



# 2023 STUDENT CATALOG



# Mission Statement

The Summit Salon Academy's goal is to educate and train our students on the latest concepts in the beauty industry. Our educational programs contain business building skills as well as the theory and practical skills required to pass the Ohio State Board of Cosmetology licensing exam. And to assure that our graduates will have an immediate and positive impact on the beauty industry.

## History

Jessica Johnson and Jennifer O'Connor own Integrity Estates, LTD, DBA Summit Salon Academy, a corporation in Ohio.

## Location

Summit Salon Academy is located at 116 W South Boundary Street in Perrysburg, Ohio 43551, a growing community of 86,000. There are nice parks and public facilities in addition to great living, dining and shopping areas. Perrysburg is located within the Toledo market area of over half a million people. There are many great places to visit within minutes of Summit Salon Academy. The telephone number for admissions is 419-873-9999, ext. 2 and fax number 419-873-1862.

## Recognized by Redken

Summit Salon Academy belongs to a national group of beauty schools that is "Recognized by Redken for Excellence in Education". Summit Salon Academy uses Redken retail and professional products. Redken provides the Academy educators and students opportunities for Redken training. Redken does not have an ownership interest in Summit Salon Academy.

## Amenities and Equipment

Summit Salon Academy is a beautiful, quality educational 9838 square foot facility, which has a spacious hair care, nail care, and skin care educational areas. The facility also contains classrooms, a student lounge, and offices.

## Prior to Enrollment

Before enrolling a prospective student for admission, Summit Salon Academy provides the prospective student a copy of the Summit Salon Academy Catalog, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics. The prospective student's educational background is considered prior to enrolling a student. Summit Salon Academy does not admit ability-to-benefit students. All students admitted are beyond the compulsory age of attendance for the State of Ohio. All students must be enrolled as a regular student in an eligible program.

## Catalog Responsibilities

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. Summit Salon Academy reserves the right to change policies as well as to revise the curricula.

# CONTENTS

ESSENTIAL INFORMATION FOR ALL PROGRAMS_____	5
ACADEMIC INFORMATION_____	10
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY_____	9 -13
CAREER FORECASTING_____	14
ACADEMY POLICIES_____	15
PROGRAMS OF STUDY_____	19 - 33
ADVANCED COSMETOLOGY_____	19
ADVANCED ESTHETICS_____	24
ADVANCED MANICURIST _____	29
REGULATORY INFORMATION_____	34 - 36
REFUND POLICY_____	36 - 39
INSERTS_____	40 - 45

# ESSENTIAL INFORMATION FOR ALL PROGRAMS

## The Applying & Enrollment Process

The Enrollment Application must be submitted to Summit Salon Academy admissions office via the Internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an interview and tour with an Admissions Representative. During the meeting you will tour the facility and meet staff and students. Information concerning curriculum, books and kits, apparel code and payment plan options will be shared. Upon acceptance to Summit Salon Academy, applicant will sign the enrollment agreement and pay the registration fee.

## Educational Requirements

All students must have a valid high school diploma or G.E.D. certificate. All home-schooled students are required to have a G.E.D certificate or provide a copy of the Letter of Compulsory Attendance Excusal they received from their school district to accompany their diploma. Prospective student's educational background is considered prior to enrolling a student. Students are admitted on the basis of educational background, aptitude and commitment. Summit Salon Academy does not admit ability-to-benefit students.

## Admissions Requirements

The following documentation is required for admission to all programs at Summit Salon Academy:

- **Enrollment Application**

- **Academic Achievement:** Prospective student's educational background is considered prior to enrolling a student. Students are admitted on the basis of educational background, aptitude and commitment. Summit Salon Academy does not admit ability-to-benefit students.

- Student's proof of high school completion:

All students must have and provide valid Proof of Successful Completion of High School as evidenced by any of the items on the following non-exhaustive list:

- o A valid high school diploma, G.E.D. certificate, or a sealed, official high school transcript bearing the signature of a high school official and listing the student's graduation date. (Summit Salon Academy does not accept online diplomas)
- o All home-schooled students are required to have a letter of Compulsory Attendance Excusal received from their school district to accompany their diploma or official transcript or a G.E.D certificate.

- Students with foreign transcripts must have evidence that verification of the student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

•**Personal Identification:** The student's identification for example, but not limited to a State Issued Driver's License or State Issued ID.

•**Enrollment Agreement:** A fully executed (signed and dated) at time of enrollment. Summit Salon Academy maintains the original copy of the Enrollment Agreement and the student will receive a copy of the fully executed Enrollment Agreement.

•**Registration Fee:** To be paid in full at time of enrollment.

### **Terms of Re-entry**

A student who must withdraw temporarily may re-enter under the following terms:

- The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the temporary withdrawal.
- Under any one or a combination of the above conditions, the student will be re-admitted without prejudice.

Summit Salon Academy will charge a re-entry fee of \$175 to students who have withdrawn and wish to re-enter more than 30 days after withdrawal. Students who withdraw and re-enter within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint following re-entry, as listed on the SAP Policy. If a student re-enters, for the remaining period of enrollment beyond the next closest SAP checkpoint, tuition will be at the then current level in the applicable catalog as of the date of re-entry. Tuition costs under this enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

### **Transfers**

We do not recruit students who are attending or have been admitted to other similar programs. A possibility exists that no transfer credit will be granted. Students looking to attend Summit Salon Academy after having started in another school's program must have formally closed out any financial aid and complete any necessary exit paperwork with the previous school. This means that if any money is owed to the previous school for withdrawing early, debts need to be paid. Transfer students will pay \$12.50 (Advanced

Cosmetology), \$17.12 (Advanced Esthetics), \$12.19 (Advanced Manicurist) per hour for the remaining hours to fulfill graduation requirements. Any transfer hours must be reviewed by Summit Salon Academy Administration for further consideration before the possibility of being applied towards the applicant's desired program. Tuition balances do not transfer from one school to another. Transfer students will still be subject to over contract fees if applicable.

## Prerequisites for Enrollment

- All courses are taught in English.
- Communication and interpersonal skills are of high importance in the industry.
  - Students and industry workers must be able to effectively communicate with individuals via various communication methods including, but not limited to, telephone, in-person, email, etc. This includes, but is not limited to, the ability to conduct tasks and conversations professionally and make eye contact with clients and individuals.
  - Individuals with disabilities are afforded an equal opportunity to participate in Summit Salon Academy's programs and activities, along with equal employment opportunities in the industry, but note that Summit Salon Academy and future potential employers may only be required to make reasonable modifications or accommodations for such individuals, as required by law.
- High importance is placed on attendance at Summit Salon Academy and in the cosmetology industry. The student must have the following applicable areas covered prior to enrolling for classes, including, but not limited to:
  - Care services for dependent children or other dependent family members during class time at Summit Salon Academy.
  - Back up care services, if necessary.
  - A stable financial, physical, and emotional support system to aid the student throughout the program.
- Classroom and salon area training schedules may include day and/or evening hours of attendance / training with class or training scheduled on Fridays and/or Saturdays.
- Courteous and respectful behavior is required in the cosmetology industry.
  - Harassment, discrimination, and bullying of any type, including sexual or based on any protected class, by any individual is prohibited.
- Females and males interact in all areas of the educational process and such interaction will continue throughout the professional experience including, but not limited to, the classroom, salon area, skin care services, and body waxing services. This includes possible interaction with members of the opposite sex in the classroom or salon area such as superiors, peers, fellow employees, or clients and may continue during possible future employment in the industry.

