

STUDIO 75 HAIR ACADEMY

4970 NAVY ROAD

MILLINGTON, TN 38053

studio75hairacademy@gmail.com

2024-2025 STUDENT CATALOG

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ABOUT STUDIO 75 HAIR ACADEMY

Studio 75 Hair Academy is a full-service Cosmetology School, educating students on the fundamentals of the beauty care industry and providing services to a diverse clientele in the Memphis Metropolitan area of Millington, Tennessee. The school was founded in October 2014, by Demetria Ervin, a fourth generation Cosmetologist. She sought to establish the school with the purpose of guiding others to pursue certification and a professional career in the beauty industry.

Studio 75 Hair Academy is the only beauty school in Millington, Tennessee and was voted Best Beauty School by Reader's Choice 2017. Studio 75 Hair Academy is licensed by the Board of Cosmetology and strives to ensure its students achieve Cosmetology and Educator Instructor certifications.

Studio 75 Hair Academy is equipped for demonstration learning on the fully furnished clientele floor and classrooms for lectures and lessons. The office is available to assist students in becoming quality professionals capable of meeting the demands of the salon and spa industry. Studio 75 Hair Academy meets the requirements established by our state licensing authorities.

MISSION STATEMENT

To educate students on the fundamentals of the beauty industry and to provide quality services to a diverse clientele, as well as being dedicated to educating graduates and equipping them with the current and future demands of the cosmetology industry.

SCHOOL FACILITY

The facility is located in the Retail Center in Millington, TN. Our mailing address is

Studio 75 Hair Academy

4970 Navy Rd

Millington, TN 38053

Studio 75 Hair Academy occupies over 3,300 square feet. This space consists of a reception area, clinic floor, classrooms, offices, dispensary, and media area. All spaces are heated and air conditioned. The clinic area is fully equipped with multiple stations to service clients under the direct supervision of an instructor. The theory classrooms consist of visual aids such as charts, videos, TV and DVD player, and flipcharts to aid the students in learning the theory of each program. To maintain a quality training program, the school is constantly working to improve and upgrade its facility to meet the criteria of a modern up-to-date school.

Hours of Operation

Mon-Thursday: 5pm-10pm

Tues-Fri: 9am-2pm/9pm-4:30pm

Sat: 9am-1pm

PURPOSE OF INSTITUTION

Studio 75 Hair Academy was established to help create job opportunities servicing the community and to inspire, as well as give hope and professionalism to the cosmetology career. In addition, Studio 75 Hair Academy strives to educate and touch lives with personal hands-on experience to provide a diverse environment for students.

LICENSING AGENCY:

Studio 75 Hair Academy is approved and licensed by:

Tennessee Board of Cosmetology

500 James Robertson Parkway

Nashville, TN 32743

(615)-741-1310



ACCREDITATION AGENCY:

Council on Occupational Education

7840 Roswell Rd Bldg. # 300 Suite # 325

Atlanta, Georgia 30350 770-396-3898

PROFESSIONAL AFFILIATES

Tennessee Association of Student Financial Aid Administrators

Council on Occupational Education

TN Educational Association of Veteran Program Administrators
Millington Chamber of Commerce

“The Studio 75 Hair Academy is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.”

ADMINISTRATIVE STAFF & FACULTY

All Instructional Staff is licensed by the Tennessee State Board of Cosmetology:

Owner/Institutional Director/Lead Instructor	Demetria Ervin
Instructor	Wanda Stubbs
Instructor	Marsha Holland
Instructor	Merekiah Tucker
Jr. Instructor	Donna Jackson
Job Placement Coordinator	Wanda Stubbs
Lead Receptionist	Shelia Bonds
Financial Aid Officer	DeShannon Beaty

WHAT STUDIO 75 HAIR ACADEMY OFFERS

Day and Evening classes

Full-time and part-time classes

Placement Assistance upon graduation

Veteran Educational Benefits (G.I. Bill®) for those who qualify

Federal Financial Aid (for those who qualify)

Growth Program Financial Assistance (for those who qualify)

OCCUPATIONAL COURSES OFFERED

Programs are clock hours

Cosmetology Program – 1500 hours

Educator Instructor- 300 hours

Cosmetology Program

The primary purpose of the cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

Educator Instructor Program

The primary purpose of the Educator Instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

NON-DISCRIMINATION

Studio 75 Hair Academy does not discriminate or permit discrimination by any faculty member or student against any individual on the basis of race, color, religion, national origin, sex, sexual preference, gender identity, parental status, marital status, age, disability, citizenship status, veteran status or any other classification protected by law in matters of admissions, employment, or services, within the educational programs or activities it operates.

ADMISSION REQUIREMENTS

Applicants must complete an application and submit a non-refundable administrative fee of \$100 and proof of the following documents:

Proof of Age: birth certificate, driver's license, or state ID card

Proof of Identity: Social Security Card w/signature; documentation of name changes if applicable (marriage certificate, divorce decree, court documents); if you are NOT a US Citizen, proof of status MUST be provided.

Proof of Education: All students must provide a copy of a high school diploma, official high school transcript, or GED certificate/diploma or a home school certificate showing completion. Please note, home school certificates are only accepted if or when the home school is authorized by the state. We must have a copy of that credential with your file.

IMPORTANT: Proof of education and/or training must be verifiable. Official transcripts must be on letterhead and sent directly from the educational institution. If a diploma or transcript is from an institution outside of the United States, it must be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated. An official high school

transcript or GED with test scores must be provided before any Federal Financial Aid can be requested and awarded.

Educator Instructor: In addition to the above listed items, a current license as a cosmetologist, manicurist, aesthetician, or natural hair stylist is required, reflecting being licensed for three continuous years.

ADMISSION PROCEDURES

Appointments are necessary to complete the admission process. Please call and schedule an appointment with the Institution Director. You **MUST** bring the required items listed under admission requirements with you to your scheduled appointment.

RE-ADMISSION

Students must submit a letter to the Institution requesting readmission and provide a summary of the reason the student withdrew and how these issues have been resolved. At the minimum, the student will have a personal interview with the school's Institutional Director and will be placed on probationary status for the first (30) thirty days after readmission. During the probationary period, students are expected to maintain an 80% academic average and maintain a 90% attendance rate over the 30-day period. At the end of the 30-day period, if it is determined that the probationary student has met the minimum standards, they will be allowed to remain in school. If the probationary student has not met the minimum standards, the school reserves the right to terminate the student's enrollment.

