



SANDRA ACADEMY OF SALON SERVICES

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CATALOG & HANDBOOK

JUNE 2021 NACCAS STANDARDS

UPDATED October 2, 2023

SANDRA ACADEMY CATALOG & HANDBOOK

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The revised catalog states the mission, goals/objectives, policies, procedures, rules, and regulations that Sandra Academy expects students to fulfill to be eligible for graduation and earn licensure as a professional in the field of cosmetology arts and sciences. Sandra Academy reserves the right to make catalog changes according to state and federal accreditation guidelines and requirements, and for making program improvement changes as indicated by program review data. Sandra Academy is in compliance with the following Civil Rights laws and regulations: Title VI, Civil Rights Act of 1964; Education Amendments of 1972; Rehabilitation Act of 1973; Age Discrimination Act of 1975. The October 2023 Catalog Revisions make other Catalogs obsolete. Sandra Academy of Salon Services is located at 907 Main Street New Tazewell, TN 37825. Morristown 5250 W Andrew Johnson Hwy Morristown, TN 37814

WELCOME

An Invitation to Endless Opportunities

AN INVITATION TO OPPORTUNITY

As owner and President of *Sandra Academy of Salon Services*, I have many responsibilities in the daily operations of Sandra Academy but the most exciting duty for me is to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path can offer *endless opportunities* to those of you who hold a deep passion for your art and a strong willingness to strive for success through solid dedication and commitment to your chosen career in cosmetology arts and sciences. Sandra Academy is honored to be a part of your exciting journey and our faculty and staff share with you their commitment to helping you become a successful professional in this elite group.

A professional technician in the beauty industry is always in demand by clients and financial security can be attained according to your desire and commitment to become a licensed professional and complete graduation. The beauty profession is a big business. Every working day, approximately three million women and men attend their favorite beauty salon, barber shop or spa and spend millions of dollars a year on beauty services. These clients are most selective in choosing a highly trained professional who can meet their needs. Top rewards go to those men and women who acquire cutting and styling techniques, skin care and manicuring skills through an education provided to them at Sandra Academy. If you have a desire to work with people and demonstrate a commitment to the time, energy, and discipline necessary for success, then Sandra Academy is pleased to provide you an opportunity to complete a chosen program and join other professionals in the beauty industry.

Sandra L. Clark

AN INVITATION TO CAREER OPPORTUNITIES

The following vocations are options students may consider after graduating from one or more of the available programs offered at Sandra Academy: Cosmetology; Cosmetology Refresher; Esthetics; Manicuring; and Instructor. What can a licensed professional do after graduation? A professional identification is provided below for each program.

Cosmetology, Cosmetology Refresher / Hybrid Cosmetology, Hybrid Cosmetology Refresher:

Professional stylist; Skin Care; Platform Artist; Product Representative, Salon Owner; Salon Manager; State Board Member/Examiner; Image Consultant, Retail Specialist

Esthetics / Hybrid Esthetics:

Esthetician Skin Care Specialist; Spa Professional; Body Treatment Technician; Product Representative; Retail Specialist; Salon Owner or Manager; State Board Member/Examiner; Makeup Artist (Esthetics Plus)

Manicuring / Hybrid Manicuring:

Manicuring Nail Technician; Spa Professional; Nail Art Specialist; Product Representative; Retail Specialist; Salon Owner or Manager; State Board Member/Examiner

Instructor / Hybrid Instructor:

Student Salon or Classroom Instructor; Salon Owner or Manager; State Board Member/Examiner; Cosmetology School Director of Education; Cosmetology School Administrator or Owner

Professional training is most important to a successful and enjoyable career in one of the vocations mentioned above. If you enjoy working with people of all ages and have an aptitude for the skills required in the beauty business, earning a professional license can be your pathway to securing an income for a solid future.

JOB DEMAND IN COSMETOLOGY RELATED FIELDS

Employment projections for hairdressers, hairstylists, cosmetologists, and barbers as reported by the U.S. Bureau of Labor Statistics (April 2019) indicate that job opportunities are likely to increase through 2026. In 2016, 673,000 individuals were employed in the beauty industry and 761,440 are projected to be needed for employment by 2026 resulting in a 13% increase in additional job opportunities. Approximately, 85,000 licensed professionals will be needed to meet market demand by 2026. Along with growing populations in many areas, the additional number of jobs needed reference the need to replace workers who retire, transfer to other jobs, or leave the industry for other reasons. Future workers in the beauty industry can expect strong competition for knowledgeable and skilled graduates planning to enter this workforce. Job demand for these future graduates is projected to be high. Approximate entry level salaries for hairdressers, hairstylists, cosmetologists, and barbers are projected from approximately \$28,000 – 38,000+ pending location and demand. The annual salary projected for estheticians was between \$30,000. The instructor's salary was projected at approximately \$45,000. No information was available for a nail manicurist.

ESSENTIAL CAREER CONSIDERATIONS AND REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field must consider all aspects of such an important decision. Individuals who want to become a licensed professional in the beauty industry should examine their ability for:

- Finger dexterity and a sense of form and artistry.
- Enjoying working with all types of individuals and ability to meet client's needs.

- Keeping abreast of the latest hair fashions and beauty techniques.
- Considering working long hours to build a personal clientele to make a desired income.
- Making a strong commitment to the educational process and completing the program through graduation.
- Learning communication and business skills applicable to the desired position sought.
- Knowing that to apply for an instructor's license, if interested, he/she must hold a license for at least three consecutive years prior to applying for the instructor's license. See Tennessee Rule 0440-1-6. #5
- Cosmetology Instructor/Hybrid Cosmetology Instructor-The individual must hold a license for a minimum of three (3) years before they are able to obtain their instructor license. This is a requirement by law.

In addition to the above aspects of a career in the beauty industry, a prospective student should also be aware of the following areas that may impact success:

- The work of a licensed professional in cosmetology and related areas can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians spend a significant amount of time standing to complete facial services and body treatments, waxing or make-up services. Nail technicians will spend long hours sitting at a nail station. Instructors spend long hours standing while teaching and walking to monitor their classroom/clinic areas.
- A personal investment may be required for advertising and promotions.
- There may be exposure to various chemicals and fumes which may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

This catalog is designed to provide the prospective applicant and the future student with as much information as possible to help you make an informed decision about your desire to become a licensed professional in the beauty industry. As you continue to read through this catalog, you will find more information about expectations Sandra Academy has established for student success regarding our mission, specific program objectives, individual programs, tuition and other costs, student services, and program policies and procedures that guide you through the process for applying for a professional license and graduating from your chosen program(s).

As a Sandra Academy student, you will have many new opportunities coming your way in the next several months. It is important to have a strong focus on beginning your program while looking beyond at your graduation horizon and becoming employed in the beauty industry. Learn the art of communicating and working effectively with your team of Sandra Academy professionals. Get involved in planned activities and participate in field trips with local businesses, classroom practical challenges, and guest speaker workshops.

THE SCHOOL – SANDRA ACADEMY – ACCREDITING AND LICENSING AGENCIES

Sandra Academy is committed to providing all students with a quality education to acquire knowledge and appropriate skills necessary for obtaining a job in the beauty industry for a lifetime of successful accomplishments. National program accreditation and state licensure and authorization opens the door of opportunities for Sandra Academy to ensure a quality education for all students.

Sandra Academy is accredited/licensed/authorized by the following state and national agencies to offer approved programs. The National Accrediting Commission of Career Arts & Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy. Sandra Academy is also licensed by the State of Tennessee and is approved for Title IV funding through the United States Department of Education. Further, Sandra Academy is authorized by Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

To summarize, Sandra Academy of Salon Services is:

Accredited by: NACCAS 3015 Colvin St., Alexandria, VA 22314 | (703) 600-7600 | www.naccas.org

Licensed by: Tennessee Board of Cosmetology and Barbers Examiners 500 James Robertson Parkway, Nashville, TN 37243 | (615) 741-2515 | www.CosmetologyBoard@tn.gov

Authorized by: Tennessee Higher Education Commission Parkway Towers, Suite 1900 404 James Robertson Parkway, Nashville, TN 37243-0830 | (615) 741-5293 | www.tn.gov/thec

These documents may be viewed in the front lobby posted on the wall at Sandra Academy.

ADVERTISING POLICY

Sandra Academy uses for advertising purposes, the school's approved name, Sandra Academy of Salon Services, on its exterior signs and advertising materials. In all advertising, Sandra Academy states the disclosure that all services are performed by supervised students and financial aid is available for all who qualify.

SANDRA ACADEMY LOCATION

Sandra Academy of Salon Services is a private School of Cosmetology owned by Sandra L. Clark, President. Sandra Academy's New Tazewell Campus is located at 907 Main Street, New Tazewell, TN 37825 and Sandra Academy's Morristown Campus 5250 W Andrew Johnson Hwy Morristown, TN 37814. The telephone number is (423) 626-7877 and the website address is www.sandraacademy.edu.

Sandra Academy New Tazewell occupies 8,990 square feet; Sandra Academy Morristown occupies 5,975 square feet : of well-lit, air-conditioned floor space with modern equipment and classrooms. The floor space consists of lecture and demonstration classrooms; a clinic area with 20 individual styling stations equipped with hydraulic chairs and electricity, and a platform area for presentations, competitions, and instruction; a dispensary; restrooms; laundry area; study areas; and administrative offices, conference

room and reception area. The equipment at Sandra Academy provides for both visual training and practical purposes that are comparable to those found in a salon atmosphere. Sandra Academy has instructional equipment that utilizes hot and cold water and provides sanitary conditions relevant to space, equipment, and products. Sandra Academy students have access to technology with student computers, internet, and study areas. All client services are performed by supervised students. Sandra Academy is located on one floor that is ground level and handicapped accessible. The facility is equipped to accommodate students with disabilities, except for interpreters. To date, interpreters have not been necessary. Sandra Academy meets requirements established by state licensing agencies.