- Good moral character and fitness is valued at Summit Salon Academy and in the cosmetology industry, and evidence of character and fitness may be required for state licensure in the field of cosmetology. Thus, Summit Salon Academy reserves the right to consider an applicant's character and fitness, as allowed by law.
- There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and other related injuries.
- Students who desire to take the Advanced Cosmetology state board licensing exam for the State of Ohio must complete 1800 hours of training, complete all course work, exams, projects and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) and graduate with an 85% attendance and 85% theory and practical grade average.
- Students who desire to take the Advanced Esthetics state board licensing exam for the State of Ohio must complete 750 hours of training, complete all course work, exams, projects and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) and graduate with an 85% attendance and 85% theory and practical grade average.
- Students who desire to take the Advanced Manicurist state board licensing exam for the State of Ohio must complete 300 hours of training, complete all course work, exams, projects and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) and graduate with an 85% attendance and 85% theory and practical grade average.

## **Objective**

The objective of Summit Salon Academy is to educate and train students to become cosmetology service providers with professional standards in cosmetology, esthetics, and manicuring.

## **Orientation**

All programs have a student orientation conducted on the first day of class.

## **Class Size**

Early enrollment is encouraged. Class sizes are limited at Summit Salon Academy.

## **Hours**

Summit Salon Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance. Advanced Cosmetology is

a full-time (53 - 54 weeks) program. Both the Advanced Esthetics (40 - 41 weeks) and Advanced Manicurist (13 – 14 weeks) programs are half-time. All of the programs consist of non-clinic classroom hours and clinic hours; schedules will be given at the time of enrollment. Any student who needs more time to work on tasks outside of their scheduled time will be able to with the supervision of a licensed and properly credentialed instructor to make sure time is spent adequately and properly.

## **Class Start Dates**

Advanced Cosmetology classes start every other month beginning in January. Class start dates are shown on the Catalog Insert #2. If Summit Salon Academy cancels or alters a program start date; the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

Class start dates are subject to change.

## **Scholarships**

Please see Admissions office or website for available scholarship applications.

## **Financial Assistance**

Payment Plans are offered at Summit Salon Academy. Financial assistance is available to those students who are eligible and for applicable programs.

## **Books and Kit**

Students are required to purchase from Summit Salon Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The textbook and kit items are non-refundable. Costs for the required Summit Salon Academy textbook and kit items including sales tax are listed on the student kit signed at the time of enrollment. In order to keep learning materials relatively current with changes in the industry and regulatory changes, Summit Salon Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion.

Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided at the time of enrollment.

## **Apparel Code**

Students must adhere to Summit Salon Academy's Apparel Code. Individual program requirements will be provided at the time of enrollment.

## **Holidays**

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve through New Year's Day are the holidays in which Summit Salon Academy is closed for observance.



## Housing

Contact the Admissions Office concerning questions related to housing needs. Summit Salon Academy does not have on campus housing.

## Extra Education

There are opportunities for additional educational events available to Summit Salon Academy students. These opportunities will be announced to the entire student body in advance of the educational event.

# ACADEMIC INFORMATION

## Diploma

The student completing training at Summit Salon Academy will receive a diploma and Official Transcript of Hours upon the successful completion of all state required hours of training; completion of required work having received an 85% attendance and 85% GPA while at Summit Salon Academy; completion of all exit paperwork and attendance at an exit interview, and making of satisfactory arrangements approved by Summit Salon Academy for payment of debts owed Summit Salon Academy. While Summit Salon Academy may change the required projects to meet the needs of the student's training, such changes may not affect the student retroactively.

## Graduation Requirements

The following are required to graduate from all state approved educational programs at Summit Salon Academy, including the Educational Program: state required hours have been successfully completed; all assignments, including tests and projects have been completed; a minimum of an 85% attendance and 85% GPA; completion of all exit paperwork and attendance at an exit interview, all tuition and fees agreed upon have been paid in full or are being paid under an arrangement that is acceptable to Summit Salon Academy; and all other contract fees, including incurred over contract fees have been paid in full.

## Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students (full-time, half-time or part-time) enrolled at Summit Salon Academy. 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 National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

**Advanced Cosmetology** 450(13 weeks), 900(26 weeks) and 1350(39 weeks) clocked (actual) hours

**Advanced Esthetics** 375(20 weeks) clocked (actual) hours

**Advanced Manicurist** 150(6.5 weeks) clocked (actual) hours

Transfer Students- SAP evaluations are based on actual hours completed at the institution, 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 satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining 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 hour accrued by the total number of hours scheduled. At the end of each evaluation period, Summit Salon Academy will determine if the student has maintained at least 85% 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**

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u><b>COURSE</b></u>	<u><b>MAXIMUM TIME ALLOWED</b></u>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<b>Advanced Cosmetology</b> (Full Time, 35 Hours/Week = 1800 Clock Hours)	61 Weeks	2124
<b>Advanced Esthetics</b> (Half Time, 19 Hours/Week = 750 Clock Hours)	47 Weeks	885
<b>Advanced Manicurist</b> (Part Time, 24.5 Hours/Week = 300 Clock Hours)	15 Weeks	354

The maximum time allowed for full time and part-time students will be determined based on 85% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe shall be terminated from the program and if the student is permitted to re-enter they would do so on cash-pay basis.

## **ACADEMIC PROGRESS EVALUATIONS**

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 evaluation 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 Summit Salon Academy. Students must maintain a written grade average of 85% and 85% practical grade prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## **GRADING**

Summit Salon Academy utilizes a 100-point grading scale of which 100-95% is equivalent to an "A", 94-90% is equivalent to a "B", 89-85% is equivalent to a "C", and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and clinic area performance.

A student must be at an 85% or higher GPA to graduate.

Professional Readiness Worksheet Grading Scale:

- 100%= 10 completes in all 10 steps, 90%= 9 completes, 80%=8 completes, 70%=7 completes, 60%= 6 completes, 50%= 5 completes, 40%= 4 complete, 30%= 3 completes, 20%= 2 completes, 10%= 1 complete.
- 50% and less may warrant the student to be removed from the Student Clinic Area and returned to theory.
- Zero will be given in each step for refusal of a guest or service.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the 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 for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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 who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. 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 period.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as 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 and are accepted for re-enrollment will return in 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 the school 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's 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 Academy. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **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.

## **INCOMPLETES**

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

## **INADEQUATE GRADES**

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

## **TERMINATION**

The Student's enrollment may be terminated by Summit Salon Academy for any of the following reasons: failure to comply with any of Summit Salon Academy rules or policies including but not limited to: insufficient progress; nonpayment of tuition; refusal to follow directions of educators; violation of state laws or regulations; disruptive behavior or improper conduct; any action which causes or could cause bodily harm to a client, a student or employee of Summit Salon Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by Summit Salon Academy, refunds, if any, will be determined in accordance with Summit Salon Academy Withdrawal and Settlement Policy. Summit Salon Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed Summit Salon Academy.

## COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation. If the student has tried to resolve the issues through Summit Salon Academy's complaint process and is unsuccessful, the student may contact the Ohio State Board, 1929 Gateway Circle, Grove City, Ohio 43123 (614-466-3834).