TRANSFER STUDENTS

"Studio 75 Hair Academy is a special purpose institution. That purpose is to educate students on the fundamentals of the beauty industry and to provide quality services to a diverse clientele, as well as being dedicated to educating graduates and equipping them with the current and future demands of the cosmetology industry. Students should be aware that transfer of credit hours is always the responsibility of the receiving institution. Whether or not credit transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred."

If an applicant is inquiring about transferring into Studio 75 Hair Academy with accumulated hours from another school, he/she may only transfer 500 credit hours. The credit hours need to have been earned within the last two years (24 months). The applicant must provide the following documents:

1. Proof of high school diploma or equivalency; and have an official transcript sent from the educational institution
2. Sealed Official transcript from most previous schools; only **ONE** transcript from **ONE** post-secondary school will be accepted.

3. Students will be offered Studio 75 Hair Academy's Entrance Exam during the Pre-Enrollment appointment. There is a \$ 25 non-refundable fee to take the exam. The Entrance Exam will be tailored due to the subjects' completed courses on the transcript.
4. If the student fails the Entrance Exam, the school WILL NOT accept the student's transfer hours.
5. Transfer hours will only be accepted upon passing the Entrance Exam with an 80% or above score. Student tuition will be prorated for completed hours upon the passing of the Entrance Exam.

Transfer hours are not acceptable for the Instructor course.

TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at Studio 75 Hair Academy may not transfer to another educational institution. Credits/contact hours earned at another educational institution may not be accepted by Studio 75 Hair Academy. You should obtain confirmation that Studio 75 Hair Academy 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 Studio 75 Hair Academy to determine if such institutions will accept credits earned at Studio 75 Hair Academy prior to executing an enrollment contract or agreement. The ability to transfer credits from Studio 75 Hair Academy to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at Studio 75 Hair Academy 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 Studio 75 Hair Academy and of any other educational institutions you may in the future want to transfer the credits earned at Studio 75 Hair Academy before you execute an enrollment contract or agreement.

The Transferability of Credits Disclosure is pursuant to Tenn. Code Ann. Section 49-7-144 (2008)

ENROLLMENT PERIOD 2024

Future Studio 75 Hair Academy students' start dates are: Registration for new students must be completed two weeks prior to enrollment

Cosmetology

<u>Daytime Schedule</u>	50 weeks	<u>Evening Schedule</u>	75 weeks
August 6, 2024	July 22, 2025	August 5, 2024	January 12, 2026
September 3, 2024	August 19, 2025	September 2, 2024	February 9, 2026
October 1, 2024	September 16, 2025	October 7, 2024	March 16, 2026

November 5, 2024	October 21, 2025	November 4, 2024	April 13, 2026
December 3, 2024	November 18, 2025	December 2, 2024	May 11, 2026
January 7, 2025	December 23, 2025	January 6, 2025	June 15, 2026
February 4, 2025	January 20, 2026	February 3, 2025	July13, 2026
March 4, 2025	February 17,2026	March 3, 2025	August 10, 2026
April 1, 2025	March 17.2026	April 7, 2025	September 14, 2026
May 6, 2025	April 21, 2026	May 5, 2025	October 12, 2026
June 3, 2025	May 19, 2026	June 2, 2025	November 9, 2026
July 1, 2025	June 16, 2026	July 7, 2025	December 14, 2026
August 5, 2025	July 21, 2026	August 4, 2025	January 11, 2027

Educator Instructor

<u>Daytime Schedule</u>	10 weeks	<u>Evening Schedule</u>	15 weeks
August 6, 2024	October 15, 2024	August 5, 2024	November 18, 2024
September 3, 2024	November 12, 2024	September 2,2024	December 16, 2024
October 1, 2024	December 10, 2024	October 7, 2024	January 20, 2025
November 5, 2024	January 14, 2025	November 4, 2024	February 17, 2025
December 3, 2024	February 11, 2025	December 2, 2024	March 17, 2025
January 7, 2025	March 18, 2025	January 6, 2025	April 21, 2025
February 4, 2025	April 15, 2025	February 3, 2025	May19, 2025
March 4, 2025	May 13, 2025	March 3, 2025	June 16, 2025
April 1, 2025	June 10, 2025	April 7, 2025	July 21, 2025
May 6, 2025	July 15, 2025	May 5, 2025	August 18, 2025
June 3, 2025	August 12, 2025	June 2, 2025	September15, 2025
July 1, 2025	September 9, 2025	July 7, 2025	October 20, 2025
August 5, 2025	October 14, 2025	August 4, 2025	November 17, 2025

****These are tentative completion dates based on no adjustments to the original contract, nor breaks and holidays scheduled ****

****ALL PAPERWORK MUST BE COMPLETED ONE (1) WEEK PRIOR TO CLASS START****

TUITION

Tuition is quoted on a specific program basis. The total program cost includes tuition, books, kit cost, and lab fees. Students are protected against tuition increases if they attend school continuously and have a signed Enrollment Agreement with the cost stated. The school will charge additional tuition for hours remaining after the contract ending date at a rate of \$15.00 per hour.

Programs	Tuition	Books	Kits	Lab Fees	Total Cost
Cosmetology	\$15,000	\$650	\$500	\$800	\$16,950

Educator Instructor	\$3,800	\$500	\$125	\$300	\$4,725
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ACCEPTABLE PAYMENTS

Acceptable forms of payments can be made by cash, check, all major credit cards, grants, financial aid awarding's, loans and VA benefits (G.I. Bill®) “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)”. Payment delinquency will require Studio 75 Hair Academy to temporarily suspend the student until their account is current. The school reserves the right to terminate any student whose tuition is delinquent and to place the account with a collection agency for payment. If the account is placed in collections, the student will be responsible for any/all collection fees. The payment chart below is the recommended scheduled payment periods; students can choose to pay ahead of the scheduled periods.

Cash Installment Payments

All students are eligible for monthly interest-free cash payments toward their tuition. Payments may be extended over the length of your program. You will be required to sign an installment note and make prompt payments. The balance must be paid in full before graduation.

U.S. Department of Veterans Affairs Educational Benefit & Tuition Assistance

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)”.

A veteran wishing to apply to use their VA benefits must complete VA Form 22-1990. Please visit <https://www.ebenefits.va.gov/ebenefits/homepage> or <https://www.vets.gov/education/> for more information and eligibility requirements. After enrollment, if a student using VA benefits misses five consecutive days (or ten consecutive days with official military orders), his or her benefits will be canceled until regular attendance is acquired.

Financial Aid Payment Benefits

To retain your financial aid, you must meet the Satisfactory Progress Policy requirement and achieve at least 75 percent of the clock hours you attempt. You also must maintain the minimum grade point average for your program.

