



815 West 23rd Street South
Independence, Missouri 64055 USA

816-252-HAIR (4247)
admissions@summitsalonacademykc.com
www.summitsalonacademykc.com

Catalog

January 2022



pivot point.
MEMBER SCHOOL



TABLE OF CONTENTS

<u>Subjects</u>	<u>Page</u>	<u>Subjects</u>	<u>Page</u>
Staff	3	Emergency Response & Evacuation	17
Association Memberships	3	Complaint Procedure	18
Mission Statement	3	Enrollment Requirements	19
Holidays	4	Re-Enrollment Requirements	19
Class Start Dates	4	Transfer Students	20
Facilities & Equipment	4	Cosmetology Course	21
Policies & Procedures	4	Course Description	21
Statement of Non-Discrimination	4	Pivot Point - Summit FUSE	21
No Weapons	5	Educational Objectives	22
Drug Free School	5	Tuition & Fees	23
Campus Safety and Security	5	Textbooks	23
Student Housing & Transportation	5	Curriculum	23
Student Parking	5	Graduation Requirements	24
Phones	5	O*Net Link	24
Lockers	6	Esthetics Course	25
Front Desk	6	Course Description	25
Student Salon	6	Educational Objectives	25
Personal Services	6	Tuition & Fees	26
Clean Up Duties	6	Textbooks	26
Professionalism	6	Curriculum	26
Apparel Code	7	Graduation Requirements	27
Time Clock	7	O*Net Link	27
Hours	8	Continuing Education Course	28
No Call/No Shows	8	Course Description	28
Free Personal Hours	8	Educational Objectives	28
Extra Instructional "Overage" Fees	8	Tuition & Fees	28
Attendance, Tardies & Absences	8	Curriculum	28
Leave of Absence	9	Graduation Requirements	29
Disciplinary Procedure	10	Instructor Training Course	30
Student Conduct/Withdrawal/Term Policy	10	Course Description	30
Withdrawal/Termination Procedures	10	Educational Objectives	30
Release of Student Information	11	Tuition & Fees	30
Student Files & Privacy Rights	11	Curriculum	31
Financial Aid	12	Graduation Requirements	31
Standards of Progress, Advising, Grading	12	O*Net Link	31
Satisfactory Academic Progress	13		
Refund Policy	15		
Return of Title IV Financial Aid	16		
Employment Assistance (Placement)	17		
State Examination	17		
Voter Registration Information	17		

SUMMIT SALON ACADEMY KANSAS CITY

815 West 23rd Street South
Independence, Missouri 64055 USA
816-252-4247

STAFF	POSITION
Jason York-----	Owner/Director
Marcia Kelley-----	Financial Aid Director
Tonia Harris-----	Front Desk Coordinator
Joyce Graham-Cornine-----	Admissions Director
Beth Hartley-----	Esthetics Educator
Evelyn Foster-----	Esthetics Educator
TeYonna Randolph-----	Esthetics Educator
Christine Meyers-----	Esthetics/Cosmetology Educator
Ashley Beauchamp-----	Cosmetology Educator
Janet Burke-----	Cosmetology Educator
Jordan Waters-----	Cosmetology Educator
La' Tasha Bahari-----	Cosmetology Educator

This Academy is licensed by the Missouri State Board of Cosmetology and Barber Examiners, PO Box 1062, 3605 Missouri Blvd., Jefferson City, MO 65102, (573) 751-1052. The license is on display at all times in the Business Office.

The National Accrediting Commission of Career Arts & Sciences (NACCAS) is recognized by the U. S. Department of Education as the national accrediting agency for cosmetology schools, referred to as NACCAS. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600 and Summit Salon Academy Kansas City has accreditation through NACCAS.

Summit Salon Academy Kansas City is an approved **CIDESCO** (Comite International D’Esthetique et de Cosmetologie) accredited training center for Esthetics (US209-1). CIDESCO, Waidstrasse 4a, 8037 Zurich, Switzerland. +41 44 448 22 00

ASSOCIATION MEMBERSHIPS

The Academy maintains memberships in:
Missouri Association of Cosmetology Schools
American Association of Cosmetology Schools
Professional Beauty Association

MISSION STATEMENT

Elevating the industry one artist at a time is our passion and leaving it better than we found it is our mission. We believe that students are the future of the beauty industry. Summit Salon Academy Kansas City prepares students for a successful career in this amazing industry as a Cosmetologist, Esthetician or Instructor. Each day at Summit Salon Academy Kansas City begins with one question: “What difference will you make in the world?” Our community of salon professionals and faculty reflect a world of talents. Summit Salon Academy Kansas City focuses on issues that matter—and teaches the student to reach inside to develop the strength, skills, and confidence to face them. Through intelligent communication and superior technical training, students are asked not only to study leadership, but to demonstrate it.

Summit Salon Academy Kansas City uses a performance-based system to teach future service providers how to provide an exceptional guest experience and enhance their earning potential. Summit Salon Academy Kansas City marries this performance-based methodology with the latest technical training to provide an innovative and

advanced educational experience. The training for all graduates prepares them for employment within their field of study.

HOLIDAYS

(No classes)

The Academy is closed on the following holidays:

New Year's Day

Memorial Day Weekend

July 4th

Labor Day Weekend

Thanksgiving Day (Nov 26th-28th)

Winter Break (Dec 24th – Jan 2st)

The Academy closes, as necessary, due to bad weather or unforeseen circumstances.

CLASS STARTING DATES

(Subject to change, if necessary)

COSMETOLOGY and INSTRUCTOR TRAINING

2022: January 31, April 4, June 6, August 1, October 3, December 5

PART TIME COSMETOLOGY

2022: March 7, Jun 13, September 12, December 19

ESTHETICS and INSTRUCTOR TRAINING

2022: January 3, February 28, May 2, July 5, September 6, October 31

CIDESCO Prep Course

2022: May 16-27, October 17-28

(CIDESCO Testing is offered twice a year)

FACILITIES AND EQUIPMENT

The Academy is located in Independence, MO on 23rd Street; east of Chrysler and west of Noland Road. Main roads are close by with easy access to interstates and all of the metropolitan area. The campus occupies 11,650 square feet on two levels and can accommodate up to 100 students. It has access for handicapped clients with handicapped parking spaces and sidewalks. Both men and women's rest rooms are handicapped accessible. The Academy is equipped with audio/visual equipment such as laptop computers and projectors, TVs, white boards, posters, etc. All student records, grades and services are maintained on a backed-up computer system with hard copies kept in individual files.

POLICIES & PROCEDURES

Welcome to Summit Salon Academy Kansas City, we are glad you chose our school. We're proud of our programs, which will promote your success. It is our intent to maintain a professional atmosphere to help you develop professional habits. These policies deal with the rules that are necessary for the smooth delivery of your education and ultimately your development as a professional. It is important that you demonstrate your professional knowledge through your own appearance. Close care must be given to personal hygiene due to close contact with guests and other students. All rules and regulations of the State Board of Cosmetology must be adhered to. If you have any questions about any of the Policies or Procedures please ask any staff member about them. These Policies and Procedures are subject to change as the need arises. Students will be notified of changes as they occur.

STATEMENT OF NON-DISCRIMINATION

The Academy practices no discrimination on the basis of sex, age, color, race, ethnic origin, or religion in its admissions, instruction, or graduation policies.

NO WEAPONS

The Academy prohibits bringing any weapon or anything that could be used as a weapon onto the Academy property. No student or non-student, including visitors, shall possess, use or distribute a weapon when in and around a campus location. The Academy will act to enforce this policy and to discipline or take appropriate action against any student, employee or member of the public who violates this policy. A "Weapon" by definition means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No person shall use articles designed for other purposes (i.e., belts, toys, combs, pencils, files, scissors, razors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. Any student who does not follow this policy may be suspended or terminated.

