its students to help with student weaknesses. We have found that students often learn best from one another.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. For students seeking personal assistance with a drug or alcohol problem, a list of agencies and counselors is available from the President in the office. There is also information on Crisis Intervention posted around the school.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

STUDENTS' RIGHT TO GAIN ACCESS TO PERSONAL FILES POLICY

Students and parents or guardians of dependent minors may gain access to their personal files by appointment with the Director or authorized office staff. The student files will be available as defined in the Family Educational Rights and Privacy Act. Charges may apply for copies or transcripts.

PRIVACY AND FILE ACCESS POLICY

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students and parents or guardians of dependent minors about directory information and allow students and parents or guardians of dependent minors a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students and parents or guardians of dependent minors annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

VETERANS AFFAIRS GI BILL

Students must maintain an 85% attendance average monthly and a 70% academic average monthly.

Requirements: Students must provide the school with Military discharge papers. GI bill students, all transfer hours will be counted.

"GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill"

Sandra Academy complies with Equal Opportunity Laws.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Sandra Academy of Salon Services, Inc. is committed to implementing and maintaining a comprehensive information

security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. Sandra Academy of Salon Services, Inc. shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

LEAVE OF ABSENCE

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence together with any additional LOA must not exceed 180 days in a 12 month period.

GRADUATION REQUIREMENTS

The graduation requirements for all courses are as follows: 1) Completed the required hours of training. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 70 %. 4) Fulfill all financial obligations to the school. 5) Completion of an exit interview and required exit paperwork. UPON GRADUATION A DIPLOMA WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

LICENSING

To apply for the licensing examination an applicant must; 1) Submit application to the licensing exam administration, applications must be authorized by a licensed school of Cosmetology and 2) submit the appropriate examination fee. Upon successful completion of the licensing exam the applicant must submit an application for licensure to the Tennessee State Board of Cosmetology. Applications must be affirmed by a licensed school of Cosmetology and submitted with the appropriate licensing fee.

MAKE UP WORK POLICY

The "make up work policy" affords student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return. . 8) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

DRESS CODE STANDARDS

The School expects that students will comply with a dress code emphasizing professionalism. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements.

Professional Dress Code Criteria:

- Students clothing is to be solid black scrubs or approved school affiliated apparel.
- Shoes should black, in good repair, and have closed toes. We strongly recommend that shoes are of good quality and adequate support.
- Hair and/or makeup (female students) are expected to be professionally styled and/or applied. Male students are to be clean shaven or with well kept beards and/or mustaches and approved business dress attire.
- Students should practice personal hygiene and cleanliness, use deodorant, maintain fresh breath and present a well groomed appearance at all times.

The school reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in advance in writing through handouts and/or posted notices.

INSTITUTIONAL REFUND POLICY

SCHOOL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- 1 Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
 - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

SCHOOL REFUND POLICY

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement regardless of whether the student has actually started training, all monies collected by the school shall be refunded. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student begins classes and has received any portion of a *kit or textbooks, that student is responsible for 100% of the charges for those items.*
3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. The refund will be calculated based on the student's last date of attendance.

Minimum Tuition Adjustment Schedule

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
<u>Percentage of Scheduled Time</u>	<u>Amount of Tuition and Fees Charged</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

5. "Enrollment time" is defined as the hours **scheduled** to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination (expelled or terminated) by the school, officially or unofficially, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.
6. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.
7. **Cancellation Policy** If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will make a Pro Rata refund of tuition for each student. The school shall dispose of all school records in accordance with state laws.
8. When situations of mitigating circumstances are in evidence, the school may make a settlement which is more favorable than the Minimum Tuition Adjustment Schedule.

*Financial Aid is available to those whom qualify.

9. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course 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 OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return. 8) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

- Students who withdraw or terminate prior to course completion are responsible for other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / 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 been previously attending could be up to, but not to exceed 14 calendar days from that student's actual 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 school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

COLLECTION POLICY Sandra Academy's collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from the Institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

EXTRA INSTRUCTIONAL CHARGES

Students who do not complete their program by their contracted end date may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. Extra instructional charges will be a \$25.00 late fee, \$20.00 return check fee and extra instructional charges at the rate of \$10.00 per hour for each hour clocked beyond the contracted end date. Programs longer than the hours contracted that increase tuition costs after the initial scheduled hours counseling will be provided to the student related to the tuition increase.

