

STUDENT HANDBOOK



**3410 W. Market Street
Johnson City, TN 37604
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MISSION STATEMENT:

Premier Cosmetology Academy's goal is to educate quality individuals in the arts and science of Cosmetology, Nail Technicians, and Esthetics as well as Instructors. We will use state of the art technology and innovative thinking to prepare our graduates for a professional entry into the work force with well-paying careers in the Professional Beauty Industry.

OUR FOUNDER/Bio

Mrs. Sharon Smith has been working in the beauty industry for 24 years. She is a Cosmetologist, Cosmetology Instructor and a Business Owner. She has worked both nationally and internationally. Attends classes, tradeshow and teachers training sessions to achieve continuing education credits and keep abreast of the latest trends. Born and raised in Massachusetts, she is married with one son and lives in Jonesborough, TN. She started her career in Killeen Texas at the College of Cosmetology School in Killeen, TX. Has worked at SuperCuts in Temple, TX. AAFES (Army and Air Force Exchange Services) Dexheim. Mrs. Smith's passion has always been in the beauty industry. And wishes to foster the same passion in her students. Mrs. Smith is willing to put in any effort to help her students achieve their goals and success in this industry.

OUR SCHOOL

Premier Cosmetology Academy was founded by Mrs. Sharon Smith and Mr. Raymond Smith in 2017. With a lot of passion, dedication and hard work we were able to open our doors in April 2017. Mrs. Smith hopes that everyone who walks through these doors feels welcomed and appreciated. *Our goal is to provide the most up to date and best possible education / training for her students. Give every student a chance to excel and achieve their goals and dreams.*

Staff:

Owner: Sharon Smith

Business Manager: April Smith

Instructors: Phyliss Mintz, Sybil Manahan, and Page Williams

Front Desk Manager: Renee Sexton(Nay Nay).

Premier Cosmetology Academy facilities and Equipment is a 5,000 square foot facility. Each program is provided with all the equipment is necessary for theory and practical for the completion of each program. All equipment is maintained by the facility.

Premier Cosmetology Academy will:

- *Will maintain a student /instructor ration 20:1 (or less)*
- *Provide an environment conducive to higher education*
- *Provide quality education to all students*
- *Provide clean, well maintained physical facilities, professional equipment and professional products appropriate and adequate for the student to achieve his /her professional goals and objectives*
- *Seek to continually train students in skills equal to and above those required for licensure and job entry level*
- *Seek to be a center for continuing education for all students*
- *Continually seek to provide greater student and graduate support services*
- *Embrace an attitude to all who contribute to our success and ultimately that of each person achieving his/her goals*

ADMISSION REQUIREMENTS:

Premier Cosmetology Academy admission policy requires that all applicants meet the following criteria for each program of instruction: Cosmetology, Esthetics, and Nail Technician

- Have successfully completed high school as evidenced by copy of diploma or official transcripts showing high school completion
- Have successfully completed high school equivalency as evidenced by copy of GED certificate
- Have successfully completed a homeschool program that state law treats as a home or private school as evidenced by a secondary school completion credential from the state where schooling was received
- Complete an Enrollment Application for Premier Cosmetology Academy
- Be at least 16 years of age
- Premier Cosmetology Academy does not have the ability to benefit policy.
- Students with foreign diplomas needs to have evidence that verification of a foreign students high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to US high school diploma.

TRANSFER STUDENTS:

Transfer students will be permitted for admittance to Premier Cosmetology Academy upon evaluation and determination of the level of competence determined by an instructor. Premier Cosmetology Academy will accept only hours certified by a state licensing agency. Transfer

hours may be accepted based on curriculum equivalency and practical evaluations. After review of sending facility transcripts the student may be required to take additional lectures / exams that Tennessee State Board requires.

ADMISSION REQUIREMENTS FOR INSTRUCTOR PROGRAM:

Premier Cosmetology Academy admission policy requires all instructor Program applicants to meet the following criteria: Cosmetology, Esthetics and Nail Technician

- Have a current Tennessee License
- Have been working in the applicable field for >3 years
- Complete an Enrollment Application for Premier Cosmetology Academy

ALL STUDENTS MUST PROVIDE:

- Proof of age documented by a government issued picture ID, example driver’s license, Federal employee ID card, Tennessee state ID card
- Social Security Card
- Valid high school diploma, certified transcripts or a valid GED certificate

Before beginning classes, a student must pay tuition and fees either by cash, credit card, pre-arranged interest free payment plan, or bank loan. If paying monthly and the payment is NOT made by the agreed upon date, the unpaid shall become immediately due, and/or attendance may be held in abeyance (suspension) at the discretion of the administration until such payment is paid in full.

ENROLLMENT AGREEMENT:

The student agrees to abide by the rules and policies as outlined in this handbook for the period of enrollment. Should the U.S. Department of Education issue regulations affecting a policy change subsequent to a student’s enrollment, students will receive written notification. Should Premier Cosmetology Academy make changes in policy subsequent to a student’s enrollment, students will receive written notification of such change.