DRUG FREE SCHOOL

The Summit Salon Academy Kansas City has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on its property or as part of any of its activities, including lunch. During orientation, this policy is explained, students receive a copy and sign to acknowledge a willingness to comply. The Academy provides students and staff with names, addresses and phone numbers of treatment facilities. The Academy reserves the right to require random drug or alcohol testing of students and/or staff should the need arise.

CAMPUS SAFETY AND SECURITY

<http://ope.ed.gov/security/>

The Campus Safety and Security Data Analysis Cutting Tool is supplied by the Office of Postsecondary Education of the U.S. Department of Education. Click on "Get Data for One Institution/Campus" for information. Our Title IX Sexual Misconduct Policy can be found on our web site at:

<https://summitsalonacademykc.com/images/The%20Summit%20Kansas%20City%20-%20Title%20IX%20Sexual%20Misconduct%20Policy.pdf>

STUDENT HOUSING & TRANSPORTATION

The Academy has available a phone number for Apartment Search in the area. The staff will be happy to assist the student, as much as possible with housing information. For students without their own vehicle, the Kansas City Metro Bus Line travels through Independence. Taxi and Uber service is available. Transportation costs per five-day week for commuting students will vary, approximately, from \$10.00 for a student living in Independence to \$45.00 for a student driving from a longer distance.

STUDENT PARKING

Student parking is on the side (along the brown fence) or in back of the building. This is so guests may park close to the front doors.

PHONES

Students are called to the business phone for emergencies only. Calls or messages for students are screened by a staff member prior to interrupting a class or guest service.

Cell phones may be used in the student salon for the purpose of taking guest photos for social media. Cell phones are allowed in the student lounge and should always be on vibrate. NO calls or texting in class or in the

student salon. Students may not leave class to make or receive cell phone calls or texts unless it is an emergency.

LOCKERS

Lockers are provided for students' own equipment and personal property. Keep notebooks and books in lockers when not in use. Lockers and kits may be inspected at any time. Purses should be kept locked up. The school is not responsible for any lost or stolen articles. Tools/IPads/books lost or damaged must be replaced at the student's expense. Students are responsible for shared Academy equipment and their own personal property. No equipment or supplies may be taken from the Academy at any time and may result in suspension time if it happens. Your license is only good at the Academy. You cannot legally perform services outside of the Academy. [20CSR 2090-11.010 Sanitation (2) G]

FRONT DESK

The front desk is a place of business. Making appointments for guests, checking the appointments you have for the day or selling products to your guest are the only reasons for you to be at the desk. Please do not hang out and get in the way of guests needing to do business.

STUDENT SALON

Your time in the Student Salon is meant to prepare you for building a clientele in the salon or spa. Guests are your responsibility! You are assigned guests and both the Academy and your guests expect you to be here. Students may not move appointments because they don't want to do a service. A student who refuses to do a guest must clock out and go home. A student may only be excused from providing a service to a guest by providing a specific Doctor's note which includes a reason for the exclusion. Religious/cultural accommodations will be allowed for predetermined special circumstances. Students must charge **all** guests for **all** services performed. Failure to do so is considered theft. If it is determined that the failure to charge for services is intentional, the student may be suspended. If pricing adjustments need to be made please ask a staff member to do it.

When students are not giving a service to a patron they are to be fulfilling requirements on their project sheets and/or practicing on each other. Project sheets provide the student's practical grade. Any student who gets behind on project sheets or makeup tests may not receive personal services until projects and/or tests are caught up.

PERSONAL SERVICES

Students are allowed personal services at discounted student pricing. **Student services MUST be scheduled and must be paid for in advance.** Any changes to the initial service must be made in the computer system. Failure to pay for services or retail products is considered theft. If a student is involved in a theft they may be suspended and disciplinary procedures will be initiated. **Because of OSHA laws and requirements, only products chosen by the Academy with the required Material Safety Data Sheets (MSDS) can be used on customers or students.**

CLEAN UP DUTIES

Keeping the Academy clean is part of the training in how to keep a Beauty Salon or Spa clean and presentable to the public. State Law requires that students spend a designated amount of time performing sanitation and sterilization and is accounted for on the Time Sheet. Therefore, students are assigned a cleanup job to be performed daily for their full enrollment time. Personal work areas must be cleaned and kept neatly arranged during and after a service is completed. All equipment/products are to be cleaned and placed back in storage areas.

PROFESSIONALISM

Students are expected to follow all Academy policies, as they deal with the professional development of the student, which leads to a highly successful career in our industry. Students are expected to participate in all classroom and clinic activities. A student may only be excused from participating in class by providing a specific Doctor's note which includes a reason for the exclusion. (Religious/cultural accommodations will be allowed for predetermined special circumstances.) Violations of policies may result in disciplinary action, suspension and/or termination. Time missed for suspensions will be counted as absent. Students are expected to be friendly, to show respect and consideration for others.

Eating and drinking are permitted in the lounge only. No eating/drinking on the student salon or in the classroom. Smoking is permitted outside and only on the West side of the building.

APPAREL CODE

The Academy apparel is solid black scrubs for all programs. Your scrubs must be completely black with no **logos, colored designs or branding** outside of the Academy name. All students will wear their black aprons over their black scrubs. A name badge is provided and is to be worn at all times. If it is lost, the student must pay for a replacement badge. Academy wear is allowed to be worn.

Shoes must be black, gray, or white, clean, polished with no scuffs. Open-toed shoes are not allowed. Socks must be black. A black under shirt can be worn under your scrub top. Scrubs must be in good condition, clean and wrinkle-free and fit properly.

The following items cannot be worn: hooded sweat shirts over or under your scrub top, low cut tops, and biker shorts. Makeup application for students must be applied daily prior to entering the Academy. The student clocks in for the day in full dress code with hair and make-up finished. Hair must be clean, dry and finished in a style. No hats or caps. Hair accessories are acceptable. Be creative with jewelry.

Any student not meeting dress code requirements (as determined by the staff) will not be allowed to earn future hours. Absence time will be counted and documented in the student file. If there is a second violation the student will be sent to the Academy Director to have a conversation about their commitment to the program. The Director has the right to dismiss or suspend a student for not following academy policy. Remember: When in doubt: dress UP, not DOWN!

Fingernails - (Male and Female) Cosmetologists' nails should be kept manicured and presentable to the public. Nails are to be kept at a manageable length so all services can be performed without interference. CIDESCO requires that Estheticians "Fingernails should be kept clean and short to allow easy cleaning. Nail enamel should not be worn." [CIDESCO Hygiene Guidelines; Section 3.2 General Hygiene]

TIME CLOCK

It is the **responsibility of the student** to successfully time in and out at the appropriate times (arrival, lunch out, lunch in, exit). Each student may time only him or herself IN and OUT. A student is allowed a 30 min lunch each day and must clock out for this lunch as well as notify the front desk to block them out for their lunch. If a student is on the clock they are available for guest services and to help with anything an instructor needs. Failure to time in and out for the day, break in and out for lunch, or leave campus while clocked in could result in not receiving credit for those hours and possible suspension time.

Time Clock Correction Forms are found in the Financial Aid Office. If a student is unable to clock in or out, they will need to go to the Financial Aid Office and request a Time Clock Correction Form. The clock in or out will be recorded at the time the form is requested. Weekly attendance is kept in the Financial Aid Office. It is the student's responsibility to review the weekly report every Tuesday and verify the time earned for the week.

Students must verify and initial previous hours every Tuesday. Students may not time in Wednesday (or after) until previous hours are verified, initialed and any requests for corrections are turned in. Hours are available for verification and correction for one week (unless the student is absent for that week.) After the available week the hours are posted and may not be changed. CIDESCO requires that Esthetic students not miss more than one hundred (100) hours. Violations of attendance policies may result in Restricted Absence Probation, suspension or termination. Students are allowed 1 time clock correction per week.

HOURS

Students must be **in the building** by **9:00am** for role to be taken. There is a small 15 minute grace period. School is dismissed at 4:30pm. Students may not leave the premises without permission or without timing out. Students are allowed a 15 minute break in the morning and 15 minutes again in the afternoon. If a student will be late, or absent, they must call or text **816-252-4247** before **8:30am**. The Academy requires a written note if the student will leave early for the day or desires future time off. This request must be signed by an Instructor. Approval is based on the student's previous attendance.

