



Sherman Kendall Academy
of Beauty Arts and Sciences

Kenlew, Inc.

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Salt Lake City, UT 84106
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President/Owner Corey DeCamp

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Director of Admissions: Corey DeCamp
General Manager: Jennifer Ennis
Financial Aid Planner: JoAnn Shelton

Academic Specialists:

Directors of Education Jennifer Ennis

Educators: Jennifer Ennis
 Kristina Bell
 Courtni Smith

Alternate Instructors: JoAnn Shelton
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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

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COSMETOLOGY/BARBERING

"There is a future waiting for you, if you are committed."

Cosmetology is one of the fastest growing industries in our country. The need for properly trained hair stylists exceeds the supply. Very few professions offer the continuing work opportunities of this field. Well-trained men and women can find excellent jobs, full or part-time, in good times or in bad, in virtually every city in the world.

Our staff of licensed professionals can train you for a career. But, before you enroll, ask yourself these questions:

Do I enjoy working with people?

Do I enjoy using my creative energies in a positive and profitable manner?

Do I like to make people feel good about themselves?

Would I enjoy a job where I could see the results of my efforts immediately?

Am I committed to success?

You have what it takes! The more questions you answered "Yes," the higher your chances are of becoming a successful Cosmetologist.

The work is pleasant, creative, and stimulating, with a better-than-average income potential. Plus, it offers the following:

- Year-round employment in a glamorous profession.
- Unlimited advancement opportunities.
- The opportunity to own your own business.
- The chance to meet new and interesting people.

There are a variety of exceptional careers available in the field of beauty culture. Employment opportunities for the Licensed Cosmetologist include:

Permanent Wave Specialist
Hair Stylist
Wig Stylist
Hair Relaxing Specialist
Hair Coloring Specialist
Scalp and Hair Specialist
Esthetician
Product Representative

Beauty Editor
Educator
Makeup Artist
Beauty Consultant
Artificial Nail Technician
Salon Owner
Concessionaire
Platform Artist

Education/Mission Statement:

Our goal is to prepare each student to pass the State exam for licensing and help the student attain personal fulfillment and financial security through a successful career in Cosmetology.

The Sherman Kendall Academy of Beauty Arts and Sciences offers more than the basic instruction required to pass the state licensing exam. Students receive a robust and multi-dimensional job-training program that enhances students' ability to succeed in a competitive and rewarding industry. Students are encouraged to embrace every training opportunity and experience offered.

Mission Statement

To successfully inspire, motivate, educate and train each individual student in order to develop superior technical skills, strong work habits and the ability to succeed in the cosmetology industry.

Core Values

The student is our customer.

Integrity and professionalism is necessary to create an exceptional learning experience and set an example for our students.

Mutual respect between the student and staff is paramount to our success.

Fairness, honesty and consistency foster a positive learning environment.

Each and every student and staff member possesses unique gifts and abilities to be recognized and developed.

Teaching our students to take personal responsibility for their education, attendance and attitude is a primary part of their learning experience.

We are committed to doing all the right things for all the right reasons.

Official Starting Dates:

The School starts a new class the second Tuesday of each month. These dates are subject to change based on enrollment and school determination.

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 is 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 is located in the Sugarhouse area of Salt Lake City. We are located in a modern facility that is fully equipped for the student's use. We maintain a room for instruction in basic orientation training and a theory classroom. Additionally we use the theory room as a showroom for special educational events through out the year. Our location offers a well-lighted 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. We are also handicapped accessible.

Non-Discrimination Policy:

Our Academy does not discrimination 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) Be a High School Graduate, or
- 2) Have a G.E.D. or equivalent
- 3) Show an Ability to Benefit (ATB) by attending 225 hours and meeting Satisfactory Academic Progress at 225 hours. Additionally, all ATB students will not be eligible for Federal Financial Aid and will have to make other payment arrangements prior to enrollment.

Registration:

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

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 or payment arrangements made.
- 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.

State Requirements for Licensing:

To become a licensed Cosmetologist, the State of Utah requires that applicants accomplish the following:

- 1) Be a graduate of a school approved by the Division of Business Regulation. The course may not be less than 1600 hours.
- 2) Pass a practical examination given through PSI. At this time the cost is \$87.00. Costs are subject to change.
- 3) Pass a written examination conducted by PSI. The testing will be as to knowledge of the profession. Presently, the cost of this exam is \$87.00. Costs are subject to change.
- 4) Submit under oath to the Division of Professional and Occupational Licensing an application for license. The required form is supplied to the Academy by the State of Utah. Cost of this application is approximately \$65.00. Costs are subject to change.

