



Sherman Kendall Academy
of Beauty Arts and Sciences

Consumer Disclosures

Accredited by:

National Accrediting Commission of Career Arts & Science
4401 Ford Ave., Suite 1300
Alexandria, VA 22302
(703) 600-7600
School ID: 0054020

Licensed By:

State of Utah Department of Commerce
Division of Occupational & Professional Licensing
160 E. 300 S., Salt Lake City, UT 84111
(801) 530-6628
State License #6941941-1104

All licenses are posted and available for view

Admissions Policy:

Sherman Kendall Academy operates on a continual open enrollment basis. The school starts new classes start the second Tuesday of each month. These dates are subject to change based on enrollment.

Calendar and Schedule:

Full time day classes are held Tuesday through Saturday 8:00 a.m. to 5:00 p.m. while part time classes are held Tuesday through Friday 8:00 a.m. to 1:00 p.m. and 8:00 am to 5:00 p.m. Saturdays. (Basic training only Tuesday through Friday.)

The Academy is closed Sunday and Monday and on the following Holidays: Independence Day, Pioneer Day, Thanksgiving Day, and Christmas Day through New Year's Day. The Academy may be closed up to three days in a calendar year for instructors' continuing education programs.

Facilities and Equipment:

Our Academy has located in Sugarhouse is a modern facility that is fully equipped for the student's use. The location maintains a room for instruction in basic orientation training and a theory classroom. Additionally we the theory room as a showroom for special educational events through out the year. We offer a welllighted clinic area that features individual stations with sufficient electrical outlets and mirrors for the students. Additionally, we offer lockers which are provided for the students' use and a break/lunch room with a refrigerator and microwave oven. The location is handicapped accessible.

NonDiscrimination Policy:

Our Academy does not discriminate in its admission, instruction, and graduation policies on basis of race or color, ethnic origin, age, sex, religion, financial status, or country of origin. Any allegation of sexual harassment should be reported to the Academy immediately, according to the guidelines set forth in the internal complaint procedure listed in this catalog.

The director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested by the applicant.

Enrollment Requirements:

Applicants must meet one of the following requirements:

- 1) High School Graduate, or
- 2) Have a G.E.D.

Registration:

A registration fee of \$100.00 is required. Registration to enroll should be made at least two weeks in advance of entrance. Our enrollment is limited, and there is frequently a waiting list. It is wise to preregister to reserve a place in the desired class as soon as the decision is made to attend.

Textbooks:

Sherman Kendall Academy uses Pivot Point: Standard Textbook of Cosmetology as our textbook. Textbooks are disbursed to each student on the first starting day of class.

Student Financial Aid Information:

Sherman Kendall Academy participates in Title IV funding. A Free Application for Federal Student Aid (FAFSA) is required to determine student eligibility of Title IV funds. The application can be found here at: www.fafsa.ed.gov

Sherman Kendall Academy is approved with the Utah State Office of Rehabilitation and Utah Department of Workforce Services for state grants. Please contact the Financial Aid office for additional information on these grants.

Sherman Kendall Academy is not aware of any other state grants.

Code of Conduct for Education Loans:

Sherman Kendall Academy employees adhere to a strict code of conduct. Employees are prohibited from revenue sharing arrangements with any lender, receiving gifts for a lender, receiving financial benefits from a lender, directing students to a particular lender or refusing to work with a lender, or receiving any compensation while serving on an advisory board.

Private Loan Disclosure:

Sherman Kendall Academy does not offer any Private educational/institutional loans nor do we have preferred lending arrangements with any institution.

However, pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. Sherman Kendall Academy is required, on request to provide this form or the required information, for students admitted or enrolled at the school.

Graduation Requirements:

Students are eligible to graduate when they have completed 1600 hours of training and all graduation requirements. Students must also fulfill all financial, practical, and academic obligations to the Academy.

To receive a graduation certificate/diploma, the following objectives must have been accomplished:

- 1) All financial obligations to the Academy are paid in full.
- 2) 250 hours of theory completed.
- 3) 1350 hours of practical completed
- 4) All Exams, Credits, and Practical Tasks completed.

