SALON BOUTIQUE ACADEMY
4135 BELT LINE ROAD, SUITE 102, ADDISON, TEXAS 75001

Table of Contents

Table of Contents……..1
Mission Statement……..…2
Campus Information……..….2
Admissions Requirements and Transfer Hours……..…2-3
Courses Offered……..…4
Occupational Demands……..….4
Requests for Accommodations……..4
Class Start Dates, Closings, Holidays……....4-5
Course Objectives, Format, References, Teaching Methods & Grading……...5
Cosmetology Course…….5-6
Esthetics Course……..…6-7
Student Instructor Course……..7
Completion Requirements, Completion, Licensure and Pass Rates……..8
Satisfactory Academic Progress Policy……..…8-12
Attendance Information.....12-13
Investment, Payments, Additional Costs, Refund Policy, Extra Charges……..…13-15
Career and Student Services……..….15
Licensure Information……....16
Equipment……..….16
Policies regarding Cell Phones, Abuse, Conduct, Dress Code……..….16-17
Grievance Procedure……..….18
Re-enrollment Process……..…..3
Transcript Request……..…18
Student Record Access and Privacy……..….19
Student Parking……..…16
Salon Boutique Academy Organization……19

Salon Boutique Academy Student Catalog

Mission Statement
Salon Boutique Academy's mission is to provide an education program in a forward-focused, business-modeled environment that prepares dedicated learners for entry-level employment and career success in the beauty industry.

Campus
Our campus address is 4135 Belt Line Road, Suite 102, Addison, Texas 75001. The campus is conveniently located on the DART bus line. The 8,500 square foot facility has been designed with spacious classrooms, modern equipment and tools, a clinic area for hair services, clinic area for skin services, dispensary, retail and reception area, offices, student break room, and lockers.

Admission Requirements
Salon Boutique Academy is an equal opportunity employer and follows the same policies in accepting applications from potential students. Salon Boutique Academy is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation-Cosmetology and the National Accrediting Commission of Career Arts and Sciences guidelines.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements.

To enroll in any course 150 hours or greater offered by the school, a student must:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide 2 letters of recommendation (from a non-relative)
- Provide a valid driver's license, state ID with photo, or valid passport
- Students must also be able to provide proof of appropriate educational requirement such as;
  1) High school diploma or Transcript reflecting graduation date
  2) Homeschooling
     Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
  3) Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
  4) Recognized equivalents of a high school diploma- The Department of Education recognizes several equivalents to a high school diploma:
     - A GED certificate;
     - A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
     - Ability to Benefit (ATB)- Salon Boutique Academy DOES NOT accept Ability to Benefit (ATB) students.

     Note: A diploma will not be considered acceptable if it is determined to have been provided by a diploma mill.

Diploma mill definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

Americans with Disabilities Act of 1990
The Academy complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

Financial arrangements
The student must make financial arrangements with the Financial Aid Office in regards to payment options PRIOR to enrolling. Please contact the Financial Aid Office to determine what information and documentation is required. Financial aid is available to those who qualify. Students may not be accepted for enrollment if they cannot prove credit worthiness. Students who are in default with the Department of Education will be denied enrollment unless she/he pays the full cost of the program at the time of enrollment.

Course Specific Admission Requirements
Instructor Training – 500 hour program

In addition to the items listed above;

- Students must have and provide a copy of a current Cosmetology or Esthetician License
- Students must provide a resume evidencing at least 1 year of experience as a licensed cosmetologist or esthetician

Transfer Students
Enrollment is available for students wishing to transfer to Salon Boutique Academy after they have withdrawn from other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must have the hours posted and tuition paid on the Texas Department of Licensing and Regulation (TDLR) SHEARS PRIOR to signing the enrollment agreement. Hours completed outside Texas must be submitted and approved by TDLR prior to consideration by Salon Boutique Academy. Credit for previous training and education in licensed cosmetology or esthetics training programs may be granted. No hours will be accepted for prior student instructor training. The acceptance of transfer hours is at the discretion of the School Director and there is a possibility that no such credit will be granted. The student must meet all regular entrance and registration requirements. All transfer students must complete a minimum of 500 hours at Salon Boutique Academy *unless* they have completed a program at a school outside of Texas and are required by TDLR to complete additional hours. In addition to reviewing the hours posted on TDLR, Salon Boutique Academy will also evaluate the student's Satisfactory Academic Progress (see policy listed in the school catalog). A student will be denied enrollment if it is determined they will be unable to meet Satisfactory Academic Progress by the next evaluation period. Students accepted for admission may be required to purchase the school's current kit. 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. A student will be denied admission (regardless of whether she/he seeks to transfer hours) if she/he has an enrollment history on TDLR that shows the student has failed to pay tuition at a prior institution.

Re-enrollment Request
If a student is dismissed or withdraws from the program, he/she may seek re-enrollment by submitting a written request to the Director. The writing must include the reason for the re-enrollment request, and explain how the student will meet and maintain acceptable behavior, attendance and academic levels if allowed to return to school. The request will be

evaluated and the decision issued to the student. Re-enrollment is contingent upon Salon Boutique Academy Advisory Board approval, and all decisions are final.

Courses Offered

Salon Boutique Academy offers the following courses: Cosmetology, Esthetics, and Student Instructor. Occupations available to cosmetology graduates include but are not limited to: hair colorist, hair cutter, texture specialist, salon trainer, distributor sales consultant, manufacturer's educator, salon manager, nail technician, skin therapist, and editorial stylist. Occupation available to esthetics educators include but are not limited to: salon or day spa esthetician, medical esthetician, makeup artist, manufacturer's representative, salesperson, cosmetics buyer, esthetics writer or editor, travel industry, state licensing inspector, and researcher. The Student Instructor course is focused on preparing licensed cosmetologists and estheticians for careers as educators for schools and manufacturers.