The student agrees to attend classes as scheduled. No change or representation to the enrollment will be recognized unless made in writing. If the student cancels his/her enrollment at Premier Cosmetology Academy within 3 business days of signing the agreement but prior to

entering classes, he/she shall be entitled to a full refund of all monies paid to the school less the application fee of \$100. Appropriate refunds are made within 30 days of written notice that the student will not begin classes.

RE-ENROLLMENT POLICY:

Former Premier Cosmetology Academy students, who wish to re-enroll, must request approval from the school administration. Students who re-enroll within 30 days of their withdrawal date will be charged for hours remaining. You will be permitted to retain completed hours. You will be charged \$150 re-admittance fee. They will be responsible for any balance from the former enrollment. Students who re-enroll after 30 days of their withdrawal date may be evaluated scholastically in the same manner as a transfer student to determine class placement. Tuition rates current at the time of re-enrollment will apply. Arrangement for the satisfactory payment of any applicable balance owed under the previous enrollment must be made prior to re-enrollment.

PROGRAM SCHEDULE:

Cosmetology and class starts every 8 to 10 weeks. Esthetics and Nail Technician class starts every 5 weeks. The instructor program is upon application. (Subject to change). Full Time Cosmetology/Esthetics/Nail Technician classes are 34 plus hours per week: (All classes are taught in English).

Tuesday, Wednesday, Friday -8:30 am to 4:30 pm, Thursday 8:30 am to 7:00 pm Students who wish to attend school till 7:00 pm on Thursday's can come in at 08:30 am after completion of the first two phases of education. Others can do the same hours as the rest of the week (8:30am-4:30pm). 1 (one) hour for lunch, receiving 34 clock hours of instruction. Saturday from 8:30 am to 3:30 pm, (6 clock hours of instruction). Totaling 34 hours of instruction per week. Full Time students should complete the course in 10-12 months (depending on your attendance). Once you choose to stay till 7:00 pm on Thursday the student must stay with that schedule for the remaining course of your education.

Cosmetology/Esthetics/Nail Technician part time classes are 22 hours per week:

Tuesday, Wednesday, Thursday and Friday 8:30 am to 12:00 pm receiving 16 clock hours of instruction. Saturday from 8:30 am to 3:30 pm (6 hours of instruction). Totaling 22 hours per week.

Part time students should complete the course in 16-18 months (depending on attendance).

Tennessee State law requires Cosmetology Students to complete a minimum of 1,500 hours of instruction before applying to take the certifying exam. After completing 300 hours of instructions – students will move from class room to the clinic floor and start working on clients. Premier Cosmetology Academy offers Cosmetology training on a 50-week basis. The school will close during the week of July 4th and week between Christmas and New Year’s. No student clock hours will be granted during these 2 weeks.

Tennessee State law requires Nail Technician Students to complete a minimum of 600 hours of instruction before applying to take the certifying exam. After completing 100 hours of instruction – students will move from class room to the clinic floor and start working on clients. Premier Cosmetology Academy offers Nail Technician training on a 32- week basis. The school will close during the week of July 4th and week between Christmas and New Year’s. No student clock hours will be granted during these 2 weeks.

Tennessee State law requires Esthetics Students to complete a minimum of 750 hours of instruction before applying to take the certifying exam. After completing 150 hours of instruction-students will move from the class room to the clinic floor and start working on clients. Premier Cosmetology Academy offers Esthetic training of a 28 - week basis. The school will close during the week of July 4th and week between Christmas and New Year’s. No student clock hours will be granted during these 2 weeks.

Tennessee State law requires Instructor Program Students to complete a minimum of 300 hours of instruction before applying to take the certifying exam. The Instructor Program course hours are at the discretion of the student on the acknowledgement the course must be completed in 6 months.

With approval of administration; Premier Cosmetology Academy students may change enrollment status one time without cause. They may switch from the full-time schedule to the part time schedule or vice versa. All requests are to be approved by Premier Cosmetology Academy administration. A fee of \$50 will be charged for processing each subsequent request.

To request an enrollment status changes. See the Admissions Office to complete a change status form.

HOLIDAYS:

The school will observe the following holidays. If they fall within our regularly scheduled days of operation:

New Year’s Day Memorial Day July 4th Thanksgiving Christmas Day

PROGRAM CHARGES:

Cosmetology

	AMOUNT in US Dollars
Books/Kits	\$1,900
Application fee (non-refundable)	\$100
Tuition	\$7,500
Total Tuition / fees	\$9,500

Esthetics

	AMOUNT in US Dollars
Books/Kits	\$1,500
Application fee (non-refundable)	\$100
Tuition	\$5,400
Total Tuition / fees	\$7,000

Instructor Program

	AMOUNT in US Dollars
Books/Kits	\$700
Application fee (non-refundable)	\$100
Tuition	\$2,200
Total Tuition / fees	\$3,000

Nail Technician

	AMOUNT in US Dollars
Books/Kits	\$1,250
Application fee (non-refundable)	\$100
Tuition	\$3,150
Total Tuition / fees	\$4,500

Other Cost:

Students are required to furnish any items that the facility does not provide.

