Academy of Salon Professionals

Catalog and Handbook
School code: 042121

2414 S. Limit Ave.
Sedalia, MO 65301
(660) 827-4500

Philosophy

At the Academy of Salon Professionals, dreams of students become the reality of professionals. Molded and encouraged by experienced instructors in an environment of a streamline salon. Training in theory and hands-on experience, obtained by working on the public, prepares the professional in training to reach and even surpass their goals in the vast beauty industry.

MISSION STATEMENT

TO OUR PROFESSIONALS IN TRAINING:

TO ENTHUSIASTICALLY PROVIDE AN EDUCATIONAL ENVIRONMENT WHICH EMPOWERS OUR PROFESSIONALS IN TRAINING THROUGH OPTIMISM, TEAMWORK, AND TO SECURE GAINFUL EMPLOYMENT IN THE COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY, BARBER, MASSAGE THERAPY, TATTOO OR INSTRUCTOR FIELD(S).

The Academy of Salon Professionals is licensed by:
Missouri State Board of Cosmetology
3605 Missouri Blvd.
Jefferson City MO 65102
573-751-1052

The Academy of Salon Professionals is accredited by:
National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

ACADEMY OF SALON PROFESSIONALS
2414 South Limit Ave.
Sedalia, MO. 65301
660-827-4500

ADMISSION REQUIREMENTS

All students wishing to enroll must meet all Missouri Board of Cosmetology and Barber Examiners requirements as follows:

COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY, CROSSOVER COSMETOLOGY, TATTOO

- Be at least seventeen (17) years of age.
- Provide proof of age such as a birth certificate or driver's license.
- Have a copy of your high school diploma, GED or transcript showing high school completion.
- 2”x2” color photo (to be used for Missouri licensing requirements)
- If name differs from your diploma or GED a copy of the verification must be presented. (marriage license, court documentation, etc.)
- Crossover Cosmetology applicants must also submit a current barber license.

BARBER / CROSSOVER BARBER

For those prospective students wishing to enroll in the Barber or Crossover Barber courses, in addition to meeting all of the aforementioned criteria, the approved Missouri Board of Cosmetology and Barber Examiner’s barber medical physical (current within the past twelve months) must also be submitted. Crossover Barber applicants must also submit a current cosmetology license.

INSTRUCTOR TRAINING

For those prospective students wishing to enroll in the Instructor course, in addition to meeting all of the aforementioned criteria, a current Cosmetology, Esthetic, Manicuring or Barber license must also be presented.

MASSAGE THERAPY

For those prospective students wishing to enroll in the massage therapy program, in addition to meeting all of the aforementioned criteria, a student’s must also pass a background check.

The Academy of Salon Professionals does not recruit students from other schools offering similar programs or use Ability to Benefit (ATB) as a form of admission. Students who are incarcerated or in a correctional institution are not eligible for admission to the Academy of Salon Professionals. While our institution adheres to a non-discrimination policy, the Academy of Salon Professionals may deny enrollment to any prospective student.

**Education Documentation Verification: The Missouri Board of Cosmetology and Barber Examiners may require additional verification of your educational documentation. Should further verification be required, the student will be responsible for any fees associated with it.*

TRANSFER OF HOURS

ACADEMY OF SALON PROFESSIONALS may accept up to a total of 500 actual hours completed at another cosmetology school AS APPROVED by the Missouri State Board of Cosmetology. More than 500 actual hours may be accepted on a case by case basis. The student may be required to complete hours in addition to the amount mandated by the Missouri Board of Cosmetology and Barber Examiners if the administration deems it is necessary for that student to obtain the required skills to pass the State Board practical and written examination. Hours accumulated in any one course may not be transferred to a different course.

RE-ENTRY POLICY

A student may apply for re-entry by scheduling a meeting with the school administration. Their records, attendance, and actions will be reviewed. A student that re-enters after termination or withdrawal retains their attendance and academic history from their previous enrollment for a period not to exceed 5 years as mandated by the Missouri Board of Cosmetology and Barber Examiners. Students will re-enter with the same Satisfactory Progress status they maintained immediately following their withdrawal or termination. A student not making satisfactory progress at the time of re-entry will not be eligible for financial aid upon re-entry until he or she meets the minimum satisfactory progress

levels at a required evaluation point. Students applying for re-entry may or may not be allowed to reenter regardless of their satisfactory progress status as per administration's decision. Charges for tuition and fees will be determined on a case by case basis for students that are allowed to re-enter.

CALENDAR

The school operates on a continuous enrollment with new classes beginning every month or every other month. Students will be enrolled when openings are available. New class start dates are subject to change without notice. Individual student start dates may be altered. **The school reserves the right to close for repairs, maintenance, staff educational purposes, emergencies, etc.*

The following holidays will be observed:

Memorial Day	Independence Day
Labor Day	Thanksgiving
Christmas	New Years

CLASS SCHEDULES

COSMETOLOGY – BARBER – ESTHETICS – CROSSOVER COSMETOLOGY

Foundations	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19 Weeks (Cos & Est)	OFF	9am-3pm	9am-3pm	9am-3pm	OFF	OFF
13 Weeks (Barber)	OFF	9am-3pm	9am-3pm	9am-3pm	OFF	OFF

SCHEDULE OPPORTUNITIES AFTER FOUNDATIONS – Full Time or Part Time

Full Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule A	9am-5pm cl	9am-3pm	9am-3pm	9am-3pm	OFF	9am-4pm
Schedule B	9am-5pm cl	1pm-7pm	1pm-7pm	1pm-7pm	9am-4pm	OFF
Part-Time	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Schedule C	9am-5pm cl	OFF	9am-2pm	9am-2pm	OFF	OFF
Schedule D	9am-5pm cl	9am-2pm	9am-2pm	OFF	OFF	OFF
Schedule E	9am-5pm cl	OFF	OFF	9am-12pm	OFF	9am-4pm
Schedule F	9am-5pm cl	OFF	1pm-6pm	1pm-6pm	OFF	OFF
Schedule G	9am-5pm cl	1pm-6pm	1pm-6pm	OFF	OFF	OFF
Schedule H	9am-5pm cl	OFF	OFF	1pm-4pm	OFF	9am-4pm

Cosmetology = Full-Time 55 total weeks / Part-Time 84 total weeks

Full-Time: 33 Hours Weekly, 36 additional weeks · Part-Time: 18 Hours Weekly, 65 additional weeks · "cl" Indicates Classroom Day