Request for Accommodations

As required by law, Salon Boutique Academy will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified student. A prospective student seeking an accommodation for a limitation protected by law must provide this request to Salon Boutique Academy in writing prior to Enrollment. Supporting documentation may be required to establish the need for accommodations. The request will be evaluated by the Director, who will respond within ten business days of receipt.

Occupational Demands

Cosmetology and Esthetic professions require the ability to handle the following tasks:

- Stand for long periods of time and bend or twist the body
- Use stomach and lower back muscles to support the body for long periods of time without tiring
- Repetitive motions of the hands and arms
- Use hands and fingers to grasp, control, move, assemble and feel objects or tools
- Lift arms and hands for extended periods
- Recognize and understand the speech of others and speak clearly so others can understand
- Distinguish colors, shades and brightness

Class Start Dates

Cosmetology Day	**Cosmetology Evening & Cosmetology Spanish**	**Student Instructor**	**Esthetics Day**	**Esthetics Evening**
2019 March 18 September 9	**2019** March 19 September 10	**2019** February 18 July 8 October 15	**2019** February 18 May 6 July 22 September 30	**2019** January 29 April 30 July 30 October 22

- Salon Boutique Academy reserves the right to change start dates. Please confirm start dates with your Admissions representative.

Severe Weather and School Closings

In the event of inclement weather, Salon Boutique Academy will post school delays or closings on the Salon Boutique Academy Facebook site and on the school's voicemail system (214-263-3276) no later than 6am for day school and 3pm for night school.

School Holidays

Salon Boutique Academy will be closed on the following days in 2019:

Martin Luther King Day
Spring Break March 10-16

Memorial Day
Summer Break June 30-July 6
Labor Day
Thanksgiving Break – the week of Thanksgiving
Winter Break – December 22 – January 4

Course Objectives
Salon Boutique Academy prepares students to become service providers with professional standards in Cosmetology, Esthetics, and Student Instructor training. Our curriculum includes theory and practical experiences necessary to meet licensing requirements, and teaches skills needed to work in a professional salon, spa, or school. Our course goals are to train our students for success as an entry-level Cosmetologist, Esthetician, or Instructor following completion of their respective program and subsequent state testing and licensing.

Class Format
Classes at Salon Boutique Academy are a combination of lecture, visual aids, demonstration, text book and evaluation. Students demonstrate their knowledge and skills by completing required written and hands-on activities. Practical training includes working on models and mannequin. Students must be comfortable working on guests/models and willing to act as a model during practical exercises. Students are only permitted to complete services on one another as scheduled and approved by the educator.

References
A library of periodicals, texts, and web-based materials are available upon request.

Teaching and Learning Methods Utilized
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. 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 which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading
Grades for each program are given for classroom theory, practical work, projects, and clinic performance. A student interested in receiving tutoring should request tutoring from his/her instructor. Tutoring will be scheduled based on the instructor's availability. A student, who fails to successfully complete an assignment on time, whether due to absence or otherwise, may request additional time; however, late assignments are scheduled at the discretion and availability of the instructor. All late assignments receive a 10 point deduction and must be completed by the extension deadline provided by the instructor. A student who receives a test grade below 80% may re-take the test; however, the highest grade awarded on a re-test will be 80.

Cosmetology (Cosmetology) Program 1,500 Hours
Description: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:
1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, 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 skills, trends, and methods for career development in cosmetology and related fields.

Course Length: The Cosmetology program consists of 1,500 clock hours. The full-time day course length ranges from 52 weeks (with 100% attendance) to 64 weeks (with 80% attendance). The part –time day and part-time evening length ranges from 102 weeks (with 100% attendance) to 125 weeks (with 80% attendance).

Class Schedule:

English Full-time day (31 hours/week): Monday through Thursday 8:00am – 4:30pm
Spanish Part-time evening (16 hours/week): Tuesday, Wednesday and Thursday 4:40pm-10:00pm
English Part-time evening (16 hours/week): Tuesday, Wednesday and Thursday 4:40pm-10:00pm

Cosmetology Curriculum Content:

Haircutting & Styling:	500 hours
Permanent Waving:	200 hours
Hair Color:	200 hours
Manicuring & Related Theory:	100 hours
Orientation, Rules and Laws**:	100 hours
Shampooing:	100 hours
Chemistry:	75 hours
Salon Business*:	75 hours
Hair & Scalp Treatments:	50 hours
Facials, Makeup & Waxing:	50 hours
Chemical Relaxing:	50 hours

* The curriculum list above is the breakdown required by the state of Texas. The Salon Business topic includes curriculum content on employment assistance.
** Texas Department of Licensing and Regulation requires 100 hours on orientation, rules and laws. This topic includes curriculum content on regulations governing the scope of practice for cosmetology.

Esthetics Program 750 hours

Description: The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of facials, hair removal, and makeup.
6. Perform the basic analytical skills to advise clients in the total skin concept.
7. Apply academic learning, 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 skills, trends, and methods for career development in esthetics and related fields.

Course Length: The Esthetics program consists of 750 clock hours. The full-time course length ranges from 26 weeks (with 100% attendance) to 32 weeks (with 80% attendance). The part-time course length ranges from 51 weeks (with 100% attendance) to 62 weeks (with 80% attendance).