Types of Payments Accepted and due date:

We accept cash, credit, debit cards, and checks or through non-federal agency or loan programs. Payments are due on the 1st of every month. Any student that fails to pay their tuition payment within 5 (school days) of the due date will be charged \$25.00 per day until tuition is paid. For example, if tuition is due on the 1st of the month and the 1st falls on a Tuesday but you don't pay until the following Friday (11th) then you will be charged \$75.00 extra in late fees. Sunday's and Monday's do not count against you because we are not open on those days. If the school is closed for vacations, shows, classes, or any other reasons beside the usual Sunday's and Monday's and the 1st falls during those time periods then tuition needs to be paid prior to those closings. So, for example the 1st of July is on a Monday (2019) and we will be closed that whole week, then your tuition needs to be paid the week before vacation begins.

ATTENDANCE:

While in Phase 1 (one) students are expected to have 100% attendance. Any absences during Phase 1 (one) must be pre-approved by the instructor. Un-approved absences may result in disciplinary action or dismissal.

The minimum attendance requirement for all remaining phases will be 67% of the scheduled time. Cosmetology, Esthetics, and Nail Technician students are required to clock in by 8:30 a.m.

Students must call before 8:30 a.m. and speak with school employee or leave a message for your instructor if you are going to be late or absent. DO NOT send messages through electronic media (i.e. Facebook, Snapchat etc.....) or another student. If a student will be later than 10:00 am that student will not be permitted to attend school for that day.

Students are required to clock the number of hours daily.

All students can leave early for medical appointments, child care issues, or other appointments if approved by the director. If leaving early becomes excessive then the issue will be addressed by the Director at which time potentially other actions be taken.

Saturday's absences must be pre-approved by the director. Any student attending the instructor program will have to attend school for a minimum of 15 hours a week with a minimum of 60 hours a month. At Premier Cosmetology Academy we have a maximum of 5 months to complete the contract. After 5 months you will incur overages of \$10.00 per hour for every hour over the contract period. The state allows 6 months to complete the program before having to start the program over.

Students will occur overages if they go over their contracted end date. Premier Cosmetology Academy reserves the right to close the school down for any school function such as, show, continuing education, classes ... etc. If a student goes over their contract date they will owe overage fees for every school day that is over the contract date at \$10.00 per hour. Students will not be assessed any additional charges as a result of a leave of absence.

NO CALLS/NO SHOWS

Students who do not call in or show up (by **8:30**) on any school day- will automatically be suspended the following day (as long as that day is not on a Tuesday or Saturday). On the 2nd no call/no show that student will be suspended for 2 days (with none of those days falling on a Tuesday or Saturday). If a student has **3** no call/no shows while a student at Premier Cosmetology Academy that student can be dropped from the program.

When a student is dropped or withdraws from a Premier Cosmetology Academy Program, that student has **2** days (school days) to come back to the premises and retrieve their personal belongings (books, mannequins, carts, etc...). If the belongings are not picked up by the student Premier Cosmetology Academy reserves the right to keep the belongings. All personal belongings must be picked the student. Sending friends or family to retrieve belongings will not permitted.

If a student decides to withdraw from their program of instruction or is dropped, that student needs to come back to school to retrieve their personal belongings along with their copy of withdrawal/dropped documents. Documents if not picked up by student will be mailed if address is known. Every student receives a copy of their contract that was signed by them upon entering Premier Cosmetology Academy. The school will **not** give out another copy of signed contracts once the student receives their own copy.

Students that are dropped or withdrawal themselves from a Premier Cosmetology Academy program of instruction will have to pay any balances due. A \$150.00 withdrawal fee will be incurred by dropping or withdrawing from program.

Students requesting a transfer to another school must be paid in full of any monies that is owed to Premier Cosmetology Academy before a transfer can be completed.

SOCIAL MEDIA

No Student is to use any form of social media derogative towards Premier Cosmetology Academy staff, or another student enrolled at Premier Cosmetology Academy. If a student breaks this rule the consequences are as follows:

1st offense the student will be suspended for 1 day

2nd offense the student will be terminated from the program

CHORES AND RESPONSIBILITIES OF ALL STUDENTS

Every student is required to do chores throughout the day and at the end of the day. Premier Cosmetology Academy has a chore sheet and lists specific chores to each student that will begin ½ hour before clocking out for the day. Clean-up that is done throughout the day may and will include, sweeping (after every client and when needed), taking out trash, washing, drying, folding, and putting away towels throughout the day. Replacing toilet paper and paper towels. Washing dishes when a student dirties them. Wiping down countertops, stations, shampoo bowels, retail racks, pedicure rack, and back-bar rack. Cleaning or picking up breakroom and classroom. It is the responsibility of the students to keep the school clean and organized. Having to do this in school is to train students about some of the things that they will be doing in a salon. Any student not helping or doing a chore will be reprimanded by the Director.