SANDRA ACADEMY FACULTY AND STAFF

Sandra Academy faculty and staff are qualified and certified to provide all training and support services required for successful administration of the educational programs available through this institution. They are available to assist students throughout their entire program(s) and committed to student achievement and program success. Sandra Academy faculty and staff members include:

- Sandra Clark - Owner/President/CEO/Executive Director/Chief Fiscal/Financial Officer/Institutional Director/Cosmetology Instructor/Master Barber Instructor
- Tammy Bean - Assistant Director/Executive Educational Director/Cosmetology Instructor
- Shannon Morelock - Executive Secretary/Financial Aid Director/Esthetics Instructor. Shannon holds a high school diploma and a certificate of completion from a postsecondary educational institution in a relevant subject area.
- Jasmine Ayers - Cosmetology Instructor
- Rebecca Branscomb-Cosmetology Instructor
- Chris Jolly - Barber Instructor
- Ciera Campbell - Cosmetology Instructor/Master Barber Instructor

SANDRA ACADEMY MISSION STATEMENT & PROGRAM GOALS

The mission of Sandra Academy is to provide a quality post-secondary education in cosmetology arts and sciences and to train and prepare all students for program success, including the State Licensing Examination and to facilitate program graduates in successfully obtaining employment in the cosmetology field. In keeping with its mission, Sandra Academy has established the following goals:

- To familiarize and instruct all students in proper and current methods of cosmetology arts and sciences.
- To provide quality instruction and appropriate assessments to all students in a manner that promotes individual academic success and program graduation.
- To prepare and qualify students for the State Licensing examination.
- To graduate qualified, competent, and competitive students in cosmetology arts and sciences.
- To assist program graduates in suitable job placement.
- To provide assistance and advisement to each student throughout the program.

SANDRA ACADEMY ADMISSION POLICY & NON-DISCRIMINATORY STATEMENT

Sandra Academy is committed to providing quality educational opportunities to all students and does not discriminate based on sex, age, race, color, religion, or ethnic origin in admitting students or in providing other career related activities. Sandra Academy followed NACCAS Admission Policies and Procedures to establish specific admission requirements appropriate for each program offered. Programs are offered in cosmetology, esthetics, manicuring, instructor, and cosmetology refresher. Sandra Academy does not recruit students attending other schools in similar programs. Sandra Academy does not enroll students under a training agreement or under the ability to benefit criteria.

During the admissions process, each prospective applicant is given access to the institution's catalog prior to program acceptance and admission. The applicant is informed about current programs and statistics, facilities, and state licensing requirements. Each applicant acknowledges receipt of such information in written documentation. Once admitted to a program and before attending classes, the applicant receives a copy of his/her completed *Enrollment Agreement* and a copy is also maintained by the institution.

To enroll in a program at Sandra Academy, a student must:

1. Be 18 years of age or older,
2. Provide a Social Security card or proof of eligible non-citizenship status,
3. Provide a valid driver's license, state ID with photo, or valid passport,
4. Two personal photos,
5. Provide copies of all marriage certificates.
6. Provide proof of appropriate educational requirement:
 - official transcripts showing high school completion or official transcripts of a High School Equivalency Diploma.
 - For Tennessee Regular High School or Home School Diploma retrieval, contact the Tennessee Department of Education at (615) 741-5158.
 - Kentucky students will supply GED official transcript from ky.ed.gov. For GED retrieval, contact Diploma Sender at (855) 876-3774 or diplomasender.com.
 - Sandra Academy requires a state-issued credential for secondary school completion if home schooled or equivalent. Home schooled students are required to present documents from their district Board of Education or other regulatory group that oversees home schooling. Sandra Academy consults with the State Attorney General's office. A helpful resource for guiding validation is the State Regulation of Private and Home Schools which provides a brief description for each state's legal requirements that apply to K-12 private schools in the United States. See <http://www2edl.gov/about/offices/list/oii/nonpublic/regulation-map.html>
 - Enrollment under a training agreement

- Provide verification of Foreign Student's High School Diploma: (If applicable) The verification must be an English translation of the diploma, as well as the documentation indicating its equivalence to a U.S. High School Diploma.
7. Evaluated transcripts for all high school and undergraduate level coursework must be completed by one of the organizations: www.iee123.com, www.jsilny.co, www.wes.org, www.ece.org

If there is a question about the validity of a prospective student's high school diploma, the prospective student's high school may be contacted to confirm the prospective student did meet graduation requirements for said diploma. Sandra Academy requires an official transcript, an official high school equivalency transcript from the prospective student to confirm validity of diploma.

Applicants enrolling in the Instructor Program must have a copy of their State license. Students who have acquired hours at another school and wish to transfer those hours to Sandra Academy must provide certification of the transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school. (See also; "transfers from other schools").

STUDENT VACCINATION POLICY

Sandra Academy requires certification of immunizations prior to acceptance for admission to a program. Appropriate forms are available on the school website: <https://www.sandraacademy.edu>.

SANDRA ACADEMY TRANSFER FROM OTHER SCHOOLS POLICY

Enrollment is available for students wishing to transfer to Sandra Academy after they have withdrawn from another cosmetology school both in and out of state. Sandra Academy does not recruit students already attending or admitted to another school offering similar programs of study. Students must be withdrawn/dropped from the previous institution to be eligible to enroll in Sandra Academy. The student is responsible for submitting certification of completed hours prior to signing an enrollment agreement with Sandra Academy. Transfer credit for previous training and education from a licensed cosmetology program may or may not be granted by Sandra Academy. The decision to accept transfer hours is made only by the Sandra Academy Director and the decision is final. The student must meet all Sandra Academy admission and registration requirements. A transferring cosmetology student may be required to enroll for a minimum of 800 hours; a transferring esthetics/manicuring student may be required to enroll for a minimum of 200 hours; a transferring instructor student's enrollment requirement will be determined on a case-by-case basis; Sandra Academy does not accept transfer hours for the cosmetology refresher course. A transferring student will be evaluated academically by an Instructor after they are enrolled. The results of this evaluation are kept in the student's file. Transfer students accepted for admission may be required to purchase a current kit from Sandra Academy. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. (See Disclosure of Transfer Policy at end of this document). Sandra Academy does not have any articulation agreements with other institutions regarding transfer credits.

SANDRA ACADEMY RE-ENTRY POLICY

If a student was previously enrolled in a Sandra Academy program and withdraws from the program, and then makes a request to re-enter the program, he/she must be determined eligible to re-enter the program. The Director makes the determination to allow the student to re-enter the program. That decision is final.

A student who was terminated, or withdrew from Sandra Academy, may re-enter (if determined eligible) within 180 days, and will not incur additional charges; however, the student must pay any remaining balance from the previous enrollment before he/she can re-enter the program.

A student who has been terminated, or withdrew from Sandra Academy, and re-enters (if determined eligible), after more than 180 days must pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. A re-entry student will be provided Sandra Academy's Re-entry Policy and will be evaluated by the Sandra Academy Director for placement in the curriculum and may be required to purchase a kit. A student applying for re-entry, or transferring from another school, may be required, as a condition of enrollment, to bring prior delinquent student loans to a current status.

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to the student at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. The elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after a period of withdrawal re-enter with the same progress status as when they left. Re-enrollment is at the discretion of the Director and the decision is final.

SANDRA ACADEMY PROGRAMS - SCHEDULES - HOLIDAYS

Sandra Academy operates programs continuously throughout the year except for recognized holidays. Day and evening classes begin the first Monday of the month. Students may call the administrative office for specific start dates. Day classes are offered on Monday-Saturday 8:30am-5:00pm. Evening classes are offered Monday-Friday 6:00pm-10:00pm. Sandra Academy reserves the right to close for additional days with posted notice. Sandra Academy observes the following days as legal holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and Christmas Day.

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

Below are the programs offered by Sandra Academy with the number of required weeks and clock hours that must be successfully completed to apply for a license and graduation. Also, the daily schedule and number of clock hours per week are clearly stated and must be completed. All courses and schedules are available only with a minimum number of students to start the course. Sandra Academy reserves the right to reschedule, postpone, or cancel any class.

Cosmetology/Hybrid Cosmetology	40 Weeks/1500 Clock Hours	Monday – Saturday	40 Hours Per Week
Cosmetology/Hybrid Cosmetology	80 Weeks/1500 Clock Hours	Monday – Saturday	20 Hours Per Week
Esthetics/Hybrid Esthetics	20 Weeks/ 750 Clock Hours	Monday- Saturday	40 Hours Per Week
Esthetics/Hybrid Esthetics	40 Weeks/ 750 Clock Hours	Monday- Saturday	20 Hours Per Week
Manicuring/Hybrid Manicuring	16 Weeks/ 600 Clock Hours	Monday- Saturday	40 Hours Per Week
Manicuring/Hybrid Manicuring	32 Weeks/ 600 Clock Hours	Monday- Saturday	20 Hours Per Week
Instructor/Hybrid Instructor	8 Weeks/ 300 Clock Hours	Monday- Saturday	40 Hours Per Week

Instructor/Hybrid Instructor 16 Weeks/ 300 Clock Hours Monday- Saturday 20 Hours Per Week
Cosmetology Refresher/Hybrid Cosmetology Refresher 8 Wks/ 300 Clock Hrs Mon- Sat 40 Hours Per Wk
Cosmetology Refresher/Hybrid Cosmetology Refresher 16 Wks/ 300 Clock Hrs Mon- Sat 20 Hours Per Wk

SANDRA ACADEMY PROGRAM TUITION

Below are the programs offered by Sandra Academy indicating the required hours, stated tuition, registration fee, and costs for books, tech fee and a kit. The total cost of each program is clearly stated.

Program	Hours	Tuition	Registration	Kit, Book, Tech	Total
Cosmetology	1500	\$16,400	\$100	\$2,000	\$18,500.00
Esthetics	750	\$7,475	\$100	\$1,500	\$9,075.00
Manicuring	600	\$6,225	\$100	\$1,175	\$7,500.00
Instructor	300	\$2,500	\$100	\$800	\$3,400.00
Cosmetology Refresher	300	\$3,000	\$100	\$750	\$3,850.00
Hybrid Cosmetology	1500	\$16,400	\$100	\$2,000	\$18,500.00
Hybrid Esthetics	750	\$7,475	\$100	\$1,500	\$9,075.00
Hybrid Manicuring	600	\$6,225	\$100	\$1,175	\$7,500.00
Hybrid Instructor	300	\$2,500	\$100	\$800	\$3,400.00
Hybrid Cos Refresher	300	\$3,000	\$100	\$750	\$3,850.00

VERIFIED TEXTBOOK INFORMATION

Below is current textbook information for students regarding all courses/programs. Textbook pricing is to be determined (TBD).