If a student is absent without notice, for 2 weeks, the Academy is required by the State Board of Cosmetology and Barber Examiners to terminate the student's enrollment. [20CSR2085-12.010 (9)(C)1.] If a student misses too much of any basic class, his/her training may be interrupted (Administrative Suspension) until the next available class. This ensures the student's competency before moving into the next segment of training. On some occasions the student may have to terminate and re-enroll when the required segment is available again. Students are not counted absent for jury duty, a Leave of Absence or if the Academy closes due to weather or other unexpected closings. The scheduled graduation date will be extended.

NO CALL/NO SHOWS

If the student does not call or text on or before 8:30 am, they will be recorded as a "No Call/No Show". However, if the student arrives and checks in on or before 9:15 am they will not receive a "No Call/No Show". After three (3) "No Call/No Shows" a **written warning** will occur and become part of the student's permanent file. After three (3) more "No Call/No Shows" a **second written warning** will occur AND the student could be suspended for one day. Absent time would count. After three (3) more "No Call/No Shows" the student will receive a third written warning and their enrollment could be **terminated**. (The student may re-enroll after 3 months.) The student must provide phone records (in a timely manner) if there is a dispute about a No Call/No Show finding.

FREE PERSONAL HOURS

Students are allowed 105 hours for Cosmetology, 79 hours for Esthetics, and 42 hours for Instructor Training to be absent at no charge. This includes vacation, sick time, and personal business.

EXTRA INSTRUCTIONAL "OVERAGE" FEES

Absent time beyond 105 hours for a cosmetology student, 79 hours for an esthetics student and 42 hours for an Instructor Trainee will be charged \$14.42 per hour (Cosmetology), \$16.73 per hour (Esthetics) and \$12.43 per hour (Instructor Trainee). **These "overage" fees are due on the day following the earliest possible completion of the program, plus the allowed absence hours.** Students may not earn hours until the overage fees are paid in full. If overage fees are not paid within a four (4) week period after becoming due the student must terminate enrollment. If a student owes overage fees, they must call daily before 8:30am and talk to a staff member. (No texts or messages on voice mail.) If the student calls later than 8:30am, the amount of time prior to their call will be counted as absent time. Any overage fees accrued after the scheduled graduation date are payable the next day prior to clocking in unless a plan is set forth by the FAO and the student to pay off overage, otherwise the student must have this fee paid within 5 school days. Abuse of this policy is cause for termination.

ATTENDANCE, TARDIES & ABSENCES

Students are expected to be in attendance every day in order to fully take advantage of the education for which they enrolled. Minimum attendance average, to maintain Satisfactory Academic Progress and for financial aid students to remain eligible for financial aid, is 75%. Per the US Department of Education, students must complete within 1 1/3 times the length of their course (Maximum Time Frame). It is the responsibility of the student to time in and out at the appropriate times. If an error occurs, the student is given limited opportunity to correct it. Each student may time only him or herself IN and OUT. Habitual or serious violations of attendance policies may result in suspension and/or termination. If a student is absent without notice, for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment, as is required by the State Board of Cosmetology and Barber Examiners.

Students are allowed a designated number of absent hours, per course, before being charged extra tuition/overage fees. If a student is suspended due to a violation of rules and/or policies, the time missed may be counted as absent time. If a student misses too much of any basic class, his/her training may be interrupted (Administrative Suspension) until the next available class start. In some circumstances the student may have to terminate and re-enroll when the required segment is available again.

A leave of absence, jury duty, bad weather or other unexpected closings will extend the graduation date and are NOT counted as absent time.

LEAVE OF ABSENCE

If a student needs to be absent for an extended period of time s/he may qualify for a Leave of Absence (LOA). The following policy must be followed.

1. A student may apply for a leave of absence on a form supplied by the Academy.
2. The leave request must include a start and end date and a signature.
3. The reason for the leave may be for a medical purpose, personal business and Covid-19 leave and must be stated.
4. Financial Aid loan disbursements may NOT be made while a student is on leave.
5. A Personal leave cannot exceed 4 weeks/20 school days.
6. A Medical leave cannot exceed 4 weeks/20 school days. It may only be used for the student, an immediate family member, or someone the student lives with. Medical proof must be supplied as documentation.
7. A Covid-19 leave cannot exceed 4 weeks/20 school days.
8. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.
9. Only one Personal leave, Medical leave and Covid-19 leave can be granted within a twelve-month period. They may be combined if the student qualifies for both types.
10. A leave begins when the student requests in writing the dates they will not be able to attend. A verbal request may be made but must then be put in writing as soon as possible. In the case of an emergency, a leave can be requested on the student's behalf. The Academy will document the given emergency reason for the Leave. The institution will collect the request from the student at a later date. The start date of such a leave will be the first date the student was unable to attend due to the emergency.
11. If a student uses less than the maximum LOA time allowed, the remaining LOA allowed time expires when the student returns to school from the LOA.
12. A leave will extend the student's graduation date (the Enrollment Agreement completion date) and the maximum time to complete the course by the same number of calendar days taken in the leave. The student and a staff member must sign an addendum to the Enrollment Agreement when s/he returns.
13. A student on an approved leave is not considered withdrawn from the school. There is no additional charge involved and no refund calculation is required at that time.
14. A student, who does not return to school on the expiration date of a leave (or does not call in absent) is considered to have terminated from the college. The last recorded date of attendance is considered to be

- the date the student terminated for purpose of calculating a refund.
15. A leave can be refused due to a conflict of interest with financial funding, a conflict with class schedule or validity of the leave. There can be no back dated leaves.
 16. The student may return early if desired.

DISCIPLINARY PROCEDURE

Improper conduct or failure to follow school policies and procedures, whether written or verbal, may result in suspension, dismissal or termination. Absent time from a suspension will count.

1. Any conduct which disrupts the teaching or administrative activities of the Academy, any defamatory (malicious, injurious to reputation or false) remarks, whether written or verbal will not be allowed.
2. Violation of school policy or any conduct which disrupts the teaching or administrative activities of the school could result in suspension or termination.
3. Any disruption of clinic services may be cause for immediate suspension.
4. Any student refusing to participate in required school activities may be suspended or terminated.
4. If a student violates school policies a counseling sheet may be written on the student by a Staff member. A copy of the counseling sheet is given to the student.
5. After three counseling sheets have been written the student will be suspended. S/He will have 5 school days to write a letter to the Academy requesting that s/he be allowed to return.
6. The Academy will respond, within 5 school days, with an appointment for the student and their spouse and parents.
7. A discussion will also be held by the Director and Instructors or Staff.
8. The student will be notified of the decision made within 5 school days. The decision is final.
9. If the student is allowed to return, the Academy will give him/her a date to return.
10. If the student is terminated s/he must take care of any outstanding balance owed to the Academy, and the paperwork needed to terminate.
11. Mitigating circumstances may be considered on any disciplinary decisions.

STUDENT CONDUCT / WITHDRAWAL / TERMINATION POLICY

Students may be suspended or terminated from school if they violate the policies and procedures. All Policies and Procedures published within this catalog are explained thoroughly to students. If a student's conduct or grades do not meet the rules, regulations, or requirements of the Academy, a meeting will be held with the student. The student is given an opportunity and reasonable time to correct the problem. If the student does not correct his/her individual shortcoming, she/he may be terminated. If an account must be turned over to a collections firm, the student will be charged the collection fees. If a student is absent without notice, for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment.

WITHDRAWAL / TERMINATION PROCEDURES

If a student withdraws from the Academy they must:

1. Notify the Academy Administrative Staff of intent to withdraw.
2. Make an appointment with the Financial Aid Officer for an Exit Interview to complete paperwork needed to withdraw.
3. Return all equipment, tools and textbooks to the Academy until final determinations are made (if they were purchased through the Academy).
4. Complete Time Sheets, Student Survey and turn in Project Sheets.
5. Agree to a monthly payment plan if s/he owes money to the Academy.