CELLPHONE, ELECTRONIC DEVICES AND OTHER RULES:

- The Premier Cosmetology Academy prohibits students from making or receiving personal phone calls during clinic or theory hours of instruction. In an emergency situation, students can be notified by a call to the front desk. Personal use of cell phones is permitted in designated areas only.
- *UNLESS* a student is on break or lunch and OFF the clinic floor or out of classroom, ALL CELLPHONES are **PROHIBITED** in school.
- Food and drinks are allowed in student lounge area only. Under no circumstances are students permitted to have food on the clinic floor or in the classroom.
- Student may not clock in without having a full kit and books each day and must take all personal items home daily. A kit check will be performed at a time determined by the staff.
- Students are required to follow all State Board of Cosmetology sanitation and sterilization laws including keeping his/her chair, individual workstation, mirror, drawers kit and supplies clean, neat and orderly during training hours.
- This is a professional environment and use of profanity, drugs, or alcoholic beverages on school property will NOT be permitted. Any breach may result in dismissal from school. Any student found being under the influence or possessing drugs or alcohol will be dropped from any of our programs immediately.
- Premier Cosmetology Academy reserves the right to drug test any student at any time under TN law. The school reserves the right to terminate a student if found to be in violation of the school's drug / alcohol policy.
- **Felonies/Misdemeanor:** Under the rules of the TN State Board of Cosmetology if a student has a felony conviction and that felony is not 3 years or older by the time of graduation, that student **CANNOT** take the state board exams or get a license. If a

student has a Moral Turpitude Misdemeanor that is no 1 year older by the time of graduation, that student **CANNOT** take the state board exams or get a license.

- We reserve the right to suspend or terminate a student from school for refusal to cooperate with instructors, excessive absenteeism, tardiness, or in any case a student is not following school policies. The Premier Cosmetology Academy prepares students to work in a professional setting and we expect our students to behave and conduct themselves in a professional manner. Gossip or discussions of a personal nature or of personal problems with other students and/or clients is prohibited.
- Smoking is permitted in designated smoking areas only at designated break times.
- Any or all of the State Board members are free and welcome to visit our school. If they do, be courteous and respectful to them.
- Students are not permitted to receive services unless approved by their instructor and paid for in advance.
- Students are not permitted to wear hats or hoodies in the classroom or clinic floor.
- Students are required to wear Premier Cosmetology Academy Name Tags at all times.
- Students must be able to perform all tasks in clinic, theory, and practical settings.
- All clinic work must be checked by an instructor –
NO EXCEPTIONS.
- The institution is NOT responsible for any personal items left on school property.
- For the safety of our students and staff, all visitors must be checked in at the front desk.

CODE OF ETHICS:

- This school observes all rules and regulations issues by Tennessee State Board of Cosmetology, Tennessee Department of Health, and OSHA.
- Premier Cosmetology Academy requires all instructors to keep up to date on the latest teaching methods and curriculum as well as continuing education and regional meetings.
- Premier Cosmetology Academy instructors and staff maintain honest, fair and professional relationships with all students.
- Premier Cosmetology Academy advertises truthfully and makes honest representations to its students.
- Premier Cosmetology Academy refrains from criticism that reflects unfavorably on other schools and the Cosmetology profession.

ACADEMIC STANDARDS:

Each student must earn 1,500 clock hours to complete the basic Cosmetology program requirements and 300 hours for the Instructor Program; as required by Tennessee State Board of Cosmetology. The Nail Technician program hours are 600 to be completed. The Esthetics program is 750 hours of hours for completion. Students must maintain a final Grade Point

Average (GPA) of 80%. All money due to the school must be paid before graduation in order to graduate.

GRADING SYSTEM & COURSE PROGRESSION:

The practical work of each students is evaluated daily. Any student not making satisfactory progress in their field of study, practical assignments will be counselled by an educator and given special attention in overcoming the deficiencies.

Internal progress reports are given to students on a monthly basis. Satisfactory progress is evaluated through written and practical examinations which include all theory presentations and aspects of all programs.

Score system:

- | | |
|-------------------|---------------|
| 1. Excellent | 94%-100% |
| 2. Good | 86%-93% |
| 3. Satisfactory | 80%-85% |
| 4. Unsatisfactory | less than 80% |

Students receive a grade in both theory and practical work completed. Any make-up work is scheduled at the instructor's convenience; scores are averaged. Students' attendance and academics are evaluated and any GPA less than 80% is considered unsatisfactory.

Students must make up failed or missed tests and incomplete assignments, and pass a FINAL written and practical exam prior to graduation.

At the completion of Phase I and Phase II Premier Cosmetology Academy will determine if the student has maintained at least 70% of attendance and 80% of academics since their start date. Phase I is classroom /didactic. Phase II is clinic floor. A final evaluation for completion of course curriculum, attendance and preparation for State Board will be conducted.

Cosmetology /(Nature)Hairstylist/(Level of occupation)entry level Cosmetologist

Nail Technician program/(Nature)Nail specialist/(Level of occupation) entry level Nail Technician

Esthetics program/(Nature)Skin specialist/(Level of occupation) entry level Esthetician.

Instructor program/(Nature)Teaching specialist/(Level of occupation) entry level Instructor.

All programs above must obtain a license from the state in order to work in the entry level occupation of their choice.