Payment Periods

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer students' payment periods will vary.

COSMETOLOGY PROGRAM: 1500 HOURS

Payment Period 1...0 - 450 Hours /15 Weeks

Payment Period 2...451- 900 Hours /15 Weeks

Payment Period 3...901-1200 Hours /10 Weeks

Payment Period 4...1201-1500 Hours /10 Weeks

EDUCATOR INSTRUCTOR PROGRAM: 300 HOURS

Payment Period 1.....150 Hours / 10 Weeks

Payment Period 2.....150 Hours / 10 Weeks

VA EDUCATIONAL BENEFITS

We are proud to announce we offer VA Educational Benefits to the amazing men and women of our armed services; along with their family members, the opportunity to attend our institution.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1095 form from chapter 31 authorization purposes) and ending the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Studio 75 Hair Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, of the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

During the registration process, all students applying for VA benefits must read, abide by and sign a Veterans Student Addendum form.

Veterans Education Benefits: Chapter 30, 31, 35, 1606, 1607

Under these programs, benefits are typically paid to students instead of institutions, and the amount of assistance will depend on how many hours students are enrolled in.

- Montgomery GI Bill® (Chapter 30): Provides up to 36 months of education benefits.
- Special Vocational Training (Chapter 31): Provides tuition, books, fees, and housing assistance to qualified applicants with a 20% or higher VA disability rating.
- Survivors and Dependents Educational Assistance Program (Chapter 35): Provides up to 45 months of education benefits to eligible dependents (son, daughter, spouse) of veterans.
- Selected Reserve (Chapter 1606): Provides Montgomery GI Bill® benefits to members of the Selected Reserve (Army Reserve, Air Force Reserve, Navy Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, Air National Guard).
- Reserve Educational Assistance Program (Chapter 1607): Provides reservists who were activated for at least 90 days with benefits or increased benefits.

Any covered individual will be able to attend or participate in the course of education during the

Post 9/11 GI Bill® (Chapter 33)

If you have completed at least 90 days of aggregate military service or were discharged with a service-related disability after 30 days since September 10, 2001, you may be eligible for the Post 9/11 GI Bill®. Under this revised GI Bill®, tuition and fee expenses are paid directly to the school, and students receive an additional stipend for books, supplies, and housing. If students are eligible for both the Montgomery GI Bill® and the Post 9/11 GI Bill®, they must choose which one to use. Speak with the Chief Administrator Officer to weigh which option would be the best fit for you.

More information: <http://www.benefits.va.gov/gibill/>

Notice: Using VA Educational Benefits requires you to maintain a seventy five percent (75%) monthly attendance. You will be given only one (1) warning/ monthly probationary period to improve your attendance before VA Educational Benefits will be terminated. Reinstatement occurs when attendance percentage meets or exceeds the VA minimum. If you miss seven (7) consecutive days, or ten (10) consecutive days, without official military orders, your benefits will be terminated until regular attendance is acquired. A leave of absence may result in a loss of monthly benefit monies for the days out on leave. No certification ending dates are allowed to be extended due to student absences. The only exceptions are the days missed for an approved leave of absence.

REFUND POLICY

1. A student (or parent/legal guardian) may cancel an enrollment in writing or in person within (3) business days after an agreement has been signed. In the event the student has not entered class, all refundable fees collected by the school up to that point SHALL be refunded.

2. A student (or parent/legal guardian), who cancels enrollment prior to entering class, but three (3) business days after the initial enrollment, is entitled to a refund of all refundable fees paid up to that point, except the administrative fee of \$100.
3. A student who cancels his/her enrollment for any reason after classes have begun is entitled to a refund based upon the schedule of tuition adjustment. **(See Refund Table)**
4. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged.
5. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.
6. Attendance time is defined as time elapsed between the actual start date and the date on which the student cancels enrollment. The date of cancellation is considered the last day the student physically attended class.
7. All refunds due to the student will be paid within forty-five (45) days.
8. Account credits and/or refunds due as a result of payment(s) made by third parties (i.e., G.I.Bill®) will be credited /refunded back to the third party, NOT THE STUDENT.
***Certain Chapters of Veterans Educational Benefits are exempt from this policy.**
PL 115-407 Section 103) Prohibit denial of access and/or other penalties against student veterans using Chapter 33 or Chapter 31
9. If the school cancels a class, refunds are made without a request from the student.
10. All refunds will be calculated based on the students' last date of attendance. When computing refunds, the last day of attendance for a student will be one of the following:
 - The date on the expulsion notices if a student is expelled from the institution;
 - The date the institution receives a written notice of withdrawal from a student;
 - When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
 - The date the student fails to return from an approved leave of absence.

REFUND TABLE

If termination occurs during or after the first day of class but prior to program completion, the following refund table will be used:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM	AMOUNT OF TUITION OWED TO THE SCHOOL
01% -10.00%	10%
10.01% -25.00%	50%
25.01% -50.01%	75%
50%* and over	100%

FEDERAL RETURN OF TITLE IV (R2T4)

The Federal Return of Title IV formula (R2T4) indicates the amount of Federal Title IV aid that must be returned to the federal government by the school and/ or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin class/ attend the school, the R2T4 formula does not apply.

If a student of a Title IV grant or loan withdraws from Studio 75 Hair Academy after beginning attendance, the Institution must perform an R2T4 calculation to determine the amount of Title IV assistance earned by the student. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, they may be eligible to receive a post-withdrawal disbursement of the earned aid not received.

Studio 75 Hair Academy will utilize the Return to Title IV site within COD to calculate the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock- hour program, was scheduled to be in attendance.

Returns will be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount of unearned Title IV funds to be returned.

RETURN TO TITLE IV FUNDS POLICY

Studio 75 Hair Academy is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when he/she withdraws.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

Determination Date

The date of determination is defined as the date that the school determines when the student dropped.

As a clock-hour school, Studio 75 Hair Academy is required to take attendance. Because we are required to take attendance, a determination must be made within 14 days of the student ceasing attendance whether they have withdrawn or not. The student's withdrawal date is always the last date of attendance.

In the event a student misses 14 consecutive days (weekends included) of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be determined.