Diploma:

A student will receive a diploma after completing the required number of hours, fulfilled all financial obligations to the Academy, completed all theory credits, and completed all required practical tasks.

Voter Registration:

The Academy encourages all students to register to vote. There are several ways to register.

- 1) Online at www.elections.utah.gov
- 2) Download a paper form at www.elections.utah.gov
- 3) Apply in person at the County Clerks' office

Please visit our financial aid office for more information.

Copyright Infringement Policy:

Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. All information provided by Sherman Kendall Academy, its personnel, or representatives must have written approval prior to sharing of any means.

A summary of the penalties for violation of federal copyright laws can be found at: www.copyright.gov/title17/92chap5.html

Satisfactory Academic Progress Policy:

The Satisfactory Academic Progress Policy applies consistently to all students enrolled (full or part time) at the school during all periods of enrollment (continuously and ongoing Monthly or as determined by the school). It applies to all students whether or not a student receives Title IV Aid. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. This School has established policies that comply with 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.

It is important to know that students who do not achieve the minimum standards as described below will no longer be eligible for Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

Grades consist of two (2) percentage grades: one for the student's cumulative attendance and one for the student's grade point average or GPA. The percentage grades are based on a numerical scale with 100% being the maximum grade possible. All students are monitored at each evaluation period based on Actual Clock Hours Completed.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows: All students are monitored on a monthly basis and an evaluation is issued at 450 hours, 900 hours, and 1250 hours using actual hours completed. Therefore Students are advised of their statuses at least monthly. This evaluation will help determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of the evaluations ensures that each student is consistently monitored and has ample opportunity to meet both the attendance and academic progress requirements of the program on a consistent basis. Additionally, the frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course. All records used in evaluating Satisfactory Academic Progress are maintained in the student files and are available to the students during the evaluation meeting.

Attendance Progress Evaluations:

The student must meet a minimum of 67% 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 actual hours accrued by the total number of scheduled hours available. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which will indicate, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame:

Per U.S. Department of Education Guideline, the maximum time allowed for a student to complete the program is 150% of the required hours.

A Leave of Absence, if approved, will extend the contracted graduation date and maximum time frame by the number of days of the leave.

Course Maximum Time Frame:

	Maximum Time Allowed Weeks	Scheduled
Hours		
Cosmetology (Full Time, 40 hours /week) – 1600 Hours:	60	2400
Cosmetology (Part Time, 28 hours /week) – 1600 Hours:	85	2400

The maximum time allowed for transfer students who need less than the full course requirements or part time- students will be determined based on 67% of the scheduled contracted hours.

Academic Progress Evaluations:

Students are required to maintain an overall GPA of at least 70% in practical and theory. This GPA is an average of written test scores, required task completions, and practical work scores given monthly. Practical tasks or requirements are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Academic learning is evaluated after each unit of study. This method assures that academic standings are measured against a standard norm on a consistent basis.

The following grading system is utilized for theory, practical and clinic work:

A=90 to 100%	GPA 3.0 to 4.0 Excellent
B=80 to 89%	GPA 2.0 to 2.9 Very Good
C= 70 to 79%	GPA 1.0 to 1.9 Average
D= 60 to 69%	GPA 0 to .9 Unsatisfactory

Required practical tasks are established by the number of course hours completed and are as follows:

251 to 600 hours	601 to 1200 hours	1201 to 1600 hours
5 to 10 =70%	10 to 15=70%	15 to 20= 70%
10 to 15=80%	15 to 25=80%	20 to 30=80%
16 to 20=90%	26 to 35=90%	31 to 45=90%
21 + = 100%	36 + = 100%	46 + = 100%

The overall grade average will be determined by the average of the student's grades in theory and the number of tasks satisfactorily performed and completed. The weekly,

required test grades will be averaged in monthly increments to provide a percentage grade. The theory average and the required tasks percentage grade are added together and divided by 2 to establish the student's GPA, which is then averaged with all previous GPAs to determine the cumulative GPA. Grades will not be adjusted except in the case of approved leave of absence. Personal appearance, work area appearance, and completion of sanitation are checked daily but do not affect the student's overall grade.