The Academy will:

1. Calculate the Return to Title IV of Financial Aid Funds, if applicable.
2. Complete a Termination Computation and set up a monthly payment plan, if applicable.
3. Return the student license to MO State Board along with a completed Termination form.
(If the student owes the Academy money, the State Board is notified of non-payment of contractual fees.)

STATE LAW 329.040 #17 "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination..."

4. Return all equipment, tools and textbooks to the student if no monies are owed to the Academy.
5. Provide the student with copies of all calculations and termination paperwork.

RELEASE OF STUDENT INFORMATION

Information from files of any student will not be released without the written consent of said student (or Parent/Guardian of a dependent minor) which must include the date, the purpose of the disclosure, what information may be released and to whom.

STUDENT FILES AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Except for the special conditions described below, a student (or Parent/Guardian of a dependent minor) must provide a signed and dated written consent before the Academy may disclose information from the student's records. The consent must state the purpose of the disclosure, specify the records that may be disclosed and identify to whom the disclosure may be made. The Academy does not publish a directory of student information.

Student files are property of the Academy. However, students have the right to inspect and review education records maintained by the Academy. The Academy may charge a fee for copies. Student files are maintained for a minimum of ten years.

FERPA regulations list a number of conditions under which personally identifiable information may be disclosed from a student's education record without the student's written consent. They include, but are not limited to:

- School officials with legitimate educational interest.
- Accrediting organizations
- Licensing Boards or Certificate granting agencies.
- Specified officials for audit or evaluation purposes.
- In connection with financial aid the student has received or applied for, if the information is needed to determine the amount of aid, conditions for the aid, student's eligibility for the aid, or to enforce the terms or conditions of the aid.
- To comply with a judicial order or lawfully issued subpoena.
- Other schools to which a student is transferring.
- To employees of US Dept. of Education (USDE), Office of the Inspector General, and other federal, state, and local education authorities in connection with financial aid and for the enforcement of laws and regulations relating to aid.
- To authorized representatives of USDE to evaluate financial aid procedures using student information provided by schools selected for the study.
- To the Department of Homeland Security on an F, J, or M non-immigrant student in compliance with SEVIS. (Student and Exchange Visitor Information System)
- To the U. S. Attorney General or his designee in response to an *ex parte* order in connection with the investigation of a crime of terrorism. An *ex parte* order is an order issued by a court without notice to the adverse party. The school is not required to record the disclosure of information from the student's education record or notify the student's education record or the student.
- Appropriate officials in cases of health and safety emergencies.
- To the parents if the student is a dependent student under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns and parents may obtain the student's education records. Parents do not have the right to amend or provide consent for the

release of such records if the student is over 18. A Parent or Guardian may have access to the student's file if the student is a dependent minor.

FINANCIAL AID

Guidelines to apply for financial aid can be found on the Academy website <https://summitsalonacademykc.com/financial-aid> under the Consumer Information tab. The Academy uses 900 hours as an academic year.

The student must be making Satisfactory Academic Progress to be eligible for the scheduled disbursements. Qualifications for satisfactory progress at periodic check points are as follows: the student's grade point average must be at least 80% and their attendance average must be at least 75%.

The Academy participates in the following Title IV Financial Aid programs (for those who qualify): Federal Direct Student Loans (subsidized and unsubsidized), Federal Direct Plus Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Vocational Rehabilitation Program and VA Benefits.

The frequencies by which disbursements can be expected are as follows:

Cosmetology	Eligible for:	Esthetics
From 1 to 450 hours	1 st disbursement	From 1 to 450 hours
From 451 to 900 hours	2 nd disbursement	From 451 to 900 hours
From 901 to 1200 hours	3 rd disbursement (if applicable)	From 901 to 1013 hours
From 1201 to 1500 hours	4 th disbursement (if applicable)	From 1014 to 1125 hours

Instructor Training	Eligible for:
From 1 to 300 hours	1 st disbursement
From 301 to 600 hours	2 nd disbursement

STANDARDS OF PROGRESS, ADVISING AND GRADING

Grade records are kept for each student. Students are graded on written (theory) and practical work. Written tests are given over the theory subjects as they are covered. Tests occur approximately once a week.

Students are given the opportunity to improve scores. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course. Each completed project is initialed by an Instructor. Designated projects must be graded before the project can be signed off. The Student is given a grade on each completed Project Sheet. Seventy percent is passing on both the written and practical scores. Students receive two copies of an evaluation report monthly, defining attendance, grade point average, services completed, and chapter scores. One copy must be signed, returned, and is placed in the student's file. Students are assigned to an Instructor for advising and to turn in weekly Time Sheets. Students are advised by any staff member, as necessary, regarding grades, attitude, attendance and appearance.

Grades are recorded as follows:

Satisfactory - 80 and higher
 Failing - 79 & below

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy is provided to enrollees via the catalog prior to signing the Enrollment Agreement.

1. In order for all students to “maintain satisfactory academic progress” and remain eligible for financial aid, they must:

- A) Maintain a cumulative attendance average of 75% of the clock hours for which they contracted.
- B) Maintain a cumulative, combined written and practical grade average of 80%.

Tests are given over the theory subjects as they are covered. Tests occur approximately once a week. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course. Each completed project is initialed by an Instructor. Designated projects must be graded before the project can be initialed. The Student is given a grade on each completed Project Sheet. Eighty percent is passing on both the written and practical scores.

Grades are recorded as follows:

Satisfactory - 80 and higher

Failing - 79 & below

2. Maximum Time Frame

Students must complete their course within 1.33 times the length of the course in order to remain eligible for financial aid. The maximum time to complete each course for Satisfactory Academic Progress is stated below:

Course	Length	Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology	(Full time, 35 hrs/wk) - 1,500 hours	57	1995
Cosmetology	(Part time, 23 hrs/wk) - 1,500 hours	87	1995
Esthetics	(Full time, 35 hrs/wk) - 1,125 hours	43	1496.25
Continuing Education	(Full time, 35 hrs/wk) - 75 hours	3	99.75
Instructor Training	(Full time, 35 hrs/wk) - 600 hours	23	798
Instructor Training	(Part time, 23 hrs/wk) - 600 hours	35	798

3. Students meeting satisfactory academic progress requirements at evaluation check points* are considered to be making satisfactory progress, and meeting the maximum time frame requirement, until the next evaluation. The Academy operates all programs according to a 900 clock hour academic year over 26 academic weeks of instruction. Students receive written notification of their status after reaching each evaluation check point.

* Evaluation Check Points

Scheduled time is what the student *could* have earned by a specific time frame. Actual time is what the student has actually completed (not counting absent time). Students are evaluated on the following actual hours, once the associated minimum weeks have also been completed

Cosmetology Students are evaluated at 450 hours/13 weeks, 900 hours/26 weeks, and 1200 hours/34 weeks.

Esthetics Students are evaluated at 450 hours/13 weeks, 900 hours/26 weeks, and 1125 hours/ 32 weeks.

Continuing Education Students are evaluated at 37 hours/1 week.

Instructor Training Students are evaluated at 300 hours/8 weeks.

A student who does not complete within the Maximum Time Frame is terminated.