It should be noted that all applications to the Division of Occupational Licensing (DOPL) are subject to background checks and certain criminal convictions could limit the ability to obtain a license. Therefore students are advised to contact DOPL at 801-530-6628 prior to enrollment to discuss any concerns they may have.

Employment Assistance:

Our Academy will, upon request, assist and guide the graduate in obtaining satisfactory employment in the profession but does not guarantee employment or obligate itself beyond reasonable assistance and guidance. This service is available to all our graduates without charge. The assistance provided by the Academy may be in the form of a letter of recommendation or a phone call to a prospective employer.

We suggest that each student maintain a portfolio of certificates and awards as well as photographs of work done during school to show prospective employers. The Academy posts "Help Wanted" ads from area salons in the student lounge. Career counseling is available to each student who enrolls in our Academy.

Personal Assistance:

Our Academy, to the best of our ability, will provide help and assistance in all academic areas at the students' request. Additionally, we maintain a list of qualified counselors for help in any personal matters that may arise while attending our academy.

Transferring of Credits:

Persons furnishing satisfactory transcripts of credits earned in other schools may enter the Academy and receive credit for studies done elsewhere. All transcripts will be evaluated and are subject to approval by the Academy. Cost of evaluation is \$50.00. The Academy does not recruit students attending or already admitted to another cosmetology school. Additionally, any transfer hours accepted count towards the maximum time frame as defined by the Department of Education. Only actual hours earned at the Academy will count towards a student's satisfactory Academic Progress.

Right to Privacy:

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) A signed copy of this disclosure is maintained in each student file and is available for student review.

Students and parents (if the student is a dependent minor) are guaranteed by the Academy access to their cumulative records under proper supervision and interpretation by an Academy official by an appointment. All student records will be kept confidential and released only upon written authorization per request of the student with the following exceptions:

- 1) Student records may be released to a collection agency should use of a said agency be deemed necessary for collection of funds owed the Academy or any federally backed loan program.
- 2) Records may be released to law enforcement agencies following proper legal procedures.
- 3) Student records may be released to other schools to which a student is transferring.
- 4) Student records may be released to appropriate parties connected to financial aid or accrediting agencies.

Also Note: the School does not publish a school directory nor release information to outside parties.

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.

Vaccination Policy:

Sherman Kendall Academy does not require any vaccinations.

Sexual Harassment Policy:

Sherman Kendall Academy has zero tolerance policy for any activity that creates a hazard to others. These activities include, but are not limited to, sexual harassment, bullying, fighting, verbal abuse and or violence of any type.

Students that violate this policy will immediately be terminated.

PROGRAM OFFERINGS

Course Title:

Cosmetology/Barbering

Course Description:

Our Cosmetology/Barbering program has been developed to train students in all areas of Cosmetology/Barbering. In addition, our program prepares each student to pass the State exams for licensing. Finally, we will help the student attain personal fulfillment and financial security through a successful career in Cosmetology.

Program Length: 1600 clock hours
Full time: 46 weeks
Part time: Up to 66 weeks, depending on contracted hours.

Educational Objective:

To train each student in all phases of Cosmetology/Barbering to qualify for the Utah State Boards required practical and written exam.

Performance Objectives for All Students:

- 1) To understand anatomy, biology, chemistry, and electricity as it relates to cosmetology.
- 2) To understand and perform hairstyling.
- 3) To understand and perform permanent waves.
- 4) To understand and perform chemical relaxing.
- 5) To understand and perform hair cutting.
- 6) To understand and perform all other services in the Cosmetology/Barbering course.
- 7) To understand and perform hair coloring services.

Evaluation/Grading Procedure:

Students are evaluated quarterly on attendance, practical, and theory performance. Grade sheets, with practical and theory grades and percentage of attendance, are issued quarterly. Students are evaluated on a regular basis on their technical ability and subject knowledge. Individual academic and attendance counseling is provided at each evaluation.

Required Level of Achievement:

Completion of all subject matter and passing grade are required on all practical and theory work.

Texts and Reference Books Used for Instruction:

Pivot Point: Standard Textbook of Cosmetology, Pivot Point: Fundamentals for Esthetics, Pivot Point: Salon Fundamentals, Text & Workbook, Utah Cosmetologist and Barber Law, Utah State Business Rules and Regulations

Periodicals Used for Instruction:

Modern Salon, American Hairdresser, and other Cosmetology-related reference issues.