Practical Tasks Required Based on Earned Hours:

The following chart indicates the number of practical tasks required for graduation. The number of tasks listed, which are based on earned hours, are goals for the individual students to achieve during the course of instruction. These goals do not have an impact on the student's grade, but it is important to understand that graduation is contingent upon meeting the minimum task grand total listed for each service by the time 1600 hours have been completed. These are minimum totals, and the students should expect to exceed them in some categories.

Procedure:	Hours: 251750	7511250	12511600	Total
Hair Styling Incl. Thermal	30	50	68	148
Finger Waves	6	8	14	28
Pincurls	5	6	8	19
Lash & Brow	3	5	8	16
Eyebrow Arching	6	11	15	32
Body Waxing	1	2	5	8
Hair Cuts	50	115	155	320
Mustache/Beards	1	2	5	8
Make Up	6	11	15	32
Permanent Waves	10	21	29	60
Facials	6	11	15	32
Facial Massage	6	11	15	32
Chemical Relaxers	3	7	10	20
Hair Color, Bleach, Frost, Weaves, etc.	10	25	65	80
Braids	2	4	6	12
Manicures	6	11	15	32
Artificial Nails (full set)	1	3	4	8
Pedicures	3	6	11	20
Scalp Treatments	5	8	15	28
Conditioning treatments				
Special Classes				
Reception & Dispensary	22	22	36	80
Extra Credits				

Prior to 250 hours, the requirements are earned in Orientation Class.

If the student fails to meet Satisfactory Progress requirements, the Academy will make every effort to counsel the student and help that student meet the requirements by the next evaluation period. The Academy will develop a written academic plan for the student that, if followed, will ensure that the student is able to meet their satisfactory academic progress for the next evaluation period. Students who do not perform at the expected level will be given additional assignments until the required proficiency is developed.

Students should review their grade sheets carefully and if, at the completion of an evaluation period, a student has questions regarding the accuracy of their GPA or attendance records, they should IMMEDIATELY have those attendance and/or grades

reevaluated to insure their accuracy. Grade sheets will be adjusted if an error is discovered but will not be re-opened after 30 days have elapsed.

Calculation of Cumulative Attendance Grades:

The attendance grade is determined by taking the student's total clock hours completed and dividing them by the total clock hours that were available for the student to attend from the beginning of their enrollment. The student's available hours are the hours he or she is contracted to attend based on the student's schedule. All contracted hour's count, except when the student is on an Academy-approved leave of absence. (See Leave of Absence section of this catalog for additional information.)

The student must maintain a 67% cumulative attendance to complete the course within the maximum time frame allowed. In order to avoid additional tuition expense from going over contract, the student must maintain 85% cumulative attendance or they will not graduate on time according to the contract.

Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation period are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress report at the time of each evaluation. A copy will also be maintained in the student files. Students that are deemed NOT maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation.

Warnings, In School Suspension, and Probation Status:

If at any time during the program, the student fails to meet Satisfactory Academic Progress (SAP) in cumulative attendance and/or GPA during an evaluation period, the student will enter into Warning then into In School Suspension or Probation status.

Warning Period:

During the Warning period, the student is still considered to be making Satisfactory Academic Progress (SAP) and Federal Title IV Financial Aid is continued. However, the student must improve all unsatisfactory areas while on the Warning period.

If the student has improved at the end of the evaluation period, the student is removed from Warning and returned to Satisfactory Academic Progress (SAP).

If the student has NOT improved their SAP at the end of the evaluation period, He/she will be moved from Warning and into In School Suspension Status and will be deemed ineligible to receive Title IV funds.

In School Suspension Period:

If at the end of the Warning period, the student has not met both the attendance and academic requirements required for SAP, he/she will be determined as NOT making Satisfactory Academic Progress (SAP). The student will be placed on In School Suspension (ISS). All Federal Title IV Financial Aid is discontinued.