The maximum time allowed for students to complete each phase of the program at Premier Cosmetology Academy is as follows:

	<u>Months</u>	<u>Scheduled Hours</u>
Cosmetology Full-Time	10-12	1,500
Nail Technician program	5-6	600
Esthetics program	6-7	750
Instructor program	5-6(*)	300

	<u>Months</u>	<u>Scheduled Hours</u>
Cosmetology Part-Time	15-17	1,500
Nail Technician program	10-12	600
Esthetics program	12-14	750
Instructor program	5-6(*)	300

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards program completion only when rated as satisfactory or better. 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 program. Practical skills are evaluated according to the text procedures and set forth in the criteria adopted by Premier Cosmetology Academy. Students must maintain a written GPA of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests (both written and practical) and any incomplete assignments. At graduation the student will be given a diploma.

Satisfactory Academic Progress Policy (SAP)

The SAP policy is consistently applied to all students enrolled at Premier Cosmetology Academy It is contained in the student handbook and on our website: www.premiercosmetologyacademy.com to

ensure that all students receive a copy prior to enrollment. The SAP policy complies with guidelines established by NACCAS and US Department of Education regulations.

Satisfactory progress ensures students successfully complete the program in a timely manner.

Satisfactory Academic Progress includes maintaining an 80% GPA and 67% attendance. To determine whether a student is meeting SAP, students are assigned academic learning and a minimum number of practical evaluations that must be completed and passed. Students must make up failed or missed tests and incomplete assignments, and pass a FINAL written and practical exam prior to graduation.

Leaves of absences do not affect the GPA or attendance. All leave of absences 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 cumulative attendance percentage calculation. Students who re-enter the institution because of a leave of absence or withdrawal are required to re-enter in the same progress status as when they left.

Students who withdrew prior to completing their program and wish to re-enroll will return in the same SAP status as at the time of withdrawal.

Students are evaluated for SAP as follows

Cosmetology – 450/ 19 weeks, 900/27 weeks and 1200/36 weeks clocked (actual) hours

Esthetics – 375/12 weeks clocked (actual) hours

Nail Technician – 300/9 weeks clocked (actual) hours

Instructor Program–150/5 weeks hours clocked (actual) hours

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for SAP. Evaluation frequency ensures student have at least one evaluation by midpoint of the program. The attendance percentage is determined by dividing total number of scheduled hours.

At the end of each evaluation period Premier Cosmetology Academy will determine if the student has maintained at least 67% cumulative attendance and 80% academics since their start date, which indicates that given the same attendance rate the student will graduate within the maximum time frame allowed.

The maximum time allowed for students to complete each program at SAP is as follows:

WEEKS SCHEDULED HOURS

Cosmetology – Full Time 60(hours) 2250(hours)

Cosmetology – Part Time 112 (hours) 2250(hours)

Esthetics – Full Time 41(hours) 1125(hours)

Esthetics – Part Time 56(hours) 1125(hours)

Nail Technician – Full Time 41(hours) 900(hours)

Any Student not completing their hours within their contracted time will be dropped from the program and will then have to re-register (including paying the fees) into the program and pay cash for their overage fees until hours are completed. If the hours are completed but fees are not paid in full, students will not be allowed to take their state board exams.

The maximum time allowed for transfer students will be determined based on 67% of the scheduled contracted hours. All accepted transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

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 towards program completion only when rated as satisfactory or better. 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 program. Practical skills are evaluated according to text procedures and set forth in the criteria adopted by Premier Cosmetology Academy. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Cosmetology program is a 1500 hour clock year academic program.

Nail Technician Program is a 600 hour clock year academic program.

Esthetic program is a 750 hour clock year academic program.

Instructor Program is a 300 hour clock year academic program.

Numerical grades are as followed

Excellent 94% to 100%

Good 86% to 93%

Satisfactory 80% to 85%

Unsatisfactory less than 80%

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled SAP. Students will receive a hard copy of SAP determination at the time of each evaluation. Students failing SAP may have their financial aid interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

SAP WARNING: A students' initial failure to meet SAP at an evaluation point will be placed on warning and considered to be making SAP during the warning period. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If, at the end of the warning period, the student still has not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, may be deemed ineligible to receive financial aid.

SAP PROBATION: Students failing to meet attendance or academic SAP after the warning period will be placed on probation and considered to be making SAP during the probationary period if the student appeals the decision and prevails upon appeal.

Only students having the ability to meet SAP, either attendance or academic, by the end of the evaluation period may be placed on probation. Students 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 progressing towards their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If, at the end of the probationary period, the student still has not met the attendance and academic requirements for SAP, the student will be determined as NOT making SAP and will not be eligible to receive financial aid.

Students may re-establish SAP and financial aid, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

APPEALS: Student appeals must contain an explanation of why they failed SAP and what has changed in their situation which will allow them to meet SAP at the next evaluation.

Students may appeal due to the death of a relative, injury or illness of the student or one of their children or the illness or injury of a parent provided there is no one else available to care for the parent.