Instructional Methods:

All classes are taught by means of the following:

- 1) Explanation and demonstration
- 2) Use of visual aids, including slides, charts, films, handouts, and video
- 3) Textbooks, reviews, and tests

Special care has been taken to make the program offered by our academy a good educational experience. The Instructors who teach these classes are outstanding professionals in their own right, who, because of their desire and special training, are also outstanding teachers. Instructors are assigned teaching duties according to abilities and expertise to assure the best training possible. Special classes are offered weekly to keep students abreast of the new methods and products in the field.

Curriculum Unit Outline:

1) Introduction to Cosmetology

- History of Cosmetology/Barbering/Esthetics/Nail Technology
- Overview of Curriculum

2) Salon Safety, Personal and Client Safety, Bacteriology/Decontamination

- Salon/Academy Safety Regulations
- State Rules and Regulations
- Disinfection/Sterilization
- Importance of M.S.D.S. and OSHA
- Infection Control Requirements
- Industry Health Risks

3) Business and Salon Management

- Customer Relations/Development
- Ownership/Operating Costs
- Advertising
- Bookkeeping/Tax Reporting
- Salesmanship Skills
- Communications
- Public Relations
- Employment
- First Aid
- State Rules and Requirements
- Professional/ Personal Ethics and Image

4) Legal Issues

- Malpractice Liability
- Regulatory Agencies
- Tax Laws

5) Human Immune Systems / Diseases and Disorders

- Bacteriology
- Sanitation
- Sterilization
- Decontamination
- Infection Control
- Chemistry
- Histology
- Diseases & Disorders
- Physiology of Human Body

6) Tools/ Equipment for Cosmetology

- Galvanic Current
- Heat Lamps
- Basic-Use Tools
- Light Therapy
- Electricity Therapy

7) First Aid

8) Anatomy

9) Science of Cosmetology/Barbering

10) Analysis of Skin, Scalp & Hair Care

- Scalp Treatments
- Chemistry
- Scalp Irregularities
- Applied Electricity

11) Limited Chemical Exfoliation

- Pre-Exfoliation Consultation
- Post- Exfoliation Consultation
- Chemical Reactions

12) Chemistry

- Hair
- Colors
- All Basic-Use Products
- Permanent Wave Solutions
- Cosmetics

13) Waxing

- History
- Analysis
- Procedures
- Techniques
- Safe Use and Precautions

14) Properties of Hair, Skin, and Scalp

- Scalp Treatments
- Chemistry
- Scalp Irregularities
- Applied Electricity

15) Hairstyling

- Wet Styling
- Roller Placement
- Finger Waving
- Shampooing
- Thermal Styling
- Comb Outs
- Air Waving
- Draping
- Permanent Waving
- Thermal Styling
- Round Brush Styling
- Pincurls

16) Hair Coloring

- Law of Color
- Techniques
- Chemistry of Color
- Choosing Colors
- Lightening
- Safe Use and Precautions
- Classifications of Color
- Color Correction

17) Chemical/Thermal Relaxing

- Chemicals
- Procedures
- Safe Use and Precautions

18) Hair Cutting

- Use of Implements and Safety Features
- Scissor Cutting
- Draping
- Wet Shaving
- Clipper Variations
- Wigs and Artificial Hair

19) Razor Cutting for Men

20) Mustache and Beard Design

21) Basic Esthetics

- Theory of Skin Care
- Aroma Therapy
- Application of False Eyelashes
- Neck/Face Massage
- Manual and Mechanical Skin Treatment
- Chemistry of Cosmetics
- Brow Arch
- Natural Manicures and Pedicures
- Packs and Masks
- Application of Makeup
- Lash & Brow Tinting

22) Medical Devices

23) CPR/ Basic First Aid

24) Nail Technology

- Wraps
- Sculptured and Acrylic Nails
- Massaging of Lower Leg and Foot
- Nail Tips
- Nail Art
- Gels
- Pedicures of Lower Leg and Foot

25) Extra Studies

26) State Exam Review and Preparation

Summary of the Curriculum:

240 Hours of Theory Instruction and Technical Services required:

	Hrs	Services
Bacteriology, Diseases, Disorders	8	32
Decontamination and Sanitation, Salon Safety	12	40
Skin, Scalp and Hair	12	
Diseases of the Skin, Scalp and Hair	12	
Cells, Anatomy and Physiology	8	
Electricity and Light Therapy	8	16
Chemistry	8	
History of Barbering/Cosmetology	2	
Pharmacology	10	8
Barbering Related Diseases	4	
Shampoo and Rinses	2	80
Scalp Treatments (Men and Women)	12	60
Hair Cutting	14	328
Styling and Finger Waving	8	180
Wigs and Hairpieces (Men and Women)	4	20
Permanent Waves	12	80
Hair Coloring & Bleaching	12	80
Lash & Brows Tinting, Tweezing, and Waxing	8	48
Chemical Relaxes	8	20
Hair Removal, (Esthetics)	4	48
Manicures, Pedicures, and Nail Technology	12	60
Facials (Massage) and Makeup	24	96
Barbering Implements	2	
Mustache and Beard, Cutting and Coloring	8	16
Men's Styling	2	12
Shaving	4	
First Aid	4	8
Professional Ethics, Pride in Workmanship, Employment	8	64
Business Management, Record Keeping, Social Security, Worker's Comp, Taxes	8	64

EQUIPMENT

Orientation Kit:

Students beginning class will receive an orientation kit consisting of the following:

- 1) Textbook & Workbook
- 2) Mannequin
- 3) Mannequin Cutting Shears
- 4) Smock or apron.

Student Kit:

Upon completion of Orientation Training, (the first 250 hours) students receive a student kit containing all the equipment required to begin education on the Clinic Floor. A list of the contents of a typical student kit follows:

1 Book Tote	1 Tweezers	1 Makeup Kit
3 Wrist-Saver Brushes	1 Manicure Kit	1 Large Paddle Brush
1 Row Brush	1 Mannequin Stand	3 Metal Tip (weave) Tail combs
12 - 7" Combs	1 Timer	1 Mannequin
12 Tail Combs	1 Hair Pick	1 Box Single Prong Clippies
5 Various sized Round Brushes	1 Pkg. Butterfly Clamps	
1 Vent Brush	1 Clipper	1 Box of Duckbills
1 Large Comb	1 Neck Trimmer	1 Rollabout
1 Comb-Out Cape	1 Razor	1 Hand Mirror
2 Capes	1 Finishing Shears	3 Curling Irons
1 Water Bottle	1 Professional Shears	1 Blow Dryer
1 Conair Styling Comb		1 Flat Iron

Kit items are subject to change. The actual kit the student will receive will be very similar, but may not be exactly as listed above. We make changes from time to time to improve the kit or make it more functional.

Student-Furnished Items:

Each student is required to furnish the following:

- 1) Lock for his or her locker
- 2) 3-ring binder, paper, pens/pencils.
- 3) Scrapbook for creating a professional "Style Book"

FINANCIAL INFORMATION

Tuition and Fees:

The total cost for the complete program (1600 hours) includes all tuition, equipment, supplies, books, and registration fees. Tuition and fees are subject to change without notice. The registration fee is non-refundable after three business days.

Fee Schedule:

1600 Hour Program:

Registration	\$ 100.00
Tuition	\$ 13,800.00
Kits	\$ 2,000.00
Total	\$ 15,900.00

Students Requiring Fewer than 2000 hours:

Tuition	\$8.63 per hour
Registration	\$ 100.00
Evaluation fee	\$ 50.00

Contracts for fewer than 1600 hours do not include books or kits. Any kit items required will be additional.

Over Contract Fee: \$8.63 per hour

Additional Expenses:

Students failing to complete his or her contracted course of study on or before the scheduled graduation date must pay the contracted hourly rate of \$8.63 per hour for each additional hour required for graduation. In addition, the hourly tuition rate will apply to any theory credits short of 250 hours and any additional time required to complete any services that must be made up after the 1600-hour program is completed and after the scheduled graduation date. (This charge is in addition to the regular tuition previously set forth.) A student whose enrollment is terminated for any reason must satisfy any balance due on their original contract and then re-contract for any remaining required hours of instruction.

A student may change his or her schedule or contracted hours with approval from the Academy Administrator. One contract change may be made at no charge to the student. Any additional contract changes require the student to pay a \$100.00 fee at the time of the change.

A change in the contracted hours will result in a change in the student's scheduled graduation date on the contract. Upon completion of the course, additional fees must be paid to PSI for the testing and to the State of Utah for licensing fee. These fees are not included in Academy tuition or other fees required by the Academy.