The student will be advised with a written academic plan of the actions required to attain Satisfactory Academic Progress. The school will review the student records and make a determination that Satisfactory Academic Progress can be met at the end of evaluation period. If not, the student will be terminated unless the student provides a written appeal and that appeal is granted by the school.

Probation Period:

Students who fail to meet minimum requirements for attendance or academic progress after the Warning period may only be placed on Probation and considered to be making Satisfactory Academic Progress (SAP) while during the probationary period if the student appeals the In School Suspension, and prevails upon the appeal.

Additionally, only students who have the ability to meet the SAP 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 the 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 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 Probation period, the student still has not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress (SAP) and all Federal Title IV Financial Aid is discontinued. The student will be placed on In School Suspension. The student will be advised with a written academic plan of the actions required to attain Satisfactory Academic Progress. The school will review the student records and make a determination that Satisfactory Academic Progress can be met at the end of evaluation period.

Re-establishment of Satisfactory Academic Progress:

By following the written plan of action, Students may reestablish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary 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 frames by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Probation 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 with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

In School Suspension and Termination Appeal Procedure:

If a student is determined to not be making satisfactory academic progress at the END of In School Suspension, the student will be terminated. 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 with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be able to return to school however, federal financial aid will NOT be reinstated, if applicable.

Noncredit, Incompletes Repetitions, and Remedial Courses:

Sherman Kendall Academy of Beauty Arts and Sciences does not issue grades of incomplete. Further, there is no repetition of course hours already completed. The Academy also doesn't offer non-credit or remedial course. These factors, therefore, have no effect upon the Satisfactory Progress Policy at this institution.

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.

Over contract and Maximum Time Frame:

When the student enrolls in the Academy, a projected graduation date is determined based on the amount of contracted hours. Should the student exceed the expected graduation date, he or she will be charged the hourly rate for each hour that exceeds their expected graduation date. A student may not, however, under any circumstances exceed the maximum timeframe for completion, which is not longer than one-and-one-half times the contracted time.

Evaluation Cycle:

If at the end of the evaluation period, the student is deemed NOT to be making Satisfactory Academic Progress (SAP) the student is moved to a Warning evaluation period. If the student has improved their SAP at the end of the warning evaluation period, the student is removed from Warning and placed on SAP. All SAP guidelines apply during the next evaluation period.

If the student has NOT improved their SAP at the end of the Warning evaluation period, the student will be placed on In School Suspension for the next evaluation period. The student has the right to appeal as noted above.

This In School Suspension carries a zero tolerance policy. This means that any infraction of Academy policy would automatically result in termination from the school.

If, at the end of the In School Suspension evaluation period, the student has improved their SAP, the student is removed from In School Suspension and placed on Warning. All Warning guidelines apply for the next evaluation period.

If the student has NOT improved their SAP at the end of the In School Suspension the student will be terminated unless the student files a written appeal and that appeal is approved by the school administrator.

In School Suspension Fees:

Upon entering In School Suspension, if the student receives Title IV aid, all aid is suspended. The student must immediately meet with the Financial Aid Director to discuss all financial obligations with the Academy and make payment arrangements if necessary.

Graduation:

To receive a graduation certificate/diploma, the following objectives must have been accomplished:

- 5) All financial obligations to the Academy are paid in full.
- 6) 250 hours of theory completed.
- 7) 1350 hours of practical completed
- 8) All Exams, Credits, and Practical Tasks completed.