Cosmetology : ISBN

- CIMA: ISBN 9780357873441
- Textbook: ISBN 0-357-37890-3 Foundations: ISBN 1-337-09525-7

Esthetics : ISBN

- CIMA: ISBN 9780357812563
- Textbook: ISBN 1-337-09502-8 Foundations: ISBN 1-337-09525-7

Manicuring: ISBN

- CIMA: ISBN 9780357812570
- Textbook: ISBN 1-337-78655-1 Foundations: ISBN 1-337-09525-7

Master Educator ISBN:

CIMA: ISBN 9781337786867

Textbook: ISBN 9781337786836

SANDRA ACADEMY LEAVE OF ABSENCE POLICY

Sandra Academy of Salon Services recognizes that over the course of enrollment it may be necessary to take a Leave of Absence (LOA) from training for a variety of reasons. Reasons for which a Leave of Absence may be granted are: The birth or adoption of a child or placement of a foster child; The care of a sick spouse, child, or parent; The students own serious health condition; Death of an immediate family member; Documented military duty; Documented jury duty; A vacation or trip in which student must leave town.

For those students who find it necessary to be out of school for six or more consecutive days, a Leave of Absence is available and applies to all students. A Leave of Absence must be requested in advance and in writing using a form available from the Director. The LOA must include the reason for the student's request

and include the students' signature. The reason for a LOA to be approved is up to the discretion of the Director and the decision will be final. Sandra Academy strongly discourages leaves of absence during the beginning phase of training. A leave of absence, together with any additional LOAs previously granted, must not exceed 180 days in a 12-month period. The student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if the student were injured in a car accident and needed a few weeks to recover before returning to Sandra Academy, the student would not have been able to request the LOA in advance. Sandra Academy may grant a LOA to the student who did not provide the request prior to the LOA due to unforeseen circumstances. Sandra Academy documents the reason for its decision and collects the request from the student later. An example being the beginning date of the approved LOA would be determined by Sandra Academy to be the first date the student was unable to attend Sandra Academy because of the accident. There must be a reasonable expectation that the student will return from the LOA. Sandra Academy may not assess the student any additional institutional charges because of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. Sandra Academy extends the student's contract and maximum timeframe by the same number of calendar days taken in the approved LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum be signed and dated by all parties. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. Sandra Academy requires attendance to be taken; therefore, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Sandra Academy participates in the Direct Loan program; a student that has Direct Loans must be aware that if they do not return from their LOA, the time used in their LOA will reduce their grace period on their Direct Loans.

SANDRA ACADEMY INSTITUTIONAL REFUND POLICY

Sandra Academy applies a fair and equitable policy that complies with the Minimum Tuition Adjustment Schedule. The refund calculations are performed, and refunds are made in a timely manner. For applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable refund will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, Sandra Academy course or program cancellation, or Sandra Academy closure. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started class.
- The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student begins classes and has received any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100, for all programs including cosmetology, esthetics, manicuring, instructor, and cosmetology refresher.

- "Enrollment time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination (expelled or terminated) by the school, officially or unofficially, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.
- A student notifies the institution of his/her withdrawal in writing. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return, date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
- Unofficial withdrawals by formal termination (expelled or terminated); the date of determination will be the date the student is expelled, and the last day of attendance will be used as withdrawal date for the refund calculation. A student that is expelled for more than the allowed ten days of absence will be terminated. A student is not allowed to be absent more than a scheduled 10-day consecutive school days or 14 calendar days before an automatic termination whereas, the last date of attendance will be the official withdrawal date for refund calculation purposes.
- In type 2, 3 and 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three (3) business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

SANDRA ACADEMY MINIMUM TUITION ADJUSTMENT SCHEDULE

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. The refund will be calculated based on the student's last date of attendance.

Percent of Scheduled Time Enrolled To Total Course/Program Percentage Of Scheduled Time	Total Tuition School Shall Receive/Retain Amount of Tuition & Fees Charged
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%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of official cancellation and determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made that may exceed the minimum tuition adjustment schedule.

RETURN OF TITLE IV FUNDS POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

For Official Withdrawals: If a student wishes to withdraw from school, they must notify the Financial Aid Director or the Director of the school. The notification may be in writing or orally. A student's withdrawal date is the date the school received notice from the student that they are withdrawing. The date the notification is received is the date of determination. The Financial Aid Director or Director must begin the withdrawal process.

For Unofficial Withdrawals: A student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 10 days of non-attendance, or 14 calendar days.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period.

The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. Overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant
6. FSEOG

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

SANDRA ACADEMY COURSE/PROGRAM CANCELLATION POLICY

If Sandra Academy is permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged Teach-Out Agreement with another institution. If the course is canceled after a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course later. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

The school shall dispose of all student records in accordance with state laws.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (for example, extra kit materials, books, products, unreturned school property, etc.) or debts to the school incurred by the student will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. All extra costs, such as books, equipment, fees, etc. are not included in the tuition price and are identified as stated.

The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations. The kit and books are not considered property of the student until they are paid for in full, and upon completion of the program all financial obligations have been met.

The school will calculate the appropriate funds to be returned to Title IV by the school and/or the student upon withdrawal.

Sandra Academy charges by the payment period for Return to Title IV calculation. The date of determination is the date the school has received official notification by said standards and requirements stated. The official withdrawal date will be the date of actual last day of attendance. The calculation is determined by dividing the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. Sandra Academy bills the student for 100 % of all charges. The student is responsible for 100% of all charges including tuition, fees, books, and kits, miscellaneous, for all payment periods.

SANDRA ACADEMY COLLECTION POLICY

Sandra Academy's collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

SANDRA ACADEMY EXTRA INSTRUCTIONAL CHARGES POLICY

Each course/program is scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, and has exhausted all absences allowed, additional instruction will be billed at the rate of \$10 per clock hour. Should a student pay additional money for extra instruction beyond the original stated contract end date and complete the program before the new projected end date, an appropriate refund would be made to the student.

Extra instructional charges are stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment. The Director approves payment arrangements and gives permission for continued attendance. The decision of the Director is final. Students who do not complete their program by their contracted end date may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. Counseling is provided to a student who has received extra instructional costs due to not completing his/her program by the initial contract date. Other potential extra charges will include a \$25 late fee and a \$20 return check fee. Sandra Academy does not provide extra instruction prior to completion of the original student contract which negates any refund. Sandra Academy uses a credit balance form to secure from the student an acknowledgement of credit to their account. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. Sandra Academy will charge in each program a technology fee of five hundred dollars \$500.

SANDRA ACADEMY TERMINATION/WITHDRAWAL POLICY

Sandra Academy may terminate a student prior to the completion of their program for one or more of the following:

1. Insufficient academic progress.
2. Not fulfilling financial obligations to Sandra Academy.
3. Failure to comply with the rules, regulations, and policies of Sandra Academy.
4. Failure to comply with the Tardy/Attendance policy of Sandra Academy.
5. Insubordination.
6. Having 10 consecutive school days of absence, or 14 calendar days.
7. Not returning to Sandra Academy by the documented date on the Leave of Absence.
8. Notifying Sandra Academy that he/she will not be returning to the date specified on a Leave of Absence.

The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he/she will not be returning.

Students who withdraw or terminate prior to course completion are responsible for other miscellaneous charges the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) Charges will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

POLICY ON DETERMINATION DATE - WITHDRAWAL DATE - OFFICIAL & UNOFFICIAL

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date for a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he/she will not be returning. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00.

SANDRA ACADEMY ATTENDANCE POLICY

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school until 5 minutes after class/scheduled shift begins, students who are more than 5 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School

Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the Director of Sandra Academy. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 150% of the published length of the course. (Cosmetology/Hybrid Cosmetology is 2250 scheduled hours, Esthetics/Hybrid Esthetics is 1125 scheduled hours, Manicuring/Hybrid Manicuring is 900 scheduled hours, Instructor/Hybrid Instructor is 450 scheduled hours, Cosmetology Refresher/Hybrid Cosmetology Refresher is 450 scheduled hours.) Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Below is a suggested pace for each program for students to complete the course within the maximum time frame. The maximum time frame policy applies to all students who exceed the maximum time frame. A \$10.00 (ten dollar) an hour charge will be added past the normal time frame. A student that exceeds the maximum time frame status is considered ineligible for Title IV funds (financial aid). The student that exceeds the maximum time frame will lose financial aid eligibility and be considered be on a cash basis status: as the decision of the Director is final. Sandra Academy extends the student's contract and maximum timeframe by the same number of calendar days taken in an approved LOA.

PROGRAMS: (Normal Time Frame)

Cosmetology/Hybrid Cosmetology	40 weeks / 1500 clock hours	Monday-Saturday	40 hours per week
Cosmetology/Hybrid Cosmetology	80 weeks / 1500 clock hours	Monday-Saturday	20 hours per week
Esthetics/Hybrid Esthetics	20 weeks / 750 clock hours	Monday-Saturday	40 hours per week
Esthetics/Hybrid Esthetics	40 weeks / 750 clock hours	Monday-Saturday	20 hours per week
Manicuring/Hybrid Manicuring	16 weeks / 600 clock hours	Monday-Saturday	40 hours per week.
Manicuring/Hybrid Manicuring	32 weeks / 600 clock hours	Monday-Saturday	20 hours per week.
Instructor/Hybrid Instructor	8 weeks / 300 clock hours	Monday-Saturday	40 hours per week
Instructor/Hybrid Instructor	16 weeks / 300 clock hours	Monday-Saturday	20 hours per week
Cosmetology Refresher/Hybrid Cosmetology Refresher	8 weeks / 300 clock hrs	Mon-Sat	40 hrs per wk
Cosmetology Refresher/Hybrid Cosmetology Refresher	16 weeks / 300 clock hrs	Mon-Sat	20 hrs per wk

SANDRA ACADEMY ABSENTEE POLICY

Sandra Academy does not differentiate between excused and unexcused absence. The time missed is still counted as an absence. Sandra Academy maintains the documentation received in the students' file for the explanation of absences. All absences must be made up to complete all hours in the program.