The student is required to try to resolve the problems through Summit Salon Academy's complaint process, prior to filing a complaint with Summit Salon Academy's accrediting agency. To download a Complaint Form from Summit Salon Academy's accreditation website go to: [www.naccas.org](http://www.naccas.org) under "Applications and Forms", and select "Complaint Form" or contact NACCAS at 3015 Colvin Street, Alexandria, VA. Phone: 703-600-7600

## CAREER FORECASTING

### Placement

Summit Salon Academy staff maintains contact with salons and spas in order to assist students in job placement. Although Summit Salon Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted in the student lounge. Follow up procedures are conducted with students and employers of our graduates to help Summit Salon Academy to continually prepare for future employment opportunities for Academy graduates.

### Reciprocity

Licensed advanced cosmetologists, advanced estheticians and Advanced Manicurist from Ohio may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

### Licensing Requirements

Licensing for Advanced Cosmetology in the state of Ohio includes students completing 1800 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for Advanced Esthetics, in the state of Ohio includes students completing 750 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for Advanced Manicurist, in the state of Ohio includes students completing 300 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

## **Career Opportunities**

Licensed Advanced Cosmetologists, Advanced Estheticians, and Advanced Manicurists have many opportunities available to them in the industry. Summit Salon Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and administrative office positions to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school.

## **ACADEMY POLICIES**

### **Policies**

During the enrollment process, each student is given a copy of the Student Handbook and agrees to abide by Summit Salon Academy policies including the standards of attendance, conduct, appearance and courtesy to all. All students attending Summit Salon Academy must maintain Satisfactory Academic Progress (SAP), which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance. The Satisfactory Academic Progress Policy is given to students prior to signing an enrollment agreement.

### **Standards**

Students attending Summit Salon Academy are a reflection of Summit Salon Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at Summit Salon Academy. Lack of honesty and integrity will not be tolerated and will result in a termination of enrollment. It is Summit Salon Academy's intention to establish professional behavior for the expectation of student success in the industry.

### **Attendance & Tardiness Policy**

Summit Salon Academy's goal for you as a student is for you to attend class on a regular and consistent basis as per your course schedule.

It is a student's responsibility to make up any missed class work due to absence, tardiness, or leaving school early. The student shall make arrangements with their educator to complete all or any missing assignments. Clocked hours will not be granted for making up missed lecture/assignments that were missed due to absence. Exemptions to this would include; attending an authorized school event, school sponsored community service, or staying after scheduled clinic time to finish a guest service. Any exemption must be approved by an educator or school administrator.

### **Flex Hours**

Flex Hours are the maximum number of absence hours that a student can accrue during

their scheduled enrollment before over contract fees occur. Any and all absence hours beyond the allotted Flex Hours per program will result in over contract fees as stated in the student's Enrollment Agreement.

As outlined in the Student Catalog, Max Time Frame is the maximum time (which does not exceed 118% of the course length) allowed for students to complete each course. Flex Hours do not extend Max Time Frame requirements.

**Advanced Cosmetology Program:** Maximum of 90 Flex Hours

**Advanced Esthetics Program:** Maximum of 38 Flex Hours

**Advanced Manicurist Program:** Maximum of 15 Flex Hours

Once these hours are exhausted students start to accrue over contact fees in accordance with their Enrollment Agreement. Use of Flex Hours will extend the Completion Date (page 5 of the Enrollment Agreement) by the number of hours used.

### **Unexcused Absence**

Any absence hours for which you do not have a professional note (i.e.; doctor, mechanic, etc.) will be documented as an unexcused absence. In the event that you, the student, will be tardy or absent from class it is your responsibility to leave a voicemail on the attendance line at least 30 minutes prior to when your class is scheduled to begin. If tardy to school you must call the attendance line and specify what time you will arrive at school. Students may not be more than 30 minutes late to school without a professional note. If the school has not received notification from you by the time your class is scheduled to begin you would be documented as a No Call No Show (NCNS). **When calling in please call 419-873-9999 Ext 5.** In the event you must leave early due to an emergency or illness, you must have the Emergency Leave Form completed and signed by your educator(s). Attendance is reviewed the 1st and the 15th of every month (or the following business day if a weekend or holiday). Students who are determined to be excessively absent will be placed on an Action Plan. Any violation of the Action Plan can result in termination of your enrollment.

**Advanced Cosmetology Program:** 180 Hours of Accumulated Absences

**Advanced Esthetics Program:** 76 Hours of Accumulated Absences

**Advanced Manicurist Program:** 30 Hours of Accumulated Absences

Any clocked hours, or fraction of, that are missed will count towards a student's absence hours and will be removed from the student's Flex Time availability. This includes but is not limited to; tardiness, clocking out early, disciplinary suspensions and any absences.

An unexcused tardy, unexcused absence or left school early (LSE) are each considered an Occurrence. Students are granted 2 Occurrences per month. Occurrence allowances will reset on the first of every month.

**First (1) Occurrence:** Unexcused Tardy/LSE will result in a verbal warning.

**Second (2) Occurrence:** Unexcused Tardy/LSE will result in a written warning.

**Third (3) Occurrence:** Unexcused Tardy/LSE will result in a 1-Day suspension and every occurrence thereafter, within the same month, will result in a 1-Day suspension.

The only exemption to Occurrences is an approved professional note.



## **Over Contract Charges**

If the student does not complete training by the contractual graduation date, an additional \$11.33 per clock hour for the Advanced Cosmetology program, \$14.55 per clock hour for the Advanced Esthetics program and \$8.12 per clock hour for the Advanced Manicurist program will be charged until the required clock hours are completed. The fee charged per hour for clock hours over contract fees is also listed on the student's enrollment agreement. Taking days off can result in over contract fees. Excused and Unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program. Over contract fees are calculated the day after the student's contract graduation date expires. Payment arrangements must be agreed upon by Summit Salon Academy and the student at that time. All over contract fees must be paid in full prior to student exit interview. Over contract fees does not negate any current payment plans for tuition. Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 85% grades and attendance within the maximum time frame, the student will not be eligible for graduation.

## **Dismissal and the Appeal Process**

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The owner will make a determination. If the appeal is approved, the student will be re-admitted to Summit Salon Academy, however; the student will still be on probation upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at Summit Salon Academy.

## **Leave of Absence**

An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study. The LOA refers to a specific period of time in which a student is not in attendance.

An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require Summit Salon Academy to perform a withdrawal calculation.

Summit Salon Academy will not assess the student any additional charges as a result of the LOA.

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to Summit Salon Academy with no loss of SAP if the student was making SAP when the student left.

To qualify for an authorized LOA:

- o The student must follow Summit Salon Academy's Leave of Absence Policy when requesting an LOA.
- o There must be reasonable expectations that the student will return from the LOA.