Financial Assistance:

The Department of Education has declared our Academy eligible to participate in the Federal Pell Grant and the Federal Family Education Loan Programs. Pell Grant and loan eligibility is based on financial need and is determined through submission of the form entitled "Free Application for Federal Student Aid" to the U.S. Department of Education. Applications are available from the Academy's financial officer. Students receiving financial aid must maintain satisfactory progress as outlined in this catalog in order to maintain eligibility.

Title IV Federal assistance Awards received by the students will apply first toward tuition and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Programs at the Academy are approved for Veterans administration education benefits and the State of Utah Office of Rehabilitation.

Self Payment:

Students not eligible for financial aid or a loan program, or who do not wish to apply, may make payments to the Academy. The self-pay program requires a minimum down payment. Monthly payments (at 0% interest) are based on the contracted months of attendance.

The down payment must be paid prior to the student's start date, and monthly payments must be made to the Academy in a timely manor. The account must be paid in full prior to graduation. No interest or finance charge will be assessed provided that the payments are made on time according to the student's contract and payment plan. In the event of non-payment or default, the Academy may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. A fee of 5% may be applied to all late payments and compounded monthly.

Fee Disclosure:

Students interested in learning about tuition and fees at other NACCAS-accredited schools within the state may request the information in writing and sending a stamped, self-addressed envelope to:
NACCAS, 4401 Ford Ave. St 1300, Alexandria, VA. 22302.

GRADES AND REQUIREMENTS

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			Grand Total
	251-750	751-1250	1251-1600	
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 re-evaluated 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 hours 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 students 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 time-frame 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.

Ability To Benefit Rules:

A student may attend the school without a High School Diploma or GED if they can show an Ability to Benefit (ATB). In this case, the student will attend 225 hours of training. At the end of the 225 hour mark, they must meet Satisfactory Academic Progress in both attendance and grades. If the student is NOT meeting SAP, the student will be terminated. Additionally, all ATB students will not be eligible for Federal Title IV Financial Aid and will have to make other payment arrangements prior to enrollment.

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.

CANCELLATIONS, WITHDRAWALS, AND TERMINATIONS

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 within 45 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 0-500 hours, 500-1000 hours, 1001-1300 hours and 1301-1600 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: PERCENTAGE EARNED = SCHEDULED HOURS TO BE ATTENDED IN THE PP DIVIDED BY 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%.

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 post-withdrawal disbursement in accordance with the late disbursement regulations. If the post-withdrawal disbursement includes loan funds, the Academy must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the Academy within 14 days.

The Academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the Academy needs the student's permission to use the post-withdrawal grant disbursement for all other Academy charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the Academy to keep the funds to reduce the student's debt at the Academy.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

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: $\frac{\$14,400}{1600 \text{ hrs.}} \times 500 \text{ hours} = \4500.00 (institutional charges for the payment period)

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

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 re-enter 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.

POLICIES AND PROCEDURES

Attendance:

Students who are going to be late or absent must report to an instructor prior to their daily clock-in time. Saturday is not an optional day to be late or absent and any Saturday that is missed without prior arrangement will result in a \$100.00 fine being imposed upon the student. Any unavoidable absences must be supported by a doctor's note dated the day of absence. Leave of absence can be granted to students due to illness, death in the family, or emergencies that are deemed necessary by the Academy. A student absent for more than seven consecutive school days without approved leave or without contacting the Academy will be terminated and required to re-contract for the remainder of the course.

For a description of the Academy's policy regarding satisfactory academic progress as it relates to attendance and grade, please refer to the section entitled Satisfactory Progress Policy.

Absentee Policy:

Be aware that all absences affect Satisfactory Progress. If a student, due to vacation or absence, needs to attend classes beyond his or her contract expiration date in order to make up missed hours, there will be an additional charge for those hours at the rate per hour specified in their contract. This policy will be enforced. For this reason, it is to the student's benefit to closely monitor attendance.

All absences, regardless of reason, are recorded. In the event of unforeseen absences, arrangements for makeup of missed assignments or tests must be made with your instructor immediately upon return to class. Each student is responsible for making certain all tests and assignments are covered. If no effort is made, a grade of zero will be recorded for any work not made up.

Absences due to illness may be appealed if backed up with a detailed, written excuse from a doctor. Emergencies must be verified.