Refund Policy and Return of Title IV Aid

Refund Policy:

- A) An Applicant not accepted by the school shall be entitled to a full refund of all monies paid.
- B) If a student (or in the case of a student under age, his/her parent or guardian) cancels the contracts and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded (see Item "e" below). The cancellation date will be determined by the postmark of the written notification or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started the training.
- C) If a student cancels his/her contract after three business days after the signing, but prior to entering classes, he/she shall be entitled to a refund of all moneys paid to the school less a registration fee of \$100.00
- D) For students who enroll and begin classes, the following schedule of tuition adjustment is authorized: Enrollment time is defined as the elapsed time between the actual starting date and the date of the student's last day of physical attendance in training. Any monies due the applicant or student shall be refunded within 45 days of formal termination by the school, which shall occur not more than 45 days form the last day of physical attendance, or, in the case of a leave of absence, the documented date of return.
- E) After use, cost of equipment, books, and supplies are non refundable.
- F) In case of an illness or disabling accident, death in the immediate family, or other circumstance beyond the control of the student, the school shall make settlement which is reasonable and fair to both parties.
- G) If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition.
- H) If a course is cancelled subsequent to a student's enrollment, the school shall, at its option (1) Provide a full refund of all monies paid, or (2) provide completion of course.
- I) For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percent time = $\frac{\text{Scheduled Hours} - \text{Actual Hours}}{\text{Scheduled Hours}}$

Hours Contracted	School will Receive/Retain
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%

The above percentages are based on tuition alone. Books, tools, late fees, schedule change fees, suspension fees, and registration fees will be added to the tuition charge. A termination/withdrawal fee of \$150.00 will be added to the student's charges.

Federal Return of Title IV Funds Policy:

The above Academy refund policy applies to all students (Title IV or not) and is calculated first upon a student's withdrawal/termination from the Academy.

If Title IV funds have been received, the Academy will then determine how much of those funds have been earned by the student and how much, if any, is to be returned to the federal program. The earned funds will be applied to the student's account. Students that withdraw or are terminated must be aware that the Academy is required to calculate the amount of Title IV funds that must be returned, and that the student may owe the Academy for charges that may have been previously covered by Title IV funds.

Title IV funds will be returned to the Federal Government as follows: Pell funds will be returned within 45 days of the determination that the student withdrew and Direct Student Loan funds will be returned within 180 days.

Additionally, Title IV funds will be returned in the following order: 1) Unsubsidized Loan, 2) Subsidized Loan, 3) Plus Loan, and 4) Pell Grant.

The federal RETURN TO TITLE IV (R2T4) policy compares the amount of Title IV funds that must be returned to the federal government to the amount of unearned institutional charges. The Academy is required to return the lesser of these two amounts. The federal R2T4 policy is based on the Payment Period (PP) in which a student withdraws or is terminated. Payment periods are 0500 hours, 5001000 hours, 10011300 hours and 13011600 hours.

Amount to be returned:

The federal R2T4 policy requires that the Academy determine the percentage of Title IV funds earned using the following formula: $\text{PERCENTAGE EARNED} = \frac{\text{SCHEDULED HOURS TO BE ATTENDED IN THE PP}}{\text{TOTAL HOURS IN THE PP}}$. (Note: If this percentage is 60% or more, 100% of the funds disbursed are earned and no return is required).

If, however, the above percentage is less than 60% then the Academy is required to use THIS FORMULA.

Example: The student attended 150 hours in a 500-hour payment period and was scheduled for 200 hours. $200 \text{ HOURS} \div 500 \text{ HOURS} = 40\%$. The EARNED percentage of Title IV funds IS 40%.

Amount to be returned:

The amount of Title IV funds to be returned is then determined by subtracting the amount earned from the amount disbursed. For the above example, if the amount of Title IV funds disbursed for the payment period is \$1000 then $\$1000 \times 40\% = \400.00 earned and the amount to be returned would be the amount disbursed minus the amount earned ($\$1000 - \$400 = \$600$ to be returned).

NOTE: If the amount of Title IV funds earned is greater than the amount that could have been disbursed for the payment period, the difference must be treated as a postwithdrawal disbursement in accordance with the late disbursement regulations.