Class Schedule:

English Full-time day (31 hours/week): Monday through Thursday 8:00am – 4:30pm
English Part-time evening (16 hours/week): Tuesday through Thursday 4:40pm – 10:00pm

Esthetics Curriculum Content:

Treatments, Cleansing, Masking & Therapy:	225 hours
Anatomy & Physiology:	90 hours
Electricity, Machines & Related Equipment:	75 hours
Makeup:	75 hours
Care of the Client:	50 hours
Orientation, Rules & State Laws**:	50 hours
Chemistry:	50 hours
Sanitation, Safety & First Aid:	40 hours
Management*:	35 hours
Superfluous Hair Removal:	25 hours
Aromatherapy:	15 hours
Facial Nutrition:	10 hours
Color Psychology:	10 hours

* The curriculum list above is the breakdown required by the state of Texas. The Management topic includes curriculum content on employment assistance.
** Texas Department of Licensing and Regulation requires 50 hours on orientation, rules and laws. This topic includes curriculum content on regulations governing the scope of practice for esthetics.

Student Instructor Program 500 hours

Description: The Student Instructor Course is designed to train the student in the basic skills, safety judgments, proper work habits, business skills, facilitation techniques and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as a Cosmetology or Esthetics Instructor or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, students, and clients.
4. Develop lesson plans.
5. Facilitate a class utilizing a lesson plan, visual aids, and handouts.
6. Understand proper grading procedures and how to advise students on progress.

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 fields.

Course Length: This Student Instructor program is 500 clock hours and available to estheticians or cosmetologists with one or more years of verifiable experience. The part-time length ranges from 33 weeks (with 100% attendance) to 41 weeks (with 80% attendance).

Class Schedule: Part-time (16 hours per week): Monday through Thursday, scheduled by educator

Student Instructor Curriculum Content:

Lesson Plans	90 hours
Methods of Teaching*	120 hours
Classroom Management	60 hours
Evaluation Techniques	60 hours
State Laws & Forms**	40 hours
Visual Aids, Preparation & Use	40 hours

Learning Theory	70 hours
Orientation, Rules & Laws**	20 hours

* The curriculum list above is the breakdown required by the state of Texas. While Texas does not specifically outline employment assistance in their curriculum requirements, we include curriculum content on employment assistance during the methods of teaching portion of the program.
** Texas Department of Licensing and Regulation requires 40 hours on orientation, rules and laws as well as 20 hours of orientation, rules and laws. These topics both include curriculum content on regulations governing the scope of practice for instructors.

Course Completion, Completion Rate, Pass Rate and Placement Rate
A Salon Boutique Academy student must meet the following requirements to graduate and receive a diploma:

1. Complete required assignments and examinations
2. Complete scheduled agreement course hours
3. Satisfactorily meet all financial obligations and arrangements to Salon Boutique Academy
4. Have 80% grade point average and attendance
5. Complete graduation checklist

The following rates are for 2017:

	Completion %	License %	Placement %
Esthetics	96.3	100	70.88
Cosmetology	81.48	100	72.72
Student Instructor	60	100	66.66
Total (all programs)	91.23	100	71.15

Salon Boutique Academy Satisfactory Academic Progress Policy
Students enrolled at Salon Boutique Academy must meet formal standards that measure their satisfactory progress toward graduation. This Policy is provided to all students prior to enrollment and beginning class and is applied consistently to all students. 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. All students enrolled at Salon Boutique Academy must maintain Satisfactory Academic Progress (SAP). In order to be considered making Satisfactory Academic Progress and to complete the program within the maximum time frame, each student must maintain

a) An academic grade point average of 80% or higher, and
b) A cumulative attendance average of 80% or higher

A student who has not achieved the minimum cumulative Grade Point Average of 80% or who has not successfully completed a cumulative attendance percentage of at least 80% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

Academic Year Definition:
Salon Boutique Academy academic year for Title IV, HEA funding is defined as 900 clock hours and 29 weeks for Cosmetology or 24 weeks for Esthetics for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Maximum Time Frame
The maximum time frame allotted by Salon Boutique Academy to complete each program is 125% of the program length, which is based on attending at least 80% of the scheduled hours. Minimum course lengths are determined by Texas Department of Licensing and Regulation (TDLR). A student failing to complete her program within the maximum time frame will be terminated and not graduate from Salon Boutique Academy.

Maximum Academic Time Frame

Maximum Time Frame for Salon Boutique Academy	Weeks	Hours
Cosmetology (Full time, 31 hrs/wk) - 1500 Hours	60	1875
Cosmetology (Half time evening, 16 hrs/wk) – 1500 Hours	117	1875
Spanish Cosmetology (Half time, 16 hrs/wk) – 1500 Hours	117	1875
Esthetics (Full time, 31 hrs/wk) – 750 Hours	30	938
Esthetics (Half time evening, 16 hrs/wk) – 750 Hours	59	938
Student Instructor (Half time 16 hrs/wk) – 500 Hours	39	624

Quantitative Requirement:

All students must complete their educational program in no longer than 125% of the published length of the program. Any leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence. Note: Salon Boutique Academy does not grant leave of absences.

All clock hours at the Institution and transfer hours must be counted toward the 125% eligibility whether a student received Title IV, HEA federal student aid within the maximum time frame.