LEAVE OF ABSENCE

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence together with any additional LOA must not exceed 180 days in a 12 month period.

ATTENDANCE POLICY

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school until 5 minutes after class/scheduled shift begins, students who are more than 5 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 150% of the published length of the course. (Cosmetology is 2250 scheduled hours, Esthetics is 1125 scheduled hours, Manicuring is 900 scheduled hours, Instructor is 450 scheduled hours, Cosmetology Refresher is 450 scheduled hours.) Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Below is a suggested pace for each program for students to complete the course within the maximum timeframe.

PROGRAMS:

Cosmetology	40 weeks / 1500 clock hours	Monday- Saturday	40 hours per week
Cosmetology	80 weeks / 1500 clock hours	Monday- Saturday	20 hours per week
Esthetics.....	20 weeks / 750 clock hours	Monday - Saturday	40 hours per week
Esthetics.....	40 weeks / 750 clock hours	Monday- Saturday.....	20 hours per week
Manicuring.....	16 weeks / 600 clock hours	Monday - Saturday	40 hours per week
Manicuring.....	32 weeks / 600 clock hours	Monday - Saturday	20 hours per week
Instructor	8 weeks / 300 clock hours	Monday - Saturday	40 hours per week
Instructor	16 weeks / 300 clock hours	Monday - Saturday	20 hours per week
Cosmetology Refresher.....	8 weeks / 300 clock hours	Monday – Saturday.....	40 hours per week
Cosmetology Refresher	16 weeks / 300 clock hours.....	Monday– Saturday	20 hours per week

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress policy applies to all students: full-time, part-time, undergraduate, and graduate. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in all academic programs and on scheduled hours of attendance at designated evaluation periods throughout the course. The first evaluation will occur no later than mid-point of: the academic year or the course, whichever occurs sooner. Students must have a 67% cumulative quantitative component of attendance and must have a cumulative qualitative component a 70% academic average is mandatory minimum to obtain compliance in Satisfactory Academic Progress Policy. Students are advised of their academic and attendance status via a report card. SAP evaluation periods are based on actual scheduled contracted hours at the institution. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each evaluation. 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 state licensing agency. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Sandra Academy accesses theory and practical grades. Theory and Practical assessments are measured by combining both averages together as a cumulative qualitative component a 70% academic average is mandatory minimum to obtain compliance in Satisfactory Academic Progress Policy. 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. The student deemed not maintaining Satisfactory Academic Progress may be entitled to an option to stay enrolled in the program and change to a cash paying student. The decision of the Director is final. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failing

DETERMINATION OF PROGRESS

Students meeting requirements for attendance and academic performance will be considered making Satisfactory Academic Progress until the next scheduled evaluation. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on hours scheduled at the institution. A copy of the student's SAP Report will be provided at each evaluation. Students will be evaluated at the following points:

Course / Program	Scheduled Hours
Cosmetology	450, 900, 1200, 1500
Esthetics	375, 750
Manicuring	300, 600
Instructor/Cosmetology Refresher	150, 300

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.

PROBATION

Students on Warning Status who do not meet requirements at the next evaluation point will be deemed to have their eligibility for Title IV funding interrupted. 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 (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period. The institution may only allow for the status of probation if it is determined that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Academic Progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within 5 days of the determination, with supporting documentation (Doctor's note, obituaries) including reasons why the student failed, what has changed, and how the change will affect you to resolve the situation, and why the determination should be reversed (Counseling record, doctor's note, narrative statement) and a request for re-evaluation. An appeal hearing will take place within five (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. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. The results will be documented in the student's file using the Satisfactory Academic Progress Report. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. The student deemed not maintaining Satisfactory Academic Progress may be entitled to an option to stay enrolled in the program and change to a cash paying student. The decision of the Director is final.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / 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 been previously attending could be up to, but not to exceed 14 calendar days from that student's actual 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 school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Academic Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 67%.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no effect upon the institution's Satisfactory Academic Progress Policy.

REENTRY STUDENTS/INTERRUPTIONS

If students are determined eligible students may re-enter a program after they have withdrawn. Students who have been terminated or withdrew from school may re-enroll (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. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after a period of withdrawal re-enter in the same progress status as when they left. Re-enrollment is at the discretion of the school administration.