4. A student who has returned from an interruption in their training (ex. Leave of Absence or termination and re-enrollment) shall be placed in the same satisfactory academic progress status as prior to their interruption. The course completion time will be extended, if applicable. (A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken on leave.) Course incompletes, repetitions, and non-credit remedial courses have no effect upon the satisfactory academic progress standards.
5. A student whose satisfactory academic progress percentage falls below the required minimums is notified in writing and is placed in a **WARNING** status until the next evaluation. Students may re-establish satisfactory academic progress and Title IV aid, if applicable, by improving cumulative test scores and/or improving cumulative attendance to meet the minimum academic and/or attendance requirements by the end of the warning period, probationary period, or period where the student has been deemed not making satisfactory academic progress. A student placed on warning may still receive any Title IV funds that s/he may be eligible for. If the student meets the requirements at the next evaluation, s/he is considered to be making satisfactory progress once again.
6. Failure to raise the averages to the required level(s) by the next evaluation means the student is not making satisfactory academic progress and is not eligible for Title IV Financial Aid assistance. The student will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
7. A student may qualify for **PROBATION**, to have Title IV Financial Aid funds reinstated, if they prevail upon **APPEAL** the negative progress determination. To prevail upon appeal, the student must: a) provide a written appeal of the negative progress determination within 5 school days and b) provide a plan that details how s/he will be able to meet satisfactory academic progress by the end of the next evaluation period. Students may only make an appeal for these reasons: a) death of a close relative, b) serious injury or illness of the student, or c) other allowable special circumstances. The written appeal must include the reason the student failed to make satisfactory academic progress, any documentation supporting this reason and what has changed that will allow the student to achieve satisfactory academic progress by the next evaluation.
8. An appeal hearing will take place within ten (10) days of receipt of the written appeal. The Academy will determine if the student can meet satisfactory academic progress standards by the next evaluation. A decision on the appeal will be made within three (3) school days and will be communicated to the student in writing. This decision will be final.
9. Successfully prevailing upon appeal will result in a status of **PROBATION** which allows Title IV Financial Aid to be immediately reinstated.
10. If the student fails to prevail upon appeal s/he will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
11. Appeal documents and decisions are kept in the student financial aid file.
12. A student placed on an Academic Plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. A student who is progressing according to his/her specific academic plan will be considered making satisfactory academic progress and is eligible for financial aid.
13. Transfer hours are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours. Transfer hours are evaluated by the midpoint of contracted hours or by the above stated check points, whichever comes first.

REFUND POLICY

The following policy will apply to ALL terminations for any reason, by either party, including student or Academy decision, course cancellation or Academy closure. Any monies due the applicant or student shall be refunded within 30 calendar days of official cancellation or termination. The date of a withdrawal, whether officially or unofficially, shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate or the date a student is terminated by the Academy or the date it is determined that a student does not return after the expiration of a Leave of Absence or the date it is determined that a student has withdrawn without notification. (If a student is absent without notice, for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment, as is required by the State Board of Cosmetology and Barber Examiners. Refunds are calculated based on the student's last date of attendance and actual hours. Attendance is taken daily.

1. If a student (or in the case of a minor student, his or her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training, all money collected by the Academy shall be refunded within 30 days, except the \$25 application fee. If a student cancels after three business days of signing, but prior to entering class, all monies will be refunded within 30 days, except for the \$25 application fee. The official cancellation or withdrawal date will be determined by the earlier of the postmark on the written notification or the date said request is delivered to the Academy in person.

2. An applicant not accepted by the Academy is entitled to a refund, within 30 days, of all money paid, except for the \$25 application fee.

3. For a student who terminates, or is terminated, after the start of classes, the following tuition adjustment is authorized: (Attendance time is defined as actual clock hours)

<u>Percentage of Course Completed</u>	<u>Amount Owed</u>	<u>Percentage of Course Completed</u>	<u>Amount Owed</u>
.01% to 4.9%	20%	15% to 24.9%	45%
5% to 9.9%	30%	25% to 49.9%	70%
10% to 14.9%	40%	50% and over	100%

4. The Academy's refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order: 1) To Federal Direct Student Loans (unsubsidized then subsidized 2) To a Federal Direct Plus Loan 3) To the Pell Grant 4) To the Supplemental Grant (SEOG) 5) To other Title IV Aid 6) To other Financial Aid 7) To the Student

5. Upon proof of illness or disabling accident, death in the immediate family, or other extreme circumstances beyond the control of the student, the Academy will make a settlement which is reasonable and fair to both.

6. If the terminating Student has opted to purchase textbooks and equipment from the Academy, they may not be removed from the premises until all money owed to the Academy has been paid. Textbooks, tools & equipment are non-returnable and non-refundable. A student who purchased textbooks and equipment elsewhere may remove them.

7. If a course is canceled after a student's enrollment, but before instruction has begun, the Academy shall,

at its option, provide completion of the course or a full refund.

8. If a course is canceled after students have enrolled and instruction has begun, the Academy shall, at its option, provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course, or participate in a Teach-Out agreement, or provide a full refund of all monies paid.

9. In the event that the Academy is permanently closed and no longer offers instruction after a student is enrolled and instruction has begun, the Academy shall, at its option, provide a pro-rata refund or participate in a Teach-Out agreement.

10. If an account must be turned over to a collections firm, the student will be charged all collection fees incurred.

11. The Enrollment Agreement signed prior to starting class constitutes a legal, binding contract even when Financial Aid funds do not cover the amount owed by the student.

RETURN OF TITLE IV FINANCIAL AID

Federal regulations require the return of portions of Title IV financial aid “unearned” by students who withdraw from classes or are terminated by the Academy. If the hours scheduled to complete by the student on his or her last date of attendance are less than 60 percent of the program hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total program hours in the payment period. The amount of financial aid awarded is multiplied by this percent and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded.

If 60 percent or more of the hours were scheduled to be completed, the student is considered to have earned 100 percent of the aid awarded for the period. There may be a gap between what the Academy may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Because of this, the student may be required to repay some of the funds received in addition to the amount the Academy must return.

The Academy’s refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order:

1. To the unsubsidized Federal Direct Student Loan
2. To the subsidized Federal Direct Student Loan
3. To the Federal Direct Plus Loan
4. To the Pell Grant
5. To Supplemental Grant (SEOG)
6. To other Title IV Aid
7. To other financial aid
8. To the Student

All refunds are made within 30 days of formal termination, cancellation by the student or determination by the Academy that the student has withdrawn without notification.

Direct Loan refunds are deposited back to the appropriate bank account, the Academy’s third party servicer is notified, who then notifies the Department of Education that those funds are available for retrieval and the borrower’s account is adjusted accordingly. The student receives documentation at their Exit Interview.

If it is determined that a withdrawn/terminated student qualifies for a post withdrawal loan disbursement, the Academy will notify the student in writing with the amount and type of financial aid loan disbursement. The withdrawn/terminated student is given a choice of accepting all the funds, accepting a portion of the funds or declining all the funds and requesting that the Academy return the balance to the appropriate financial aid source. If the student does not respond within 14 days the funds are returned to the original source.

If an overpayment of Pell Grant funds occurs after a student’s termination, the student will be informed in writing, within 30 days, and must make repayment arrangements of the Pell overpayment within 45 days. Upon receipt of the repayment, the Academy will forward the funds to the Department of Education. If the student

fails to make repayment arrangements, the Academy will refer the student to the Department of Education. The student will lose eligibility for additional Title IV funds.

The date of withdrawal/termination shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate, or the date a student is terminated by the Academy, or the date it is determined that a student does not return after the expiration of a Leave of Absence, or the date it is determined that a student has withdrawn without notification.

EMPLOYMENT ASSISTANCE (PLACEMENT)

The Academy provides access to information about salons and spas that are in need of an employee. It is recommended that each student visit salons and spas (unless they already have a job)* while they are attending school.

It is possible for students to have their place of employment secured before graduation. Students are given instruction on preparations of a resume, good business practices, and successful employment. The Academy cannot make any guarantees of employment or salary upon graduation. The Academy does not advertise job placement rates to attract prospective students. The Academy hosts a Career Fair to assist students in finding employment in the industry.

*Some students are sent for training by a future employer, a relative that owns a salon, or by a graduate of the Academy who benefited from the training they received and therefore recommended the Academy and feel sure they will employ this student.