SANDRA ACADEMY LATE ARRIVAL POLICY

Tardiness is not acceptable behavior at Sandra Academy. Sandra Academy does not differentiate between excused and un-excused tardiness absence. The time missed is still counted as an absence. Students are expected to be present and prepared at the time scheduled for attendance.

Sandra Academy maintains the documentation received in the students' file for the explanation of absences. An example of dated documentation may include but not be limited to: child's school excuse, doctor's documentation, official court documents, social service documents, or military documents.

MAKE UP WORK POLICY

The “make up work policy” affords a student the opportunity to make up missed work and tests. Students who miss or fail a test must make up the test prior to graduation to receive credit for the test. The missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student’s Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

SANDRA ACADEMY SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress policy applies consistently to all students enrolled at Sandra Academy; in a specific program and scheduled for a particular category of attendance (part-time/full-time) undergraduate. The Satisfactory Academic Progress Policy is provided to all applicants prior to enrollment located in the catalog, available in hard copy or by accessing the website at sandraacademy.edu. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the following evaluation points:

Course / Program | Scheduled Hours

Cosmetology/Hybrid Cosmetology | 450, 900, 1200, 1500

Esthetics/Hybrid Esthetics | 375, 750

Manicuring/Hybrid Manicuring | 300, 600

Instructor/Hybrid Instructor | 150, 300

Cosmetology Refresher/Hybrid Cosmetology Refresher | 150, 300

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to maintain 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 hours accrued by the total number of hours scheduled. 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 indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME POLICY

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress within the maximum allowed time frame. A student must complete the educational program or course that is no longer than 150% of the NACCAS approved length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard

terms, or clock hours completed. The maximum time frame is equal to 150% of the published length of the educational program or course.

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE MAXIMUM TIME ALLOWED
WEEKS SCHEDULED HOURS

Cosmetology/Hybrid Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours 60 Weeks / 2250 maximum
Cosmetology/Hybrid Cosmetology (Part time, 20 hrs/wk) - 1500 Hours 75 Weeks / 2250 maximum
Esthetics/Hybrid Esthetics (Full time, 37.5 hrs/wk) - 750 Hours 20 Weeks / 1125 maximum
Esthetics/Hybrid Esthetics (Part time, 20 hrs/wk) - 750 Hours 37.5 Weeks / 1125 maximum
Manicuring/Hybrid Manicuring (Full time, 37.5 hrs/wk) - 600 Hours 16 Weeks / 900 maximum
Manicuring/Hybrid Manicuring (Part time, 20 hrs/wk) - 600 Hours 30 Weeks / 900 maximum
Instructor/Hybrid Instructor (Full time, 37.5 hrs/wk) - 300 Hours 8 Weeks / 450 maximum
Instructor/Hybrid Instructor (Part time, 20 hrs/wk) - 300 Hours 15 Weeks / 450 maximum
Cosmetology Refresher/Hybrid Cosmetology Refresher (Full time, 37.5 hrs/wk) - 300 Hrs 8 Wks / 450 maximum
Cosmetology Refresher/Hybrid Cosmetology Refresher (Part time, 20 hrs/wk) - 300 Hrs 15 Wks / 450 maximum

(Cosmetology/Hybrid Cosmetology is 2250 scheduled hours, Esthetics/Hybrid Esthetics is 1125 scheduled hours, Manicuring/Hybrid Manicuring is 900 scheduled hours, Instructor/Hybrid Instructor is 450 scheduled hours, Cosmetology Refresher/Hybrid Cosmetology Refresher is 450 scheduled hours.)
The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

A student that exceeds the maximum time frame status is considered ineligible for Title IV funds (financial aid). The student that exceeds the maximum time frame will lose financial aid eligibility. The maximum time allowed for transferring students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at Sandra Academy on a cash basis status: as the decision of the Director is final. Sandra Academy extends the student's contract and maximum timeframe by the same number of calendar days taken in an approved LOA. Unauthorized leaves of absences will not be considered in the maximum time frame evaluation. Authorized LOAs will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Below is a suggested pace for each program for students to complete the course within the maximum time frame. The maximum time frame policy applies to all students who exceed the maximum time frame. A \$10.00 an hour charge will be added past the normal time frame.

PROGRAMS: (Normal Time Frame)

Cosmetology/Hybrid Cosmetology 40 weeks / 1500 clock hours Monday-Saturday 40 hours per week
Cosmetology/Hybrid Cosmetology 80 weeks / 1500 clock hours Monday-Saturday 20 hours per week
Esthetics/Hybrid Esthetics 20 weeks / 750 clock hours Monday-Saturday 40 hours per week
Esthetics/Hybrid Esthetics 40 weeks / 750 clock hours Monday-Saturday 20 hours per week
Manicuring/Hybrid Manicuring 16 weeks / 600 clock hours Monday-Saturday 40 hours per week
Manicuring/Hybrid Manicuring 32 weeks / 600 clock hours Monday-Saturday 20 hours per week
Instructor/Hybrid Instructor 8 weeks / 300 clock hours Monday-Saturday 40 hours per week
Instructor/Hybrid Instructor 16 weeks / 300 clock hours Monday-Saturday 20 hours per week
Cosmetology Refresher/Hybrid Cosmetology Refresher 8 weeks / 300 clock hrs Mon-Sat 40 hrs per wk

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failing

Satisfactory Academic Progress in attendance and academic work is a requirement that includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Sandra Academy evaluates cumulative qualitative (theory and practical) elements by combining both averages together as a cumulative qualitative component. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in all academic programs on scheduled hours of attendance at designated evaluation periods throughout the course. The first evaluation will occur no later than the midpoint of: the academic year or the course, whichever occurs sooner. Students must have a 67% cumulative quantitative component of attendance and must have a cumulative qualitative component of a 70% grade point average to obtain compliance in Satisfactory Academic Progress Policy. Students are advised of their academic and attendance status via a report card/progress report. SAP evaluation periods are based on scheduled contracted hours at the institution. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each evaluation.

Sandra Academy accesses theory and practical grades. Students are assigned theory study and practical assignments. Theory is evaluated by written/electronic exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Theory and Practical assessments are measured by combining both averages together as a cumulative qualitative component. A 70% academic average is a mandatory minimum to obtain compliance in Satisfactory Academic Progress Policy. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on financial aid warning or has

prevailed upon appeal of the determination that has resulted in the status of financial aid probation. The student deemed not maintaining Satisfactory Academic Progress may be entitled to an option to stay enrolled in the program and change to a cash paying student. The decision of the Director is final.

Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failing

SANDRA ACADEMY'S METHOD FOR DETERMINATION OF ACADEMIC PROGRESS

The established total length measured in clock hours is Cosmetology/Hybrid Cosmetology 1500 scheduled hours, Esthetics/Hybrid Esthetics is 750 scheduled hours, Manicuring/Hybrid Manicuring is 600 scheduled hours, Instructor/Hybrid Instructor is 300 scheduled hours, Cosmetology Refresher/Hybrid Cosmetology Refresher is 300 scheduled hours. The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The first evaluation occurs no later than mid-point of an academic year or course and/or program, whichever occurs sooner. Sandra Academy completes all evaluations within seven school business days following the established evaluation points. The SAP evaluations are based on actual completed hours. Financial Aid SAP is based on actual completed hours.

Students meeting the minimum requirements for academics and attendance at the evaluation point are making Satisfactory Academic Progress (SAP) until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours scheduled at the institution. A hard copy of the student's SAP Report will be provided at each evaluation. Students who do not achieve minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on a financial aid warning or has prevailed upon appeal of the determination that has resulted in the status of financial aid probation.

Students will be evaluated at the following evaluation points:

Course / Program	Scheduled Hours
Cosmetology/Hybrid Cosmetology	450, 900, 1200, 1500
Esthetics/Hybrid Esthetics	375, 750
Manicuring/Hybrid Manicuring	300, 600
Instructor/Hybrid Instructor	150, 300
Cosmetology Refresher/Hybrid Cosmetology Refresher	150, 300

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a financial aid warning status.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

FINANCIAL AID PROBATION

Sandra Academy evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Students on Financial Aid Warning Status who do not meet requirements at the next evaluation point will be deemed to have their eligibility for Title IV funding interrupted. Students who wish to appeal the school's determination for reasons such as death of a relative, injury/illness of the student, or other special circumstances must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Financial Aid Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Financial Aid Probation Status for one payment period. The institution may only allow for the status of financial aid probation if it is determined that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or 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 frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal. The reasonable provisions regarding temporary interruptions or Leave of Absences are extenuating unforeseen circumstances, illness, injury, bereavement, accident, physically unable to attend school, etc. Approval will be at the discretion of the director. The Directors decisions are final.

APPEAL PROCEDURE

Sandra Academy determines if it is possible that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Sandra Academy will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Sandra academy may allow and permit a student to appeal a satisfactory academic progress determination. The student may re-establish eligibility for financial aid upon prevailing the appeal procedure.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. An appeal hearing will take place within five (5) business days of receipt of this written appeal. The hearing may allow attendance of the student, parent/guardian if applicable and appropriate school staff. Appeal documents will be reviewed, and a decision will be made and reported to the student within 3 business 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. A student that does not achieve the minimum standards is no longer eligible for TITLE IV, HEA program funds, unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation. The student deemed not maintaining Satisfactory Academic Progress may be entitled to an option to stay enrolled in the program and change to a cash paying student. The decision of the Director is final.

Sandra Academy is required to notify students of any evaluation that impacts the student's eligibility for financial aid.