- o The LOA must be requested and approved in writing according to Summit Salon Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- o The LOA must be dated and signed by the student.
- o The student is required to list the reason for the LOA.
- o Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Summit Salon Academy via mail or in person within a reasonable resolution of the emergency.
  - The start date of the approved LOA would be the beginning date of the approved LOA where the student, due to an emergency situation, was unable to attend Summit Salon Academy.
- o A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- o A student may be granted a LOA for any of the following reasons:
  - 1) Medical Issues
  - 2) Military Requirements
  - 3) Jury Duty
  - 4) Mitigating Circumstances beyond the Student's Control
  - 5) Academy Staff recommendation
- The day the student returns from a LOA the student is required to inform the financial aid /education office of their return.
- Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student.
  - o If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
  - o For those Academies who are required to take attendance, the withdrawal date for the purpose of calculating a refund is always the last date of attendance.
  - o Date the student began the LOA.
- Summit Salon Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12-month period.
- If the student is receiving consumer loans or federal funds, no aid, consumer or federal aid payments will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from Summit Salon Academy and the student's loans (if applicable) will enter into repayment 6 months from the students last date of attendance.
- If the student's LOA was 180 days and the student did not return, the student's loans (if applicable) go into immediate repayment.
- Students may not have a leave of absence within the first 30 days of schooling (for non-medical reasoning)

# PROGRAMS OF STUDY



STUDENT WORK BY KAYLEE, DALLAS



STUDENT WORK BY MIKHAYELA, TACOMA



STUDENT WORK BY SHERRI, BUFFALO

## **Advanced Cosmetology - \$22,938.00**

<b>Registration fee:</b>	<b>\$200.00</b> due at the time of signing the Enrollment Agreement
<b>Tuition:</b>	<b>\$20,390.00</b>
<b>Books and Kit:</b>	<b>\$2,548.00</b>
<b>Program Length:</b>	<b>1800 Hours</b>
	<b>Fulltime Program: 53 – 54 weeks</b>

### **Payment Plans**

Cash, check, money orders or credit cards are acceptable for any payment. We charge no interest on the Pay as You Go payment plan as long as payments are made on time. Federal Title IV funds are available to those who qualify. All payments are due on or before the 15<sup>th</sup> of each month. Failure to make timely payments can result in possible termination of enrollment. Any questions or concerns regarding your payment plan, schedule a meeting to speak with the Financial Aid Department.

### **Objectives**

Summit Salon Academy's objective for the advanced cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. Summit Salon Academy offers an 1800-hour training program in the advanced cosmetology arts and sciences that meet Ohio State Board of Cosmetology standards.

Summit Salon Academy provides education in all phases of advanced cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by the laws of the State of Ohio. The graduate will have the background and skills to pass the Ohio State Board of Cosmetology Advanced Licensing Exam and to work as an Advanced Cosmetologist in the salon.

## **Program Content**

<b>Program content (with class and clinic hours)</b>	<b><u>Theory</u></b>	<b><u>Clinic</u></b>
<b>Infection Control Principles &amp; Practices</b>	20	40
<ul style="list-style-type: none"><li>• Bacteriology</li><li>• Dispensary Requirements &amp; Operations</li></ul>		
<b>Properties of the Hair &amp; Scalp</b>	40	80
<ul style="list-style-type: none"><li>• Trichology</li><li>• Draping Techniques &amp; Client Protection</li><li>• Shampoos, Rinses &amp; Treatments</li><li>• Disorders, Diseases, &amp; Conditions</li><li>• Chemistry (Basics &amp; pH)</li></ul>		
<b>Hair Procedures &amp; Practices</b>	160	300
<ul style="list-style-type: none"><li>• Styling &amp; Finishing (Roller Setting, Hair Molding)</li><li>• Thermal Styling (Thermal Iron, Straightening)</li><li>• Formal Styling (Braiding, Wigs, Hair Pieces &amp; Hair Additions)</li><li>• Haircutting Basics</li><li>• Haircutting Techniques &amp; Tools (Shears, Razor, Texturizing, Clippers, Trimmers)</li></ul>		
<b>Chemical Procedures &amp; Practices</b>	170	310
<ul style="list-style-type: none"><li>• Chemical Texturizing (Permanent Wave, Chemical Relaxers, Curl Reforming &amp; Corrections)</li><li>• Hair Coloring (Dimensional Coloring Techniques, Corrections)</li></ul>		
<b>Manicure &amp; Pedicure Procedures &amp; Practices</b>	40	80
<ul style="list-style-type: none"><li>• Nail Structures (Anatomy of Bones, Skin &amp; Muscles)</li><li>• Diseases, Disorders &amp; Conditions</li><li>• Basic Manicure &amp; Pedicure</li><li>• Manicure &amp; Pedicure (Tools, Equipment)</li><li>• Hand, Arm, Foot &amp; Leg Massage</li><li>• Artificial Nail Enhancements &amp; Maintenance</li></ul>		
<b>Skin Care Procedures &amp; Practices</b>	40	80
<ul style="list-style-type: none"><li>• Skin Theory (Anatomy of Skin, Body Systems, Cells &amp; Tissues)</li><li>• Diseases, Disorders &amp; Conditions</li><li>• Basic Facials (Techniques, Treatments, Facial Make-up &amp; Hair Removal)</li><li>• Relaxation Treatments &amp; Health History</li><li>• Electricity (Principles, Safety, Effects &amp; Therapies)</li></ul>		

<b>Salon Operations &amp; Communication Skills</b>	40	80
<ul style="list-style-type: none"> <li>• Salon Operation &amp; Management (Sales, Consultation, Career Development, Professional Image)</li> <li>• Communication Skills (Listening Skills, Product &amp; Service Education &amp; Consultation)</li> </ul>		
<b>Cosmetology Laws &amp; Rules</b>	9	10
<ul style="list-style-type: none"> <li>• Ohio Administrative Code, Ohio Revised Code, Inspection &amp; Enforcement)</li> <li>• Continuing Education, Policies &amp; Procedures</li> </ul>		
<b>Human Trafficking</b>	1	0
<b>Total</b>	<b>520</b>	<b>980</b>
(Total includes 375 Flexible Learning Hours)	145	230)
<b>Cosmetology Advanced Training Hours</b>		
<b>Cosmetology Laws &amp; Rules</b>	20	30
<ul style="list-style-type: none"> <li>• Ohio Revised Codes Statuses</li> <li>• Ohio Administrative Rules</li> <li>• License &amp; Permit Policy &amp; Procedures</li> <li>• Inspection &amp; Enforcement Policy &amp; Procedures</li> </ul>		
<b>Public Health &amp; Safety</b>	20	30
<ul style="list-style-type: none"> <li>• Sanitation Practices &amp; Procedures</li> <li>• Sterilization Practices &amp; Procedures</li> <li>• Dispensary Operations &amp; Procedures</li> <li>• Bacteriology, Contagious &amp; Communicable Disease Control</li> <li>• Salon Operations &amp; Procedures</li> <li>• Consumer &amp; Product Safety</li> </ul>		
<b>Advanced Techniques</b>	80	120
<ul style="list-style-type: none"> <li>• Advanced Hair &amp; Scalp Anatomy</li> <li>• Advanced Haircutting &amp; Styling</li> <li>• Advanced Chemical Services</li> <li>• Salon Supervision &amp; Management</li> <li>• Specialized Equipment Use &amp; Control</li> <li>• Product &amp; Service Sales Training</li> <li>• Communication Skills</li> </ul>		
<b>Total</b>	<b>120</b>	<b>180</b>

### **Advanced Cosmetology Total Hours (1800)**

Students shall be trained in non-clinic and clinic instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; sanitation; safety procedures related to the advanced practice of cosmetology; and Ohio laws and rules which pertain to the regulation of the practice of cosmetology; and elementary service skills.

There shall be instruction in Summit Salon Business Center practices and in Ohio laws regulating those practices and labor relations.

Advanced Cosmetology training at Summit Salon Academy includes theory and practical instruction. Summit Salon Academy offers an 1800-hour training program in Advanced Cosmetology that meets Ohio State standards.