STATE EXAMINATION

After completion of the training, graduates take a state examination required by the Missouri State Board of Cosmetology and Barber Examiners to qualify for a Missouri professional license. The Academy prepares the student for their state exam. The examination fee is \$146.00, payable by credit or debit card to Prov (the testing company administering the exam) when registering for the exam on-line. Graduates are responsible to provide any supplies needed to take their exam. The state examination, for the Cosmetology and Esthetics courses, consists of a practical skills test and a written test. The state examination for the Instructor Training course consists of a written test, lesson plans and observed demonstrations of teaching. Upon successfully passing the State Board of Cosmetology and Barber Examiners exam Instructors must pay \$30 to receive their initial professional license. Cosmetologists and Estheticians will receive their initial license with no extra fees. **STATE LAW 329.040 #17** "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination...."

VOTER REGISTRATION

Students may visit this web site to register to vote if they live in Missouri and meet the age requirement. <http://www.sos.mo.gov/elections/goVoteMissouri/register.aspx>

EMERGENCY RESPONSE & EVACUATION PROCEDURES

Staff and students should immediately notify the Academy Director or Office Manager in the event of a significant emergency or dangerous situation. Upon confirmation of the situation an announcement may be made over the intercom giving directions for student, staff and client conduct.

In case of fire, notify staff (who will call 9-1-1), evacuate the building to a safe distance for roll to be taken. In case of tornado, proceed to the downstairs classroom until safe. Roll will be taken. In case of unforeseen emergency – notify the Director, Office Manager or Instructor (who will determine necessary action).

COMPLAINT PROCEDURE

The Academy will process any complaint, by any person, which sets forth facts, reasonably suggesting that an individual may be in violation of the Academy's Policies and Procedures. Complaints may not be limited to the written Policies and Procedures. The complaint shall be filed, in writing, with the Director and signed by the complainant. It should include supporting evidence such as a date, names or brief description of the incident. Receipt of the complaint shall be acknowledged within 10 calendar days, appropriate action will be decided and the complainant will be notified within 5 business days. The Academy has a No Refund policy on services. The Academy may redo a service if a client is unhappy with the results. This provides a learning situation for the student.

If a complainant wishes to take a complaint further, after exhausting the process through the Academy, the complainant may file a complaint on a form supplied by the Missouri State Board of Cosmetology. Information on filing the form may be found at this link:

<http://pr.mo.gov/boards/cosmetology/ConsumerComplaintGuide.pdf>

The complaint form may be found at this link:

<http://pr.mo.gov/boards/cosmetology/COSMOcomplaintform.pdf>

ENROLLMENT REQUIREMENTS

- Have a personal interview with a school official
- Pass an entrance exam
- Complete an enrollment form (supplied through the Missouri State Board of Cosmetology and Barber Examiners)
- Provide proof of age - Birth Certificate, Drivers License or US Passport
- Have attained the age of 17 before applying to take the MO State Board of Cosmetology and Barber Examiners exam
- Provide a valid high school diploma, GED certificate or a high school transcript showing 12th grade completion
- Provide two or more character references
- Provide a \$25 non-refundable application fee
- Sign an Enrollment Agreement with Summit Salon Academy Kansas City

Cosmetology

Classes start on Mondays.

- The Missouri State Board of Cosmetology and Barber Examiners requires 1500 hours for the Cosmetology Course.

Esthetics

Classes start on Mondays.

- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 750 hours for the Esthetics Course.

Continuing Education

Classes start twice a year after completion of the 1,125 hour Esthetics Course.

- The enrollment form and \$5.00 money order for Missouri State Board of Cosmetology and Barber Examiners are NOT required.

Instructor Training

Classes start on the same date as Cosmetology or Esthetics basic training.

- The Missouri State Board of Cosmetology and Barber Examiners requires 600 hours for the Instructor Course.

Enrollees must also:

- Provide proof of a current Missouri Cosmetology or Esthetics license.

RE-ENROLLMENT REQUIREMENTS

1. Students who voluntarily terminate may apply for re-admission at any time.
2. Students terminated due to a policy infraction may apply for re-admission after 3 months.
3. Students terminated due to a loss of financial aid may apply for re-admission on a self-pay basis at any time.

4. Re-admitted students must be current on payments of any balance due the Academy prior to being considered for re-admission. Students who were participating in financial aid may re-apply to determine current eligibility.
5. If a student's account was turned over to collections – the total amount due the collections firm must be paid before the student may be re-admitted.
6. Students re-admitted after 6 months will be charged at the current tuition rate for the necessary hours remaining for program completion. Those re-admitted in less than 6 months will be charged the same rate that applied when they terminated.
7. Any missing books or equipment must be replaced at the student's expense prior to re-admission.
8. The Academy, at its own discretion, may request the student to complete a practical evaluation prior to re-admission.
9. Re-Admission, under any circumstance, is not guaranteed. Student will only be re-admitted after approval from the re-enrollment committee which is made up of staff members.
10. Re-admitted students must sign a new Academy Enrollment Agreement.

TRANSFER STUDENTS

- If an applicant wishes to enroll with hours previously earned at another school, the Academy retains the option of accepting up to 75% of those hours. There is NO guarantee that transfer hours will be accepted.
- The applicant must request a breakdown of total hours from the State Board of Cosmetology and Barber Examiners, or the previous school, to be provided to Summit Salon Academy Kansas City prior to enrollment.
- If hours were earned in another state, the applicant is responsible for providing proof from the Missouri State Board of Cosmetology and Barber Examiners that those hours will be accepted by Missouri.
- The Academy does not recruit students already attending or admitted to another school offering a similar program of study.
- If a balance is owed to another institution in the State of Missouri that balance will need to be paid in full before Student is enrolled.

COSMETOLOGY 1500 HOURS

COURSE DESCRIPTION – Cosmetology

This Cosmetology Course is 1500 hours as required by Missouri state law. Full time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Monday through Thursday from 5:30 p.m. to 9:30 p.m. and 7 hours every other Saturday from 9:00 a.m. to 4:30 p.m. with a 30 min lunch on Saturday, this course is taught in English and is organized into 4 Phases of Instruction.

Phase 1 is the introduction of all Core subjects. The knowledge and skills that will help the student be prepared to perform all services when assigned to the student salon are presented within this phase. The Core subjects in Phase 1 originate from Pivot Point Fundamentals: Cosmetology and include core-related theoretical and practical topics.

During Phase 1(Weeks 1-8) students will gain theoretical and practical knowledge as applied to Pivot Point Fundamentals: Cosmetology which includes Long Hair, Hair Design, Science (Microbiology, Infection Control, Matter, pH, Hair Care Product Knowledge), Skin (Skin Care, Basic Facial, Hair Removal), Sculpture (Sculpture Theory, Tools and Essentials, Skills, Service, Sculpt the basic forms), Perm and Relaxer (Theory, Products, Essentials, Service) and Color (Theory, Design, Identifying Existing Hair Color, Non-Oxidative Color Products, Oxidative Color Products, Skills, Service).

Phase 2 (weeks 9-16) Students will attend theory class Tuesday-Friday from 9:00am – 10:30am. They will attend “Workshop” which is held every Tuesday-Friday from 10:30am-12:30am. For the remainder of the day and on Saturday students will be eligible for guests in the Student Salon. Phase 2 is training which consists of theory, workshops, and practical training on the Student Salon Floor. Once week 16 is completed and all requirements are met the student is then able to be scheduled with guests at 9:30am. If the student does not have a guest scheduled at 9:30am they will be required to attend Phase 2 workshops for that time.

Phase 3 Students will be eligible for guests in the Student Salon. Students will engage in self-study over topics and skills including but not limited to; Missouri State Law testing pertinent to the industry, Wigs and Hair additions, Salon Business, professional development, and Continued education available through Pivot Point, Sam Villa, and exclusive content from Summit Salon Academies.

Phase 4 Over the final weeks students will spend all clocked hours participating in final Missouri State Board of Cosmetology examination preparations.

The Pivot Point course books are available for use on-line and students are issued an iPad and log-in information to access the information.