Maximum Time Frame For Title IV, HEA	Weeks	Hours
Cosmetology (Full time) - 1500 Hours	72	2250
Cosmetology (Half time evening) – 1500 Hours	141	2250
Spanish Cosmetology (Half time) – 1500 Hours	141	2250
Esthetics (Full time) – 750 Hours	36	1125
Esthetics (Half time evening)– 750 Hours	70	1125
Student Instructor (half time) – 500 Hours	47	750

Transfer Students Maximum Time Frame

The maximum time frame for transfer students needing less than the full hours listed above will be based on 80% attendance. Student with transfer hours accepted by the school will have those hours applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

Qualitative

Evaluation Periods

Students: Please do not confuse academic progress reviews with Satisfactory Academic Progress evaluations. Educators review each student's general academic progress on a monthly basis. SAP evaluations are conducted at the end of each evaluation period (payment period) to determine if the student has met the minimum requirements for SAP for the next payment period. Each student must achieve the proper number of hours, weeks, grades, and attendance in order to meet SAP and be eligible for Title IV funding, if applicable. Each student will receive a copy of their SAP standing.

Students are evaluated for Satisfactory Academic Progress based on established times as follows:

Cosmetology (Full time)	450 clocked (actual) hours & 14.5 weeks
	900 clocked (actual) hours & 29 weeks, and
	1200 clocked (actual) hours & 38.5 weeks
Cosmetology (Half time)	450 clocked (actual) hours & 28 weeks
	900 clocked (actual) hours & 56 weeks, and
	1200 clocked (actual) hours & 75 weeks
Esthetics (Full time)	375 clocked (actual) hours & 12 weeks
Esthetics (Half time)	375 clocked (actual) hours & 23 weeks
Instructor	250 clocked (actual) hours & 16 weeks

Grades for each program are given for theory exams, practical exams, and clinic activities. Records are maintained of grades and attendance. Salon Boutique Academy utilizes the following grade scale:

A(Excellent)	= 93% to 100%
B (Good)	= 85% to 92%
C (Average)	= 80% to 84%
D (Unsatisfactory)	= 70% to 79%
F (Failing)	= 0% to 69%

At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate and grade point average, the student will graduate within the maximum time frame allowed.

Students meeting the minimum requirements for **academics and attendance** at the evaluation points are considered to be making SAP until the next scheduled evaluation. Students will be notified of their SAP determination at the time of each of the evaluations. Students not meeting SAP will be required to sign a written acknowledgement, which will be maintained in their file. Students can also request to review prior SAP results by asking the Director. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. In the event a student becomes ineligible for Title IV, HEA Funding, he/she must meet SAP prior to having eligibility reinstated.

Title IV Financial Aid Warning

Students who fail to meet minimum requirements (80% cumulative attendance and an 80% GPA) for attendance and academic progress at the end of a payment period will be placed on a **Financial Aid Warning the first time**. Any student on a **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period, if the student has met the minimum grade and attendance requirement, the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an **Academic development Status**, with a **loss** of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Title IV, Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on **Financial Aid probation** and will be eligible to receive Title IV, HEA during this period. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Appeals can only be granted if:

1. The student has the ability to meet Satisfactory Academic Progress policy standards by The end of the next evaluation period.

   OR

2. The institution has developed an academic plan for the student that, if followed, will ensure that the student is able to meet Satisfactory Academic Progress standards by the end of the next evaluation period.

The students will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the next evaluation period. If a student meets the minimum attendance and academic requirements by the end of the Title IV, HEA financial Aid probationary period, satisfactory progress has been re-established and Title IV, HEA funds will be disbursed for the next payment period.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

Appeal Procedures

If a student is determined not be making satisfactory academic progress at the evaluation point after the "warning" status, the student may appeal the determination. The student must submit a written appeal to the school Director within 15 days of the adverse decision on the SAP Appeal Form, with supporting documentation as to the reasons why the determination should be reversed.

The student must describe any unusual circumstance(s) that the student believes deserves special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and evidence as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The School Director will notify the student in writing of the decision and all decisions are final. A copy will be retained in the student's file.

If the student is granted an appeal they will then be placed on Title IV, **Financial Aid Probation**, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Reestablishment of Satisfactory Academic Progress

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

Academic Development Plan

Students placed on an academic development plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period, which is at the end of the payment period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP and will be dismissed. In the event that circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form. The School will use the last date of attendance as the drop date for calculating the Return to Title IV.

Information on Course Incompletes, Repeats, Noncredit, Remedial Classes and Leaves of Absence

A student who fails to attend class for 14 or more consecutive calendar days with or without contacting the school will be automatically dismissed regardless of Satisfactory Academic Progress standing. Salon Boutique Academy does not offer leave of absences. In the event that the school withdraws a student from school, the School Director must complete the Withdrawal Form using the last date of attendance as the drop date. Salon Boutique Academy does not offer repeat classes. Course incompletes and withdrawals have no effect on the qualitative SAP standards. Noncredit, remedial courses, leave of absences, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's SAP standards. A student who withdraws or is terminated and returns to school will return in the same status he/she left. In order to return, the student is responsible for any remaining balance from the prior enrollment that cannot be covered with reinstated federal funds.

Transfer Hours

With regards to SAP, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students will receive credit for hours received from other institutions or states according to Texas state law and the hours to complete may be shortened and tuition adjusted accordingly. Transfer students must complete a minimum of 500 hours at this school *unless* they have completed a program at a school outside of Texas and are required by TDLR to complete additional hours. SAP evaluation periods for transfer students are based on actual hours. Hours earned at another institution will be counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Requirements for Transfer Hours:
Transfer hours will only be accepted if they are posted as "tuition paid" by Texas Department of Licensing and Regulation. A prospective student interested in transferring hours to Salon Boutique Academy is not required to present a school transcript from the prior institution. However, it is highly recommended. If no transcript is presented the student will be responsible for all grades and assignments.