Barber = Full-Time 52 total weeks / Part-Time 84 total weeks

Full-Time: 33 Hours Weekly, 33 additional weeks · Part-Time: 18 Hours Weekly, 65 additional weeks · "cl" Indicates Classroom Day

Esthetics = Full-Time 32 total weeks / Part-Time 42 total weeks

Full-Time: 33 Hours Weekly, 13 additional weeks · Part-Time: 18 Hours Weekly, 23 additional weeks · "cl" Indicates Classroom Day

NAIL TECHNOLOGY

Foundations	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 Weeks	TBD	TBD	TBD	TBD	TBD	TBD

SCHEDULE OPPORTUNITIES AFTER FOUNDATIONS – Full Time or Part Time

Full Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule A	9am-5pm cl	9am-3pm	9am-3pm	9am-3pm	OFF	9am-4pm
Schedule B	9am-5pm cl	1pm-7pm	1pm-7pm	1pm-7pm	9am-4pm	OFF
Part-Time	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Schedule C	9am-5pm cl	OFF	9am-2pm	9am-2pm	OFF	OFF
Schedule D	9am-5pm cl	9am-2pm	9am-2pm	OFF	OFF	OFF
Schedule E	9am-5pm cl	OFF	OFF	9am-12pm	OFF	9am-4pm
Schedule F	9am-5pm cl	OFF	1pm-6pm	1pm-6pm	OFF	OFF
Schedule G	9am-5pm cl	1pm-6pm	1pm-6pm	OFF	OFF	OFF
Schedule H	9am-5pm cl	OFF	OFF	1pm-4pm	OFF	9am-4pm

400 Hour Course = Full-Time 16 total weeks / Part-Time 23 total weeks

Full-Time: 33 Hours Weekly, 8 additional weeks · Part-Time: 18 Hours Weekly, 15 additional weeks · "cl" Indicates Classroom Day

CURRICULUM

COSMETOLOGY

Subject:	**Hours**
Shampooing of all Kinds	40
Hair Coloring, Bleaches and Rinse	130
Hair Cutting and Shaping	130
Permanent Waving and Relaxing	125
Hair setting, Pin Curls, Finger waves, Thermal Curling	225
Comb Out and Hair Styling Techniques	105
Scalp Treatments and Scalp Diseases	30
Facials, Eyebrows and Arches	40
Manicuring, Hand and Arm Massage, Treatment of Nails	110
Cosmetic Chemistry	25
Salesmanship and Shop Management	10
Sanitation and Sterilization	30
Anatomy	20
State Law	10
Miscellaneous Lectures and Test Review	470
Total Hours	1500

Objective: To prepare the student in the basic skills for licensure and practice of cosmetology as prescribed by Missouri State Law.

ESTHETICS (750 Hours)

Subject:	**Hours**
Facials, cleansing, toning, massaging	120
Makeup application, all phases	100
Hair removal	30
Body treatments, aromatherapy, wraps	120
Reflexology	35
Cosmetic sciences, structure, condition, disorder	85
Cosmetic chemistry, products and ingredients	75
Salon management and salesmanship	55

Sanitation and sterilization, safety	45
State Law	10
Miscellaneous lectures and test review	75
Total hours	750

Objective: To prepare the student in basic skills for licensure and practice as an Esthetician prescribed by Missouri State Law.

BARBER (1500 Hours)

Subject:	**Hours**
History	5
Professional Image	5
Bacteriology	5
Sterilization, Sanitation, and Safe Work Practices	20
Implements, Tools and Equipment	15
Properties and Disorders of the Skin, Hair and Scalp	15
Treatment of Hair and Scalp	20
Facial Massage and Treatments	5
Shaving	35
Haircutting	425
Hairstyling	325
Mustache and Beard Design	5
Permanent Waving	30
Chemical Hair Relaxing and Soft Curl Permanents	30
Hair Coloring	30
Hairpieces	5
Chemistry	5
Anatomy and Physiology	5
Salesmanship and Establishment Management	5
State Law	10
Miscellaneous	500
Total	1500

Objective: To prepare the student in skills for licensure and practice as a Barber prescribed by Missouri State Law.
Additional Course Length: The Missouri Board of Cosmetology and Barber Examiners currently requires a total of 1000 hours in the Barber course. The Academy of Salon Professionals' Barber course is a total of 1500 hours. The additional course hours provide added instruction and skill practice to better prepare students for the job place.

NAIL TECHNOLOGY (400 Hours)

Subject:	**Hours**
Manicuring, Hand & Arm Massage, Treatment of Nails	220
Salesmanship and Shop Management	20
Sanitation and Sterilization	20
Anatomy	10
State Law	10
Study of the Use and Application of Certain Chemicals	40
Miscellaneous Lectures and Test Review	80
Total Hours	400

Objective: To prepare the student in basic skills for licensure and practice as a manicurist as prescribed by Missouri State Law.

INSTRUCTOR TRAINING

Subject:	**Hours**
Teaching principles, Lesson Planning, Curriculum Planning Class Outlines, Teaching Methods, Teaching Aids Testing and Evaluation	200
Psychology, Personality in Teaching, Teacher evaluation, Counseling Laws of Learning and Speech	50
Business Experience or management, Classroom management, Record Keeping, Buying and Inventory Supplies and State Law	50
Practice Teaching in both Theory and Practical	300
Total hours	600

Objective: To prepare the student in skills for licensure and practice as an Instructor prescribed by Missouri State Law. Instructor Training – 33 hours per week, 600 hours required, contract time approximately 19 weeks full-time, 34 part-time.

CROSSOVER BARBER

Subject:	Hours
History	5
Shaving	40
Total	45

Objective: To prepare the student in skills for licensure and practice as a Barber prescribed by Missouri State Law. Crossover Barber – 45 hours per week, 45 hours required, contract time approximately 1 week *(Part-time schedules may be approved. Individual student schedules may be altered.)*

Monday	9am-4pm
Tuesday-Thursday	9am-5pm
Friday	9am-4pm
Saturday	9am-4pm

PROGRAMS NOT CURRENTLY OFFERED:

BARBER (1000 Hours)

Subject:	**Hours**
History	5
Professional Image	5
Bacteriology	5
Sterilization, Sanitation, and Safe Work Practices	20
Implements, Tools and Equipment	15
Properties and Disorders of the Skin, Hair and Scalp	15
Treatment of Hair and Scalp	20
Facial Massage and Treatments	5
Shaving	35
Haircutting	425
Hairstyling	325
Mustache and Beard Design	5
Permanent Waving	30
Chemical Hair Relaxing and Soft Curl Permanents	30
Hair Coloring	30
Hairpieces	5
Chemistry	5
Anatomy and Physiology	5
Salesmanship and Establishment Management	5
State Law	10
Total	1000

Objective: To prepare the student in skills for licensure and practice as a Barber prescribed by Missouri State Law. BARBER — Foundations 13 weeks/18 hours per week, then 24 weeks/33 hours per week, contract time approximately 37 weeks full-time, 56 weeks part-time.