Amount of Unearned Institutional Charges:

The Academy must also determine the amount of unearned institutional charges by subtracting the percentage earned (40%) from the total Title IV funds (100%), which equals 60%. That percentage is then multiplied by the charges for the payment period. Institutional charges for the payment period are determined by the following formula:

$$\frac{\text{Total Tuition and Fees}}{\text{Total Contracted Hours}} \times \text{Hours in the Payment Period}$$

Example: \$14,400 X 500 hours = \$4500.00 (institutional charges for the payment period)

1600 hrs.

$$\$4500.00 \times 60\% = \$2700.00 \text{ (unearned institutional charges)}$$

After both the amount to be returned and the amount of unearned institutional charges are calculated, the Academy must return the lesser of the two amounts. In this example, the Academy would return \$1800 in Title IV funds to the Federal Pell Grant program..

Student Obligation:

If the amount to be returned is GREATER than the amount of unearned institutional charges then the student is required to payback/return the difference between these amounts.

A termination/withdrawal fee of \$150.00 will be added to the student's charges.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the Academy. Any monies due the applicant or the student will be refunded within 45 days of formal written cancellation by the student or upon formal termination by the Academy, which will occur no more than 45 days from the last day of physical attendance.

Additional Considerations:

After they are issued, the cost of equipment, books, and supplies are non refundable. Kit items are not returnable.

- 1) In case of illness or a disabling accident, a death in the immediate family, or other circumstances beyond the control of the student, the Academy will make a settlement that is reasonable and fair to both parties.
- 2) In the event the Academy is permanently closed and is no longer offering instruction after a student has enrolled, the student will be entitled to a prorated refund of tuition.
- 3) If a course is canceled subsequent to the student's enrollment, the Academy will at its option:
 - a) Provide a full refund of all monies paid, or
 - b) Provide completion of the course.

Withdrawals/Terminations:

Official Withdrawal:

A student must contact the Academy (verbally or in writing) to withdraw or take a leave of absence. For tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the Academy they are withdrawing.

Unofficial Withdrawal:

An unofficial withdrawal occurs when a student leaves the academy without notice. For tuition refunds and financial aid refunds, the date of unofficial withdrawal is the date of last attendance.

Any student who does not return from leave of absence or who is absent for 7 consecutive days without contacting the Academy is considered an unofficial withdrawal.

If there is tuition owing, documentation of hours will not be released. Leaving the kit with the Academy does not satisfy any financial obligations to the Academy. If there is no tuition owing, the kit belongs to the student and must be taken within three (3) days of the last day of attendance. The Academy will not be responsible for any kits that are left.

Sherman Kendall Academy does not offer withdrawal passing or withdrawal failing grade option.

Students who withdraw or are terminated must satisfy their original contract and re-contract for their remaining hours of instruction to reenter the Academy. Additionally, they will re-enter the program in the same progress status as they left.

Credit Balance Policy:

If it is determined that a student has a credit balance on his/her account, a refund will be made within 14 days.

Payment of Tuition:

All tuition must be paid in full prior to completion of the student's course in order to receive credit for hours necessary to take the Practical and/or State Board exam. The student must make regular payments toward tuition as outlined in his or her contract. Failure to do so could result in suspension or termination.

Drug and Alcohol Free School:

Sherman Kendall Academy is committed to provide a Drug and Alcohol free campus. The academy has a zero tolerance policy for drugs and alcohol.

Federal Law requires that students in unlawful manufacture, distribution, possession or use of a controlled substance during their enrollment in school, will be immediately terminated.

Any student that receives a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

Information on preventing drug and alcohol abuse may be found at www.dsamh.utah.gov, or www.drugabuse.gov .

How Much Can You Expect to Earn:

Our goal is to prepare our students to be financially successful in their cosmetology career. This profession offers a variety of opportunities at several levels and success will depend on the individual's initiative and expectations.

Many salons, (particularly chain salons) offer an hourly wage in addition to bonuses and benefits such as health insurance and paid vacations. This type of salon generally has an established client base. Traditionally, salons pay their employees on a percentage basis. This usually means a smaller income initially as it takes time to build a clientele. The most common split is 60/40, with the salon providing all the products used.