**Methods:** Instruction in advanced cosmetology at Summit Salon Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include Smart board, whiteboards, educational videos and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

### **Grading:**

Students are evaluated regularly on daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

**Educators:** Summit Salon Academy Advanced Cosmetology educators are all licensed cosmetologists and licensed instructors. Guest instructors with expertise in a specific area maybe involved in this program.

**Texts:** (subject to change) Pivot Point Fuse eBook and theory workbook, used in conjunction with the Apple iPad. Michael Cole's "Over the Top" and a Summit Salon Fast Track Planner.

**Kit:** Book bag, four Pivot Point Mannequins heads, Manikin stand, Sam Villa Blow dryer, Sam villa cutting shears and holster, Sam Villa thinning shears, Sam Villa styling razor and 10 replacement blades, Sam Villa One inch Marcel iron, Sam Villa ceramic flat iron, Sam Villa reversible cape, Sam Villa continuous spray bottle, Wahl clipper combo set, manicure and pedicure set, Sam Villa 6-piece professional brush set, Sam Villa 8 pc. Comb set, Sam Villa 4 pack dry sectioning clips, black apron, Magnetic Name Tag, make up brush roll, iPad, Pivot Point Books and Study Guide, and state board testing fees and state board kit,

**References:** A comprehensive library is provided in Summit Salon Academy. Students have regular access and may check out materials for daytime or overnight use.

**Levels of Achievement:** An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical performance, add on services and retail performance.

**Advanced Training:** The 1800 hour curriculum includes the required preparation for the cosmetology advanced license in Ohio.

**Internship:** The Student may participate in an internship program allowed under Ohio state law. Up to three hundred and sixty hours may be earned working in a salon atmosphere outside Summit Salon Academy. Once a student becomes eligible for an internship the amount of clock hour credit earned by a student in an internship shall not exceed twenty percent of the total course hours necessary for completion of the specific program. Internship hours are only scheduled on Tuesday, Wednesday or Thursday for a minimum of three hours and a maximum of ten hours per day. Students utilizing VA benefits are not eligible for internships.

**2020 Program Outcome Rates:**

Graduation Rate: 94.12%

Placement Rate: 93.75%

Licensure Rate: 100%



## **Advanced Esthetics - \$13,117.00**

**Registration fee:** \$200.00 due at the time of signing the Enrollment Agreement.

**Tuition:** \$10,915.00

**Books and Kit:** \$2,202.00

**Program Length:** 750 Hours

**Half-time/ 40 – 41 weeks**

### **Payment Plans**

Cash, check, money orders or credit cards are acceptable for any payment. We charge no interest on the Pay as You Go payment plan as long as payments are made on time. Federal Title IV funds are available to those who qualify. All payments are due on or before the 5<sup>th</sup> of each month. Failure to make timely payments can result in possible termination. Any questions or concerns regarding your payment plan, schedule and appointment to speak with the Financial Aid Department.

### **Objectives**

Advanced Esthetics training at Summit Salon Academy includes theory, practical instruction, and summit business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. Summit Salon Academy offers a 750-hour advanced training program that meets Ohio state law standards.

Summit Salon Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Ohio State Board of Cosmetology laws. The graduate will have the background and skills to pass the Ohio State Board of Cosmetology Advanced Licensing Exam and to work as an Advanced Esthetician.



## **Program Content**

<b>Program content (with class and clinic hours)</b>	<b><u>Theory</u></b>	<b><u>Clinic</u></b>
<b>Infection Control Principles &amp; Practices</b> <ul style="list-style-type: none"><li>• Bacteriology</li><li>• Dispensary Requirements &amp; Operations</li></ul>	20	40
<b>Anatomy</b> <ul style="list-style-type: none"><li>• Head</li><li>• Bones (Full Body)</li><li>• Muscles, Nerves, Cells, Tissues (Fully Body)</li></ul>	10	20
<b>Specialized Equipment</b> <ul style="list-style-type: none"><li>• Electricity (Principles, Safety, Effects &amp; Therapies)</li><li>• Ultra-Violet &amp; Infra-Red-Light Therapies</li><li>• Safety &amp; Effects</li></ul>	10	20
<b>Massage</b> <ul style="list-style-type: none"><li>• Client Health Issues &amp; Pre-Screening</li><li>• Preparation</li><li>• Manipulations</li><li>• Relaxation Treatments</li></ul>	20	40
<b>Chemistry</b> <ul style="list-style-type: none"><li>• Compounds &amp; Mixtures</li><li>• Water, Chemistry &amp; Effects</li><li>• Ingredients</li><li>• Cosmetics</li></ul>	10	20
<b>Skin Care Procedures &amp; Practices</b> <ul style="list-style-type: none"><li>• Skin Care Procedures &amp; Practices</li><li>• Skin Theory (Anatomy of Skin, Body Systems, Cells, Tissues)</li><li>• Diseases, Disorders &amp; Conditions</li><li>• Basic Facials (Techniques, Treatments, Facial Make-up &amp; Hair Removal)</li><li>• Health History</li><li>• Brow Tinting</li><li>• Hair Removal</li></ul>	75	125

<b>Study of Skin</b>	20	35
<ul style="list-style-type: none"> <li>• Skin Theory (Histology, Structure &amp; Functions)</li> <li>• Nutrition</li> <li>• Skin Analysis</li> <li>• Diseases &amp; Disorders</li> </ul>		
<b>Make-Up</b>	30	45
<ul style="list-style-type: none"> <li>• Equipment, Implements &amp; Products</li> <li>• Artificial Lashes &amp; Extensions</li> <li>• Theory</li> <li>• Application (Corrective, Day, Night &amp; Theatrical)</li> </ul>		
<b>Salon Operations &amp; Communication Skills</b>	10	30
<ul style="list-style-type: none"> <li>• Salon Operation &amp; Management (Sales, Consultation, Career Development, Professional Image)</li> <li>• Communication Skills (Listening Skills, Product &amp; Service Education &amp; Consultation)</li> </ul>		
<b>Cosmetology Laws &amp; Rules</b>	9	10
<ul style="list-style-type: none"> <li>• Ohio Administrative Code, Ohio Revised Code, Inspection &amp; Enforcement)</li> <li>• Continuing Education, Policies &amp; Procedures</li> </ul>		
<b>Human Trafficking</b>	1	0
<b>Total</b>	<b>215</b>	<b>385</b>
(Total includes 150 Flexible Learning Hours)	65	85)
<b>Advanced Esthetician Training Hours</b>		
<b>Cosmetology Laws &amp; Rules</b>	20	30
<ul style="list-style-type: none"> <li>• Ohio Revised Codes Statuses</li> <li>• Ohio Administrative Rules</li> <li>• License &amp; Permit Policy &amp; Procedures</li> <li>• Inspection &amp; Enforcement Policy &amp; Procedures</li> </ul>		
<b>Public Health &amp; Safety</b>	20	30
<ul style="list-style-type: none"> <li>• Sanitation Practices &amp; Procedures</li> <li>• Sterilization Practices &amp; Procedures</li> <li>• Dispensary Operations &amp; Procedures</li> <li>• Bacteriology, Contagious &amp; Communicable Disease Control</li> </ul>		

- Salon Operations & Procedures
- Consumer & Product Safety

**Advanced Techniques** 15 35

- Advanced Anatomy of the Skin
- Advanced Treatment of Muscles & Nerves
- Advanced Facial & Body Treatments
- Salon Supervision & Management
- Specialized Equipment Use & Control
- Product & Service Sales Training
- Communication Skills

**Total** 55 95

**Advanced Esthetics Total Hours (750)**

The first 150 hours shall be non-clinic instruction in the sciences of anatomy, dermatology, and chemistry as related to skin care; electricity and light; sanitation; safety procedures related to the advanced practice of skin care; and Ohio laws and rules which pertain to the regulation of the advanced practice of skin care; and elementary service skills.