Saturday Absentee Policy:

Any Saturday absence must be arranged for in writing, at least one week in advance through the Academy Clinic manager. Calling in on Saturday for an absence or late arrival is not an option. Saturday absence will result in the following:

- 1st Saturday missed, \$100.00 fine imposed and verbal warning.
- 2nd Saturday missed, \$100.00 fine imposed and written notice # 1 will be given
- 3rd Saturday missed, \$100.00 fine imposed and written notice # 2 will be given
- 4th Saturday missed, a three-day suspension with a \$100.00 re-entry fee

Vacation:

Vacation time of one week (5 school days) will be allowed. If the student elects to take a vacation, the days missed will affect the student's GPA, and the scheduled graduation date will not be extended unless the student elects to take an official, School approved Leave of Absence. Vacation time must be prearranged in writing through the Academy Administrator at least one week in advance to enable us to notify clients and re-schedule accordingly.

Leave of Absence Policy:

A student may be granted a leave of absence (LOA) for a minimum of 14 days and up to 180 days.

A request for a leave of absence, including the reason for the request, must be made in writing prior to the start of the LOA. The request must be signed by the student. The LOA request requires the approval of the Academy Administrator. The documents will be maintained in the student file.

An emergency LOA may be granted without prior written request provided the student completes an LOA request form and returns it to the Academy by mail or in person.

During a LOA, the student must vacate his or her station. The student's kit and other personal effects may not be left in the locker or they will be removed. The Academy assumes no responsibility for such property. Leaving the kit does not satisfy any financial obligations to the Academy.

If approved, a leave of absence will extend the contracted graduation date and maximum time frame by the number of days of the leave. Title IV funds can be received by the Academy (as follows) during a leave of absence. Pell grants (if eligible) may be received while on LOA, Stafford Student Loans may not be received while on LOA. All self-pay payments must be made as contracted. Failure to return to the Academy following a leave of absence will result in termination. When a student returns from an LOA, they resume the program from where they left off prior to the LOA.

The LOA, together with any additional LOA's must not exceed a total of 180 days in any 12 month period.

A student granted an approved LOA is not considered to have withdrawn from the Academy, and a refund calculation is required at the time of the LOA.

Additionally, the school will not assess the student any additional charges as a result of an LOA.

Lastly, if a student does not return at the expiration of the LOA, the student's withdrawal date is the date the student began the LOA. The withdraw date for the purpose of calculating a refund is always the student's last day of attendance.

Late (Tardiness) Policy:

If a student cannot attend or is going to be late, the student must call in and speak with an instructor before their contracted arrival time. Failure to inform the Academy will result in warnings and suspension or termination. This is an important courtesy! On Saturdays, call ins are not an option, prompt arrival is mandatory. It is a busy day and presents a great opportunity to gain experience.

Any student who is tardy for theory class may not clock in until the theory class is over, and will not receive a theory credit for that day, nor will they receive the 1-hour credit. However, they may attend the class if they choose to gain the education even though no credit will be given.

Theory Instruction:

All students will attend theory class from 8:00 a.m. to 9:00 a.m. A total of 250 theory hours are required for graduation. If a student has the required 1600 hours of training but does not have the required 250 theory credits, the student may earn up to 5 credits by taking a variety of tests. If the student has gone beyond the scheduled graduation date, there is an hourly rate charged based on their contract.

Time Cards:

Student time cards are important documents verifying units of study and are necessary for the computation of hours of training. Take special care to punch in accurately. If the time card is unreadable due to carelessness, no credit can or will be given for the day. Failure to clock in or out may also result in the student receiving no credit for the day.

There is an appeal provision for those who “forget” to clock in. Submit the appeal on the form available from the clinic manager no later than 5 days after the incident. No more than one correction per week is allowed.

Time cards must remain in the Academy at all times in the place provided. Students may not carry time cards with them or take them from the Academy. Doing so may cause loss of student's hours.

All students should keep track of their own hours. Only hours for which a student is contracted are available hours. Any “special events” hours must be documented on an addendum. A record of the total hours accumulated will be posted on the time card every week. If a student feels their total is inaccurate, they must review it with the Academy administrator immediately. The Academy will review only the hours amassed during the previous month.

No student or staff member may clock in or out for another student. The penalty for such action may be termination. Any student found guilty of false representation of the time card or credit sheet will be terminated immediately.

Personal Services:

- 1) Instructors will book student's personal services based on student's attendance and satisfactory completion of daily requirements. There will be no personal services on Saturdays, or while a student is on probation. All personal services are based on time availability, but client services always have priority. Students may not provide a client service if the student's hair is not looking professional.
- 2) Students in clinic may have personal services only if
 - a. Grades and attendance have met the minimum requirements and student is making Satisfactory Progress.
 - b. The student was not tardy that day.
 - c. The student has signed up for a personal service (with the approval of an instructor and the desk personnel) and has obtained a personal service ticket and paid advance.
 - d. They have paid for any chemical that may be required.
- 3) Students may not be marked out (on the appointment book) to work on mannequins or to do personals.