Students must provide documentation of relatives' death in the form of a funeral notice or obituary. Documentation required for illness or injury will be a physicians' note indicating the type of illness or injury and an estimated time needed for recovery.

Results of the appeal will be noted on the appeal and placed in the students file.

SCHOOL TERMINATION:

Each student must abide by the rules and regulations of the Tennessee State Board of Cosmetology and the Premier Cosmetology Academy policies and procedures. Failure to abide by these rules will bring about dismissal from the school.

Any student may be dismissed from school for the following reasons:

- Insubordination, being rude to patrons, or unprofessional conduct
- Cheating on exams
- Failure to meet tuition payments
- Excessive absenteeism, excessive tardiness and skipping classes
- Using foul language, alcoholic beverages or drug abuse
- Stealing from the school, staff, clients or other students
- Unsatisfactory grades
- Threatening to physically harm another student/ staff member or client

LEAVE OF ABSENCE POLICY:

A leave of absence must be requested in advance unless unforeseen circumstances prevent the student from doing so. A leave of absence must be requested in writing. The request must include the students reason for the leave of absence and the request must have the students signature.

A leave of absence can be given to a student for the following reasons:

- Death of an immediate family member
- Student having surgery
- Student giving birth
- Covid -1st time only
- A student taking a leave of absence for any other reason than 4 reasons above will be under the discrimination of the Director. Each case will be handled individually.

There will be no clock hours during a leave of absence. The amount of time that a student takes for the leave of absence is at his/her discretion. The longer the leave of absence the more hours, clinic time and theory that will be missed and you are required to make up that time. Students are responsible for their leave of absence. It is NOT the responsibility of Premier Cosmetology Academy to keep track of time during leave of absence. Before taking a leave of absence the student must inform the administration of Premier Cosmetology Academy in advance unless unseen circumstances prevents the students from doing so. The institution collects the request from the student at later date and the institution establishes the start date of the approved leave of absence as the first date the student was unable to attend. If a student does not contact administration when taking a leave of absence the student is presumed to have dropped out of the course after 14 (fourteen) days of no attendance and will be dropped from the program. If a student does not return by the expiration of an approved leave of absence the students withdrawal date for the purpose of calculating a refund will be the students last date of attendance. When on leave of absence the student is responsible for keeping up with their course studies. Upon returning from leave of absence the student is responsible to make-up for quizzes, exams, classwork or assignments that were missed. No overages are to be charged during a requested leave of absence. A leave of absence cannot exceed the total of 180 calendar days in any 12 month period. A student a granted an leave of absence is not considered to have withdrawn and that no refund calculation is required at that time. Changes to the enrollment agreement will be signed by both parties and the end enrollment date with be changed according to the calendar days of the leave of absence taken.

CURRICULUM:

Premier Cosmetology Academy will use Pivot Point Curriculum, which is well known in the beauty industry as best of the best. Our mission is to keep students and the instructors up to

date with current trends and beauty news. Our Cosmetology program uses many exciting methods to teach our curriculum. We are a Pivot Point facility and some of our teaching methods include; use of iPad, textbooks, instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product/ manufacturer educational demonstrations and other methods that may present at a later time.

INSTRUCTOR PROGRAM CURRICULUM:

The Tennessee State Board of Cosmetology requires 300 hours of instruction for the Instructor Program. This program is typically completed in 5-6 months depending on attendance. **MUST BE COMPLETED** within 6 months or the program requires re-start. The instructor program is designed to produce a qualified and capable instructors to teach cosmetology students. Upon completion and licensure by the state, the student will be able to teach in a school of Cosmetology. The maximum hours are 40 hours per week with a minimum completion of 8 weeks (totaling 300 course hours).

Program overview

General.....150 hours

Practical education, state law and regulations, Record keeping, professional development, program outlining and development, and motivation

Physical.....150 hours

Demonstration techniques, examination and analysis, classroom management, teaching observation and assisting, preparing teaching aids and student teaching

Program references will be from Pivot Point, INC

JOB PLACEMENT:

Job placement is readily available in the Tri-Cities market. Premier Cosmetology Academy provides employment assistance, professional appearance guidelines, and follow-up to its students and graduates. School records may be made available to prospective employers to demonstrate the student’s qualifications for employment provided if student agrees to the release of information (which is done in writing). This school will help provide assistance with employment as possible. However; area salons are continually contracting the school to make them aware of openings and this information is then posted at the Premier Cosmetology Academy School and website (Premiercosmetologyacademy.com)

You can visit the website (premiercosmetologyacademy.com) and click on industry job link to see the current list of positions available and general information about the Beauty industry.

INSTITUTIONAL REFUND GUIDELINE:

Students will receive books and kits after attending the first three days of their program.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following guideline will apply to all terminations for any reason, by either party, including student decision, program cancellation or school closure. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdraw. Official cancellation or withdrawal shall occur on the earlier of the dates that:

Applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, less \$100 application fee which is non-refundable. A student or in the case of student under 18 years of age, his / her legal guardian or parent) cancels his /her enrollment in writing within 3 (three) business days of signing the enrollment application/agreement. Regardless of whether or not the student has actually started classes, all monies collected by the school shall be refunded less the \$100 application fee, which is non-refundable. If kits are ordered prior to withdrawal the student will not receive the down payment of \$1,900 back.