Return to Unearned Title IV Funds

If a Title IV financial aid recipient withdraws from the course of study after beginning attendance, but prior to course completion, a calculation for return of Title IV funds will be completed based on the guideline set out by the Department of Education and any applicable returns by the school shall be paid. Unearned funds must be returned to the Department of Education within 45 days of the date the institution determined that the student withdrew. The orders in which Title IV funds are returned are as follows:

- a. Federal Direct Loan Program Unsubsidized
- b. Federal Direct Loan Program Subsidized
- c. Federal Direct Loan Program PLUS
- d. Federal Pell Grant
- e. Federal, State, private or institutional student financial aid programs
- f. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has

received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

Determination of Title IV Earned by the Student Up through the 60% point in each payment period, a calculation is used to determine the amount of the Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

STUDENTS WHO WITHDRAW

It is the responsibility of the student to provide written notice of the intention to withdraw or take a leave of absence from Studio 75 Hair Academy.

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the agreement, the school will remit a refund that, as a MINIMUM, will be as specified under the section entitled Refund Policy.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN FORTY-FIVE (45) CALENDAR DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE YOU IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE BALANCE OWED.

Students who withdraw prior to completion of the program of study and wish to re-enter into Studio 75 Hair Academy will be required to follow procedures as dictated by the policy stipulated under the section Readmission and a new Enrollment Agreement will be entered into. Studio 75 Hair Academy requests that all notices of cancellations be handled in writing, but you do not have to cancel in writing. You do have the right to cancel by telephoning the school or by not coming to class. After 14 calendar days of absence, whether you have been in contact with Studio 75 Hair Academy or not, a student will be considered WITHDRAWN from the program and a refund will be calculated from the last date of attendance.

Studio 75 Hair Academy students wishing to transfer to another institution must pay all monies owed to Studio 75 Hair Academy in order for their hours to be released.

Studio 75 Hair Academy students who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for thirty (30) days, at which time the items become the property of Studio 75 Hair Academy.

Withdrawal from the School

NOTE: When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

Official Withdrawal Process (Notification provided by the Student) It is the responsibility of the student to provide a written notice of the intention to withdraw or take a leave of absence. If a student wishes to withdraw from Studio 75 Hair Academy, they must notify the Director. The notification may be in writing. The date the notification is received is the date of determination.

Unofficial withdrawal: If a student leaves without notice or he /she is not meeting satisfactory academic progress, Studio 75 Hair Academy will determine a withdrawal date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days will be subject to termination and be considered to have unofficially withdrawn. The student withdrawal date will be the students' last physical day of attendance at Studio 75 Hair Academy. Their date of determination is 14 days after they cease attendance.

Post-Withdrawal: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the students' account.

Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting the account. The funds will be released to the student within 30 days and no later than 45 days of the date of attendance.

Credit Balance: If a credit balance still exists on the student account after the R2T4 and the Institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdraw within 14 days from the date that the R2T4 calculation was performed. Overpayment must be eliminated prior to offering a credit balance to a student.

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount of unearned Title IV funds to be returned

Determination of Withdrawal Date

Because Studio 75 Hair Academy is required to take attendance, a student's withdrawal date is always the last date of academic attendance as determined by the Institution from its attendance records. This date is used for all students who cease attendance, including those who do not return from an approved LOA, and those who officially or unofficially withdraw.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is required for all enrolled students.

The SAP policy is applied consistently to all students enrolled at Studio 75 Hair Academy (full-time or part-time). It is printed in the Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education (COE) and federal regulations established by the United States Department of Education (ED).

Students must maintain satisfactory academic progress throughout their training to comply with the policy and to remain eligible for Title IV student financial assistance, unless the student is on FA Warning or Probation, as described within the policy. Also, students who do not receive financial aid and are paying out-of-pocket must maintain SAP progress throughout their training. The academic and attendance requirements apply to every student enrolled in the school, whether they receive financial aid or pay cash—all periods of enrollment count towards SAP, including periods when a student does not receive financial assistance. The school's policy is to apply SAP consistently to all students enrolled in all offered programs, whether full-time or part-time.

Note: Federal Financial Aid regulations require Studio 75 Hair Academy to discontinue federal financial aid if an SAP review indicates that the student cannot complete their program within 100% of the program's average published length.

Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of assessments ensures that students

have had at least one (1) evaluation by the midpoint in their respective courses. Evaluation periods are determined by the length of the program and the student's enrollment date.

The policy provides that a student's academic progress is evaluated at the end of each payment period if the educational program is either one academic year in length or shorter than an academic year: or for all other educational programs, at the end of each payment period or a least annually to correspond with the end of a payment period.

Students are evaluated for Satisfactory Academic Progress based on actual clock hours completed at the end of each period as follows:

COSMETOLOGY

PROGRAM: 1500 HOURS

- Period 1..... 450 Hours
- Period 2.....900 Hours
- Period 3.....1200 Hours
- Period 4.....1500 Hours

EDUCATOR INSTRUCTOR

PROGRAM: 300 HOURS

- Period 1 150 Hours
- Period 2 300 Hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible, based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Studio 75 Hair Academy will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Maximum Time Allowed

<u>Weeks</u>	<u>Scheduled Hours</u>	<u>Length</u>	<u>Maximum Time Frame</u>
Cosmetology			
	(Full Time 30 hrs./wk.) – 1500 Hours	50wks.	72wks.
	(Part Time 20 hrs./wk.) – 1500 Hours	75wks.	97wks.
Educator Instructor			

(Full Time 30hrs. /wk.) -300 Hours

10wks.

15wks.

(Part Time 20hrs./wk.) -300 Hours

15wks.

22.5wks.

ACADEMIC PROGRESS EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Studio 75 Hair Academy and is stated below under academic grading. Students must maintain a written grade average of 75% after completion of all courses written and practical requirements prior to graduation.

Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SYSTEM

A = 95 – 100%

B = 94- 86%

C = 85 – 75 %

Failing = Below 74% (Not Passing)

ACADEMIC GRADING

Each student's grades will be recorded and retained by Studio 75 Hair Academy regarding the students' progress in his/her course. The student will receive a monthly progress report. Tests are administered at the end of each chapter and a passing score of 75% is required to complete each chapter. If the student has not passed ALL chapter theory tests, or their monthly grade point average (GPA) falls below the requirement, they will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students will receive a "Monthly Practical Report", which shows the students' progress in attendance, theory and clinical, which they must sign and date acknowledging they received the report. A copy of the Monthly Progress and Practical Report will be kept in the students' file.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of evaluations.