Satisfactory academic progress evaluations results are a written document that is made accessible and provided to the student. Students have the right to access their files and access to their satisfactory academic progress evaluations results.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding 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.

Sandra Academy establishes that actual transfer hours from another institution are accepted toward the student's educational program and are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at Sandra Academy.

SANDRA ACADEMY STUDENT GRIEVANCE POLICY

In accordance with the institution's objectives, Sandra Academy will make every effort to resolve student grievances. The school maintains an open-door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. A student wishing to express a grievance should submit a written grievance to the School Director or designee. The information will be reviewed by the Director and a response will be sent in writing to the student. Every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been completed. Every attempt will be made to issue the final response within 60 days of receipt. Students should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the School's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement. Sandra L. Clark is the Executive Director, Institutional Director at 907 Main Street New Tazewell, TN 37825 Telephone (423) 626-7877 and is to receive all complaints. If a complaint is not resolved at the institutional level, the student may forward the complaint to the Tennessee Higher Educational Commission, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830 Telephone: 615-741-5293. The link is also found on sandraacademy.edu and www.tn.gov/thec/.

Any person claiming damage or loss because of any act or practice by this institution may file a violation of the Title 49, Chapter 7, Part 20 with THEC Division of Postsecondary State Authorization.

SANDRA ACADEMY CORRECTIVE ACTION PLAN

Sandra Academy believes in providing a quality environment for learning and training students. Sandra Academy models professionalism in lectures as well as practical skills and monitors such with students to help them develop into a successful professional. Students that disregard the rules set forth and demonstrate behavioral misconduct is subject to suspension or termination. The degree of corrective measures and the action taken will be the decision of Sandra Academy Director. The Director's decision

will be final. Students may follow the complaint procedure to appeal corrective action. The Director's decision will be final. Sandra Academy students are always expected to be held accountable and promoted to a professional image standard. Professional image standards include school uniform/approved attire, name tag, black closed toed shoes, personal hygiene, professional hair style and make-up, male students are expected to present a professional hair style and appropriate facial grooming, and a positive attitude.

Corrective action plans may occur as follows:

- A student may receive a verbal warning.
- A student may receive a written warning.
- A student may be clocked out and dismissed for the day. The student is responsible for the time absent and the Satisfactory Academic Policy that affects Title IV, Financial Aid).
- A student may receive an in-school suspension.
- A student may be terminated.

SANDRA ACADEMY STUDENTS' RIGHT TO GAIN ACCESS TO PERSONAL FILES POLICY

Students and parents or guardians of dependent minors may gain access to their personal files by appointment with the Sandra Academy Director or authorized office staff. The student files will be available as defined in the Family Educational Rights and Privacy Act. Charges may apply for copies or transcripts.

PRIVACY AND FILE ACCESS POLICY

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords 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 at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Sandra Academy of Salon Services postsecondary institution receives a request for access. A student should submit to the Financial Aid Director a written request that identifies the record(s) the student wishes to inspect. The school official will decide for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Sandra Academy of Salon Services to amend a record should write the Director clearly identify the part of the record the student wants changed and specify why it should be changed. If Sandra Academy of Salon Services decides not to amend the record as requested, Sandra Academy of Salon Services will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Generally, the school must have written permission from the parent or eligible student before releasing any information from the student's record. However, the law allows schools to disclose records, without consent to the following parties: School employees who have a need-to-know; Other schools to which a student is transferring; Parents when a student over 18 is still dependent; Certain government officials in order to carry out lawful functions; Appropriate parties in connection with financial aid to a student; Organizations doing certain studies for the school; Individuals who have obtained court order or subpoenas; Persons who need to know in cases of health and safety emergencies; State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974. The only exceptions for access would be to NACCAS or otherwise required by law.

Schools may also disclose without consent directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents of eligible students to request the school not to disclose that information about them.

If you have any questions about FERPA, or if you have problems in securing your right under this act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.

Parties to whom the school has outsourced institutional services or functions, provided that the Conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)).

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled [NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.] See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

To other school officials, including teachers, within Sandra Academy of Salon Services whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§ 99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)) To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

To accredit organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

To the public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the School determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

SANDRA ACADEMY SAFEGUARDING STUDENT INFORMATION POLICY

Sandra Academy is committed to implementing and maintaining a comprehensive information security program to maintain and safeguard students’ non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy and electronic).

The Sandra Academy Director shall be responsible to coordinate the school’s information security program. The Director shall, at least once every year assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover all relevant areas of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students who are not accepted or

who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. Sandra Academy will only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

SANDRA ACADEMY STUDENT SUPPORT SERVICES & POLICY INFORMATION

STUDENT SERVICES, HOUSING AND COUNSELING

Sandra Academy conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, placement, or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. Housing is not provided by the school but when requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment.

PEER TUTORING

Sandra Academy encourages peer tutoring among students to help with student weaknesses. Former students indicate peer tutoring is helpful and that students learn from one another.

CAREER COUNSELING

Career counseling is stressed throughout a course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout a course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields that students may choose such as competition and platform work, color technician, manager-operator, or instructor.

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on the career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview. Guest speakers from local businesses and salons provide workshops and discussions.

SAFETY AND EVACUATION POLICY

Sandra Academy expects students to know the NACCAS Policy for Safety and Evacuation.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful.
- Proper Use of Flammables: Read labels and always follow precautions.
- Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
- Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- Proper Use of First Aid: Keep first aid kit available at front desk.
- Fire Safety: Post and review evacuation procedure during new student orientation.
- In the event of fire:
 - contact fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - Evacuate premises by following the planned procedure for the facility. Plan alternate exits for use in the event regular route is blocked by the fire.
 - Service extinguishers at least annually.
- Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:
 - Pull the pin.
 - Aim the nozzle.
 - Squeeze the handle.
 - Sweep from side to side at base until fire goes out.
- Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
 - Everyone is leaving the premises and fire department has been called.
 - The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - You can fight the fire with your back to an escape route.
 - Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - You know how to operate the extinguisher.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout on Sandra Academy's policy and annual campus safety and security report detailing campus crime statistics is provided at the time of enrollment and information is also available upon request from the school Director and can be accessed on Sandra Academy website.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. For students seeking personal assistance with a drug or alcohol problem, a list of agencies and counselors is made available from the President's office. There is also information about Crisis Intervention posted on the school bulletin board.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in Tennessee, an online process (http://www.eac.gov/voter_resources/contact_your_state.aspx). This information is provided to each student during the enrollment process. A hard copy is available to students at the school during the orientation process. Also, once a year the school emails the form from an internet address to each student where the form can be downloaded. The email only discusses voter registration and provides access to the form to be downloaded. The link to voter registration is also available on the school's website www.sandraacademy.edu.

VETERANS AFFAIRS GI

Students must maintain an 85% attendance average monthly and a 70% academic average monthly. Requirements: Students must provide the school with Military discharge papers. GI Bill® students, all transfer hours will be counted. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill. Sandra Academy complies with Equal Opportunity Laws.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Sandra Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Students are required to electronically verify their attendance with the VA.

GRADUATION REQUIREMENTS

To be eligible to graduate from any program, all the requirements listed below must be completed. A student must:

- Successfully complete all program required course hours.
- Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy.
- Successfully complete a final examination on practical procedures, and successfully complete a final written examination by having a score of not less than 70 %.
- Satisfy all financial obligations to Sandra Academy or accept the responsibility of all financial monies owed to Sandra Academy. The Director's decision is final upon the status of these charges owed or forgiveness of the debt owed to the school.
- Transfer hours must be approved by the director to be accepted for hours counted for completion of required course hours.
- Successfully complete an exit interview and submit all required exit paperwork.

UPON GRADUATION A DIPLOMA WILL BE AWARDED. Certification of hours will not be provided or released until all charges are paid in full unless the Director approves the release. The decision of the Director is final. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. Sandra Academy of Salon Services policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: 1. The date on which payment from VA is made to Sandra Academy of Salon Services. 2. 90 days after the date Sandra Academy of Salon Services certified tuition and fees following the receipt of the certificate of eligibility. Sandra Academy of Salon Services policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

(PL 115-407 Section 103) Prohibit denial of access and/or other penalties against student veterans using Chapter 33 or Chapter 31.

LICENSING REQUIREMENTS

A student must complete all program requirements. Once all program requirements are met, the applicant's hours will be certified and submitted by Sandra Academy administrative personnel via uploading to PSI. A student must complete all program requirements and successfully pass the PSI theory and PSI practical exam to be eligible to apply for the state license.

The applicant must:

- Upon successful completion of both licensing exams, the applicant must set up an account at **CORE.tn.gov** and submit an online application for licensure to the Tennessee State Board of Cosmetology and Barbers Examiners with the appropriate licensing fee.
- Information is available in the Administration office.

TERMINATION AND WITHDRAWAL POLICY

The school may terminate a student prior to the completion of their program for one or more of the following reasons:

1. Insufficient academic progress.
2. Not fulfilling financial obligations to the school.
3. Failure to comply with the program requirements, policies, rules, and regulations of Sandra Academy.
4. Failure to comply with the Tardy/Attendance policy of Sandra Academy.
5. Insubordination.
6. Absent for 10 consecutive school days or 14 calendar days.
7. Not returning to school on the documented date stated on the Leave of Absence form.
8. A student on an approved Leave of Absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the institution that he/she will not be returning.
9. Students who withdraw or terminate prior to course/program completion are responsible for other miscellaneous charges incurred at the institution (ie, extra kit materials, books, products, unreturned school property). Charges will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

DRESS CODE STANDARDS

Sandra Academy expects students to comply with a professional dress code. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements. The professional dress code criteria for Sandra Academy is:

- Students clothing is to be solid black scrubs or approved school affiliated apparel.
- Shoes should be black, in good repair, and have closed toes. We strongly recommend that shoes are of good quality and adequate support.

- Hair and/or makeup (female students) are expected to be professionally styled and applied. Male students are to be clean shaven or well-kept beards and mustaches and approved business dress attire.
- Students should practice personal hygiene and cleanliness, use deodorant, always maintain fresh breath, and present a well-groomed appearance.