The course includes instruction in applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the skin quality through the use of facials and makeup.

There shall be instruction in Summit Salon Business Center practices and in Ohio laws regulating those practices and labor relations.

**Methods:** Instruction in advanced esthetics at Summit Salon Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include Smart board, whiteboards, educational videos, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading:** Students are evaluated regularly on daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

**Educators:** Summit Salon Academy Advanced Cosmetology and Advanced Esthetics educators are all licensed cosmetologists or estheticians and licensed instructors. Guest instructors with expertise in a specific area maybe involved in this program.

**Texts:** (subject to change) Pivot Point Fuse eBook and workbook, used in conjunction with the Apple iPad, Michael Cole's "Over the Top" and a Summit Salon Fast Track Planner.

**Kit:** Book bag, iPad, tweezers set, Dermalogica Bag, state board testing fees and state board kit, BT micro, make up brush set, student wax kit, BT Sonic, High Frequency Handheld Tool, Micro current Handheld Tool, uniform, name badge.

**References:** A comprehensive library is provided in Summit Salon Academy. Students have regular access and may check out materials for daytime or overnight use.

**Levels of Achievement:** An 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical performance, add on services and retail performance.

**Advanced Training:** The 750 hours advanced curriculum includes the required preparation for the advanced esthetician license in Ohio.

**Internship:** The Student may participate in an internship program allowed under Ohio state law. Up to one hundred and fifty hours may be earned working in a salon atmosphere outside Summit Salon Academy. Once a student becomes eligible for an internship the amount of clock hour credit earned by a student in an internship shall not exceed twenty percent of the total course hours necessary for completion of the specific program. Internship hours are only scheduled on Tuesday, Wednesday or Thursday for a minimum of three hours and a maximum of ten hours per day. Students utilizing VA benefits are not eligible for internships.

**2020 Program Outcome Rates:**

Graduation Rate: 88.64%

Placement Rate: 66.67%

Licensure Rate: 100%



## **Advanced Manicurist - \$4,055.00**

**Registration fee:** \$200.00 due at the time of signing the Enrollment Agreement.

**Tuition:** \$2,437.00

**Books and Kit:** \$1,618.00

**Program Length:** 300 Hours

**Part-time Program: 13 - 14 weeks**

### **Payment Plans**

Cash, check, money orders or credit cards are acceptable for any payment. We charge no interest on the Pay as You Go payment plan as long as payments are made on time. Federal Title IV funds are available to those who qualify. All payments are due on or before the 15<sup>th</sup> of each month. Failure to make timely payments can result in possible termination. Any questions or concerns regarding your payment plan, please schedule a meeting to speak with The Financial Aid Department.

### **Objectives**

Advanced Manicurist training at Summit Salon Academy includes theory, practical instruction, and summit business building skills, which prepare the student to perform nail care services on the general public. Summit Salon Academy offers a 300-hour advanced training program that meets Ohio State Board of Cosmetology.

Summit Salon Academy provides education in all phases of Advanced Manicurist. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Ohio state laws. The graduate will have the background and skills to pass the advanced state board-licensing exam and to work as an Advanced Manicurist.

## **Program Content**

<b>Program content (with class and clinic hours)</b>	<b><u>Class</u></b>	<b><u>Clinic</u></b>
<b>Infection Control Principles &amp; Practices</b> <ul style="list-style-type: none"><li>• Bacteriology</li><li>• Dispensary Requirements &amp; Operations</li></ul>	10	20
<b>Anatomy</b> <ul style="list-style-type: none"><li>• Bones, Muscles &amp; Systems</li><li>• Nervous System</li><li>• Joints &amp; Cartilage</li><li>• Ligaments of the Hand, Arm, Foot &amp; Leg</li></ul>	5	5
<b>Massage</b> <ul style="list-style-type: none"><li>• Client Health Issues &amp; Pre-Screening</li><li>• Preparation</li><li>• Manipulations (Hand, Arm, Feet &amp; Legs)</li><li>• Relaxation Treatments</li></ul>	5	5
<b>Nail Care Procedures &amp; Practices</b> <ul style="list-style-type: none"><li>• Safety Precautions</li><li>• Basic &amp; Advanced Manicures</li><li>• Basic &amp; Advanced Pedicures</li><li>• Polish Application Techniques</li><li>• Nail Structure</li><li>• Diseases, Disorders &amp; Conditions (Hand, Arm, Foot &amp; Leg)</li></ul>	20	35
<b>Chemistry</b> <ul style="list-style-type: none"><li>• Compounds &amp; Mixtures</li><li>• Nail Enhancement Composition</li><li>• Ingredients</li><li>• Nail Cosmetics</li></ul>	5	5
<b>Nail Enhancements</b> <ul style="list-style-type: none"><li>• Application Procedures</li><li>• Artificial Nail Structure</li></ul>	10	25

<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Application</li> <li>• Removal</li> <li>• Nail Repairs</li> </ul>		
<b>Specialized Equipment</b>	5	5
<ul style="list-style-type: none"> <li>• Curing Methods</li> <li>• Drills &amp; Advanced Tools</li> <li>• Safety &amp; Effects</li> </ul>		
<b>Salon Operations &amp; Communication Skills</b>	10	10
<ul style="list-style-type: none"> <li>• Salon Operations &amp; management (Sales, Consultation, Career Development, Professional Image)</li> <li>• Communication Skills (Listening Skills, Product &amp; Service Education, Consultation)</li> </ul>		
<b>Cosmetology Laws &amp; Rules</b>	9	10
<ul style="list-style-type: none"> <li>• Ohio Administrative Code, Ohio Revised Code, Inspection &amp; Enforcement</li> <li>• Continuing Education, Policies &amp; Procedures</li> </ul>		
<b>Human Trafficking</b>	1	0
<b>Total</b>	<b>80</b>	<b>120</b>
(Total includes 50 Flexible Learning Hours)	30	20)
<b>Advanced Manicuring Training Hours</b>		
<b>Cosmetology Laws &amp; Rules</b>	20	20
<ul style="list-style-type: none"> <li>• Ohio Revised Codes Statuses</li> <li>• Ohio Administrative Rules</li> <li>• License &amp; Permit Policy &amp; Procedures</li> <li>• Continuing Education Policies &amp; procedures</li> <li>• Inspection &amp; Enforcement Policy &amp; Procedures</li> </ul>		
<b>Public Health &amp; Safety</b>	16	24
<ul style="list-style-type: none"> <li>• Sanitation Practices &amp; Procedures</li> <li>• Sterilization Practices &amp; Procedures</li> <li>• Dispensary Operations &amp; Procedures</li> <li>• Bacteriology, Contagious &amp; Communicable Disease Control</li> <li>• Salon Operations &amp; Procedures</li> <li>• Consumer &amp; Product Safety</li> </ul>		

<b>Advanced Techniques</b>	8	12
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- Advanced Anatomy of the Nail & Skin
- Advanced Muscles & Massage Techniques
- Advanced Pedicure Care Service
- Salon Supervision & Management
- Specialized Equipment Use & Control
- Product & Service Sales Training
- Communication Skills

<b>Total</b>	<b>44</b>	<b>56</b>
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**Advanced Manicurist Total Hours (300)**

The first 60 hours shall be non-clinic instruction in the sciences of anatomy, dermatology, and chemistry as related to manicuring; electricity and light; sanitation; safety procedures related to the practice of advanced manicuring; and Ohio laws and rules which pertain to the regulation of the practice of advanced nails; and elementary service skills.