TRANSFERS FROM OTHER SCHOOLS

Enrollment is available for students wishing to transfer to the School after they have withdrawn from the other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. Students must be withdrawn / dropped from the previous institution in order to be eligible to enroll in Sandra Academy of Salon Services. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed cosmetology training programs may be granted. The acceptance of the transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. A transferring cosmetology student may be required to enroll for a minimum of 800 hours, and a transferring esthetics/manicuring student may be required to enroll for a minimum of 200 hours. A transferring student will be evaluated academically by an Instructor after they are enrolled. The results of this evaluation are kept in the students file. Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. Students transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual scheduled contracted hours at the institution.

POLICY ON OTHER CHARGES

- **EXTRA INSTRUCTIONAL CHARGES**

Students who do not complete their program by their contracted end date may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. Extra instructional charges will be a \$25.00 late fee, \$20.00 return check fee and extra instructional charges at the rate of \$10.00 per hour for each hour clocked beyond the contracted end date. Programs longer than the hours contracted that increase tuition costs after the initial scheduled hours counseling will be provided to the student related to the tuition increase.

- **COPYING CHARGES**

Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed, 3) identify the party to whom the disclosure may be made, and 4) be signed and dated. In the event a student is unable to deliver the consent in person, the student's signature on the consent form must be notarized. If the consent is given electronically, the consent must identify and authenticate a particular person as the source of electronic consent.

- **PAYMENT SCHEDULE AND METHODS OF PAYMENT**

If tuition is paid in monthly payments, the payments are due on the 1st or the 15th of each month; this will be determined at the finance interview. A late fee of \$25.00 per month will be charged if a payment is more than 10 days late. **Methods of Payment:** Cash, credit card, money order, check, Title IV (Fin-aid), loan, etc.

- **TRANSCRIPT/CERTIFICATION OF HOURS/DIPLOMA**

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion and / or a diploma. The school may not retain records older than 7 years. Students are advised that transfer of credit is controlled by the receiving institution and that accreditation does not guarantee transferability.

- **CHECK CASHING POLICY**

Staff or students are not permitted to write checks for cash out of the cash drawer/cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$20 dollar fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

STUDENT GRIEVANCE POLICY / PROCEDURE

In accordance with the institution's objectives, Sandra Academy of Salon Services, Inc. will make every effort to resolve student grievances. The school maintains an open door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. 1) The written grievance should be given to the School Director/designee. 2) The information will be reviewed by the school owner/administration and a response will be sent in writing, every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been completed.

Every attempt will be made to issue the final response within 60 days of receipt. Students should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the School's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement. Sandra L. Clark is the Executive Director, Institutional Director at 907 Main Street New Tazewell, TN 37825 Telephone (423)626-7877 of whom is to receive complaints. If a complaint is not resolved at the institutional level, the student may forward the complaint to the Tennessee Higher Educational Commission, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830 Telephone: 615-741-5293. Link is also found on the www.sandraacademy.com web-site: www.tn.gov/thec/

RULES AND REGULATIONS

1. Unprofessional conduct will not be tolerated, to include gossip, profanity, disrespect to teachers, patrons, or peers. This misconduct may be subject to suspension or result in termination.
2. Students are permitted two ten minute breaks, one in the morning and one in the afternoon. Breaks must be taken between 10:00am and 3:00pm. Students are allowed 30 minutes for lunch. Consideration of patrons will always be first and all breaks are approved by the instructor.
3. Students not clocked in by 8:30am must meet with the instructor for the theory missed. Absences must be reported by the student no later than 8:30am; failure to do so may result in disciplinary action.
4. Students are not to place or receive personal phone calls except in cases of emergency. School phones will be answered only by school staff. Use of cell phones are not permitted except on break times.
5. Students are not permitted to reassign a clinic patron to another student for any reason unless approved by school staff to do so. Students are not permitted to refuse a client.
6. If assistance with a patron is required, an instructor must be consulted, not another student.
7. Personal conversations with other students are not permitted when working on clients.
8. Students can receive personal services only on the personal day assigned.
9. Each student will be assigned weekly duties.
10. Each student is responsible for the condition of his/her kit and work area. Hair must be swept after each haircut, not after the full service is completed. Kit is subject to inspection by the instructor at any time and should be in the condition for State Board inspection at all times. Name tags are required as well as photo ID at all times.
11. No eating during class; no eating or drinking in the clinic area.
12. The school will not tolerate the use of alcoholic beverages or illegal drugs. Students are subject to drug testing at any given time. The school does not permit smoking.
13. Public displays of affection are not permitted on school property.