ESTHETICS (1125)

Subject:	**Hours**
Facials, cleansing, toning, massaging	120
Makeup application, all phases	100
Hair removal	30
Body treatments, aromatherapy, wraps	120
Reflexology	35
Cosmetic sciences, structure, condition, disorder	85
Cosmetic chemistry, products and ingredients	75
Salon management and salesmanship	55
Sanitation and sterilization, safety	45
State Law	10
Miscellaneous lectures and test review	450
Total hours	1125

Objective: To prepare the student in basic skills for licensure and practice as an Esthetician prescribed by Missouri State Law. Esthetics 1125 – Foundations 19 weeks/18 hours per week, then 24 weeks/33 hours per week, contract time approximately 43 weeks full-time, 63 weeks part-time.

NAIL TECHNOLOGY (600)

Subject:	**Hours**
Manicuring, Hand & Arm Massage, Treatment of Nails	220
Salesmanship and Shop Management	20
Sanitation and Sterilization	20
Anatomy	10
State Law	10
Study of the Use and Application of Certain Chemicals	40
Miscellaneous Lectures and Test Review	280
Total Hours	600

Objective: To prepare the student in basic skills for licensure and practice as a manicurist as prescribed by Missouri State Law. Nail Technology – Foundations 8 weeks/18 hours per week, then 14 weeks/33 hours per week, contract time approximately 22 weeks full-time, 34 weeks part-time.

CROSSOVER COSMETOLOGY

Subject:	Hours
Manicuring, Hand and Arm Massage and Treatment of Nails	220
Sanitation and Sterilization	25
Anatomy	15
Study of the Use and Application of Certain Chemicals	40
Additional Cosmetology Training	200
Total	500

Objective: To prepare the student in skills for licensure and practice as a Cosmetologist prescribed by Missouri State Law. Crossover Cosmetology – Foundations 19 weeks/18 hours per week, then 5 weeks/33 hours per week, contract time approximately 24 weeks full-time, 28 weeks part-time. *(Individual student schedules may be altered.)*

MASSAGE THERAPY

Subject:	Hours
Massage	300
Anatomy	100
Business, Ethics, Hygiene, Massage Law	50
CPR / First Aid	50
Misc	125
Total	625

Objective: To prepare the student in skills for licensure and practice as a Massage Therapist prescribed by Missouri State Law. Massage Therapy – Foundations 19 weeks/18 hours per week, then 9 weeks/33 hours per week, contract time approximately 28 weeks full-time, 35 weeks part-time.

TATTOO
Subject:
Sanitation
Equipment Handling
Disease Control
Skin Treatment / Infections
Design / Artistry
Clinical Practice
Total Hours 300
Objective: To prepare the student in skills for licensure and practice as a Massage Therapist prescribed by Missouri State Law. Massage Therapy – Foundations 8 weeks/18 hours per week, then 5 weeks/33 hours per week, contract time approximately 13 weeks full-time, 17 weeks part-time.

COURSE FEES
*(Tuition Rates and the cost of Kits are subject to change. *Asterisked Items Are Non-Refundable).*

COSMETOLOGY - 1500 Hours

Tuition	$20,850
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$20,982*

BARBER - 1500 Hours

Tuition	$20,850
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$20,982*

ESTHETICS - 750 Hours

Tuition	$14,850
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$14,982*

INSTRUCTOR TRAINING - 600 Hours

Tuition	$7,800
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$7,932*

CROSSOVER COSMETOLOGY - 500 Hours

Tuition	$6,950
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$7,082*

CROSSOVER BARBER - 45 Hours

Tuition	$ 990
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$ 1,122*

NAIL TECHNOLOGY - 400 Hours

Tuition	$6,000
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$6,132*

PROGRAMS NOT CURRENTLY OFFERED:

MASSAGE THERAPY - 625 Hours

Tuition	$9,000
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$9,132*

TATTOO - 300 Hours

Tuition	$12,000
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$12,132*

NAIL TECHNOLOGY - 600 Hours

Tuition	$9,000
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$9,132*

BARBER - 1000 Hours

Tuition	$13,900
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$14,032*

ESTHETICS - 1125 Hours

Tuition	$22,275
Application Fee	$ 100*
Student Kit	Included
License Fee	$ 32*
Total	*$22,407*

MO State Board required Student Kits

(To be distributed at the end of Course completion. Additional items may be provided.)

Cosmetology
Shears
Texturizing Shears
Feather Razor
Flat Iron
Curling Iron
Blow Dryer
Paddle Brush
All Purpose Comb
Highlighting Comb
Perm Rods (1 Doz)
Mannequins (2)
Mannequin Holder(1)
Textbook
Manicure Bowl
Cuticle Pusher
Nail File
Pick
Color Bowl
Color Applicator Brush
Thermal Brush
Stylizing Razor
Razor Blades

Esthetics 750 & 1125 Hours
(1125 Hour course is not yet approved to be offered at this institution)
Textbook
Skin Cleanser
Skin Freshener
Foundation
Concealer
Blush
Eye Pencil
Mascara
Wedge Sponges
Powder Brush
Plastic Spatulas
Contour Brush
Portable case
Applicators

Instructor Training
Textbook

Barber 1500 Hour & 1000 Hour
Textbook
Mannequin (2)
Comb (4)
Brush (3)
Blow Dryer
Straight Razor
Blades
Shears
Blending Shear
Perm Rods (1Doz)
Hair Pick
Adjustable Clipper
Manni clamp
Barber Jacket

Crossover Barber
Straight Razor

Crossover Cosmetology
Nail Kit
Textbook

Nail Technology
Nail Kit
Textbook

ABSENCES
Students should contact the school at 660-827-4500 (instructors or administration, messages left with other students are not appropriate) no less than 30 minutes before their school day begins if they are going to be unexpectedly absent. Students wishing to be absent for any reason should turn in an absence request form to ensure their name is removed from accepting appointments on that day. All absences are unexcused unless for mandatory military duty, jury duty or mandated court appearance, or attendance of a prior approved educational event. Students may petition administration to excuse an absence to due to an emergency situation. Such situations will be decided on a case-by-case basis.