Education Delivered Through Summit FUSE and Pivot Point Cosmetology Fundamentals

Gone are the days of lengthy chapters that are extremely difficult to fit into your customized curriculum flow. *Fundamentals* is structured in small, modularized lessons. This modular approach offers more flexibility, as it relates to curriculum planning and placing the necessary lessons within a program's learning path.

This program consists of 13 areas of study, containing 106 theory lessons and 68 workshops.

When incorporating *Fundamentals* into FUSE, the student experience comes to life. Each of these small modules can be placed within the student's learning path and assigned to a class. Within the modules are multiple activities that will:

- Allow for collaboration
- Inspire deeper thinking
- Provide support for multiple learning styles
- Reinforce need-to-know information
- Earn points for completed modules

Education Built for You: The Connected Learner

You are part of a new generation not defined by age. You want your information fast, you want to co-create education, and you learn best through collaborative efforts within a community. The Summit FUSE allows you to take more control over your education.

Not All Online Learning Platforms are Created Equal!

You have never seen anything like Summit FUSE before. It's easy to use and contains all the features necessary to capture your attention, inspire creativity and allow you to share your experiences with your peers.

Your educational learning environment is designed specifically for the beauty industry—the only one of its kind. Summit FUSE is not just another cookie-cutter learning management system, like so many others. This robust, multi-faceted system approaches learning through four key dimensions—educational content, customization, communication, and gamification! It will guide you to one of the best beauty educational experiences out there.

- **Show the World Who You Are**—Personalize your profile to let others know who you are, what inspires you and show off all your work.
- **Become Part of a Community**—You'll have access to your classmates, and so much more; you'll be in touch with everyone who is connected to your organization. Network, share and inspire!
- **Not Connected? No Problem**—Study anytime, anywhere, our downloadable e-books and study guide don't need an Internet connection for you to access (once downloaded), hey and they're at no additional cost to you!
- **Organized Learning, Bit by Bit**—Lessons have been carefully segmented into smaller sections to provide you with the most pertinent information necessary, when you need it. Whether you're in the classroom, or somewhere else brushing up on your skills, you can access videos, eBooks, study tools, interactive activities, collaborative peer-driven exercises and fun, engaging assignments.
- **Compete**—Like to show off? Well, you can in Summit FUSE! You will get points for almost every action you take. Login, get a point, finish a lesson, get lots of points; the top five in your community are showcased on the leaderboard on the home page for all to see

Ready, Set, Test—Okay, so now you've completed all your lessons, gained tons of practice on the clinic floor and are almost ready for that licensure test, we've got you covered with *Exam Ace* in Summit FUSE. *Exam Ace* provides you with lots of tests to get you ready to take your exam. Take 'em as many times as you want, no need to download apps or go elsewhere!

EDUCATIONAL OBJECTIVES – Cosmetology

At the completion of this course the graduate will have been trained to perform standard cosmetology services required in the beauty salon or spa. They will also be qualified to pass the State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional cosmetology license. The knowledge and skills will prepare graduates for work as a hair stylist, hair colorist, salon owner/manager, product demonstrator, manicurist, pedicurist, makeup artist, etc.

TUITION & FEES - Cosmetology

Tuition	\$18,650.00
Textbooks	266.00
iPad	245.00
Tech Fee	80.00
Tools & Equipment	<u>2,391.00</u>
Total	\$21,632.00

Student License Fee: Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class.

Total cost of the above is \$21,632.00, payable \$5,000 on the class start date, \$5,000 thirty days from class start date, and \$1,938.67 per month for six months. Students are allowed 105 hours of absent time at no additional tuition charge. Absent time beyond the 105 hours will be charged for at \$14.42 per hour. Fees for absent hours missed (beyond 105) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. (A leave of absence, jury duty, bad weather or unexpected closings will extend the completion date and the Maximum Time Frame of the course.) Students may make payments on the absent fees in advance and payments will be credited to their account. All regular payments are due in advance of each month. Tools, equipment and textbooks (unless purchased elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Tools, equipment and textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing.

TEXTBOOKS - Cosmetology

Pivot Point Cosmetology Fundamentals Digital Textbooks
Pivot Point Cosmetology Fundamentals Study Guide (ISBN 978-1-940593-52-4)

CURRICULUM - Cosmetology

Full time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Monday through Thursday from 5:30 p.m. to 9:30 p.m. and 7 hours every other Saturday from 9:00 a.m. to 4:30 p.m. with a 30 min lunch on Saturday, equaling a 23 hour week. Missouri law requires 1,500 hours. This course is taught in English. Students receive certificates of completion for segments of their training as they are earned.

This period of time is divided approximately as follows:

<u>Subject</u>	<u>Hours</u>
Shampooing of all kinds	40
Hair coloring, bleaches, rinses	130
Hair cutting, shaping	130

Permanent waving, chemical relaxing	125
Hair setting, pin curls, fingerwaving, thermal curling	225
Comb-outs, hair styling techniques	105
Scalp treatments, scalp diseases	30
Facials, eyebrows, lash dyes, arches	40
Manicuring, hand and arm massage, pedicuring, foot and leg massage	110
Cosmetic chemistry	25
Salesmanship, shop management	10
Sanitation/Sterilization	30
Anatomy	20
State Law	10
Miscellaneous lectures, test reviews, psychology, motivation, etc. to be defined by the Academy	<u>470</u>
Total	1500

Grades are recorded as follows:

Satisfactory - 80 & higher

Failing - 79 & below

GRADUATION REQUIREMENTS – Cosmetology

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. *Please note: While a student may graduate with an approved payment arrangement, any money owed the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."*

O*Net Link – Cosmetology

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

ESTHETICS 1,125 HOURS

COURSE DESCRIPTION – Esthetics

The Esthetics Course is 1,125 hours. Attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35 hour week. This is a complete course in skin care which also includes training in full body care. This course is taught in English.

CIDESCO (Comite International D’Esthetique et de Cosmetologie) is the international organization for Estheticians who study skin care, full body care, make-up and natural nail care. This Academy follows a curriculum set forth by CIDESCO which is recognized worldwide. *Students are eligible to sit for the international CIDESCO exam after 1,200 hours. Students desiring to sit for the CIDESCO exam must also enroll in the Continuing Education Course for 75 hours. There is NO Charge for the 75 hours.*

The Esthetics course is divided into four phases with student spa training after each phase. There is an additional theory hour every morning to cover the following: Personal Development, Professional Development, and Business Basics; as well as “Over the Top Training”, exclusive to Summit Salon Academies. We also offer “Beauty as a Business” (BAAB) as a course to allow for our students to receive the ultimate in social media marketing. The phases are as follows:

Phase 1 covers numerous types of facials, including electrotherapy; basic hair removal, lash and brow tinting and chemical peels.

Phase 2 covers full body massage and chair massage, microdermabrasion, body wraps, reflexology, natural nail care with manicures and pedicures, Brazilian waxing, makeup, and begins State Board Prep.

Phase 3 covers preparations for the final exam, further state board prep, and state law. These phases and Theory classes are delivered using lecture, PowerPoint presentations, and demonstrations in combination with practical experience. The practical experiences are graded and documented through use of project sheets, to ensure students are getting the required amount of services to be eligible for licensure. Exams are given as the subject matter is covered.

Phase 4 Over the final weeks students will spend all clocked hours participating in final Missouri State Board of Esthetics examination preparations.

The Pivot Point course books are available for use on-line and students are issued I-pads and log-in information to access the information.

Education Delivered Through Summit FUSE and Pivot Point Esthetics Fundamentals

EDUCATIONAL OBJECTIVES – Esthetics

At the completion of this course the graduate will be qualified to pass the Missouri State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional Esthetician license enabling them to perform esthetic services required in the beauty salon or spa. The student will be able to analyze and treat various skin

problems through the use of massages, machines and products. The student will be familiar with facial treatments, make-up techniques, microdermabrasion, hair removal techniques, and the business practices of a skin care operation. The student will be knowledgeable in treatments for the full body including massage, cellulite treatments, manicures and pedicures. The knowledge and skills will prepare graduates for work in the esthetics field as a facialist, masseuse, make-up artist, spa owner, spa products representative or spa manager. CIDESCO certification allows for work internationally.