Title IV, HEA Re-entry / Student Interruptions

Before 180 days
Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however, these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. A student who seeks to re-enroll in school at a later date will return with the same Satisfactory Academic Progress she had when she left.

After 181 days
Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $100.00 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the School Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. The student may appeal a negative SAP determination according to the appeal policy. Salon Boutique Academy does not offer leave of absences. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. A student who seeks to re-enroll in school at a later date will return with the same Satisfactory Academic Progress she had when she left.

Check In and Out
To receive credit for attending school, all students must clock in and out on a computerized time clock when arriving to or leaving school, taking or returning from lunch, and anytime a student is not engaged in a learning activity. A student who is clocked in must be inside the building. A student who fails to clock in will not receive credit for the time attended unless the failure was due to a complete time clock failure or the state requires Salon Boutique Academy to grant the time. Failing to clock out as required will subject the student to disciplinary actions up to and including dismissal.

Attendance and Tardy Policy
All students should maintain a minimum of 80% cumulative attendance. Daytime students are scheduled to arrive by 8:00am. Evening students are scheduled to arrive by 4:40pm. Arriving later than this scheduled time (and leaving before class ends) causes students to lose hours as well as miss information being presented by educators. In the event a student arrives later than his/her scheduled time, he/she should enter class without causing a disruption to the learning environment. A student who misses class is responsible for the material missed – the class will not repeat or review information that was presented during the student's absence. A student missing time will still be expected to test and turn in assignments on time. A student who is scheduled on the clinic floor (in cosmetology or esthetics) should notify the school before 8:30am (4:40pm for night students) if he/she will be arriving late, and if so, at what time. This is so that the late arrival does not cause challenges with client appointments. Senior students seeking to makeup hours Tuesday – Thursday may not stay for extra hours unless they attend their regular schedule on the day they seek to receive makeup hours.
Students using Veteran's benefits to attend Salon Boutique Academy will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the students and/or refund sources.

Therefore, the attendance policy (20% of the total program and/or being absent five consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences

Makeup Hours Policy

Makeup hours are available on Monday evenings from 3:30pm – 10pm for Daytime students and Evening students contracted to attend Tuesday through Thursday. Evening students contracted to attend Monday through Wednesday have makeup hours available Thursday from 3:30pm-10pm. Students interested in attending makeup hours must sign up the week by Wednesday of the prior week in order to attend, and include on the sign up paper the hours they will be staying. Additionally, a student attending makeup hours is required to complete a makeup hours form the day they stay and receive an educator signature documenting the school-related work completed to show the basis of receiving time towards their program. Esthetics students with 650 hours or more, as well as cosmetology students with 1250 hours or more, may sign up to makeup hours during the week; however, these hours must be pre-approved and included on the sign-up sheet. The student must also complete a makeup hours sheet and receive an educator signature for the student's file. The makeup hours sign-up sheet as well as makeup hours forms are maintained at the front desk. The Academy may refuse to grant makeup hours in the event a student in not engaged in a learning activity or in the event a student fails to sign up and receive pre-approval. Students are encouraged to speak with Educators if they are interested in shadowing off hours at the Educators' salons for field trip hours.

Lunch and Breaks

Lunches are 45 minutes in length for full-time students and are scheduled by campus staff. Students must clock out for lunch. Campus staff will adjust lunch times for students with clients. Students attending less than 6 hours per day/night do not receive a lunch/dinner break. All students receive a 15 minute break at times determined by the educator; however, students must remain on campus during these breaks. Students returning late from lunch or break will be asked to leave the school. Students who fail to return from lunch or break without informing Salon Boutique Academy staff in advance will receive a one day suspension. Food and beverages must be kept in the break room. Water in a closed container is allowed in classrooms unless otherwise approved by the educator.

Program Investment

If Salon Boutique Academy cancels or alters a program start date, the applicant can request to move any money paid to an alternate start date with no affect on the student's rights to a refund. Salon Boutique Academy has the right to offer tuition scholarships and waive fees to eligible students and employees. Please note the fees listed below are current as of the date at the bottom of the page and remain in effect for 90 days. Salon Boutique Academy has the right to revise fees anytime thereafter. Please contact your Admissions Advisor to receive a current investment breakdown.

Cosmetology Program (English)

Registration Fee:	$ 100.00 (non-refundable)
Tuition:	$ 15,000.00
Books & Kit (including tax):	$ 2,765.00
Total:	$ 17,865.00

Cosmetology Program (Spanish)

Registration:	$ 100.00 (non-refundable)
Tuition:	$ 10,000.00
Books & Kit:	$ 2,345.00
Total	$ 12,445.00

Esthetics Program

Registration Fee:	$ 100.00 (non-refundable)
Tuition:	$ 9,500.00
Books & Kit (including tax):	$ 2,105.00
Total:	$11,705.00

Student Instructor Programs (500 hour)

Registration Fee:	$ 100.00 (non-refundable)
Tuition:	$ 4,700.00
Books:	$ 200.00
Total:	$ 5,000.00

Payment of Tuition and Fees

Salon Boutique Academy allows students to pay the cost of the program in monthly installments while enrolled. All payment plans must be coordinated and agreed prior to the first day of class. Salon Boutique Academy accepts payment in the form of cash, personal check, cashier's check, Visa, MasterCard, American Express, and Discover. Tuition and kit supplies must be paid pursuant to the payment schedule agreed. A student who fails to make a payment on time will be assessed a late fee as outlined in the contract. Salon Boutique Academy reserves the right to suspend or terminate a student who has a late payment. A student nearing completion of the program who has any type of overdue financial balance will be suspended during his/her last eight hours until the remaining balance is paid in full. Upon withdrawal or termination from Salon Boutique Academy, any remaining balance will be due immediately. Failure to pay a balance or to arrange a payment plan within 30 business days after withdrawal or termination will result in referral of the account to a collections agency and/or filing a legal suit. It is very important to communicate and coordinate payment on late payments because delinquent/past due accounts WILL impact your credit report and score.