Students are allowed a maximum number of days to be absent from school throughout their course. Should a student miss 2 or more of those days during their basic classroom schedule, they may be terminated from the program or required to retake the basic curriculum. Should a student miss their courses' maximum allotted days, the student will be placed on out of school suspension. Should the student submit an appeal to the administration, they may be allowed to reenter the program. Should the student not submit an appeal, or if the student does not win the appeal, they will be terminated from the program. If a student should win an appeal, are allowed to reenter the program and miss another day of school, the student will be terminated from the program. Students who re-enroll will have the maximum allotted days to miss school individually calculated according to the months necessary to complete their program.

Course Length	Maximum Allotted Days to Miss School
Cosmetology & Barber (1500 Hours)	20 days
Barber (1000 Hours)	13 days
Esthetics (750 Hours)	10 days
Instructor Training (600 Hours)	8 days
Nail Technology (400 Hours)	5 days
Programs not currently offered	
Esthetics (1125 Hours)	13 days
Massage Therapy (625 Hours)	8 days
Nail Technology (600 Hours)	8 days
Tattoo (300 Hours)	4 days

Students should understand that all hours missed will delay their graduation. It is the responsibility of the student to make up assignments, practical evaluations and/or tests with their instructor. Any student that misses 3 days or more in a 30-day period may be terminated from the school. Any fees or remaining tuition should be paid in full within two weeks prior to completion of the course or that student may not be allowed to clock in and complete that course until the debt is satisfied. Should a student complete prior to their calculated graduation date their financial aid package may be recalculated. This may result in liabilities owed by the student. Students may not clock in more than 30 minutes prior to their scheduled shift unless previously approved by administration for educational events or field trips.

ADVISEMENT
Advisement is available through the school Director and the Administrator for students with problems related to the school. Every student is accorded the privilege and opportunity for private and confidential advisement. For personal problems, all students will be referred to other agencies.

ATTENDANCE POLICY:
Attendance is calculated by an electronic time clock. Attendance records are maintained in a permanent file by the school.

1. The Academy of Salon Professionals training program requires a minimum 80% attendance. An administrative fee of $25 will be assessed if course enrollment status changes. (Please note: The 80% attendance rate is to meet SAP requirements only, you will need to refrain from missing more than the allotted 33 free absence hours to complete the program by your contract graduation date, as outlined on the Academy of Salon Professionals Catalog).
2. Students utilizing tuition assistance programs through the Veterans Administration (excluding Vocational Rehabilitation) are required to maintain a minimum of 80% attendance. The Academy of Salon Professionals complies with all other aspects of the Section 103 of the Veterans Benefits and Transition

Act of 2018.

3. Students attending school full-time may not clock in late or leave early unless they are only attending a half day of class or there is an emergency (emergencies may be determined by administration). A half day of class may be attended in the early (morning) session, or the late (afternoon) session. Should a student that is clocked in at school need to leave due to an emergency, they may be able to keep the hours they were in attendance that day.

COMPLAINT PROCEDURES

Administration will meet with the complainant after investigating and gathering pertinent information NO later than 10 days after receipt of a written grievance. A minimum of two representatives of the school will be present at the meeting. The administration's goal is to find a positive resolution for the complainant. The administration has 15 days from meeting with complainant to act on the allegations and respond in writing to the complainant. All meetings will be documented and a signed copy placed in the student file. If the complainant is not satisfied with the resolution and wishes to pursue the matter further, correspondence should be made to the following agencies.

Missouri Board of Cosmetology and Barber Examiners
3605 Missouri Blvd.
Jefferson City MO 65102
573-751-1052

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Office of Civil Rights, Kansas City Office
800-368-1019

US Department of Education, Kansas City Office
816-268-0404

CLIENT SERVICES

All services in the student salon area are to be checked by an instructor prior to service and upon completion. All services are to be performed according to procedure. At no time are students to leave a client during a chemical service. All State Rules of Sanitation must be followed at all times.

CONTINUING EDUCATION

Many continuing education opportunities and professional associations exist for cosmetology, esthetics, nail technology, and barbering such as;

Product Distributors
America's Beauty Show, Chicago, IL
International Beauty Show, Las Vegas, NV
Vidal Sassoon Academy, Santa Monica
National Cosmetology Association
Eric Fischer Academy, Wichita, KS

DRUG POLICY

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, require the Academy of Salon Professionals to have in place a Drug and Alcohol Abuse Prevention Program. Students may also seek confidential support through a list of referrals for treatment and rehabilitation centers. This information is available in the Consumer Information that is available at www.academyofsalonprofessionals.com.

The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption will be referred to local police authorities. Use of any alcoholic or illegal drug during school hours while on school property (or off the property while receiving instruction) may be grounds for immediate termination of enrollment or employment. Any student coming to school under the influence of drugs (whether illegal or prescription), alcohol, or impaired by other substances may be suspended or expelled. Students suspected of being under the influence or impaired in any way may be required to take a drug test at an approved facility at the students cost before being allowed to reenter school.

The Academy of Salon Professionals has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. During orientation, annually with the constitution, and the hiring of employees, this policy is explained thoroughly.

FINANCIAL

Forms of Payment: Cash, credit cards, money orders, checks, funds from Title IV Pell Grants and Loans, MyCAA, Veterans programs, Vocational Rehabilitation and Scholarships are all acceptable forms of payment.

General Terms: The school may prevent a student from attending class until any applicable unpaid balance or payments are satisfied. All tuition and fees must be paid in full within two weeks of graduation or the student may not be allowed to clock in and complete the program. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance or payments are satisfied. Fees for licensing and licensing exams are not included in the school fees or tuition and are the sole responsibility of the student. Should any debt collection or legal action be necessary to collect a debt, the student will be responsible for any and all fees. Academy of Salon Professionals institutional non-cash scholarships will be voided for all students that withdraw or are terminated early. Should a student complete the course prior to their calculated graduation date their financial aid package may be recalculated which may result in liabilities owed by the student.

Paying In Full: The Academy of Salon Professionals operates on clock hours. Students paying the total tuition in cash on or before the first day of scheduled courses will receive a $500.00 discount for Cosmetology, Esthetic, Barber, Instructor and Nail courses. Students enrolled in Crossover courses will not be awarded a paying in full discount.