Rules of Conduct:

- 1) School hours for full time students are 8:00 a.m. – 5:00 p.m. Tuesday through Saturday. During Orientation (the first 250 Hours of the program) full time students attend 32 hours per week. Tuesday –Friday. Part time students attend 20 hours per week.
- 2) The school offers a one hour lunch. If the student is unable to take lunch at the time, he or she should report to the desk and make other arrangements with the instructor. An instructor may adjust lunchtime to accommodate a client.
- 3) Students may not leave the Academy at any time without getting permission from an instructor who will check the appointments.
- 4) Students must clock out any time they leave the building regardless of the reason.
- 5) Planned absences must be scheduled at least one week in advance. Failure to do so may result in suspension or termination.
- 6) Absences due to illness may be appealed if backed up with a detailed, written excuse from a doctor.
- 7) Students are required to park in the designated student parking lot. Student vehicles parked in the customer parking lot will be towed at the student's expense.
- 8) Eating or drinking is not permitted on the clinic floor or in the classrooms. Smoking is not permitted in the building or within 25 feet of the Academy entrance. Any violations may result in being sent home for the day.
- 9) No visitors are permitted in the classroom, student lounge, or in the clinic unless approved by a staff member.
- 10) Students or staff may not, under any circumstances, bring their children to the Academy to spend the day with them.
- 11) No personal phone calls will be permitted on the Academy phone except in an emergency. This is a business phone and will be treated as such. Students will not be called to the telephone for personal calls unless the call is from day care, hospital, or police. Messages will be taken if possible. Cell phones may not be used on the clinic floor or in any classroom.
- 12) Students may not at any time while on the Academy premises wear Ipod or any type of headphones or play an Ipod. Students in violation of this rule will be sent home for the day.
- 13) Students are not permitted to adjust the heating/cooling thermostats or the circuit breakers.
- 14) Students are expected to maintain high standards of personal hygiene, including daily showers, brushed teeth, clean and groomed hair, and clean fingernails. Clothes must be freshly laundered and have no spots or tears. Any student not complying with these standards will be sent home for the day.
- 15) Students are expected to maintain high standards of morals and conduct.
- 16) Profanity and vulgarity or verbal abuse on the Academy premises will not be tolerated and are considered to be grounds for immediate suspension or termination.

- 17) Students involved in any form or threat of physical violence with another student, staff member, or client will be terminated immediately.
- 18) Any student found guilty of willful destruction or theft of Academy property will be terminated immediately and will be required to pay the Academy for loss or damages.
- 19) Lockers are for personal belongings and must either be locked or left empty. Management may request to inspect lockers at any time.
- 20) The Academy bears no responsibility for the loss, theft, or destruction of a student's personal belongings or equipment. It is recommended that you mark all your belongings with your name or initials and keep lockers locked. Any student found to be involved in vandalism or theft of another's property is subject to termination and prosecution.

Dress Code for Students:

More than in almost any profession, appearance is a critical component for success in the beauty industry. Appropriate dress inspires confidence – confidence in yourself, among your peers, and from your clients. Academy training is a dress rehearsal for your career, and all students must adhere to a dress code that creates a professional look.

- 1) The dress code for the School is as follows: Black dress pants, sleeved tops (may be short sleeves, but not sleeveless, **sleeve length must cover armpit when arm is raised**, Hoodies and sweat shirts are not permitted.) All shoes must be closed toe shoes. The Academy will provide one black apron or smock in the student kit. The apron or smock should be kept clean and wrinkle-free and must be worn at all times. If the apron or smock is lost, the student must replace it with Academy-approved apparel immediately.
- 2) Skirts may not be shorter than 3 inches above the knee and must be black.
- 3) All clothing must be neat and in good condition. Underclothes must be worn but should not be visible.
- 4) Students must wear their hair and makeup in a professional-looking manner while in school and name tags must be worn at all times.
- 5) Hats, caps, scarves and bandannas are not allowed.
- 6) Facial piercings are limited to the ears. At the clinic managers' discretion, a very small "dot" type may be worn in the nose.

At the instructor's discretion, students not dressed in an appropriate and professional manner will be sent home to correct the problem. Any student who repeatedly disregards the dress code or presents a problem when being sent home will be suspended.