Tuition Refund Policy

Texas Department Licensing and Regulation sets forth minimum refund requirements in Section 1602.458. Salon Boutique Academy meets and exceeds these minimum standards. The following policy applies to all terminations for any reason, by either party, including student decision, course of program cancellation, or school closure.

Salon Boutique Academy will provide a full refund of money paid by a student under the following circumstances:

(1) the student cancels the Enrollment Contract not later than midnight of the third day after the day the contract is signed by the student (excluding Saturdays, Sundays, and legal holidays); or
(2) the student entered into the enrollment contract because of a misrepresentation made in the advertising or promotional materials of Salon Boutique Academy or by an owner or representative of Salon Boutique Academy.

In the event a student does not begin the program, Salon Boutique Academy will not retain more than $100 if tuition is collected before the course of training begins and the student fails to withdraw from the course of training before the cancellation period expires.

Following the expiration of the time period above, Salon Boutique Academy will refund any unused part of tuition, fees, and other charge paid by a student who fails to enter the program, withdraws from the course of training, or is dismissed before completing the course. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by the Enrollment Contract. The effective date of the termination for refund purposes is the earliest of:

(A) the last date of attendance, if the student is terminated by Salon Boutique Academy;
(B) the date Salon Boutique Academy receives the student's written notice of withdrawal;
(C) 10 school days after the last date of attendance, or
(D) a student on an approved leave of absence notifies the school he/she will not be returning. In this case, the withdrawal date will be the scheduled return date or the date the school receives notification from the student, whichever is earlier.

Salon Boutique Academy will pay any refund owed no later than the 30th day of the official cancellation or withdrawal.
A student who withdraws or is terminated after receiving kit supplies will be responsible for paying any balance on the supplies received.

The tuition refund calculation is as follows:

(1) 0% of the total tuition for a withdraw/dismissal that occurs between 1-32 hours; and
(2) 10% of the total tuition for a withdraw/dismissal that occurs after 32 hours but no later than the first 25% of the course; and
(3) 50% of the total tuition for a withdraw/dismissal that occurs following 25% of the course but not later than 50% of the course.
(4) 100% of the total tuition for a withdraw/dismissal occurring following the first 50% of the course.

If tuition has been paid in full, the following percentage will be refunded	Proportion of Hours Scheduled as of Withdrawal Date		
	Cosmetology	Esthetician	500 Student Instructor
100%	1-32	1-32	1-32
90%	33-375	33-188	33-125
50%	376-750	189-375	126-250
0	751-1500	376-750	251-500

If tuition has not been paid in full, the following percentage will be due	Proportion of Hours Scheduled as of Withdrawal Date		
	Cosmetology	Esthetician	500 Student Instructor
0%	1-32	1-32	1-32
10%	33-375	33-188	33-125
50%	376-750	189-375	126-250
100%	751-1500	376-750	251-500

Texas has established the Private Beauty Culture School Tuition Protection Fund to cover school closures. If Salon Boutique Academy were to close, Texas Department of Licensing and Regulation would attempt, for students who were enrolled at the time of closure, to place the student in another private beauty culture school. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed $35,000. If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Please note the $100.00 withdraw fee discussed below.

Additional Costs

Students can expect to spend approximately $100 on supplemental materials for class. Students will also be required to pay examination (written and practical) and licensing fees to the state when they schedule their state examinations and apply for a license. Current pricing on the exams and licensing fees can be found on www.tdlr.texas.gov. Students who choose withdraw or are terminated will be assessed a $100 withdraw fee due to the time associated with updating state and federal agencies as well as completing calculations and updates to the student file record. This withdraw fee applies to all withdraws and terminations, unless the student is withdrawing or has been terminated for medical reasons or a death in the immediate family. A student seeking an exemption from this charge must provide documentation at the time of the withdraw. The school director will review the documentation and provide a waiver, if applicable, within 2 business days.

Support Services

A student seeking academic support or assistance with class-related matters should schedule a meeting with his/her educator to coordinate tutoring. A student seeking support for external matters unrelated to class should schedule a

meeting with his/her educator or the school director to receive referral information for support services and professional assistance available within the community. Free contact information and referrals for local assistance with health care, employment, education, legal, counseling, and transportation needs can also be received by calling 2-1-1.

Career Services
Upon each student's graduation, Salon Boutique Academy leverages relationships with employers to help each graduate find a position in the beauty industry. Salon Boutique Academy helps make the transition from student to working professional easy by providing each student time to research job opportunities and by offering assistance in resume writing, interview techniques, and employment contacts. Salon Boutique Academy provides resources to help each graduate locate potential employment; however, we make no guarantee of employment or salary. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Employment is not guaranteed. Students and graduates interested in receiving assistance in career search and preparation should email laura.tressler@salonboutiqueacademy.com.