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.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students failing to meet minimum requirements for attendance or academic progress after the warning period may appeal to be placed on probation (see below for appeal procedures). If the appeal is approved by the school, the student will be placed on probation for one evaluation period only unless an academic plan is approved. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or any other allowable special or mitigating circumstance. The student must submit a written appeal to Studio 75 Hair Academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

Noncredit remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon Studio 75 Hair Academy satisfactory academic progress standards maximum time frame has been exhausted.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

MAKEUP HOURS/ TESTS

Studio 75 Hair Academy students are given the opportunity to make up clock hours missed due to absence(s). This privilege is extended to assist those who may be in jeopardy of not meeting the 75% satisfactory progress requirement for attendance, and/or students who have exceeded the number of allowed absences on their contract.

This will afford students the opportunity to avoid additional tuition fees. If a student is absent on test day, the student will receive a zero percent (0%) grade for that test. A student will maintain a 0% grade for any missed test until they sit for a makeup test. The student has seven calendar days to make up for missed tests. Makeup tests are administered on Fridays ONLY for day students and Saturdays ONLY for evening students. Ten percent of the student's final grade will be deducted for all late exams. Failure to makeup missed tests and missing multiple tests will have a negative impact on the students' GPA. Additionally, if a student fails a test, or would like to improve his/her test score he/she can retake the test on the same day. The test scores will be divided between the two to get the final score.

Each student will receive a monthly attendance report. Students are expected to maintain an attendance percentage of at least 75%. Failure to maintain at least 75% attendance will result in the student being issued an Advisory for Successful Career Development Form. The student will be required to meet with the Institutional Director two weeks after receiving the Advisory for Successful Career Development Form to ensure they are on track for correction. Students must maintain a 75% attendance average each month in order to complete the program within the scheduled program time. The student is allowed to miss 10% of their scheduled hours. If the completion date in the enrollment contract expires and the student has not completed the program, the student may continue in the program as stated in the original Enrollment Contract.

Students will be granted an authorized absence for reasons beyond their control such as: personal sickness, death, or accident. After three days, documentation **will** be required. Fourteen (14) consecutive absences will result in a student being expelled, unless the student is on approved LOAs.

A student may re-apply for re-entry after a period of no less than 180 days. Re-entry students must pay the \$100 administrative fee before they are permitted to re-enter the program.

Attendance Requirements

Three (3) unauthorized/unexcused tardiest or absences in a calendar month will constitute a written notice as the result of a suspension. Suspension days are assigned at a maximum of three (3) days. Students are not permitted to make up suspension hours. Documentation on tardiness and absences will be required for those students who are continually tardy or absent. Habitual offenders will be subject to permanent expulsion. If a student is suspended, they are not permitted on the property of Studio 75

Hair Academy. If they are caught on the property, the Institution may file trespassing charges against the student. Authorized absences occur when a student is absent for reasons beyond their control, such as personal sickness, death, or accident of a student's immediate family member, or at the Director's discretion. After three (3) days of absence, a doctor's note is required. As stated in section Official and Unofficial withdrawal, fourteen (14) consecutive calendar days of absences, a student will be expelled. A student may re-apply for re-entry after a period of no less than one hundred and eighty (180) days. Seven percent (7%) of your contracted hours are allotted for absence; once the seven percent (7%) is exceeded, an hourly tuition charge of \$10.50 for each additional hour missed, excused or unexcused, including suspensions will be billed to the student. Students who are absent and/ or tardy without advance notice are required to call the school at 901-873-0275 and leave a message with the receptionist or a voicemail or use notification procedures via Facebook ,Instagram, or by emailing the school at studio75hairacademy@gmail.com before 8:30 (day class) and 4:30 (evening class). If proper notification is NOT received the absence or tardy is counted as unexcused.

*Students have a ten-minute (10) grace period before they are considered absent.

HOLIDAYS AND CLOSINGS

Studio 75 Hair Academy allows the following holidays off:

	<u>2024</u>	<u>2025</u>
New Year's Day	January 1	January 1
Martin Luther King Day	January 17	January 17
Spring Break	March 18 thru 25	Flex
Memorial Day	May 27	May 26
Juneteenth	June 19	June 19
Independence Day	July 4	July 4
Summer Break	July 8 thru 15	Flex
Labor Day	September 2	September 1
Thanksgiving and day after	November 28 & 29	November 27 & 28
Christmas	December 25	December 25
Christmas Break	Dec 24 thru Dec 31	

The school is closed for Christmas Break from December 24th until the first regular business day of the next year. The student is not required to do make-up hours for these days.

If Studio 75 Hair Academy must close on an unscheduled day due to unforeseen emergencies, we will update student contracts to reflect a new contract end date. Any other dates, including extensions of the dates listed above, are at the discretion of the Chief Administrator and will be published well in advance.

Inclement Weather/Disaster Emergency

Studio 75 Hair Academy's Institutional Director will monitor all weather announcements in the event of inclement weather, or disaster emergency, to determine whether to have a delayed opening or closing school for the day. Studio 75 Hair Academy will follow the lead of Millington School District. All students and faculty will be notified by the Institutional Director as to the closing and subsequent re-opening of the school no later than 7am on the days we are going to close. The general rule to follow is that IF THE SCHOOL IS OPEN, YOU ARE REQUIRED TO BE HERE. School closings due to inclement weather will be announced on Memphis and Millington local news channels and via e-mail.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Studio 75 Hair Academy students may not take more than one leave of absence during a contracted enrollment period and the combined time may not exceed one hundred and eighty (180) days in a twelve-month period.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

To be placed on a Leave of Absence, the student must:

1. Request a Leave of Absence in advance verbally or in writing.
2. Complete and sign and date Studio 75 Hair Academy's Leave of Absence Request Form, including the reason for the request.
3. Receive Approval.
4. Leave of Absence must be a minimum of fourteen (14) days and a maximum of sixty (60) days unless for documented medical reasons, in which case it must not exceed a total of one hundred and eighty (180) days in a 12-month period.

However, if unforeseen circumstances prevents the student from providing a written request, the institution may grant the student's request for a leave of absence, also if

the institution documents its decision and collects the written request at a later date is acceptable. A leave of absence may be granted to a student who did not make the request in advance. The beginning date of the approved LOA would be determined by Studio 75 Hair Academy's Institutional Director to be the first date the student was unable to attend because of unforeseen circumstances. There will be no additional charges for a LOA. If the student fails to return or contact Studio 75 Hair Academy Institutional Director on the documented return date, the student will be considered to have withdrawn from school as of the date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. A contract addendum will be completed upon return from the LOA to extend the contract end date by the same number of days taken in the leave of absence. In order to grant a Leave of Absence there must be an expectation that the student will be returning to school. A student who is granted a LOA that meets this criterion is not considered to have withdrawn and no refund calculation is required at that time. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date.