Payment Arrangements: All students are eligible for monthly, interest free payments toward their tuition. Students are required to sign an Enrollment/Contractual Agreement outlining the down payment and monthly payments. Monthly payments are due on the 1st day of each month unless otherwise noted. Monthly payments must be prompt and the balance must be paid in full before graduation. Payments received on the 2nd day of the month or after may be assessed a $50.00 late fee where applicable. If payment and late fee are not paid on the 2nd day of the month, students may not be able to clock in until the payment is made. Should the 1st day of the month fall on a day that the school is closed, payment is due on the next day that the school is open and the late fee may be waived. A Leave of Absence **does not stop** the scheduled monthly payments to the school. Late fees may be waived.

Employment Upon Completion: Tuition may be waived for approved students in select courses who desire to work as an Instructor at the Academy of Salon Professionals upon completing the course with prior approval of the administration.

GENERAL ACADEMY RULES:

I understand that I may be dismissed, suspended, or terminated if I violate any of the following. I further understand that dismissal from the school day or suspensions will count toward absence hours accrued by the student and may incur additional fees.

1. All Academy of Salon Professional students must conform to Federal, State and Local laws.
2. Bad attitudes disrespect or argumentativeness will absolutely not be tolerated. A suspension from school may be given, or even expulsion.
3. Breaks are a privilege not a right. Anyone abusing this privilege will lose it. Breaks/Lunches are to be taken in designated areas. Students are not allowed to leave the premises during breaks/lunches.
4. Students must obey all rules of personal hygiene, sanitation and sterilization while at the Academy of Salon Professionals. Students shall wear approved attire that is clean and in good repair at all times. Jeans and other alterations to the dress code may allowed on certain days at the school's discretion. Students shall be neatly groomed, clean, haircut and styled, and facial hair groomed. Students shall comply with the currently established dress code.
5. Students are not to leave their assigned area without permission from the instructor.
6. Students are required to act in a completely professional manner at all times. Customers must be treated with the utmost respect. Any student refusing to perform any service will face suspension and possible expulsion. Professional courtesy must be extended to all instructors, clients, and fellow students.
7. Students must refrain from disturbing their classmates while working on a client or studying.
8. Each student must closely follow the requirements of sanitation set up by the Missouri Board of Cosmetology and Barber Examiners.
9. Students must keep the school and their personal area neat, clean and sanitary. The school and all stations must be in compliance with sanitation laws after every client and before any student can leave for the day.
10. Students must conform to the school's drug use policy.
11. Smoking/vaping or use of any tobacco/marijuana related product is prohibited in the school building. Students

should smoke/vape only in the designated parking area. Please keep this area clean of all cigarette butts and other smoking related refuse. ***NO SMOKING/VAPING WITH CLIENTS AT ANY TIME ANYWHERE ON THE PREMESIS OR PARKING AREA!***

12. No food, drink or gum chewing is allowed on the student salon floor at any time.
13. Cheating, stealing, arguing, fighting, physical violence or threats of physical violence towards students, guests, or staff (whether on school premises or not) may be grounds for immediate dismissal. The Academy of Salon Professionals may also notify the authorities and cooperate in any investigations that arise from threats of violence or actual physical violence.
14. Students are to work on one another only when instructed to do so.
15. Students are not permitted to get into the instructor's desk or any other cabinetry in the office.
16. No late arrivals to school will be allowed.
17. All students entering the Academy of Salon Professionals will be required to complete an emergency medical form for their file and furnish a name & address to contact in case of emergency.
18. The office is off limits to all students unless you have made an appointment with one of the office staff. Any other requests must be made in writing.
19. All tools, books, aprons, etc. left at the school by students who have completed, quit, and/or transferring will become the property of the school after a 3-month period.
20. The Academy of Salon Professionals will suspend or dismiss any student who violates safety regulations.
21. Academy of Salon Professionals maintains the right to inspect student lockers and bags at the discretion of the administration for security and sanitary purposes.
22. Students are ***NOT ALLOWED*** to bring product into the facility to use on themselves or clients.
23. Students are not permitted to gossip or cause disorder.
24. All headphones, earbuds, books, magazines, etc. should be left in student vehicles so they do not disrupt or take away from the educational opportunities of the student. Students must follow the current established cell phone policy.
25. Any act of vandalism on school property may result in immediate termination.
26. Students and boyfriends/girlfriends will show no public display of affection while on school property.
27. The use of profanity and vulgarity is prohibited on school premises and is cause for immediate suspension or expulsion.
28. In all online environments, students must remain respectful of clients, students, instructors and the school. Non-compliance in online environments is treated equally with regards to disciplinary policies.
29. In accordance with state laws, all student kit tools must remain on the school premises.
30. Sexual Harassment, whether verbal or physical, will not be tolerated and may be grounds for immediate dismissal.

GRADUATION REQUIREMENTS

All graduating students must have completed all theory and practical exams, maintain a minimum average grade of 80% theory and practical testing, and complete all clock hours required by the Missouri Board of Cosmetology and Barber Examiners (1500/Cosmetology - 750/Esthetics – 600/Instructor – 1500/Barber – 45/Crossover Barber – 500/Crossover Cosmetology – 400/Nail Technology – 625/Massage Therapy – 300/Tattoo). All tuition and additional fees must also be paid to the school or payment arrangements made. A diploma will be issued upon completion of the graduation requirements. Should a student complete the required clock hours for their course but not meet the remaining graduation requirements, the Academy of Salon Professionals is required to notify the Missouri Board of Cosmetology and Barber Examiners of their hours completed, but will not issue the student a diploma. Should a student terminate or complete their training, have an outstanding balance and has not made approved payment arrangements, the school reserves the right to notify the state board of the outstanding balance which will prohibit the student from taking their licensing exams. The Academy of Salon Professionals Graduation Rate for 2024 is 80%.

INCLEMENT WEATHER

The school can be closed when weather conditions make attendance or driving hazardous or impossible. Closing may be announced on local radio stations and social media. Upon severe weather warnings the school may be dismissed early with the decision left up to the administration.

INDIVIDUAL 2024 COURSE RATES

	Graduation Rate	Job Placement Rate	Licensure Rate
Cosmetology	71%	100%	100%
Esthetics	80%	90%	100%
Barber 1500 Hours	100%	100%	100%
Instructor Training	100%	100%	100%
Crossover Barber	N/A	N/A	N/A
Nail Technology	100%	100%	N/A
2024 OVERALL OUTCOME RATES	*80%*	*97%*	*100%*

JOB PLACEMENT

Although no guarantee of employment is expressed or implied by graduation, the school offers employment assistance to graduates upon request, as long as they remain within this profession. All requests from salons seeking personnel are posted on the student bulletin board as we receive them. The Academy of Salon Professionals Job Placement Rate for 2024 is 97%.