Sandra Academy reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in advance in writing through handouts and/or posted notices.

COPYING POLICY

Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed, 3) identify the party to whom the disclosure can be made, and 4) sign and date the written request. In the event a student is unable to deliver the consent in person, the student's signature on the consent form must be notarized. If the consent is given electronically, the consent must identify and authenticate a particular person as the source of electronic consent.

COPYRIGHT POLICY

Sandra Academy students must be knowledgeable of institutional and federal policies regarding copyright infringement. Students are expected to follow the Federal Student Aid (FSA) policy and understand that penalties that may occur from copyright infringement. A summary of the penalties for violation of copyright laws may be found at: www.copyright.gov/title17/92appf.pdf. Sandra Academy supports the following statement regarding copyright infringement.

- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Sandra Academy students who engage in any illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

Students are encouraged to study the penalties for copyright infringement found on the website mentioned above and at <http://www.sandraacademy.edu>.

PROGRAM PAYMENT SCHEDULE AND METHODS OF PAYMENT

If tuition is paid in monthly payments, the payments are due on the 1st or the 15th of each month; this will be determined at the finance interview. A late fee of \$25.00 per month will be charged if a payment is more than 10 days late. Methods of Payment: Cash, credit card, money order, check, Title IV (Financial aid), loan.

TRANSCRIPT - CERTIFICATION OF HOURS - DIPLOMA

For students no longer enrolled in Sandra Academy, a charge of \$25 will be made for certification of hours or record of completion, and for a Sandra Academy diploma. The school may not retain records

older than 7 years. Students are advised that transfer of credit is controlled by the receiving institution and that accreditation does not guarantee transferability.

CHECK CASHING POLICY

Staff or students are not permitted to write checks for cash out of the cash drawer/cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$20-dollar fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

SANDRA ACADEMY RULES AND REGULATIONS

Sandra Academy has high standards and expectations for all students to experience success throughout their program and has established rules and regulations that must be followed to enhance learning and program success. Students are expected to abide by the following rules and regulations:

1. Students must behave in a professional and courteous manner and use respectful communication with peers, instructors, staff, guests, clients, and school administrators. Avoid unprofessional conduct that includes gossip, profanity, disrespect to others or disruptive behavior such as unnecessary conversation or abusive language. Unprofessional conduct will not be tolerated and may be subject to suspension or result in termination.
2. Students are permitted two ten-minute breaks, one in the morning and one in the afternoon. Breaks must be taken between 10:00am and 3:00pm. Students are allowed 30 minutes for lunch. Consideration of patrons will always be first, and all breaks are approved by the instructor.
3. Students not clocked in by 8:30am must meet with the instructor for the theory missed. Absences must be reported by the student no later than 8:30am; failure to do so may result in disciplinary action.
4. Students are not to place or receive personal phone calls except in cases of emergency. School phones will be answered only by school staff. Use of cell phones are not permitted except on break times.
5. Students are not permitted to reassign a clinic patron to another student for any reason unless approved by school staff to do so. Students are not permitted to refuse a client.
6. If assistance with a patron is required, an instructor must be consulted, not another student.
7. Personal conversations with other students are not permitted when working with a client.
8. Students can receive personal services only on the personal day assigned.
9. Each student will be assigned weekly duties.
10. Each student is responsible for the condition of his/her kit and work area. Hair must be swept after each haircut, not after the full service is completed. Kit is subject to inspection by the instructor at any time and should always be in the condition for State Board inspection.
11. Name tags are always required as well as photo ID.
12. No eating during class; no eating or drinking in the clinic area.

13. Sandra Academy does not tolerate the use of alcoholic beverages or illegal drugs while on campus. Students are subject to drug testing at any given time. Sandra Academy does not permit smoking.
14. Public displays of affection are not permitted while on campus.
15. Sanitary Code Requirement Policy. Sandra Academy requires that all staff and students uphold the Tennessee State Board of Cosmetology rules and laws of Sanitation and Disinfection 0440-2-.13 as well as Licensing Agencies, State Boards of Cosmetology, Tennessee Higher Education Commissions and Health Departments along with any and all Federal Agencies the procedures are clearly outlined in the Milady curriculum in the Infection Control: Principles and Practices.

Students who do not follow the guidelines and disrupt the learning process for other students may be subject to disciplinary action, which may include suspension or termination.

Curriculum

Milady Cima is our course curriculum. Our virtual learning is synchronous, and our Instructors deliver the method via Cima and Zoom and are present with the students at all times. We follow the TN state required curriculum as follows:

COSMETOLOGY COURSE

1500 Hours

COURSE DESCRIPTION: The primary purpose of the Cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related fields.

COURSE OBJECTIVES:

Upon completion of course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/ video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set

forth in the Practical Grading Sheet. Students must maintain a written grade average of 70 percent cumulative grade (combining both theory and practical) or higher and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS COSMETOLOGY SUBJECT

Cosmetology/Hybrid Cosmetology

The fifteen hundred (1,500) clock hours/45 credit hours of instruction required of applicants for a license to practice cosmetology shall be apportioned as follows:

1. General.....300 clock hours/9 credit hours Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law.
2. Chemical.....600 clock hours/18 credit hours Permanent waves, hair relaxer, hair coloring, bleaching, and toning, sculptured nails, hair structure and chemistry.
3. Physical.....600 clock hours/18 credit hours Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures, and pedicures

TOTAL 1500 HOURS

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

ESTHETICS COURSE

750 Hours

COURSE DESCRIPTION: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure and gainful employment in the field of esthetics or related career avenue.

COURSE OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self- confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/video tapes, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and

practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS ESTHETICS SUBJECT

Esthetics/Hybrid Esthetics

The seven hundred and fifty (750) clock hours/22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows:

1. General.....150 clock hours/4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law
2. Chemical.....150 clock hours/4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements.
3. Physical.....450 clock hours/13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application LICENSING CHAPTER 0440-01 (Rule 0440-01-.03, continued) June 2021 (Revised) 8 of all products and machines, color psychology, make-up and corrective make-up arching

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

INSTRUCTOR COURSE

300 HOURS

COURSE DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

COURSE OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer–employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction, and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
- Cosmetology Instructor/Hybrid Cosmetology Instructor-The individual must hold a license for a minimum of three (3) years before they are able to obtain their instructor license. This is a requirement by law.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and teacher performance evaluation prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

PREFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

HOURS	INSTRUCTOR	SUBJECT
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Instructors/Hybrid Instructor		
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The three hundred (300) clock hours/9 credit hours of instruction required of applicants for an instructor's license shall include no less than a total of one hundred (100) clock hours/3 credit hours in lesson planning and motivation. (4) To the extent that the prescribed curricula for courses of instruction are substantially similar, the Board may allow general hours of credit accumulated by a student to be transferred from one course of instruction to another. A student shall be allowed to transfer hours only once. (5) Any person holding a valid Tennessee Master Barber certificate of registration may appear before the board and request to sit for the Cosmetology Exam. The board may approve the applicant to test if they: (a) Complete three hundred (300) cosmetology school hours at a licensed cosmetology school learning the fundamentals of cosmetology technique and pedicuring. This student will be given credit for the remaining twelve hundred (1200) hours required to obtain a Tennessee cosmetology license upon finishing the required 300 hours in a cosmetology school; or (b) Held a master barber certificate of registration in Tennessee or another jurisdiction with reciprocity with Tennessee for five (5) continuous years.		
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MANICURING COURSE

600 HOURS

COURSE DESCRIPTION: The primary purpose of the Manicuring Course is to train the student in the basic practical skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency in entry-level positions in cosmetology or a related career field.

COURSE OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence
- Practice effective communication skills, visual poise, and proper grooming
- Respect the need to deliver worthy service for value received in an employer–employee relationship.
- Perform basic practical skills in the areas of manicures, pedicures, nail tips, and nail enhancements.
- Perform the basic analytical skills to determine proper nail services and nail shaping’s for the client’s overall image and needs.
- Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio DVDs (including the Milady Standard Nail Technology DVD series) and the NEW Instructor Website for Milady Standard Nail Technology. Websites are available to support the course of study and supplement student training.

Instructors should avail the opportunity to use these extensive materials found on milady.cengage.com, Milady’s website; Cengage Learning - information on books, audiotapes and videotapes, computer software, The Career Institute, and more.

MiladyPro.com - As your student’s transition into a new career as a beauty professional, let Milady continue the journey with them. Be sure to visit the Milady Pro website at www.miladypro.com. In addition to helping prepare for the state board exam, Milady Pro offers access to materials designed to help them hit the ground running and grow their skill set, assuring long-term success no matter where they take their career.

FORMAT: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids,

guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 70 percent cumulative grade (combining both theory and practical) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS MANICURING SUBJECT Manicuring/Hybrid Manicuring

The six hundred (600) clock hours/18 credit hours of instruction required of an applicant for a license to practice manicuring shall be apportioned as follows: 1. General.....150 clock hours/4.5 credit hours Sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics. 2. Chemical.....100 clock hours/3 credit hours Product knowledge, ingredients, and usage of materials, manicuring and pedicuring, EPA and OSHA requirements. 3. Physical.....350 clock hours/10.5 credit hours Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety.

COSMETOLOGY REFRESHER COURSE

300 HOURS

COURSE DESCRIPTION: The primary purpose of the Cosmetology Refresher course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Cosmetology or related career avenue. The cosmetology refresher course consists of 300 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS: To provide the student with the skills, information, and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

TEXT: Milady Standard Textbook of Cosmetology

COURSE FORMAT: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, productive, and career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and practical exam prior to graduation.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS	COSMETOLOGY REFRESHER	SUBJECT
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Cosmetology Refresher/Hybrid Cosmetology Refresher		
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The three hundred (300) clock hours of instruction required of an applicant are intended to prepare the student for the State board Cosmetology Theory and Practical examination. In order to crossover from a Master Barber license to a Cosmetology license, one must hold a valid Master Barber License in the State of Tennessee and complete this 300-hundred-hour course. Once these hours are successfully completed, the student will be eligible to apply for the Tennessee State Board examination.		
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HYBRID COSMETOLOGY COURSE

1500 Hours

COURSE DESCRIPTION: The primary purpose of the Cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related fields.