SCHEDULE CHANGE REQUESTS

All requests for schedule changes must be made in writing indicating the reason for the schedule change. It must be signed by the student, approved by the school's Institutional Director, and retained in the student's file. All students are allowed one schedule change at no charge; additional changes are assessed at a \$75.00 fee (i.e., changes from day to night or vice versa). Students will only be approved to change schedules twice within their time of enrollment for the program subject they are enrolled in. Any student that is requesting to change their program of study will be assessed a \$75.00 fee. The approved schedule change will show the new contract end date. Studio 75 Hair Academy maintains the entire agreement between the student and school to include the original agreement and the written scheduled request change.

COURSE REQUIREMENTS

1. Attend all classes and actively participate in class discussions, group work and lab activities.
2. Excessive absences will affect the final grade.
3. An academic average of 70% is required to maintain satisfactory academic progress.
4. Academic average is calculated using the following criteria:

Practical	50%
Theory / Written	30%

Attendance 20%

PROGRAM LENGTH

Full-Time / Day Classes

Tuesday – Friday 9:00am - 4:30pm (30 hours per week)

Part-Time/ Day Classes

Tuesday – Friday 9:00am - 2:00pm (20 hours per week)

Evening Classes

Monday – Thursday 5:00pm - 10:00pm (20 hours per week)

Saturday Class

9:00 am - 1:00 pm (4 hours per week) designated for makeup hours and MANDATORY for part-time students

Studio 75 Hair Academy takes great pride in ensuring our programs are in relation to the documented entry level earnings for our graduates, in which upon research for the cosmetology field entry level salaries begin at \$18,214 and Educator Instructors salary is in the average of \$33,462. These are statistics according to the TN Department of Labor & Workforce Development.

GRADUATION REQUIREMENTS

1. Successfully complete the required theory and practical clock hours for the course/program enrolled.
2. Meet the Satisfactory Academic Requirement of 75% - Cumulative Grade Average
3. Meet Attendance Requirement of 75%
4. Pay in full all monies owed to the school one week prior to graduation.

* Upon successful completion of the above requirements, the graduate will be awarded the appropriate course completion certificate(s).

* Studio 75 Hair Academy will enter the student's information on PSI's secured website; upon receiving an email from PSI, the Director will inform the student to logon to www.pSIONline.com register and/or schedule their examination.

* Studio 75 Hair Academy graduates are provided the opportunity to practice a “mock” State Board examination.

TENNESSEE BOARD ELIGIBILITY for LICENSURE

Educational Requirements for courses are Cosmetology 1500 hours and Educator Instructor 300 hours. Examination Requirements are both written and practical examinations.

The state's Cosmetology Board can suspend, revoke, or deny a license due to a felony conviction within three years before the board's decision or a "conviction of any misdemeanor involving moral turpitude" within one year of the decision. Moral turpitude is the generic legal term for crimes that display dishonesty or immorality.

For additional information on the State Board of Cosmetology-and-Barber-examiners email below.

<https://tn.gov/commerce/section/cosmetology-and-barber-examiners>

SUSPENSION & TERMINATION

Students may be terminated for immoral and/or improper conduct, failure to have attendance recorded for 14 consecutive calendar days, and/or failing to comply with educational requirements and/or the terms as agreed upon within the Enrollment Contract. Studio 75 Hair Academy reserves the right to suspend and ultimately terminate students for reasons, including but not limited to, the following: failure to attend classes regularly; failure to adhere to the Saturday attendance policy; refusal to complete assigned classes or Student Salon work; breach of school rules and policies; falsification of school records; cheating; conduct or conditions that pose a direct or indirect threat to other students, guests or employees of Studio 75 Hair Academy; or intentional destruction of school property, destruction to other students' or staff members' property, physical violence and threats of violence can mean immediate suspension/termination without warning.

GRIEVANCE PROCEDURE

If a student has a concern or grievance about their program or issues with other students or Instructors, the school has a grievance process. The student should first go to their immediate Instructor with their concern/grievance. If the problem cannot be resolved at this level, the student must submit their complaint in writing to the Institution Director, 4970 Navy Rd, Millington, TN 38053 or at studio75hairacademy@gmail.com , or call 901-873-0275. The Institutional Director will meet with the school's Advisory Team, if needed; they will attempt to resolve the concern/grievance within fifteen (15) days of receiving the complaint. If more information is required, an email will be sent to the student requesting additional information.

If no further information is required, the Institutional Director will notify the student by e-mail the steps taken to correct the concern/grievance or an explanation as to why no

action was required. The school will maintain records of the complaints and responses in the students' files.

Students will not be subject to adverse actions as a result of filing a complaint. If a student chooses to remain anonymous, there is a suggestion box located at the reception desk.

Studio 75 Hair Academy students should follow the above process; however, they may file a complaint, at any time, with the school's accrediting agency or TN State Board of Cosmetology. "Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

Studio 75 Hair Academy

Attn: Institutional Director

4970 Navy Rd

Millington, TN 38053

Phone (901) 873-0275

Email: studio75hairacademy@gmail.com

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: (770)396-3898 or 1-800-917-2081

Fax: (770) 396-3790

Website: www.council.org

Tennessee State Board of Cosmetology

500 James Robertson Parkway

Nashville, Tennessee 37243

Phone: (615)741-2515

Website: www.tn.gov

Tennessee Higher Education Commission

9th Floor, 312 Rosa L. Parks Avenue

Nashville, TN 37243

Phone: (615) 741-5293

Website: www.tn.gov/thec.html

STUDENT SERVICES

Release of Information Policy

Under the Family Educational Rights' and Privacy Act (FERPA) of 1974, student information or education records will not be released without the written consent of an eligible student, or if the student is a minor, the student's parents (20 U.S.C.S. § 1232g). An eligible student is one who has reached the age of 18 or attends a school beyond the high school level.

Eligible students and parents of minor students have the right to:

*Review their education record

*Request to correct inaccurate information in their record

Record Maintenance

Students may request to review their files at any time during their enrollment. They must set up an appointment with the Institutional Director after school hours. Files cannot leave the office and must be reviewed by the student and Institutional Director. Studio 75 Hair Academy maintains records of students grades and transcripts at the Institution for a minimum of three years.

* All requests for release of information are maintained in the student's file. Tennessee law requires all student records to be kept indefinitely. The student may contact the Institutional Director for copies of his or her educational and financial records.