Sandra Academy Corrective Action Plan

Sandra Academy believes in providing a quality environment for learning and training our students. Our institution trains professionalism as well as practical skills needed to be a successful professional. Students that disregard the rules set forth and demonstrate behavioral misconduct is subject to suspension or termination. The degree of the corrective measures and the action taken will be the decision of the director. The Director's decision will be final. Students may follow the complaint procedure to appeal a corrective action. The Director's decision will be final.

. Sandra Academy students are always expected and held accountable to meet our professional image standards at all times. Professional image standards include school uniform/approved attire, name tag, black closed toed shoes, personal hygiene, professional hair style an make-up, male students professional hair style an facial grooming, and a positive attitude .

Absentee Standard:

Sandra Academy does not differentiate between excused and un-excused absence. The time missed is still accounted as an absence. Sandra Academy maintains the documentation received in the students file for the explanation of absences.

Late Arrival Standard:

Tardiness is not acceptable behavior at our institution. Sandra Academy does not differentiate between excused and un-excused tardiness absence. The time missed is still accounted as an absence. Students are expected to be present and prepared at the time scheduled for attendance. Sandra Academy maintains the documentation received in the students file for the explanation of absences.

Example of dated documentation may include but be limited to: child's school excuse, doctor's documentation, official court documents, social service documents, or military documents.

Corrective action plans are as follows:

Verbal Warning

Written Warning

Student may be clocked out and dismissed for the day. (Student is still held accountable for time absent and the Satisfactory Academic Policy that affects Title IV financial aid.)

In school suspension

Suspension

Termination

COSMETOLOGY COURSE

TEXTS:

Milady Standard Textbook of Cosmetology

COURSE DESCRIPTION:

The primary purpose of the Cosmetology course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Cosmetology or related career avenue. The cosmetology course consists of 1500 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. 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 state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

COSMETOLOGY COURSE UNITS

THEORY-CLASS ROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, and Professional Ethics	75 Hours
BACTERIOLOGY, DECONTAMINATION, AND INFECTION CONTROL Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety	75 Hours
SHAMPOOS, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry	75 Hours
HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, and Hairdressing	150 Hours
HAIRCUTTING Principles of Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, and Shears	200 Hours
HAIR COLORING AND BLEACHING Principles and Techniques of Temporary, Semi-Permanent, and Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, and Problems	125 Hours
CHEMICAL REARRANGING (TEXTURE SERVICES) Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing	200 Hours
MANICURING, PEDICURING, AND NAIL EXTENSIONS Principles and Techniques of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques	175 Hours
FACIALS Principles and Techniques of Skin Chemical Procedures, Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy	175 Hours
SALON BUSINESS AND RETAIN SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing and Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communication, Public/Human Relations, Insurance, and Salon Safety	50 Hours
INSTRUCTOR DISCRETION To be Assigned by the Instructor to Strengthen Student Performance.	200 Hours
TOTAL HOURS FOR COSMETOLOGY COURSE	1500 Hours

ESTHETICS COURSES

TEXTS:

Milady Standard Esthetics Fundamentals

COURSE DESCRIPTION:

The primary purpose of the Esthetics course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Esthetics or related career avenue. The Esthetics course consists of 750 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. 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 state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