Equipment
Students must come prepared to school each day and have all necessary equipment in order to participate in learning activities. Students who are not prepared will be asked to leave until they bring the necessary tools. Each student is responsible for his/her equipment. Salon Boutique Academy is not responsible for lost or stolen items. The school provides each student with a locker to store personal items. Purses and personal belongings must be placed in a storage locker and may not be brought to class/clinic. It is the student's responsibility to replace, at his or her own expense, any item misplaced or stolen. Students who graduate, withdraw, or are terminated must remove all personal items from the school within 5 days. In the event of graduation, withdraw, or termination, all items left at the school or in a locker for more than 5 calendar days following the last day of attendance will be considered abandoned and disposed.

Student Release
Students and legal guardians of students provide Salon Boutique Academy permission to utilize voice, photos, video or other media of the student's participation in school for commercial purposes.

Student Parking
Daytime student parking is on the side parking lot and back parking lot of the building. Day students must enter and exit the school through the rear door of the school at the beginning and end of the day. Day students may use the front entrance during breaks; however, parking and smoking in front of the building is prohibited. Evening students enter and exit through the front door and may park in the front or back of the building so long as cars are not parked directly in front of neighboring businesses. Student vehicles parked directly in front of neighboring businesses (or on the side immediately facing JC Burger) may be towed at the student's expense.

Licensure
Salon Boutique Academy is governed by the Texas Department of Licensing and Regulation (TDLR), P.O. Box 12157, Austin, Texas 78701; 1-800-803-9202. An applicant must complete the following to be eligible for a Texas Cosmetology, esthetician, or instructor license:

-Pass a written and practical examination
-Submit a completed application on a TDLR form
-Pay required TDLR fees
-Be at least 17 years of age
-Have received a high school diploma or equivalent
-Completed a cosmetology, esthetician, or student instructor program with the number of hours required by TDLR
-Instructor applicants must provide proof of current licensure as a cosmetologist or esthetician

State licensure does include a background check and certain criminal convictions could impact whether the state will grant a license to an applicant. Information on criminal convictions and licensure can be found at http://www.tdlr.texas.gov/crimHistoryEVal.htm. After a student has TDLR approval for testing, the student must contact PSI to register and schedule an examination appointment. Students must provide one form of valid government issued

identification (driver's license, state id or passport). The information on the identification must match the information provided by TDLR and on your student permit.

PSI Licensure: Certification, 3210 E. Tropicana, Las Vegas, NV 89121; 800-733-9267; psiexams.com

Following testing, each student must mail his/her license application and documentation to:

TDLR Cosmetology Program, PO Box 12088, Austin, TX 78711; 512-463-6599; www.license.state.tx.us

Cell Phone / Electronics Policy

Cell phones are prohibited in classrooms, the spa, and the clinic area. Cell phones must be kept in lockers during class. The use of portable electronics can be a distraction to the learning process and guest services. All portable electronics must be turned off or in silent mode while inside the school. Any type of electronic use (texting, talking, listening to music, etc.) in the classroom or clinic is prohibited unless approved by the instructor as part of the learning process. Failure to abide by this policy will result in disciplinary action up to and including dismissal. Cell phone use inside the school is limited to the student break area during scheduled breaks.

Student Behavior Expectations

Students are expected to conduct themselves with integrity, respect, and professionalism, as well as follow Salon Boutique Academy policies and procedures. Failure to do so may result in a verbal warning, written warning, suspension, or dismissal. Salon Boutique Academy will issue disciplinary action based on the nature and frequency of the violation(s), and on the past history of the offender.

Examples of unacceptable behavior in and around the Salon Boutique Academy campus that will result in disciplinary action up to and including immediate dismissal include, but are not limited to, the following:

- **Failure to maintain 80% attendance is a basis for dismissal**
- Missing 10 consecutive calendar days without contact (regardless of attendance percentage) will result in dismissal; however, VA students will be dismissed in the event they miss 5 consecutive calendar days.
- Missing 14 consecutive calendar days of school (regardless of attendance percentage) will result in automatic dismissal; however, VA students will be dismissed in the event they miss 5 consecutive calendar days.
- Verbal abuse, swearing, offensive language, name-calling, talking back, or making direct or indirect threats
- Disrupting class: talking in class, going in and out at inappropriate times, using cell phones or other electronic devices in class or on the clinic floor, raising voices to students or staff, otherwise disrupting the learning environment, or bringing personal belongings into the classroom or onto the clinic floor.
- Bullying or harassment
- Violating the drug and alcohol-free policy
- Refusing to participate in classroom or clinic activities
- Violence or threat of violence
- Consecutive violations of Salon Boutique Academy policies
- Time clock abuse
- Academic dishonesty
- Theft or vandalism
- Possession of a firearm or weapon on campus
- Negativity or disrespect towards Salon Boutique Academy, Salon Boutique Academy staff, or Salon Boutique Academy students
- Using social media to bully or disparage Salon Boutique Academy, Salon Boutique Academy staff, or Salon Boutique Academy students
- Insubordination
- Failure to contact school staff to inform of absence

Salon Boutique Academy reserves the right to suspend a student during an investigation of any alleged violation of the student conduct policy. Salon Boutique Academy administration will determine final disciplinary action and will inform the student thereafter.

Smoking, Alcohol and Drug Policy

Smoking is prohibited in the school. Outdoor smoking is limited to the back parking lot of the building, and must be done at least 15 feet away from the door. The unlawful manufacture, distribution, possession or use of a controlled substance,

or abuse of alcohol, by anyone on Salon Boutique Academy property is prohibited. Violation of this policy will result in disciplinary actions up to and including dismissal. Smoking e-cigarettes is prohibited within the building.