Dress code

Studio 75 Hair Academy students are expected to be neat and professional in a clean uniform, without stains or tears daily. Students are required to wear the purchased uniforms provided by the Institution. The first two uniforms are provided by the school. Students can purchase additional uniforms. Clean closed toe shoes must be worn however, if the heel is open, tights or socks must be worn. Students must always wear name tags. Personal appearance should be professional, which include hair and nails and good hygiene.

A professional image is a requirement for successful participation. Students not in uniform will not be allowed to clock in.

Clinical Floor

Students must perform all services on guests assigned to them by the Institutional Director, Instructor, or Receptionist. Upon the student's first refusal to provide services, they will be required to leave the clinical floor, sign out and leave the school for the rest of the day. Any refusals thereafter will result in a three (3) day suspension.

Voters Registration

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Tennessee can be found at <http://www.tn.gov/sos/election>.

For information on Voter Registration and Election Dates for Federal Elections visit <https://www.eac.gov/voters/voter-resources-helpful-links>

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

Non-Discrimination Policy

It is the policy of Studio 75 Hair Academy to comply with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, which are federal laws that prohibit discrimination on the basis of disability. Studio 75 Hair Academy does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of the school. This applies to all applicants for admission to the school. Studio 75 Hair Academy will provide reasonable accommodation to students with qualified disabilities.

A person can show that he or she has a disability in one of three ways:

*A person may be disabled if he or she has a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning).

*A person may be disabled if he or she has a history of a disability (such as cancer that is in remission)

*A person may be disabled if he is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment).

*Applicants with disabilities or special needs, as defined in paragraph 104.3(j) of the regulation under section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school must provide academic adjustments, auxiliary aids, and reasonable accommodations to applicants with disabilities that are necessary to ensure

future students are not denied the benefits of or excluded from participation in the school's program.

DOCUMENTATION OF DISABILITY BY APPLICANT

Applicants with disabilities who wish to request reasonable accommodation (including academic adjustments or auxiliary aids) must contact the Institutional Director. Applicants must provide documentation of disability from an appropriate professional. For example, a future professional with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker. The documentation submitted must be within the last twelve (12) months, if older than twelve (12) months the future professional must provide current documentation from the appropriate professional. This documentation may be the applicant's existing medical records, or reports created by the applicant's medical provider or an appropriate professional who assesses the applicant. It may be documentation from the applicant's past educational records such as reports from teachers or school psychologists, or records that show the applicant's educational history, disability assessment, and the accommodations the applicant previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant. The documentation of disability is always kept in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The Institutional Director will determine what information needs to be shared with Studio 75 Hair Academy staff and instructors, on an "as-needed basis," in order to facilitate academic accommodations or other services.

Library/Media Services

Studio 75 Hair Academy resource library contains a variety of current and relevant educational materials such as reference books, trade journals, periodicals and audio-visual materials located in the library department. The resource library is available to students during school hours.

First Aid Kits

We have four first aid kits located throughout the institution.

1. Next to the fire extinguisher near the front entrance
2. Next to the fire extinguisher near the rear exit
3. Dispensary Room
4. Classroom

JOB PLACEMENT

Studio 75 Hair Academy maintains a Job Placement Program, which is available to students upon graduation. The Job Placement Coordinator takes great pride in assisting students with the transition into their field of study. Studio 75 Hair Academy does not guarantee a placement, as that is left up to the employer. We will be honest with any business as far as attendance, work ethics, attitude, etc. who request a referral from our students.

School Rules & Regulations & Conduct Policy

1. Students should arrive at school ready for class, which includes: clean uniforms, nametags, theory books, kits.
2. Theory begins promptly at 9:00 a.m. for day class and 5:00 p.m. evening class. Day students may not sign in after 10:00 a.m., unless they have a doctor's excuse, or an acceptable reason for delay (flat tire, children's doctor notification etc.). Evening students may not sign in after 6:00 p.m. All delayed sign-in must be approved by the Instructor or the Director. Documents must be presented for the reason of delayed arrival.
3. No student will be dismissed from any special demonstration class unless he or she is working on a client.
4. All senior students are to report to the clinic floor following theory class. When not working on clients, mandated sheets are to be completed and turned in by 2:00pm. on Friday.
5. Full-Time (eight- clock hour students) are allotted one 30-minute lunch break and one 10- minute break. Part Time (five-clock hour students) are allotted two 15-minute breaks (smoke breaks) are administrated during students 15-minute break. Please inform the Instructor when taking your break, **THIS IS FOR YOUR SAFETY**. Lunch breaks must be taken between the hours of 11:30am.-1: 30p.m.for day students, and by 7:30 p.m. for evening students.
6. All students are required to clock out if leaving campus for ANY reason, no matter the length of time. If you are on the clock, but not on campus, you **WILL** be suspended. Students will receive hours for the period they are on the clock. If students forget to sign in, this can result in a loss of hours. This includes lunch break sign ins and outs.
7. If students are caught signing/clocking another student in, both students will be suspended.
8. **DO NOT BRING CHILDREN TO SCHOOL WITH YOU; WE DO NOT HAVE CHILDCARE AVAILABLE.**

9. Studio 75 Hair Academy is a smoke-free environment, so all students smoking must be at least 50 feet from the Institution or take smoke breaks in the vehicles or at the picnic table provided by the Institution. Smoking students must distance themselves from nonsmoking students while in the picnic area, Students' "MUST" wash their hands after returning from their smoke break.

10. Students are required to help maintain a clean and sanitary environment in the school. Therefore, daily cleanup duties will be assigned.

11. Students are responsible for their textbooks, kit, and all personal property. DO NOT bring valuables to class. Studio 75 Hair Academy is not liable for any lost or stolen property.

12. The use of/or selling drugs and/or alcoholic beverages or stealing will be grounds for immediate termination and prosecution.

13. Students will not slander or use inappropriate language, fight, or **Gossip** on the grounds of Studio 75 Hair Academy. Hazing, bullying, and intimidation of any students or faculty will not be tolerated. Professionalism is always expected from all students. Any problems, concerns, or questions should be taken to the Institutional Director and will be addressed on an individual basis.

14. Students are to service clients assigned to them. Clients are to be greeted and treated in a respectful and professional manner. Refusing to service a client will result in the student being written up and sent home for the day. Additional refusals will result in a three (3) day suspension. Students are to communicate to the Instructor, Receptionist or Director if any clients are reflecting any minor of rudeness, bullying or vogueer behavior immediately.

15. Cellphones are to be placed in vibration mode while in the institution and only used during break unless there is an emergency. No cell phones are to be used or seen on the clinical floor, students can use their cell phone while in the classroom, if there is no lecture being in progress. If cell phones are seen or used on the clinical floor students will be written up, and if continues behavior of usage of cell phone while on the clinical floor continues, students will be suspended.