A student notifies the school of his/her withdrawal in writing.

A student is expelled from school.

A student on an approved leave of absence notifies the school she/he will not be returning from leave of absence. The date of withdrawal shall be the earlier of scheduled date or the date the student notifies the school.

In any of the instances where a written notification is given, of official cancellation or withdrawal, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

For students who enroll and begin attending classes but withdraw prior to program completion (after 3 (three) days of signing the contract) the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<i>% of scheduled hours To total length of program</i>	<i>Amount of tuition owed to the school</i>
0.01%-4.9%	20%
5.0%-9.9%	30%
10-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% and greater	100%

All refunds will be calculated based on the students 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 un-officially. If the school cancels a course and/or program and

ceases to offer instruction after students have enrolled and instruction has begun, or the school had to close for any reason the school shall at its option:

- 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 and/or program; or
- Provide a full refund of all monies paid.

If a program is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or provide completion of the program. A refund will be provided within 45 days of cancellation.

Students who withdraw or terminate prior to program completion will be charged a cancellation withdrawal fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred (extra kit materials, supplies, books, product, unreturned school property, etc....) will be calculated separately at the time of withdraw and the final monies paid to student will be adjusted as needed. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.

DRESS CODE:

It is the responsibility of the student to purchase the appropriate required uniforms for school. Black scrubs and Black shoes are the required uniform items. Students who purchase a Premier Cosmetology Academy t-shirt will be allowed to wear that t-shirt any day of the week with their scrub pants. Scrub pants must extend and cover the ankle. Black scrub shirts must be solid black in color. The scrub shirts can be long-sleeve, short-sleeve with or without a collar and must extend past the waist line. Aprons which are provided to the students must be worn while on the clinic floor at all times. Black sweaters or black sport coats may be worn during the cooler season. NO jackets or hoodies are worn in the school. Students must wear the given name tag and required to wear every day of the course. Students are NOT permitted to wear ball caps, stocking caps, bandanas, head wraps, etc.... while on school property. Students will have personal HAIR AND MAKEUP completed prior to coming to school. Personal hygiene is a requirement for the beauty industry and should be taken seriously. Students should refrain from wearing excessive perfume or cologne while at school due to client and other student allergies. Uniforms are to be well laundered at all times. Students must wear black, closed toed shoes at all times. The shoe laces are to be black as well. Professional dress is permitted on Graduation day. Attending school in non-regulation dress or non-professional manner is grounds for non-admittance to class for that day. NO HOURS will be awarded if dismissed for non-adherence to this regulation.

VIDEO/PHOTOGRAPHING:

As a Premier Cosmetology Academy there will be times that you will be videotaped and/or educational purposes. Additionally, photographs may be used in advertising, on our website for marketing. Unless you state otherwise, your signature acknowledging receipt of this handbook constitutes your agreement to being photographed and/or videotaped and your release to the photographs to Premier Cosmetology Academy.

SCHOOL CLOSING:

In the event that Premier Cosmetology Academy must close during normal business hours due to inclement weather or any other emergency, students will be made aware through school announcement. Should it be necessary to close the school before the school day begins you may call the school in the morning in question, check our website, or stay tuned to WCYB or WJHL, in which posting will be made no later than 6:00 a.m. Please continue checking through the day because if a 2-hour delay, as conditions change, we may update the announcement to close. NO clock hours will be accrued during a closure.

Easy Guide: if East Tennessee State University is closed, we will be closed.

FIRE:

Premier Cosmetology Academy has an alarm directed to the Johnson City Fire Department. Whenever a fire is detected a continuous siren will sound. In each room of the building there is a floor plan posted that will show a direct evacuation route:

- a. Evacuate the building immediately
- b. Instruct all clients to evacuate the building
- c. Assist clients who needs help evacuating
- d. Each educator will have a designated area for students to meet once evacuated
- e. Re-enter the building ONLY after Fire Department has cleared the event.

Everyone to meet at the Company Sign.

FIRE DRILLS OR TORNADO DRILLS:

From time to time, fire drills will be conducted. Everyone must follow normal procedures in evacuating the building. EVERYONE exits the building and meets at the company sign. Only administration will give the clearance to re-enter the building. In the event of a tornado, we ask that everyone remain calm and go to the PHASE II classroom and await further instruction.

STAFF CONTACT INFORMATION:

Sharon Smith sharonsmith.pca@gmail.com

cell 978.230.2804

office 423.328.0386

SCHOOL POLICY FOR STUDENT RECORDS:

Students and parents/guardians have the right to inspect and review educational records and progress records (for students < 16 years of age). No information will be released to any third party without the student's permission.

PRIVACY NOTICE:

Family Educational Rights and Privacy Act of 1974 (FERPA)

The FERPA is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the US Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond high school level. Students and former students to whom the rights have transferred are called eligible students.

*** Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

*** Generally, the school must have written permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records without any consent to the following people:

- School employees who have a need to know
- Other schools to which a student is transferring
- Students and parents or guardians of dependent minors
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety reasons
- State and local authorities to whom disclosure is required by state law

If you have any questions concerning the FERPA you may call or write:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
202.401.2057

EMPLOYMENT OPPORTUNITIES:

The list will include but not limited to:

Stylist Manager Nail Technician Salon Salon Owner Skin Care

EMPLOYMENT ASSISTANCE:

The institution does not guarantee employment upon graduation or after receiving a state license.

COMPENSATION POTENTIAL:

From the website salary.com places salary ranges for national and state

National Average	J.C. Average
\$15,530-\$42,460	\$28,000 - \$39,791

The Salon industry has numerous openings annually. Which is exciting news for our graduates and those individuals wanting to re-enter the work force trained in a new career field.

GREVANCE PROCEDURE:

Premier Cosmetology Academy seeks to provide an open-door policy to all persons with the institution. This policy is endorsed and practiced in an effort to address potentially negative issues before they become complaints. Premier Cosmetology Academy proposes the following procedures for anyone wishing to file a formal complaint. The first step in filing a complaint is that of preparing a written statement identifying and fully describing all conditions and circumstances related to the complaint. The issue is discussed among staff at the next scheduled staff meeting, unless the issue merits immediate attention. In case of an emergency the matter is addressed immediately. Within 5 (five) working days the school will provide a written response to the student outlining the decision made by school administration. The decision by the school administration will be final. If resolution is not reached within the institution the complaint may be forwarded to the state licensing agency. Should the matter still not be resolved the complainant may forward a copy of complaint to the address below:

Tennessee State Board of Cosmetology
500 James Robertson Parkway
Nashville, TN 37243
1(615)741-2515

State License Procedure:

All students must pass a Theory test and a Practical test with a 70% or higher in the State of Tennessee. Once the student passes all the test, they must apply for a Tennessee License.

Graduation Requirements:

Graduation requirements for Premier Cosmetology Academy are as follows:

- Complete the course hours that pertain to the course of study that you are enrolled for.
- Must complete task sheet.
- Pass all exams with Premier Cosmetology Academy standard for 80% or higher.
- Pass a Practical Exam with Premier Cosmetology Academy standard of 80% or higher.
- All fees and tuition must be paid in full in order to meet Premier Cosmetology Academy's graduation requirements.
- Once Premier Cosmetology Academy graduation requirements are met every student will receive a diploma.

Job Placement Requirements:

The Licensure requirements are as follows for each program.

Nail Technician:

600 hours (Clocked and Recorded)
Pass State Boards (Theory and Practical) with 70%
Purchase and renew License every two years:

Esthetics:

750 hours (Clocked and Recorded)
Pass State Boards (Theory and Practical) with 70%
Purchase and renew License every two years:

Cosmetology:

1500 hours (Clocked and Recorded)
Pass State Boards (Theory and Practical) with 70%
Purchase and renew License every two years:

Instructor Program:

300 hours (Clocked and Recorded) and must be completed within 6 months of the start date of the contract.

Pass State Boards (Theory and Practical) with 70%

Purchase and renew License every two years:

The physical requirements for each program are as follows:

Nail Technician:

Sitting for extended amounts of time, proper use of implements, and massage techniques.

Cannot be allergic to odors.

Esthetics:

Sitting and standing for short periods of time, proper use of hands and implements, and massage techniques. Cannot be allergic to some products.

Cosmetology:

Standing for extended amounts of time, proper use of tools (Blow dryers, Shears, Flat irons, Perm rods, etc.) For extended amounts of time. Cannot be allergic to strong odors or fragrances.

Instructor Program:

Standing and/or sitting for extended amounts of time. Demonstrating proper use of all tools and implements for Nail Technician, Esthetics, Instructor and Cosmetology programs, as well as presentational skills in all areas of Theory.

The ability to meet requirements set forth by Employers are as follows:

Booth Rental Salon:

Rent, hours, dress code, products, retail, license to be purchased and kept updated, and continuing education.

Commission Salon:

Commission paid, hours, dress code, retail commission paid, continuing education, license to be kept updated.

PROFESSIONAL ASSISTANCE HOTLINES:

DOMESTIC HOTLINE:

1(800)799-7233 National Number

1(877)928-9062 Tennessee Number

SUBSTANCE ABUSE HOTLINE:

1(800)662-4357 National Number

1(877)928-9062 Tennessee Number

Suicide Prevention Hotline:

1(800)273-8255 National Number

1(877)928-9062 Tennessee Number

NON-DISCRIMINATION POLICY:

Premier Cosmetology Academy does not discriminate on the basis of military status, color, race, gender, religion, Ethnic origin, age, disability, sexual preference / orientation, or any other legally protected characteristics.

CERTIFICATION STATEMENT:

I certify that the information and guidelines contained in the handbook are true in content and that this school enforces its policies pertaining to progress standards and regulations set up by the school.

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, Virginia 22314
(703)600-7600
www.naccus.org

CERTIFYING Official:
Sharon D. Smith, Premier Cosmetology Academy, CEO