COURSE OBJECTIVES: Upon completion of course requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/ video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Grading Sheet. Students must maintain a written grade average of 70 percent cumulative grade (combining both theory and practical) or higher and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS	COSMETOLOGY	SUBJECT
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Cosmetology/Hybrid Cosmetology

The fifteen hundred (1,500) clock hours/45 credit hours of instruction required of applicants for a license to practice cosmetology shall be apportioned as follows: 1. General.....300 clock hours/9 credit hours Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law. 2. Chemical.....600 clock hours/18 credit hours Permanent waves, hair relaxer, hair coloring, bleaching, and toning, sculptured nails, hair structure and chemistry. 3. Physical.....600 clock hours/18 credit hours Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures, and pedicures

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

HYBRID ESTHETICS COURSE

750 Hours

COURSE DESCRIPTION: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure and gainful employment in the field of esthetics or related career avenue.

COURSE OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self- confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/video tapes, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS	ESTHETICS	SUBJECT
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Esthetics/Hybrid Esthetics		
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The seven hundred and fifty (750) clock hours/22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows: 1. General.....150 clock hours/4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law. 2. Chemical.....150 clock hours/4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements. 3. Physical.....450 clock hours/13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application LICENSING CHAPTER 0440-01 (Rule 0440-01-.03, continued) June 2021 (Revised) 8 of all products and machines, color psychology, make-up and corrective make-up arching

HYBRID INSTRUCTOR COURSE

300 HOURS

COURSE DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

COURSE OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer–employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction, and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

PREFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

HOURS	INSTRUCTOR	SUBJECT
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Instructors/Hybrid Instructor		
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The three hundred (300) clock hours/9 credit hours of instruction required of applicants for an instructor's license shall include no less than a total of one hundred (100) clock hours/3 credit hours in lesson planning and motivation. (4) To the extent that the prescribed curricula for courses of instruction are substantially similar, the Board may allow general hours of credit accumulated by a student to be transferred from one course of instruction to another. A student shall be allowed to transfer hours only once. (5) Any person holding a valid Tennessee Master Barber certificate of registration may appear before the board and request to sit for the Cosmetology Exam. The board may approve the applicant to test if they: (a) Complete three hundred (300) cosmetology school hours at a licensed cosmetology school learning the fundamentals of cosmetology technique and pedicuring. This student will be given credit for the remaining twelve hundred (1200) hours required to obtain a Tennessee cosmetology license upon finishing the required 300 hours in a cosmetology school; or (b) Held a master barber certificate of registration in Tennessee or another jurisdiction with reciprocity with Tennessee for five (5) continuous years.		
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HYBRID MANICURING COURSE

600 HOURS

COURSE DESCRIPTION: The primary purpose of the Manicuring Course is to train the student in the basic practical skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency in entry-level positions in cosmetology or a related career field.

COURSE OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence
- Practice effective communication skills, visual poise, and proper grooming
- Respect the need to deliver worthy service for value received in an employer–employee relationship.
- Perform basic practical skills in the areas of manicures, pedicures, nail tips, and nail enhancements.
- Perform the basic analytical skills to determine proper nail services and nail shaping's for the client's overall image and needs.
- Apply learned theory, technical information, and related matters to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio DVDs (including the Milady Standard Nail Technology DVD series) and the NEW Instructor Website for Milady Standard Nail Technology. Websites are available to support the course of study and supplement student training.

Instructors should take advantage of the opportunity to use these extensive materials found on milady.cengage.com, Milady's website; Cengage Learning - information on books, audiotapes and videotapes, computer software, The Career Institute, and more.

MiladyPro.com - As your student's transition into a new career as a beauty professional, let Milady continue the journey with them. Be sure to visit the Milady Pro website at www.miladypro.com. In addition to helping prepare for the state board exam, Milady Pro offers access to materials designed to help them hit the ground running and grow their skill set, assuring long-term success no matter where they take their career.

FORMAT: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids,

guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 70 percent cumulative grade (combining both theory and practical) and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS MANICURING SUBJECT

Manicuring/Hybrid Manicuring

The six hundred (600) clock hours/18 credit hours of instruction required of an applicant for a license to practice manicuring shall be apportioned as follows: 1. General.....150 clock hours/4.5 credit hours Sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics. 2. Chemical.....100 clock hours/3 credit hours Product knowledge, ingredients, and usage of materials, manicuring and pedicuring, EPA and OSHA requirements. 3. Physical.....350 clock hours/10.5 credit hours Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety.

HYBRID COSMETOLOGY REFRESHER COURSE

300 HOURS

COURSE DESCRIPTION: The primary purpose of the Cosmetology Refresher course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Cosmetology or related career avenue. The cosmetology refresher course consists of 300 hours of instruction of both theoretical and practical skill development required for licensure. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS: To provide the student with the skills, information, and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Tennessee, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

TEXT: Milady Standard Textbook of Cosmetology

COURSE FORMAT: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, productive, and career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% cumulative grade (combining both theory and practical) and pass a final written and practical exam prior to graduation.

Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80 – 89	B	GOOD
70 – 79	C	AVERAGE
69 or LESS		FAILURE

HOURS	COSMETOLOGY REFRESHER	SUBJECT
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Cosmetology Refresher/Hybrid Cosmetology Refresher

The three hundred (300) clock hours of instruction required of an applicant are intended to prepare the student for the State board Cosmetology Theory and Practical examination. In order to crossover from a Master Barber license to a Cosmetology license, one must hold a valid Master Barber License in the State of Tennessee and complete this 300-hundred-hour course. Once these hours are successfully completed, the student will be eligible to apply for the Tennessee State Board examination.

Transferability of Contact Hours/Clock Hours Disclosure

Contact hours/clock hours earned at Sandra Academy of Salon Services may not transfer to another educational institution. Contact/Clock hours earned at another educational institution may not be accepted by Sandra Academy of Salon Services. You should obtain confirmation that Sandra Academy of Salon Services will accept any credits Contact hours/clock hours you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits Contact hours/clock hours earned at Sandra Academy of Salon Services to determine if such institutions will accept credits Contact hours/clock hours earned at Sandra Academy of Salon Services prior to executing an enrollment contract or agreement. The ability to transfer contact hours/ clock hours from Sandra Academy of Salon Services to another educational institution may be very limited. Your credits Contact hours/clock hours may not transfer and you may have to repeat courses previously taken at Sandra Academy of Salon Services if you enroll in another educational institution. You should never assume that credits Contact hours/clock hours will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit contact hours /clock hours policy of Sandra Academy of Salon Services and of any other educational institutions you may in the future want to transfer the credits Contact hours/clock hours earned at Sandra Academy of Salon Services before you execute an enrollment contract or agreement.

Student Signature

Date:

Director Signature

Date:

ANNUAL DISCLOSURE

NACCAS Annual Report & Cohort Default Rates
Current as of January 2023

NACCAS ANNUAL REPORT GRADUATION RATE – 89.74%

NACCAS ANNUAL REPORT PLACEMENT RATE – 80 %

NACCAS ANNUAL REPORT LICENSURE RATE – 86.67%

TN Higher Education Commission Annual Reports: 2021/2022

- For the Cosmetology program, I have been informed that the current withdrawal rate is 3%, or in the past 12 months 33 students enrolled in this program and 7 completed this program.
- For the Cosmetology program, I have been informed that for the students who graduated, the job placement rate is 87.5, or in the past 12 months 4 were placed in their field of study out of 7 students who graduated from this program.
- For the Esthetics program, I have been informed that the current withdrawal rate is 0.0%, or in the past 12 months 14 students enrolled in this program and 7 completed this program.
- For the Esthetics program, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.
- For the Manicuring program, I have been informed that the current withdrawal rate is 0.0%, or in the past 12 months 12 students enrolled in this program and 4 completed this program.
- For the Manicuring program, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 3 was placed in their field of study out of 4 students who graduated from this program.
- For the Instructor program, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 2 completed this program.
- For the Instructor program, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 2 were placed in their field of study out of 2 students who graduated from this program.
- For the Cosmetology Refresher program, I have been informed that the current withdrawal rate is N/A%, or in the past 12 months N/A% students enrolled in this program and N/A% completed this program.
- For the Cosmetology Refresher program, I have been informed that for the students who graduated, the job placement rate is N/A%, or in the past 12 months N/A% were placed in their field of study out of N/A% students who graduated from this program.

IPEDS

Student Demographics of Full Time Students Who Receive Pell Grants

August 01,2021 -October 31,2022

Current Student Enrollment.....73

Asian.....0

Black/African American.....2

Hispanic of any race.....1

White.....70

Male.....13

Female.....60

Financial Aid Statistics July1,2021-June 30,2022

Full Time Students Receiving Pell Grants.....48

Total Full Time Students.....73

FEDERAL FINANCIAL AID

FORMS AND PROCEDURES IN APPLYING FOR ASSISTANCE

If you applied for federal student aid for the 2022-2023 award year you probably will be able to file a 2023-2024 renewal FAFSA (Free Application for Federal Student Aid). If you did not apply for federal student aid the 2022-2023 award year, you can apply for federal student aid for the 2023-2024 award year by completing and submitting the 2023-2024 FAFSA. 2023-2024 FAFSAs must be submitted by the deadline of 6/30/2024.

A FAFSA can be submitted by one of the following options.

- On the internet by using FAFSA on the web (FOTW); www.fafsa.ed.gov
- By mailing a hard copy paper form to ED (U.S. Department of Education)
- By having the school submit your application electronically.

A paper FAFSA can be obtained by calling the Federal Student Information Aid Center (FSAIC) 1-800-433-3243.

If you apply using FAFSA on the web, help in completing the application is built into the program. You can also call a phone help line at the Federal Student Aid Information Center with your FAFSA questions. The toll-free number is 1-800-433-3243. Appointments can be made by calling the Financial Aid Counselor. The Title IV School code for Sandra Academy of Salon Services is 04236400.