Clinic Rules:

In order to maintain professional decorum on the clinic floor, the following standards will be observed:

- 1) Any student who is disrespectful or abusive to a client, fellow student, or instructor will be suspended.
- 2) Any student refusing to perform any service ticket will be suspended.
- 3) No student is allowed to perform a service on a client without a service slip. This slip must be on the station during the service, and must be initialed by an instructor upon completion.
- 4) Client release cards **MUST** be completed and signed by the client before any chemical service is performed. The student will not receive credit for the service if the chemical service card is not completed properly and signed in advance of service.
- 5) Students may not perform services on other students without the prior consent of an instructor. If chemicals are to be used, the student must have a "paid" student service ticket signed by an instructor.
- 6) Students must not visit with another student who is busy with a client.
- 7) Students must have an instructor's permission before assisting another student with any service.
- 8) Students are not allowed to offer free redo's or any other free services.
- 9) All chemical services require the student to have a consultation with an instructor before they start the service. All services must be checked upon completion in order for the student to receive credit for said service.
- 10) All appointments are to be made by desk personnel. Changes may not be made by the students. If a change is to be made, an instructor must do it.
- 11) Students are not allowed behind the desk unless they have been assigned to work there and will be receiving credits for this service. Disciplinary action will be taken if a student fails to comply with this rule.
- 12) Students must not congregate in the desk, reception, or dispensary area.
- 13) Students who are not working with a client are responsible for applying their efforts toward the study of cosmetology, practical and theory; otherwise, that student will be clocked out and sent home for the day.

Sanitation Requirements:

- 1) Students must follow all sanitation policies as instructed by the Academy, which is in full compliance with codes published by the State of Utah Department of Business Regulation and Health Department.
- 2) Students must wash their hands before and after each client and upon leaving the restroom.
- 3) Students must keep their individual station and mirror clean at all times. Personal stations must be kept clean and ready for inspection at any time. All students are responsible for the first vacant station on either side of them.
- 4) Students are responsible for the sanitation of their stations and equipment for the purpose of client protection. Sanitation must be completed after each client.
- 5) Any material spilled must be cleaned up immediately.
- 6) Shampoo bowls must be carefully washed and all loose hair removed from the drains immediately after each use.
- 7) Loose hair must be swept up and placed in a waste receptacle immediately after the hair is cut. An instructor will not check the hair cut until the hair is swept.
- 8) Students must clean up their own papers and debris in the lunchroom/lounge. Any food and/or containers left in the refrigerator for more than 24 hours will be discarded.
- 9) All students and staff are prohibited from eating or drinking in classrooms or while on the clinic floor.
- 10) Food and drinks are permitted in the lunchroom during break or when clocked out for lunch.
- 11) The Academy is a smoke-free environment.

Disciplinary Action:

Disciplinary action will be taken for failure to comply with Academy rules and regulations. The disciplinary actions will be administered in the following series unless specified otherwise.

The student should sign all warnings and notices. If the student refuses to sign, it will be considered another violation and the student may be sent home for the day.

- | | |
|-------------|--|
| 1st offense | Verbal Warning |
| 2nd offense | # 1 Written Notice |
| 3rd offense | # 2 Written Notice |
| 4th offense | Suspension with a \$100.00 re-entry fee. |

Any further offenses following a 3-day suspension may result in a 30-day suspension or termination. Any suspension requires the student to pay a \$100.00 re-entry fee to return to school.

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.

Internal Academy Complaint Procedure:

A student, teacher, or other interested party may file a complaint against the Academy; however, the complaint must be presented in writing to the Academy owner/director with the allegation fully outlined. Within ten (10) days of receipt of a complaint, an Academy representative will arrange to meet with the complainant to try to resolve the issue. If the problem cannot be resolved with the representative, it will be referred to the Academy's Complaint Committee. The Complaint Committee will review the allegation within twenty-one (21) calendar days of receipt of the complaint and will act on the matter within fifteen (15) days after their review.

The Committee will notify the complainant, in writing, of their findings, along with any steps taken to correct the problem or any reasons they have for finding that the allegations are not warranted or based on fact. The Committee findings are final and no further action will be taken.

Should the complainant be dissatisfied with the Committee's response and wish to take their complaint further, they can request a complaint form from the National Accrediting Commission of Cosmetology Arts & Sciences, 4401 Ford Ave, Alexandria, VA. 22302.

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.