ESTHETICS COURSE UNITS

ORIENTATION School Rules and Regulations, History of Esthetics	4 Hours
SAFETY AND HEALTH General Salon/Clinic Safety, First Aid, and Hazardous Material Communication	8 Hours
BACTERIOLOGY Types and Classifications, Bacterial Growth and Reproduction, Bacterial Infections and Prevention	18 Hours
ANATOMY, PHYSIOLOGY, AND NUTRITION Cells, Tissues, and organs, Body Systems, Importance of Water and Nutrition for Healthy Skin and Longevity	25 Hours
STRUCTURE AND FUNCTION OF SKIN Physiology and Histology of Skin	12 Hours
SUPERFLUOUS HAIR Overview of Permanent Methods and Temporary Methods of Hair Removal	24 Hours
CHEMISTRY Chemistry and Matter as Related to Esthetics	3 Hours
CHEMISTRY AS APPLIED TO COSMETICS Cosmetics, Skin Care Products, FDA laws Governing Cosmetics and Safety	21 Hours
ELECTRICITY AND MACHINES Electricity and Its Effects on the Skin	18 Hours
FACIAL TREATMENTS Client Preparation, Skin Analysis and consultation, Skin Types, Conditions, and Disorders, Procedures and Treatments with or without Machines	225 Hours
BODY PROCEDURES Body Exfoliation, Back Treatments, and Advanced Body Techniques	48 Hours
MAKEUP TECHNIQUES Color Analysis, Product Knowledge, Makeup Application, False Eyelashes, Eyelash and Eyebrow Tinting, and Further Training Required for Advanced Techniques	84 Hours
BUSINESS PRACTICES Business operation, Ethics and Professional Conduct	50 Hours
JOB SKILLS Resume, interviews, letter writing, licensing regulations, continuing education	24 Hours
INSTRUCTOR DISCRETION To be Assigned by Instructor to Strengthen Student Performance.	186 Hours
TOTAL HOURS FOR ESTHETICS COURSE	750 Hours

MANICURING COURSE

TEXTS:

Milady Standard Nail Technology

COURSE DESCRIPTION:

The primary purpose of the Manicuring course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Manicuring or related career avenue. The Manicuring course consists of 600 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. 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 state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

MANICURING COURSE UNITS

ORIENTATION History, Life Skills, Your Professional Image, Communicating for Success	10 Hours
GENERAL SCIENCE Infection Control, General Anatomy and Physiology, Skin and Nail Structure and Growth, Nail Disease and Disorder, Nail Product Chemistry	75 Hours
NAIL CARE Manicuring, Pedicuring, Electric Filing, Nail Tips & Wraps, Monomer Liquid and Polymer Nail Enhancement, UV Gels, The Creative Touch	360 Hours
BUSINESS SKILLS Seeking Employment, On the Job, The Salon Business	30 Hours
INSTRUCTOR DISCRETION To be Assigned by Instructor to Strengthen Student Performance.	125 Hours
TOTAL HOURS FOR MANICURING COURSE	600 Hours

INSTRUCTOR COURSE

TEXT:

Milady's Professional Instructor and Workbook

COURSE DESCRIPTION:

The primary purpose of the Student Instructor course is to train the student in the basic principles of cosmetology instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/record keeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 300 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practice are integrated throughout the course. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To develop the ability to teach both theory and practical cosmetology using the four step teaching plan; Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; To provide information about specific teaching techniques to be used in the classroom; To achieve professional competence as a teacher; and be prepared for State Licensing Examinations in order to receive a license as an Instructor

COURSE FORMAT

Course will consist of a combination of lecture, demonstrations and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Tennessee law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

COURSE EVALUATION

All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 70%. Numerical grades are considered according to the following grading scale:

COURSE EVALUATION:

All student instructors are assigned theory study and a minimum number of practical experiences to include theory and practical presentations. Theory is evaluated by written exams given after each unit of study. Presentation and practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Presentation and practical skills are evaluated according to textbook standards and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

INSTRUCTOR COURSE UNITS

ORIENTATION School Rules and Regulations, Qualities of the Professional Educator, Code of Ethics, Familiarization with School Facilities and Supplies, Licensing Requirements and Regulations, Laws, Business Management, Salon Safety, and Seeking Employment	50 Hours
METHODS OF TEACHING AND CLINIC MANAGEMENT Principles of Teaching, Learning, and Lesson Plan Development	75 Hours
STUDENT SALON/CLINIC MANAGEMENT Supervision, Client Communication, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Safety and Sanitation, Report and Record Management	75 Hours
INSTRUCTION AND THEORY Lesson Planning, Assessment of Student Ability/Achievement/Learning, Diagnosis of Student Weakness, Student Motivation, Oral and Written Testing	100 Hours
TOTAL HOURS FOR INSTRUCTOR COURSE	300 Hours

COSMETOLOGY REFRESHER COURSE

TEXTS:

Milady Standard Textbook of Cosmetology

COURSE DESCRIPTION:

The primary purpose of the Cosmetology Refresher course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Cosmetology or related career avenue. The cosmetology refresher course consists of 300 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. 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 state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