The course includes instruction in applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the nails and repair of artificial nails.

There shall be instruction in business practices and in Ohio laws regulating those practices and labor relations.

**Methods:** Instruction in the Advanced Manicurist Program at Summit Salon Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include Smart board, whiteboards, educational videos and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading:** Students are evaluated regularly on daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

**Educators:** Summit Salon Academy Advanced Cosmetology and Advanced Manicurist Educators are all licensed cosmetologists or Nail Technicians and licensed instructors. Guest instructors with expertise in a specific area maybe involved in this program.

**Texts:** (subject to change) Pivot Point Fuse eBook with Apple iPad, Michael Cole's "Over the Top" and a Summit Salon Fast Track Planner.



**Kit:** Book bag, acrylic nail brushes, acrylic nail tip slicer, manicure and pedicure set OPI nail kit, LED Lamp, IPAD, Nail Technology Books and Study Guides, mannequin practice hand, apron and state board kit.

**References:** A comprehensive library is provided in Summit Salon Academy. Students have regular access and may check out materials for daytime or overnight use.

**Levels of Achievement:** A minimum of an 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical performance, add on services and retail performance.

**Advanced Training:** The 300-hour curriculum includes the required preparation for the Advanced Manicurist license in Ohio.

**Internship:** The Student may participate in an internship program allowed under Ohio state law. Up to sixty hours may be earned working in a salon atmosphere outside Summit Salon Academy. Once a student becomes eligible for an internship the amount of clock hour credit earned by a student in an internship shall not exceed twenty percent of the total course hours necessary for completion of the specific program. Internship hours are only scheduled on Tuesday, Wednesday or Thursday for a minimum of three hours and a maximum of ten hours per day. Students utilizing VA benefits are not eligible for internships.

**2020 Program Outcome Rates:**

Graduation Rate: 100%  
Placement Rate: 62.50%  
Licensure Rate: 100%

# REGULATORY INFORMATION

## Owners

Summit Salon Academy, 116 W. South Boundary St., Perrysburg, Ohio 43551, phone 419-873-9999 is owned by Integrity Estates, LTD, DBA Summit Salon Academy, a corporation in Ohio owned by Jessica Johnson and Jennifer O'Connor.

## Organizations

Summit Salon Academy is licensed by the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123, phone 614-466-3834. Fax 614-644-6880 Online: [www.cos.ohio.gov](http://www.cos.ohio.gov)

## Accreditation

Summit Salon Academy is accredited by NACCAS (National Accrediting Commission of Career Arts & Sciences, Inc.) 3015 Colvin Street, Alexandria, Virginia 22314. Phone 709-600-7600. And have been approved to receive Federal Title IV funds for students in our Advanced Esthetics & Advanced Cosmetology programs.

## Summit Salon Academy's Policy is to follow; Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. All students have the right to review their education records. All requests to inspect the students file will be handled through the Admissions Office. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents / guardians of a dependent minor or eligible student have the right to inspect and review the student's education records maintained by the school and must be provided within 45 days following its receipt of request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects any record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- FERPA is intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 199.31):
  - School officials with legitimate educational interest;
    - A school official is defined as one who generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Examples would be parties such as but may not be limited to: educators, administrators, attorneys, and counselors, members of committees or disciplinary boards.
    - A legitimate educational interest is defined as a genuine desire to aid the student in a successful scholastic outcome.
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties with a connection to the financial aid of a student and related to conditions to receive the aid and to enforce the terms and conditions of the aid;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - Summit Salon Academy will maintain a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate reason the parties had in obtaining the information. The "Authorization to Release Information" form will be filled out and placed in the student's file to fulfill this requirement.
    - This above statement does not apply to "school officials with a legitimate educational interest or to directory information".
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Non-Discrimination**

Summit Salon Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. All service members of the armed services will not be denied admissions based on reasons related to their service.

## **Campus Security Act disclosure information**

Under the Crime Awareness Campus Security Act of 1990, Summit Salon Academy is required to provide you safety information about our campus. The full Campus Security Disclosure can be found in the admissions office and in the Student Handbook. All students will be given a copy of this full Disclosure prior to signing the Enrollment Agreement.

The facilities are open Monday through Saturday according to assigned class/student salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police are notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local Authorities will be scheduled at least once annually for all staff and students.

## **REFUND POLICY**

Summit Salon Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Admissions Representative is available for further clarity, if needed. This refund policy applies to all withdrawals by either party for any reason, including student decision, course or program cancellation, or institution closure. Summit Salon Academy Withdrawal and Settlement (Refund) Policy can be found in this Agreement and Summit Salon Academy's catalog.

For students using Title IV funds, the refund policies listed below will apply AFTER the Return to Title IV funds (R2T4) calculation has been made in accordance with this paragraph. The R2T4 is calculated by payment period for any student who was awarded Title IV aid and withdrew from the program. The R2T4 is calculated based on aid that was disbursed or could have been disbursed within the payment period timelines of the student's scheduled attendance at the time of withdrawal. Payment period timelines are dependent on the length of the program. The R2T4 calculation is mandated by federal law for students who have received financial assistance under the Federal Higher Education Act (Federal Pell Grants or Direct Loan Program Subsidized and Unsubsidized Loans or the Direct plus Loan Student Program) and who

fail to complete the portion of their instructional program for which the funds were awarded and disbursed. If the enrollment is terminated before 60% of the scheduled hours of any payment period have elapsed, the R2T4 calculation may require the student to return to the federal government a portion of the disbursed funds. If over 60% of the scheduled payment period has elapsed, no return of Title IV funds is due to the federal government. In addition, if the student has received Title IV funds from a credit balance, she/ he may be required to return a portion of the funds to the applicable programs a result of the R2T4 calculation.

Summit Salon Academy Withdrawal and Settlement (Refund) Policy complies with any mandated state or federal policies for each student. All refund calculations are performed and refunds made in a timely manner. If the Student (or the student's parent or guardian if the student is a dependent minor) cancels the enrollment in person or in writing within three business days of the execution of this Agreement, all monies paid, pursuant to this Agreement, including the registration fee shall be refunded by Summit Salon Academy to the Student. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by Summit Salon Academy shall receive a refund of all monies paid including tuition and registration fee. If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to Summit Salon Academy, less the registration fee. The registration fee for each course of study at Summit Salon Academy is \$200.00. Refund calculations are performed for each course individually.

The date of the official cancellation or withdrawal of the student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an Academy administrator or Academy owner in person. Any monies due the student, who officially withdraws or is terminated by Summit Salon Academy, shall be refunded as soon as possible (but no later than 45 days) following the date of official cancellation or withdrawal.