TUITION & FEES - Esthetics

Tuition	\$15,495.00
Textbooks	392.00
iPad	245.00
Tech Fee	80.00
Tools & Equipment	<u>2,610.00</u>
Total	\$18,822.00

Student License Fee: Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class. Total cost of the above is \$18,822.00, payable \$4,000.00 on the class start date, \$4,000.00 thirty days from class start date, and \$2,705.50 for four months. Students are allowed 79 hours of absent time at no additional charge. (CIDESCO only allows 100 hours of absent time to qualify for their exam) Any additional time required to complete because of absence will be charged for at a rate of \$16.73 per hour.

Fees for absent hours missed (beyond 79) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. (A Leave of Absence, jury duty, weather or unexpected closings will extend the completion date.) Students may make payments on the absent fees in advance and money paid will be credited to their account. All regular payments are due in advance each month. Tools, equipment and textbooks (unless purchased elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Tools, equipment and textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing.

TEXTBOOKS - Esthetics

- Salon Fundamentals Esthetics Coursebook (ISBN 978-0-9742723-1-3)
- Salon Fundamentals Esthetics Workbook (ISBN 978-0-9742723-7-5)
- The Book Dermalogica Professional Grade Skin Care
- Cosmetic Science (978-0-9942286-5-9)
- Dermatology (978-0-9942286-6-6)
- Anatomy and Physiology (978-0-9942286-4-2)
- Electricity (978-0-9942286-7-3)

CURRICULUM - Esthetics

Attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch equaling a 35 hour week. This course is taught in English.

This period of time is divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
Facials, cleansing, toning, massaging	300
Make-up application - all phases	100
Hair Removal	65
Body treatments, aromatherapy, and wraps	205

Reflexology	40
Cosmetic science, structure, condition, disorders	95
Cosmetic chemistry, products, and ingredients	100
Salon management and salesmanship	55
Sanitation/Sterilization, safety	45
State Law	16
Curriculum to be defined by the school	<u>104</u>
Total	1,125

Grades are recorded as follows:

Satisfactory - 80 & higher

Failing - 79 & below

GRADUATION REQUIREMENTS – Esthetics

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. *Please note: While a student may graduate with an approved payment arrangement, any money owed the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."*

O*Net Link– Esthetic - <http://www.onetcodeconnector.org/ccreport/39-5094.00>

**CIDESCO PREP COURSE
75 HOURS**

COURSE DESCRIPTION – Continuing Education

The Continuing Education Course is only available to enrollees who have already completed the basic Esthetics Course of 1,125 hours and wish to be eligible for the CIDESCO (Comite International D’Esthetique et de Cosmetologie) international exam. The primary purpose of the Continuing Education Course is to train students in both theory and practical experience on those segments of Esthetics training that only apply to the CIDESCO exam. This training will prepare graduates to sit for the CIDESCO exam. Students will learn procedures for hot wax hair removal, micro-current body treatments, galvanic body treatments, body analysis and facial analysis. The segments are delivered using lecture, PowerPoint presentations and demonstrations in combination with practical experience. Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35 hour week. This course is taught in English.

EDUCATIONAL OBJECTIVES – Continuing Education

At the completion of this course the graduate will be qualified to sit for the International CIDESCO exam and earn a CIDESCO diploma and lapel pin. The knowledge and skills will prepare graduates for work in the esthetics field as a facialist, masseuse, make-up artist, spa owner, spa products representative or spa manager. The course is particularly directed toward developing desirable habits and attitudes with respect to health, sanitation and safety as they apply towards the CIDESCO exam. Graduates who successfully pass the exam will be eligible to use the CIDESCO logo in any advertising of their services. CIDESCO certification provides the diploma holder with the credentials to work internationally.

TUITION & FEES – Continuing Education

Tuition	\$ 0
Textbooks	0
IPad	0
Tech Fee	0
Tools & Equipment	<u>0</u>
Total	\$ 0

Methods of payment may include cash, credit/debit card, money order or check.

CURRICULUM – Continuing Education

Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35 hour week. This course is taught in English. CIDESCO course hours are a minimum of 1200 hours.

This period of time is divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
1. Hot Wax Hair Removal	14 hours
A. Theory	
B. Demo	
C. Practical	
2. Electrical Body Treatments	28 hours
A. Theory	
1) Micro-current	
2) Galvanic	
B. Demo	
1) Micro-current	
2) Galvanic	
C. Practical	
1) Micro-current	
2) Galvanic	
3. Body Analysis	14 hours
A. Theory	
B. Demo	
C. Practical	
4. Facial Analysis	14 hours
A. Theory	
B. Demo	
C. Practical	
5. Miscellaneous	5 hours
A. Review	
B. CIDESCO Preparation	
	75 hours

Grades are recorded as follows:

Satisfactory - 80 & higher

Failing - 79 & below

GRADUATION REQUIREMENTS – Continuing Education

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking in for this program. *Please note: While a student may graduate with an approved payment arrangement, any money owed the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All*

contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination.”

**INSTRUCTOR TRAINING
600 HOURS**

COURSE DESCRIPTION – Instructor Training

Full time is defined as 35 hours per week, five days per week, seven hours per day, Monday through Friday, 9:00 am. to 4:30 pm. with a 30 min lunch. Part time is 23 hours per week, five days per week, 4 hours per day, Tuesday through Friday from 9:00 am. to 12:30 pm. and 7 hours on Saturday from 9:00 am. to 4:30 pm. with a 30 min lunch. Time in this course is spent learning the technical skills of teaching the course in which the student holds a professional license. This will include lesson planning, teaching principals, psychology, motivation, classroom training, and practice teaching. This course is taught in English.

EDUCATIONAL OBJECTIVE – Instructor Training

At the completion of this course the graduate will be qualified to pass the MO State Board of Cosmetology and Barber Examiners Instructor exam that pertains to the basic license the student already holds and receive an Instructor’s license in that specialty. The student will be able to teach that specialty in a cosmetology school and will be familiar with procedures for creating lesson plans and curriculums. Graduates will have the option of instructing in a school, working in a salon or spa, being a product representative, a platform artist, a school owner or manager.

TUITION & FEES – Instructor Training

Tuition	\$7,460.00
Textbooks	186.00
Tools & Equipment	<u>0</u> NA
Total	\$7,646.00

Student License Fee: Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class.

Total cost of the above is \$7,646.00, payable \$3,823.00 on the class start date, \$3,823.00 thirty days from class start date. Students are allowed 42 hours of absent time at no additional charge. Any additional time required to complete because of absence will be charged for at a rate of \$12.74 per hour. Fees for absent hours missed (beyond 42) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. A leave of absence, jury duty, weather closings or unexpected closings will extend the completion date and the Maximum Time Frame allowed for the course. Students may make payments on the absent fees in advance and money paid will be credited to their account. All regular payments are due in advance each month. Textbooks (unless purchases elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing. Instructor Trainees wear black top and bottom and a gray lab jacket.

CURRICULUM – Instructor Training

This course length is 600 hours. Full time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Monday through Friday from 9:00 a.m. to 1:00 p.m. and 7 hours every Saturday from 9:00 a.m. to 4:30 p.m. with a 30 min lunch on Saturday, equaling a 23 hour week. This course is taught in English.

The hours are divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
Teaching principles, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing, and evaluation	200
Psychology, personality in teaching, teacher evaluation, counseling, laws of learning, and speech	50
Business experience or management, classroom management, record keeping, buying, inventory supplies, and State Law	50
Practice teaching in both theory and practical	<u>300</u>
Total	600

Grades are recorded as follows:

Satisfactory - 80 & higher

Failing - 79 & below

GRADUATION REQUIREMENTS – Instructor Training

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. *Please note: While a student may graduate with an approved payment arrangement, any money owed the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."*

O*Net Link – Instructor Training

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