There are many factors that may influence employment in cosmetology related careers. Employers desire traits such as a professional image, professional attitudes, teamwork, dependability, punctuality and a desire to continue your education along with excellent practical skills. Working evenings and weekends may also be required at salons and spas. There are also physical demands associated with cosmetology careers such as standing for long periods of time, using arms and legs on a continual basis, and possible allergies to products.

LICENSING REQUIREMENTS

All graduates must also pass a State Board Examination to receive a license to practice in Missouri. These examinations are scheduled with the respective state licensing agencies. Exam fees are not included in the tuition & fees at the Academy of Salon Professionals. The Academy of Salon Professionals Licensure Rate for 2024 is 100%.

LEAVE OF ABSENCE POLICY

A student on an approved leave of absence is not considered withdrawn from the Academy of Salon Professionals and no refund calculation is required at that time. A leave of absence will extend a students' maximum timeframe for course completion and the enrollment agreement end date will be extended by the same number of calendar days as the leave of absence. This will be identified in a signed addendum to the enrollment agreement. A student returning from a leave of absence will return in the same Satisfactory Progress status that they maintained immediately prior to the leave. Students may return to school from a leave of absence earlier than their originally stated date of return.

Students must meet the following criteria for a Leave of Absence to be considered approved.

1. Two 15 day Leave of Absences may be granted to students with prior approval from the administration for vacations, illness or other valid reasons. Students may return early. A Leave of Absence may be refused on the basis of conflict of interest with financial funding, a conflict with class schedule or the validity of the request.
2. An additional 30 day Leave of Absence may be granted should a student have a medical condition or emergency arise or other event approved by Administration.
3. A student must apply for a leave of absence in advance with at least (1) day notice, unless unforeseen circumstances prevent the student from doing so. (Example: car accident and is hospitalized).
4. The student must submit a signed request in writing for the leave of absence including the reason requiring the leave, dates leaving and returning from the administration unless unforeseen circumstances prevent the student from doing so. There can be no back dated leaves.
5. Leave of absence must be approved by the administration to ensure reasonable expectation that the

student will return from leave of absence. A Leave of Absence may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances. However, the written request will be required from the student at a later date and the school will document the reason it granted the leave. The start date of the LOA will be the first date that the student was unable to attend school.

6. There is no additional charge involved with a leave of absence.
7. Students who take an unapproved Leave of Absence will be terminated from the school. A student who does not return to school on the expiration date of a leave of absence is considered to have terminated from the Academy of Salon Professionals unless they have notified the administration, they will be absent that day. The last recorded date of attendance is considered to be the date the student was terminated and will be the student's withdrawal date for the purposes of calculating a refund.
8. The leave of absence does not stop scheduled monthly payments to the school for tuition.
9. If a student on an approved leave of absence notifies the school that they will not be returning, the date of determination of the withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the school they will not be returning. The students last date of attendance will be used for calculating a refund and the Return to Title IV and the student's loans will start into repayment.
10. A leave of absence does not void any payment arrangements a student has with the Academy of Salon Professionals. All payments must be made on time or incur additional charges.
11. Multiple LOA's may not exceed 180 calendar days in any 12-month period.

IF A LEAVE OF ABSENCE IS FOR A MEDICAL REASON, THE STUDENT MAY BE REQUIRED TO PROVIDE A RELEASE FORM FROM THEIR DOCTOR (in writing) STATING NO RESTRICTIONS.

NON-DISCRIMINATION

The Academy of Salon Professionals is a community of people with respect for diversity. The school emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual instructors and students. The Academy of Salon Professionals does not discriminate on the basis of race, color, ethnic origin, sex, sexual preference, gender identity, age, religion or handicap/disability in its educational programs or activities. Any person wishing to file a grievance concerning discrimination on the basis of race, color, ethnic origin, sex, sexual preference, gender identity, age, religion or handicap/disability will follow the guidelines of the complaint procedure. The complaint procedure is available to any student who believes that a school decision or action has adversely affected their status, rights, or privileges. The purpose of the procedure is to provide a prompt and equitable process of resolving student's grievances.

POTENTIAL OCCUPATIONS *(SOC is the Standard Occupational Classification Code)*

Cosmetologist (SOC: 39-5012): Hair stylist, Hair colorist, Salon owner, Platform and Competition Artist, Manicurist, Product Educator, Cosmetologist for Film and Photography.
Esthetician (SOC: 39-5094): Day Spa or Spa Owner, Medical Setting, Product Representative, Product Educator.
Instructor Training (SOC: 25-1194): Instructor in a Cosmetology School, School Owner, Educational Director
Barber (SOC: 39-5011): Hair stylist, Hair colorist, Salon owner, Platform and Competition Artist, Product Educator, Barber for Film and Photography.
Nail Technician (SOC: 39-5092): Manicurist in Salon or Day Spa, Product Representative and Educator or Competition Artist.
Tattoo Artist (SOC: 27-1013): Tattoo Artist
Massage Therapist (SOC: 31-9011): Bodywork Therapist

RECRUITMENT

The Academy of Salon Professionals does not recruit students that are currently enrolled in a licensed cosmetology, esthetic, barber or massage therapy school.