Sexual Misconduct Prevention Policy

Sexual harassment of any form will not be tolerated. This includes unwelcome advances, requests for sexual favors, and verbal/physical conduct of a sexual nature affecting a person's employment/education or creating a hostile/offensive environment. An individual who feels victimized should make it clear that the behavior is offensive. If the behavior continues, the individual should inform the Salon Boutique Academy Director in writing. A student determined to be harassing someone will be subject to disciplinary action including suspension or dismissal.

Dress Code

To prepare students for a successful career, Salon Boutique Academy requires students to dress in a professional manner during school hours. Unless previously approved, a student in violation of the dress code will be asked to leave campus until he/she can return in proper attire.

- All Esthetician and Cosmetology students wear one of the following:
  - Tops and bottoms must be black, white, or gray. Patterns of these shades are permitted. Scrubs in these colors are permitted.
  - Shirts must have sleeves.
  - Clothing must have no colored embellishments/large brand logos.
  - Dresses or skirts are worn with solid leggings (not see through) if higher than two inches above the knee.
  - A Salon Boutique Academy logo shirt with blue jeans. Blue jeans must not be ripped/torn. A logo t-shirt is provided as part of the kit.
    - Additional smocks and logo shirts are available for purchase through Salon Boutique Academy.

- The following dress code applies to all students:
  - Clean, closed-toe shoes of any color may be worn. Lounge shoes, house shoes, and sandals are prohibited.
  - Hair and makeup must be styled prior to arriving at school.
  - All clothing must be clean, crisp (not faded), and in good condition.
  - Accessories such as neck scarves, headbands, and belts in any color are acceptable. Hair must be exposed.
  - Clothes should properly fit with no sagging.
  - Cleavage, stomachs, backs and behinds must be concealed when sitting, standing, lifting arms, and bending over.
  - Hats and bandanas are prohibited unless otherwise allowed as part of a student-council activity.
  - No visibly graphic or obscene tattoos or accoutrements.
  - All pants must pass the knee unless worn with leggings (not see through). Skirts more than 2 inches above the knee must be worn with leggings.
  - Leggings may not be worn as pants. A dress, shorts, tunic or skirt must accompany leggings.
  - Workout clothing and yoga pants are not acceptable.
  - Blue jeans (no rips/tears) may ONLY be worn with Salon Boutique Academy shirts.

Grievance Procedure

In the event a student has a concern related to his/her course of study, the student should request a meeting with his/her instructor to discuss the issue. If the matter remains unresolved after discussion with the instructor, the student should request a meeting with the Director. If the matter is not resolved informally after meeting with the Director, the student should place his/her concerns in writing, including the resolution sought, and provide the grievance letter to the Director. The Director will provide a written response to the student's grievance. If the matter remains unresolved after this internal process, the student may then file a complaint with TDLR (contact information on page 12) or the National Accrediting Commission of Career Arts & Sciences (NACCAS) at NACCAS 3015 Colvin St. Alexandria, VA 22314 or by phone at 703-600-7600.

In the event a student has a concern relating to her financial packaging/payments, the student should request a meeting with the Financial Aid Director to discuss the issue. If the matter remains unresolved after discussion with the Financial Aid Director, the student should request a meeting with the Director. If the matter is not resolved informally after meeting with the Director, the student should place his/her concerns in writing, including the resolution sought, and provide the grievance letter to the Director. The Director will provide a written response to the student's grievance. If the matter remains unresolved after this internal process, the student may then file a complaint with the Department of Education by visiting http://www.ignet.gov/igs/homepage1.html or calling 1-800-mis-used.

Rights of Salon Boutique Academy
Salon Boutique Academy may amend information on policies within this catalog at any time. Changes to school policies will be provided in writing to enrolled students.

Transcript Request
A transcript of a student's grades, enrollment date and status will be provided to each graduate along with his/her diploma. A student may request an additional transcript by providing Salon Boutique Academy a written letter with the student's name, purpose of request, address of recipient, signature, and a copy of government-issued identification. Transcript requests will not be processed until all amounts due to Salon Boutique Academy are current per the student's Enrollment Contract.

Student Record Access and Privacy
Salon Boutique Academy operates under the Family Education Rights and Privacy Act of 1974 (FERPA). A student's file may only be accessed by the student, the parent or guardian of a dependent minor student, an employee of Salon Boutique Academy, the state regulatory department, the United States Department of Education, or the National Accrediting Commission of Career Arts and Sciences. Information contained in a student's file will be provided in person or by email upon request by one of the approved persons/entities described above. A third party, other than those listed above, will be granted access to the specific information cited in a student's written release upon the school's receipt of the signed written release. A signed release must be received each time a student would like a third party to receive access to specific information. Salon Boutique Academy reserves the right to refuse review of records containing information excluded from FERPA's definition of education records and financial information about a student's parents. The institution maintains a record of all release forms and requests for information.

Salon Boutique Academy Organization
Salon Boutique Academy is owned by Salon Boutique Academy, LLC. The team is comprised of the following members:
Leah Christian, Director
Cinda Graham, Educator
Brianna Meshack-Wilks, Educator
Ana Alicia Sanchez Burdette, Educator
Kriss Lamar, Director of Admissions and Marketing
Juana Escalante, Financial Aid Director
Thamara Marin, Guest Service Manager & Educator
All administrative matters should be directed to 214-263-3276, leah.christian@salonboutiqueacademy.com