16. NO ELECTRONIC DEVICES are to be used on the clinical floor (i.e., earbuds, MP3 Players/IPODS/Bluetooth/cell phones).

17. Student Exchange: Students may perform services on each other only after receiving permission from their instructors and if all weekly mandates are completed. Students will receive a fifty percent (50%) discount on all services rendered. Students MUST pay for any service rendered.

18. Student Fields Trips – Only approved field trips by the Institution's Director will be credited hours for the student that attended the field trip. The hours submitted on the

field trip ticket will be the hours credited to the student. Field trips are a privilege for students, and students are to always conduct themselves in a respectful manner while attending the (Hair Shows, Makeup or Nail Shows or competitions).

19. Studio 75 Hair Academy faculty members are authorized to address/write-up any student for failure to abide by the school rules, regulations, and policies of the institution.

20. Professional conduct is expected from all students enrolled at Studio 75 Hair Academy. On Orientation Day, the rules and regulations of the school will be reviewed. The rules have been developed and published to protect all students from unnecessary disruptions. Failure to abide by the rules will result in disciplinary action being taken to include dismissal.

The dismissal can range from temporary suspension of three to five days or permanent termination depending on the severity of the situation. Suspended or terminated students are not permitted on Studio 75 Hair Academy's property; violation of this nature will result in the filing of trespassing charges. Readmission after dismissal will result in a probationary period of no less than thirty (30) days. If dismissal results in a permanent termination, re-admission is not allowed.

Materials Needed

Student kits must be purchased by the student before starting on the clinical floor. Kits are released to students once a payment has been made (via Pell Grant, Student Loan or Growth program). Once issued, the supplies become your responsibility and personal property. Each student is responsible for bringing their kit(s) and supplies to school daily. Students are expected to maintain their kit by replacing lost or broken articles, to ensure they can/will practice their profession efficiently.

Policy on Drugs and Alcohol Abuse Regulations

Studio 75 Hair Academy participates in an active drug free school and workplace environment. Our policy is mandated for the health and safety of our students, employees, and customers. Prohibited substances covered under this policy include alcohol, illegal drugs, inhalants, vapors, abuse of prescription and/or over-the-counter drugs and medications.

Language Policy

The English language is required by all students while on the floor or working on clients. Tennessee State Board of Cosmetology and Barbering uses PSI to administer the

theory and practical exam. PSI allows you to take the theory board in English, Spanish, and Vietnamese and the practical board ONLY in the English language.

Cosmetology Program

(14-Month Program - Full-time)

(20-Month Program - Part-time)

DESCRIPTION

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

OBJECTIVES

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for the value received in the employer–employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgment, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

CURRICULUM FOR COSMETOLOGY STUDENTS

75 Hours

50 Hours Lecture/ 25 Hours Clinical

THEORY: CLASSROOM INSTRUCTION: Limited to Orientation, History and Career Opportunities, Life Skills Management, Communicating for Success, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, and Professional Ethics

75 Hours

55 Hours Lecture/ 20 Hours Clinical

INFECTION CONTROL: PRINCIPLES AND PRACTICES: Health, Decontamination and Cleaning Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety

75 Hours

20 Hours Lecture/ 55 Clinical Hours

SCALP CARE, SHAMPOOING, AND CONDITIONING: Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices

150 Hours

60 Hours Lecture/ 90 Hours Clinical

HAIRSTYLING: Principles, Elements, and Philosophy of Hair Design; Creating Harmony; for Men; Principles and Techniques of Wet Styling; Blow-drying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures

200 Hours

75 Hours Lecture/ 125 Hours Clinical

HAIRCUTTING: Basic Principles and Techniques of Sectioning and Haircutting; Haircutting Tools, Body and Posture Positioning; Removing Length or Bulk with Razor, Scissors, Clippers, Shears; Haircutting Safety Precautions; Basic Haircut Procedures

125 Hours

60 Hours Lecture/ 65 Hours Clinical

HAIR COLORING - LIGHTENING: Identifying Natural Hair Color and Tone; Types of hair color; Client Consultation; Principles and Techniques of Temporary, semi-permanent, Permanent Colors; Lightening; Tinting; Toning; Highlighting; Special Effects; Hair color, Safety Precautions; Color Procedures

200 Hours

75 Hours Lecture/ 125 Hours Clinical

CHEMICAL TEXTURE SERVICES: The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Procedures

175 Hours

40 Hours Lecture/ 135 Hours Clinical

FACIALS AND MAKEUP: Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Makeup Color Theory, Procedures

175 Hours

25 Hours Lecture/ 150 Hours Clinical

MANICURING, PEDICURING, NAIL EXTENSIONS: Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Nail Art, Procedures

50 Hours

40 Hours Lecture/ 10 Hours Clinical

SALON BUSINESS, RETAIL SALES: Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Seeking Employment, Job Skills, Salon Safety, Building Your Business

200 Hours

100 Hours Lecture/ 100 Hours Clinical

INSTRUCTOR DISCRETION: To be applied by the instructor to strengthen student performance, reviewing Studio 75 Hair Academy policies and procedures, supervised field trips, or other related training.

Educator Instructor Program

(3.5 Month Program - Full-time)

5 Month Program - Part-time

DESCRIPTION

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

OBJECTIVES

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matters to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

Educator Instructor Curriculum

50 HOURS

20 Hours Lecture/ 30 Hours Clinical

ORIENTATION: School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

50 HOURS

20 Hours Lecture/ 30 Hours Clinical

METHODS OF TEACHING and CLASSROOM MANAGEMENT: Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects,

Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

100 HOURS

20 Hours Lecture/ 80 Hours Clinical

STUDENT SALON MANAGEMENT: Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

50 HOURS

20 Hours Lecture/ 30 Hours Clinical

INSTRUCTION AND ACADEMIC ASSESSMENT: Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/Measurement Instruments; Academic Advising

50 HOURS

50 Hours Clinical

Instructor Discretion: To be applied by the instructor to strengthen student lecture skills, written lesson plans, or other related training.

300 Total Hours

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency (Tennessee Board of Cosmetology and Barbering) for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

REVISED 1/23

I, _____, have read and understand
(Print Name)

Studio 75 Hair Academy's Rules and regulations stated in this catalog. I have a clear understanding of my requirements and expectations of being enrolled in this Institution. I agree to all the above stated in the catalog and have received a copy of the Institution catalog.

Student Signature: _____

Date: _____



REVISED 3/2024