You can lease a station within a salon and start your own business. Known as Booth Rental, a monthly rental fee is paid to the salon owner for the space and you in turn run your own business and everything that would entail. The rental averages in our area range from \$500.00 to \$1,000.00 per month. Booth Rental is not recommended until you have an established clientele, but it is an excellent way to go once you do have a clientele.

It is also relatively easy to become a Salon owner, established salons are frequently available, the cost of starting a new salon is much more reasonable than many types of businesses.

The future employment opportunities for cosmetologists are very positive. There are many entry level positions waiting to be filled and income potential is only moving upward. A recent survey of cosmetologists in our area shows a broad range, from \$30,000 to \$100,000 plus per year.

Physical Demands and Safety Habits of the Profession:

As with most occupations, cosmetologists must exercise many safety precautions.

Listed below are several that we feel are extremely important to observe. Wipe up spills immediately as a fall may result from a wet floor, also, Hair MUST be swept up at all times. When turning on the water, the shampoo hose must be held firmly to prevent spraying the client. Water temperatures must be checked before use. Hair cutting implements are sharp and must be used cautiously. General safety guidelines must be followed when using electrical appliances. It is imperative that you read all instructions for use. You must also read all instructions for use and disposal of chemicals. Test often for allergic reactions to chemicals as recommended by the product manufactures. Also, do not allow a client to hold a child during the service.

Cosmetology is a very demanding profession. It requires a lot of standing which can lead to a variety of leg and foot problems. A quality shoe can help to eliminate some of these problems. The repetitious work involving the arms and hands can result in a condition known as carpal tunnel syndrome, which is a wrist problem that may require surgery. It is important that cosmetologists use quality implements and hold them correctly. Upper and lower back strain is sometimes experienced by cosmetologists and is usually the result of improper chair height.

Family Educational Rights and Privacy Act (FERPA):

At Sherman Kendall Academy, every student has the right to inspect and review their academic and financial aid files in accordance with the Family Educational Rights and Privacy Act. A copy of the FERPA policy is included with and can be found in the enrollment disclosures given to the student prior to enrolling.

Evacuation Procedures and Emergency Response:

Staff members have received training on how to handle a pending emergency. The General Manager or person in authority will notify the police and will advise students as to what actions to take. Evacuation routes are posted at various locations in the school.

Fire Safety Report/Fire Log:

Not Applicable as Sherman Kendall Academy does not offer on campus housing.

On Campus Housing Crime Log/Missing Person Notification:

Not Applicable as Sherman Kendall Academy does not offer on campus housing.

**Crime Awareness and Security Report Act:
September 2015**

	7/1/2012 to 6/30/2013	7/1/2013 to 6/30/2014	7/1/2014 to 6/30/2015
TYPE OF OFFENSE	Reported Arrests	Reported Arrests	Reported Arrests
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offence	0	0	0
Sex Offense, non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault/battery	0	0	0
Burglary, Forced	0	0	0
Burglary, non-forced	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Liquor Law referrals for disciplinary action	0	0	0
Liquor Law violations arrests	0	0	0
Weapons possession referrals for disciplinary action.	0	0	0
Weapons possessions arrests	0	0	0
Domestic Violence (VAWA)*	0	0	0
Dating Violence (VAWA)*	0	0	0
Stalking (VAWA)*	0	0	0
Hate Crimes	0	0	0

*Violence Against Women Act (VAWA), signed March 7th 2013. Crime Stats begin 1/1/2013. Sherman Kendall does not offer on-campus housing facilities for students, so there is no crime/fire statistic to report.

Student Diversity:

Current student body diversity information may be found by visiting the National Center for Education Statistics web site and going to the following link:

<https://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx>

Enter Unit Id # 230135 for Sherman Kendall Academy.

Formal Complaint Procedure:

If a student or customer is not satisfied, they have the right to file a complaint with the State of Utah. The link for an online complaint is:

<http://www.dopl.utah.gov/investigations/complaint.html>.

Additional College Information:

The U.S. Department of Education posts additional consumer information on the National Center for Education Statics College Navigator website. The link may be found at:

www.nces.ed.gov/collegenavigator