The FAFSA results will determine eligibility in all the Title IV Programs excluding the FPLUS Program. You can apply for Federal Direct Loan directly at the school.

After your FAFSA is submitted the school will receive your ISIR (Institutional Student Information Report). This report will indicate your eligibility.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

1. Have a high school diploma/transcript, GED or equivalent or be homeschooled.
2. Be a citizen of the U.S. or be an eligible non-citizen.
3. Be enrolled as a regular student in an eligible program.
4. Have a social security number.
5. Register with Selective Service, if required.
6. Maintain satisfactory academic progress.
7. Have financial need.
8. Sign a statement of educational purpose and a certification statement regarding whether you do not owe any refunds or are in default on a student loan.

FINANCIAL NEED

When you apply for federal student aid, the information you report is used in a formula established by the Law. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute towards your education. If your EFC is below a certain amount, you may be eligible for a Federal PELL Grant, assuming you meet all eligibility requirements. Aid from most of the Programs is awarded based on financial need (except for unsubsidized Direct, and PLUS loans).

Sandra Academy participates in the following federal student aid programs:

- Pell Grant
- Direct Loan
 - Subsidized Loan
 - Unsubsidized Loan
 - Federal Supplemental Educational Opportunity Grant

Sandra Clark is the Financial Aid Officer responsible for providing Federal Aid/Consumer information to students. The Financial Aid academic year is defined as 900 clock hours and the full-time definition is 24 hours.

POLICIES & PROCEDURES FOR VERIFICATION

Sandra Academy has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and if the IRS DRT is not used then a Federal Tax Return Transcript (and an IRS Form 1040X if an amended tax return was filed) from the prior, prior year (e.g., 2017 calendar year for the 2019-2020 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they are selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via an award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
6. If the institution suspects that a student may have engaged in fraud or other criminal misconduct in connection with his or her application for Title IV, HEA program assistance, the school will refer the case to the Office of Inspector General (OIG) (1-800-MISUSED) for resolution. The school will consult with an attorney prior to referring the case to the OIG. (Common misconduct includes false claims of independent student status, false claims of

citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Remember that fraud is the intent to deceive as opposed to a mistake.)

7. The financial aid file must be documented with the date that verification is completed.

3RD STEP VERIFICATION OF CITIZENSHIP, SECONDARY CONFIRMATION POLICY

Sandra Academy follows the procedures below for the DHS-SAVE citizenship verification process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

1. If the primary and automated secondary confirmation processes do not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the paperless third step verification process via the SAVE system. The school will also use the paperless third step verification process if the school has conflicting information on the student's immigration status after the CPS match.
2. All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System (CPS) output document, will be given a copy of these procedures.
3. Students have 30 days from the later date the student receives this document, or the date the institution receives ED's CPS output document to submit documentation for consideration of eligible non-citizen status.
4. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
5. The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.
6. Students must submit unexpired documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). To initiate the required process, students must submit USCIS documents which are legible, and which demonstrate their latest status with USCIS.
7. The institution will initiate the paperless third step verification within 10 business days of receiving both the ED CPS output document and the student's immigration status documents.
8. The institution will complete the electronic process on the DHS-SAVE system including uploading the student-provided immigration documents to the student's record and submitting the request. DHS-SAVE should respond within 3 to 5 business days.

STUDENT LOAN ENTRANCE AND EXIT COUNSELING

Sandra Academy requires upon enrollment students to complete entrance counseling and a master promissory note. Exit counseling is required immediately if a student terminates or upon graduation. Entrance and exit counseling materials are available upon request. Entrance and exit counseling, MPN is available online at www.studentloan.gov.

DIRECT LOAN CODE OF CONDUCT

Sandra Academy bans the following:

- revenue-sharing arrangements with any lender,
- steering borrowers to lenders or delaying loan certifications, and
- offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement.

The code of conduct applies to the officers, employees, and agents of the school and prohibits employees of the financial aid office from receiving gifts from a lender, guaranty agency, or loan servicer.

The code also prohibits financial aid office staff (or other employees or agents with responsibilities with respect to education loans) from accepting compensation for

- any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
- service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

INFORMATION SECURITY PROGRAM

The Sandra Academy Director and staff will be the designated coordinators for maintaining a comprehensive information security program for handling data covered by the law and must take steps to protect the data from unauthorized disclosures, misuse, or other compromise of such information. Sandra Academy ensures adequate safeguards for releasing personally identifiable information via paper, electronic, or other forms that is handled.

Safeguards include:

- Password protection
- Password changes at set intervals
- Access revocation for unsuccessful logins
- User identification and entry point tracking
- Random audit surveys with supervisors
- Security tests of the code access
- Backup Procedures

There are no additional student charges associated with verifying the identity of distance-learning students.

Sandra Academy computers in the school cannot be used to access unlawful material.

Unlawful duplication or sharing of copyrighted materials is prohibited and any such occurrence will be punished by the school and by law as applicable. Sandra Academy implements administrative, technical, and physical safeguards via secure passwords and current secure internet protection.

The School Director and staff are responsible for risk assessment. Consideration of risks should include areas such as:

- Employee training and management.
- Processing, storage, transmission, and disposal detecting, preventing, and responding to attacks, intrusions, or other systems failure.
- The School Director and staff must test and monitor the program.

DISTANCE EDUCATION

Students must have access to the following technologies to successfully complete the course: Internet access, email address, computer /laptop /smartphone or tablet with camera, video, and microphone capabilities. Sandra Academy uses Zoom to deliver classroom education. Zoom can be accessed online or via a smartphone app. Sandra Academy also utilizes Milady CIMA for Virtual learning instruction, digital textbooks, and chapter testing.

Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

The interaction with the instructor will be validated by regular measurable participation (clock hour) in the academic programs. Participation will be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).

Sandra Academy's institution will evaluate the student's qualitative academic performance for the Distance Education (modules) component completed within the program by the institution (in-person) by a qualified instructor.

A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.

Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.

All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.

Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

Sandra Academy Sanitation Policy

- All students agree by signing this enrollment agreement to uphold the State of TN sanitation rules as follows:

Cosmetology

0440-02-.13 SANITATION AND DISINFECTION. (1) No licensee or student shall commence work on any patron before: (a) Washing hands with soap and water; and (b) Placing around the patron's neck a fresh and sanitary neck strip or towel, so that the cape does not contact the skin. (2) Wet Disinfection Standard (a) All tools and implements, except those which come in contact with blood or body fluids, must be cleaned with soap and water and disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, tuberculocidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions. Dry Disinfection Standard (b) All tools and implements which have come in contact with blood or body fluids must be cleaned in soap and water and disinfected by complete immersion in an EPA registered bactericidal, virucidal, fungicidal, tuberculocidal and pseudomonacidal (Formulated for Hospitals) disinfectant that is effective against HIV-1 and human Hepatitis B Virus and is mixed according to the manufacturer's direction. (c) Disinfected implements must be stored in a disinfected, dry, covered container. (3) A manicurist shall maintain a supply of antiseptic and/or liquid or spray styptic to be used if a patron's skin is accidentally broken during the manicuring process. (4) Before use, manicuring instruments must be cleaned with soap and water, and immersed in an EPA registered bactericidal, virucidal, fungicidal, tuberculocidal, and pseudomonacidal (Formulated for Hospitals) disinfectant for at least ten (10) minutes. The disinfectant for this purpose may be kept in a covered container of sufficient size to accommodate the instruments to be immersed. (5) When not in use, manicuring instruments must be dried and kept in a cabinet sanitizer. (6) Foot Bath (a) A foot bath shall be cleaned and disinfected after each use. (b) The filters and jets of the foot bath shall be flushed, cleaned with soap and water and disinfected in an EPA registered bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant after each use with the use of a hospital grade tuberculocidal disinfectant circulated through the machine for the minimum time recommended by the manufacturer. (7) Towels (a) A separate, clean towel shall be provided for each patron. SANITARY RULES CHAPTER 0440-02 (Rule 0440-02-.13, continued) June 2021 (Revised) 9 (b) The headrest shall be covered with a separate, clean towel or paper for each customer. (c) The practice of dipping a towel previously used for any purpose into a container of hot water and using the towel on a patron is prohibited. (8) Combs (a) Each operator shall have a sufficient number of combs to allow for proper sanitation. (b) No operator shall carry combs or other instruments in the pocket of his or her uniform. (9) Powders, Lotions and Creams (a) Powders and lotions must be applied with cotton or gauze puffs, which are to be disposed of in a waste receptacle immediately after use. (b) Creams and other semi-solid substances must be removed from their containers with a clean spatula (or similar device), which is disposed of in a waste receptacle immediately after use. Any device used for the removal of such substances must not contact the skin of a patron. (10) After handling patrons with any eruption or skin disorder, attendants shall immediately disinfect their hands by thoroughly washing with soap and water, followed by rinsing in an EPA registered disinfectant. (11) Finger bowls, basins, shampoo bowls, cups, etc. shall be thoroughly cleaned and disinfected with an EPA registered disinfectant after each service and always kept in good repair and in a sanitary condition. Back bars and mirrors should be kept clean and disinfected. (12) If a cosmetologist uses a safety razor, each new customer must be treated with a new disposable razor or blade, if the blade is detachable from the handle

Sandra Academy requires all students to participate in the general sanitation of the academy. The students are responsible for the sanitation of their station, work areas and laundry.

Attendance Tracking

Sandra Academy tracks students of part-time and full-time students separately. The students are identified on their enrollment agreements upon enrolling. The hours are reported to the state by the 10th of the month. Attendance will be tracked by a time clock and for virtual learning by your instructor & Milady Cima. The backup time clocking will be measured by our FAME system and an instructor log time sheet. Hours are reported to the state monthly. The state definition for a Full-time barber school students shall be defined as students enrolled in school for at least twenty-five (25) hours per week and part-time barber school students shall be defined as students enrolled in school for at least fifteen (15) hours per week. The department of education definition for full time is 13 hours and above: Part-time definition is at least 12 hours minimum.