REFUND POLICY

This refund policy shall apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. An institutional refund calculation will be performed for all early terminations within a timely manner. This refund calculation is provided to all students in writing in the catalog/handbook prior to enrolling. Official or unofficial cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid, less the non-refundable application fee.
2. If a student or legal guardian cancels the contract and requests their money back in writing within 3 (three) business days of signing the enrollment agreement, regardless of whether the student actually started training, all monies paid to the school will be refunded excluding the non-refundable $100.00 application fee.
3. If a student cancels their contract after three business days of signing the enrollment/contractual agreement, but prior to entering classes, the student will be entitled to a refund of all monies paid to the school less a $100.00 application fee.
4. A Student notifies the institution of their withdrawal.
5. If a student on an approved leave of absence notifies the school that they will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the school they will not be returning. The students last date of attendance will be used for calculating the Return to Title IV and the student's loans will start into repayment.
6. A student is expelled by the school.
7. In official cancellations or withdrawals, the withdrawal date will be determined by the postmark on written notification, or the date said information is delivered to the school in person. The students last date of attendance will be used for calculating the Return to Title IV and the student's loans will start into repayment.
8. In accordance with the Missouri Board of Cosmetology and Barber Examiners, a student will be terminated if they have unofficially withdrawn and have not corresponded with the school for a period of two weeks. That date will be used to determine the withdrawal date. The refund will be calculated based on the student's last date of attendance.
9. Any fees collected for anything other than tuition will be non-refundable.
10. Should a student receiving an institutional scholarship terminate, quit school, and/or transfer to another school, the scholarship will be voided.
11. A termination fee of $150.00 that is assessed to any student who is terminated, quits school, and/or transfers their enrollment at any time after beginning training is non-refundable.
12. At the school's option, a refund may be provided which exceeds the refund policy when mitigating circumstances are in evidence.
13. If the school permanently closes and ceases to offer instruction after students have enrolled, and instruction has begun, students shall receive a pro-rata refund of tuition.
14. If a program is cancelled 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.
15. If a program is cancelled subsequent to a student's enrollment and before instruction has began, the school will provide a full refund of all monies paid.
16. Tuition fees may be waived for students in the Cosmetology and Barber courses that withdraw within 30 days of their start date, and students in the Esthetics, Instructor Training or Nail Technology courses that withdraw within 15 days of their start date, however a $525 book fee will be charged to their account.
17. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Hours Completed	Amount of Tuition Owed Academy
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

The percentage of hours completed by the student is calculated by dividing the numbers of hours the student was scheduled to attend the course by the number of total hours required in the course.

Any monies due the applicant, student or US Department of Education shall be refunded within forty-five (45) days of official or unofficial cancellation or withdrawal.

All fees and tuition incurred by the student shall be due immediately at the time of termination, or a payment arrangement may be made with the school.

Title IV Aid – Grants will be disbursed within 45 days and Loans will be offered to the student within 30

days. Students have 14 days to respond and accept or decline funds.

Return of Title IV Funds-Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. This is calculated by determining the date the student began the current payment period and calculating the number of hours the student was scheduled to attend as of the last date of attendance and dividing by the total scheduled hours in that payment period. When a student withdraws or is terminated, the federal Return of Title IV funds calculation will be used for students who have received financial assistance under the Higher Education Act,(i.e. Pell Grants, Direct Student Loans or Direct Plus Loans) awarded under the Direct Loan Program. Students using Title IV funds will follow the above refund policy AFTER the Return of Title IV calculation has been made. ***This calculation often results in the student owing tuition and fees to the Academy of Salon Professionals.*** If the amount disbursed to the student is greater than the amount the student earned, these unearned funds must be returned to the US Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid to the students' account that was not previously received. Should this create a credit balance on the students' account, a refund check will be issued to the student within 14 days.

Return of unearned funds will be made in the following order:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. Student

SAMPLE REFUND CALCUATION

Percentage of attendance to total program:

Total Scheduled Hours Elapsed as of last day attended		300	
divided by number of contracted hours in program		1500	
	=	20	% of attendance to total course

Amount of Tuition school can retain:

Percent of tuition school can retain 45 % x $13,650 (tuition)= $ 6142.50 total tuition school may retain

Contract Costs		% time to total time of course	Amount total tuition owed school
$ 6,142.50	Tuition school may retain	.01%-4.9%	20%
+ 100.00	Application Fee *	5%-9.9%	30%
+ 0.00	Kits & Books *	10%-14.9%	40%
+ 150.00	Termination Fee	15%-24.9%	45%
+ 25.00	MO License Fee*	25%-49.9%	70%
+	Other fees (if applicable)	50% and over	100%
$ 6,417.50	Total due the school		
- 0.00	Scholarship		
- 2,250.00	Amount paid by student		
= 4,167.50	Amount Due School?	X Yes	No
	Refund Due Student:	Yes	No

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

All students are required to achieve and maintain satisfactory progress in attendance and academics. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory academic progress standards are consistently applied to all NACCAS approved programs and all students regardless of whether they participate in financial aid or other tuition assistance programs, or if they attend full-time or part-time.

Minimum Satisfactory Progress Levels for attendance

1. The minimum cumulative attendance level for enrolled students is 80% of the total scheduled attendance hours to be considered making satisfactory attendance progress and to ensure course completion within the maximum allowable timeframe.
2. Students utilizing tuition assistance programs through the Veterans Administration are required to maintain a minimum of 80% attendance.
3. The minimum attendance level is calculated by dividing the cumulative actual hours attended by the cumulative scheduled hours recorded during the student's enrollment (e.g. 575 actual hours/600 scheduled hours = 96% attendance). (Please note: The 80% attendance rate is to meet SAP requirements only, you will need to maintain 100% attendance to complete the program by your contract graduation date).

Maximum Timeframe for Course Completion

The maximum timeframe (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students must maintain a minimum of 80% attendance to progress through their course on schedule and to complete their course within the maximum timeframe allowed. Students who are not able to complete their course by their maximum timeframe will be terminated.

Cosmetology & Barber**:** 1500 hours/55 weeks to complete = 67 maximum weeks allowed to complete course
Esthetics: 750 hours/32 weeks to complete = 38 maximum weeks allowed to complete course
Instructor Training: 600 hours/19 weeks to complete = 23 maximum weeks allowed to complete course
Crossover Barber: 45 hours/2 weeks to complete = 2 maximum weeks allowed to complete course
Nail Technology: 400 hours/16 weeks to complete = 20 maximum weeks allowed to complete course

(Not Currently Offered)
Esthetics: 1125 hours/43 weeks to complete = 52 maximum weeks allowed to complete course
Barber**:** 1000 hours/37 weeks to complete = 45 maximum weeks allowed to complete course
Massage Therapy: 625 hours/28 weeks to complete = 33 maximum weeks allowed to complete course
Nail Technology: 600 hours/22 weeks to complete = 27 maximum weeks allowed to complete course
Crossover Cosmetology: 500 hours/24 weeks to complete = 28 maximum weeks allowed to complete course
Tattoo: 300 hours/13 weeks to complete = 16 maximum weeks allowed to complete course

Minimum Satisfactory Progress Levels for Academics

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical skill experiences. Students are expected to maintain an average cumulative score of at least 80% on practical and theory (academic) testing. Grading is as follows:

A	100-90	Excellent	C	79-75	Average
B	89-80	Good	F	74 and Below (Fail)	

Measurement and Reporting Periods

Attendance and academics will be evaluated at the end of each evaluation period and/or twice throughout their course, once by the midpoint of the course. The evaluation periods will be calculated by actual clock hours in attendance at this institution. Our institution uses a 900 clock hour academic year to be completed in 37 weeks. *Transfer students will be evaluated by the midpoint of their contracted hours or the established evaluation periods, whichever comes first.