COSMETOLOGY REFRESHER COURSE UNITS

THEORY-CLASS ROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, and Professional Ethics	25 Hours
BACTERIOLOGY, DECONTAMINATION, AND INFECTION CONTROL Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety	25 Hours
HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, and Hairdressing	25 Hours
HAIRCUTTING Principles of Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, and Shears	25 Hours
HAIR COLORING AND BLEACHING Principles and Techniques of Temporary, Semi-Permanent, and Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, and Problems	25 Hours
CHEMICAL REARRANGING (TEXTURE SERVICES) Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing	25 Hours
MANICURING, PEDICURING, AND NAIL EXTENSIONS Principles and Techniques of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques	25 Hours
INSTRUCTOR DISCRETION To be Assigned by the Instructor to Strengthen Student Performance.	125 Hours
TOTAL HOURS FOR COSMETOLOGY COURSE	300 Hours

Sandra Academy of Salon Services, Inc.

907 Main Street

New Tazewell, TN 37825

423-626-7877

49-7-144. Disclosure about transferability of credits.

The disclosure on the transferability of credits shall be as follows:

Credits earned at Sandra Academy of Salon Services, Inc. may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Sandra Academy of Salon Services, Inc. You should obtain confirmation that Sandra Academy of Salon Services, Inc. will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Sandra Academy of Salon Services, Inc. to determine if such institutions will accept credits earned at Sandra Academy of Salon Services, Inc. prior to executing an enrollment contract or agreement. The ability to transfer credits from Sandra Academy of Salon Services, Inc. to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Sandra Academy of Salon Services, Inc. if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Sandra Academy of Salon Services, Inc. and of any other educational institutions you may in the future want to transfer the credits earned at Sandra Academy of Salon Services, Inc. before you execute an enrollment

contract or agreement.

(c) If a postsecondary institution does not require a student to sign an enrollment contract or agreement, then information on how to obtain the institution's transfer of credit policy shall be included in the letter of acceptance or other such document sent by the postsecondary institution to the student. The information shall be sent to the student prior to the institutions requesting any payment from the student other than an application fee or a housing deposit.

(d) Information required under this section to be disclosed in writing to prospective students shall also be posted on the institution's web site at www.sandraacademy.com.

____Initial _____Signature _____Date



Sandra Academy of Salon Services, Inc.

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ANNUAL DISCLOSURE

Current as of April 2016

NACCAS ANNUAL REPORT COMPLETION RATE 80%

NACCAS ANNUAL REPORT PLACEMENT RATE 87.5%

NACCAS ANNUAL REPORT LICENSURE RATE 100%

COHORT DEFAULT RATES:

YEAR _____

YEAR _____

YEAR _____

TN Higher Education Commission Annual Reports:

For the Cosmetology program, I have been informed that the current withdrawal rate is ___%, or in the past 12 months ___students enrolled in this program and ___completed this program.

For the Cosmetology program, I have been informed that for the students who graduated, the job placement rate is ___%, or in the past 12months ___were placed in their field of study out of ___students who graduated from this program.

For the Esthetics program, I have been informed that the current withdrawal rate is ___%, or in the past 12 months ___students enrolled in this program and ___completed this program.

For the Esthetics program, I have been informed that for the students who graduated, the job placement rate is ___%, or in the past 12months ___were placed in their field of study out of ___students who graduated from this program.

For the Manicuring program, I have been informed that the current withdrawal rate is ___%, or in the past 12 months ___students enrolled in this program and ___completed this program.

For the Manicuring program, I have been informed that for the students who graduated, the job placement rate is ___%, or in the past 12months ___were placed in their field of study out of ___students who graduated from this program.

For the Instructor program, I have been informed that the current withdrawal rate is ___%, or in the past 12 months ___students enrolled in this program and ___completed this program.

For the Instructor program, I have been informed that for the students who graduated, the job placement rate is ___%,or in the past 12months ___were placed in their field of study out of ___students who graduated from this program.

For the Cosmetology Refresher program, I have been informed that the current withdrawal rate is ____%, or in the past 12 months ____students enrolled in this program and ____completed this program.

For the Cosmetology Refresher program, I have been informed that for the students who graduated, the job placement rate is ____%, or in the past 12months ____were placed in their field of study out of ____students who graduated from this program.

AVAILABLE ON OUR WEBSITE

www.sandraacademy.com

Net Price Calculator

GE Disclosure Template

Campus Security Report

Drug and Alcohol Awareness Report