Summit Salon Academy monitors student attendance on a daily basis. Except in unusual circumstances, the date of Summit Salon Academy's determination that the student unofficially withdrew will be no later than 14 days from the student's last date of attendance. Any monies due the student who unofficially withdraws shall be refunded as soon as possible (but no later than 45 days) after such date of determination or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies Summit Salon Academy that the student will not be returning. Scheduled hours are used when calculating a refund. Books and Kit items are non-refundable.

### Minimum Tuition Adjustment Schedule followed by Summit Salon Academy

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Scheduled to Total Length of Program	Amount of Total Tuition Owed to Summit Salon Academy
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

If the Student has completed 50% or more of the course hours, the student must pay any all remaining contracted tuition and fees due to Summit Salon Academy. Payment schedules for tuition debt may be arranged between the Student and Summit Salon Academy. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student enrolled and instruction has begun, the school will provide a pro rata refund of tuition based on hours completed to the student OR provide course completion through a pre-arranged teach out agreement with another institution. Additionally, Summit Salon Academy will provide to the accrediting body a list of all students who were enrolled at the time of Summit Salon Academy closure including the amount of each pro rata refund of tuition. If the course is cancelled after the student's enrollment, Summit Salon Academy shall provide a full refund of all monies or provide for completion of the course at a later time. If a program is cancelled 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. If the course is cancelled after students have enrolled and instruction has begun, Summit Salon Academy shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged an administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at Summit Salon Academy (extra kit materials, books, products, unreturned

school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement.

Contracts are not sold to a third Party at any time. Summit Salon Academy will notify any third parties including but not limited to banks, collection agencies, lawyers or other third parties involved in collection correspondence regarding Summit Salon Academy's withdrawal and settlement policy.

The student will be given a copy of the refund calculations, including the R2T4, if applicable, and Summit Salon Academy's Tuition Refund Worksheet indicating in writing, the results of those calculations, including any applicable debts owed Summit Salon Academy or refund Summit Salon Academy owes to the student.

# Inserts

- Catalog Insert #1 Distinctions of Summit Salon Academy Franchise**
- Catalog Insert #2 Class Start Dates and Recognized Holidays**
- Catalog Insert #3 Career Investment Costs and Fees**
- Catalog Insert #4 Administrative and Instructional Staff**
- Catalog Insert #5 Policies for obtaining Veterans Benefits**



# Distinctions of Summit Salon Academy

## Catalog Insert #1

- “Recognized by Redken for Excellence in Education”
- Professional edge training in Advanced Cosmetology, Esthetics, and Manicuring
- Prepares students for the business climate in today’s latest salons and spas by incorporating critical business skills utilizing a system of Performance Goal Setting
- Summit Salon Academy curriculum is infused with Redken education
- Aids in placement with the primary target being privately owned salons and spas
- Contacts for placement in over 6,000 Redken Club 5<sup>th</sup> Avenue salons
- Salon and Spa owners who serve on Advisory Board recruit from Summit Salon Academy
- Small class size to accommodate the visual, hands-on learner
- Academy designed by Internationally known New York City Designer, Peter Millard
- Affiliated with Redken industry leaders such as, Michael Cole, Peter Mahoney and Kris Sorbie

# Class Start Dates

## Catalog Insert #2

### **Advanced Cosmetology- Full time**

Monday, January 2023 (cancelled)

Monday, March 13, 2023

Monday, May 15, 2023

Monday, July 17, 2023

Monday, September 11, 2023

Monday, November 13, 2023

### **Advanced Esthetics – Half time**

Monday, March 13, 2023

Monday, July 17, 2023

Monday, December 11, 2023

### **Advanced Manicurist – Part time**

Monday, January 16, 2023

Monday, March 13, 2023

Monday, May 15, 2023

Monday, July 17, 2023

Monday, September 11, 2023

Monday, November 13, 2023

Our full-time Advanced Cosmetology and part-time Advanced Manicurist classes begin in January and continue start dates approximately every other month (January, March, May, July, September, & November).

Our half-time Advanced Esthetics classes begin approximately every four months.

Dates are subject to change.

**\*All start dates are tentative\***

## Recognized Holidays

Summit Salon Academy will be closed on the following dates:

- Memorial Day May 29, 2023
- Independence Day July 3<sup>rd</sup> and 4<sup>th</sup>, 2023
- Labor Day September 4, 2023
- Thanksgiving Day November 23<sup>rd</sup> and 24<sup>th</sup>, 2023
- Christmas – New Year's December 25, 2023 - January 2, 2024

These dates are subject to change.

# Career Investment Costs

## Catalog Insert #3

### Cash Payment Plans

Down payments with monthly payments available upon request

### Financial Assistance

Financial Assistance available to students who qualify

### The tuition and textbooks / kit costs per program are as follows:

*Advanced Cosmetology Tuition Total: \$22,938.00*

Education: \$20,390.00

Books and Kit Cost: \$2,548.00

*Advanced Esthetics Tuition Total: \$13,117.00*

Education: \$10,915.00

Books and Kit Cost: \$2,202.00

*Advanced Manicurist Tuition Total: \$4,055.00*

Education: \$2,437.00

Books and Kit Cost: \$1,618.00

Registration fee for all Programs: \$200.00 due when Enrollment Agreement is signed.

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for all of Summit Salon Academy programs and is the responsibility of the student. Requirements will be provided at the time of enrollment and students must adhere to the guidelines.

# Administrative and Instructional Staff

## Catalog Insert #4

### **Summit Salon Academy Directors:**

Jessica Johnson & Jennifer O'Connor

### **Dean of Students / Administrative Support:**

Nicole Henson

### **Admissions Representative:**

Michelle Durst

### **Financial Aid Administrator:**

Dana Purnia

### **Accounting:**

Amy Smith

### **Educators:**

Lindsey Makras, Advanced Cosmetology

Vianda Tinker, Advanced Cosmetology

Michelle Durst, Advanced Cosmetology

Morgan Tyson, Advanced Cosmetology

Taelor Zimmer, Advanced Esthetics

Brandy Grilliot, Advanced Esthetics

Ketly David, Advanced Manicurist

# Veterans Benefits Policies

## Catalog Insert #5

Veteran/beneficiary using GI Bill ® benefits

### **VBTA Policy:**

Summit Salon Academy, in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

### **Policy for Granting Credit for Previous Education and Training:**

The school director will evaluate official transcripts and documentation of previous education and training and appropriate credit will be given.

### **Probation Period:**

A student whose grades/attendance fall below the minimum satisfactory requirement of 85% will be placed on Academic Probation for 30 days. Students failing to qualify to have their Probation status removed by the end of the Probation period will be withdrawn from the program. Students are only permitted one Academic Probation and one Attendance Probation per program.

### **Conditions for Interruption for Unsatisfactory Grades or Attendance/Progress:**

If the student does not maintain achieve a satisfactory 85% GPA/attendance during the probation term, the school will notify the VA to interrupt the student's educational benefits and withdraw the student from the program for Unsatisfactory Academic Status. The school will notify VA to terminate the student's educational benefits effective the date the student exceeded 85% absences for Unsatisfactory Progress due to poor Attendance

### **Conditions for Re-entrance after Unsatisfactory Progress or Conduct:**

A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory progress, attendance or conduct. A record of any student Appeal and Documentation, student Advising Contracts, etc., will be maintained in the student's record. Only one student Appeal is permitted per program and must be received prior to the beginning of the next term.