Cosmetology	450 (23 weeks)	900 (37 weeks)	1200 (45 weeks)	1500 (55 weeks)
Barber – 1500 Hours	450 (20 weeks)	900 (34 weeks)	1200 (43 weeks)	1500 (52 weeks)
Esthetics – 750 Hours	375 (20 weeks)	750 (32 weeks)		
Instructor Training	300 (9 weeks)	600 (19 weeks)		
Crossover Cosmetology	250 (14 weeks)	500 (24 weeks)		
Crossover Barber	22 (.5 week)	45 (1 week)		
Barber – 1000 Hours	450 (20 weeks)	900 (34 weeks)		
Nail Technology – 400 Hours	200 (9 weeks)	400 (16 weeks)		
(Programs Not Currently Offered)				
Esthetics – 1125 Hours	450 (23 weeks)	900 (37 weeks)		

Massage Therapy	312.5 (13 weeks)	625 (28 weeks)
Nail Technology – 600 Hours	300 (12 weeks)	600 (22 weeks)
Tattoo	150 (8 weeks)	300 (13 weeks)

Determination of Progress Status
Students who meet the minimum requirements for attendance and academic progress at the evaluation point shall be considered to be making satisfactory academic progress until the next scheduled evaluation. Students are entitled to a copy of all Satisfactory Academic Progress Reports to keep for their personal files. Originals will be kept in the students file. 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. All students will be notified of any evaluation that impacts their eligibility for Title IV or HEA program funds.

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 while during the warning period. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students on warning or probation may be restricted from student privileges (ie: performing services on other students or receiving services during course hours).

Probation
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to 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. 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, they will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. Students that are not found to be in Satisfactory Academic Progress may incur disciplinary actions such as expulsion.

Appeal
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. Reasons for which a student 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 describing why they failed to meet satisfactory academic progress standards, what has changed in their situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point, 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. 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.

Re-Establishment of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and Titel IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Noncredit, Remedial Courses, Repetitions
Incompletes, withdrawals, noncredit, remedial courses or repetitions do not apply to this institution and do not affect Satisfactory Academic Progress.

Interruptions, Course Incompletes, Withdrawals
Students reentering from a Leave of Absence, that have withdrawn or that have been terminated will reenter in the same Satisfactory Academic Progress status as when they left. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Transfer Hours
Accepted transfer hours 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

the institution.

SCHOOL FACILITIES

The school is located at 2414 S. Limit Avenue, Sedalia, MO, in the Orscheln's Shopping Plaza. The school is comprised of approximately 6,000 square feet that contains 3 classrooms, 4 esthetic beds, a supply dispensary, student break area, and a student salon. The student salon consists of 22 Cosmetology stations, 3 Barber stations, 5 Manicure stations, 4 Pedicure Chairs and a Media Center with Internet access. Reception area features Redken, Image Skincare, Warlord, El Patron and Bodyography product lines.

STAFF

Pam Owner	Owner/Administrator/Educator	Chelsea Dameron	Financial Aid Counselor
Stephanie Aker	Director	Delilah Byron	Director of Education
Patti Breen	Guest Services Coordinator	Eterniti Cash	Educator
Stephanie Spencer	Director of Admissions & Marketing	Quinesha Selvey	Educator
Paula Ferrucio	Admissions Coordinator	Megan Eastin	Educator

STUDENT RIGHTS/PRIVACY POLICY

The Academy of Salon Professionals complies with the Family Educational Rights and Privacy Act (FERPA). Information about an individual student is released only on written instruction of the student, or parent/legal guardians if the student is a dependent minor. If we receive a court order, we are required to release information to the courts. Student records may be viewed for accreditation, auditing, financial aid, and state law compliance purposes. All records will be kept a minimum of three (3) years. The school will make student records and school files available to its accrediting agency for the purpose of accreditation. The school guarantees the rights of the students and their parents/legal guardians to have access to the cumulative records. The school will provide the proper supervision and interpretation of student records when they are being reviewed.

Student records and information are maintained in a secure and fire-proof container on the school premises in accordance with requirements of the Missouri Board of Cosmetology and Barber Examiners.

TARDINESS

Tardiness is not accepted at the Academy of Salon Professionals. Students are not allowed to clock in late for school unless they are attending a half day as outlined in the Attendance Policy. Employers as well as clients appreciate service providers arriving to work early to prepare for their day and it is in the students' best interest to begin this habit while in school.

TERMINATION POLICY

1. Students must maintain satisfactory attendance, satisfactory progress, satisfactory conduct, comply with the stated attendance policy and meet all financial obligations to the Academy of Salon Professionals. The School Director or Administrator, with valid cause (including violation of the above mentioned policies), may terminate a student at any time during their training either verbally or in writing.
2. A termination fee of $150.00 will be assessed to any student who is terminated, quits school, and/or transfers their enrollment at any time after beginning training.
3. A student is considered to quit school if they inform the school verbally or in writing of their intention to withdraw from the school.
4. In accordance with the Missouri Board of Cosmetology and Barber Examiners, a student will be terminated if they have unofficially withdrawn and have not corresponded with the school for a period of two weeks.
5. If a student's school is fully paid and their balance is 0 when voluntarily terminating, the student has 180 days from their termination date to come back and complete the course with no additional tuition charge. However, the $150.00 termination fee will still be owed along with any missed hour fees. If the student received a refund from terminating, when returning, the student will be charged the current hourly rate multiplied by the hours remaining to complete.

OWNERSHIP: The Academy of Salon Professionals is owned by *ACADEMY OF SALON PROFESSIONALS, LLC*

CHANGES IN POLICY

This Catalog supersedes all previous Catalogs and memos that may have been issued from time to time on subjects covered in this Catalog.

However, since our cosmetology school is subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all students of these changes. Changes will be effective on the dates determined by the administration, and after those dates all superseded policies will be null.

I have read the above rules and policies contained in this Academy of Salon Professionals Catalog and fully understand each of them.

Signature_____ Date _____

Parent/Co-signer *(if student is a minor)*_____ Date_____
(*This page to be signed and kept with student copy.)

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