

SALON BOUTIQUE ACADEMY
214-263-3276
4135 BELT LINE ROAD, SUITE 102, ADDISON, TEXAS
75001

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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, skin services and nail services, dispensary, retail and reception area, offices, student break room, and lockers.

Salon Boutique Academy Admissions 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 (all classes are currently taught in 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) – a transfer student seeking to transfer within 6 months of leaving a different school must provide 1 of the 2 letters from an employee at his/her previous esthetics/cosmetology/manicurist school
- 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. The translation and evaluation must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence of a U.S. high school diploma.
 - 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), a federal agency, or 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.

Salon Boutique Academy Transfer Policy

Enrollment is available for students wishing to transfer to Salon Boutique Academy after they have withdrawn from another cosmetology school both in or out of state. The Academy does not recruit students already attending or admitted to another school offering similar programs of study. The student must have the hours posted on the Texas Department of Licensing and Regulation (TDLR) SHEARS and tuition paid for the prior hours 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, esthetics, or manicuring training programs may be granted. Students should submit a copy of their prior school transcript to the Admissions office for review. 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*

1. they have completed a program at a school outside of Texas and are required by TDLR to complete additional hours, or
2. they graduated from high school within the past 12 months, were unable to complete all cosmetology hours during their high school program, and provide a transcript showing all test grades completed during the high school cosmetology course.

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. Please see recommendation letter requirements for transfer students.

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 of Admissions. 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. Following receipt of this letter, students will be required to have a meeting with Admissions, Financial Aid, and/or their prior teacher to discuss the request for re-enrollment. The request will then be evaluated and the decision issued to the student. Re-enrollment is contingent upon Salon Boutique Academy Administration approval, and all decisions are final.

Courses Offered

Salon Boutique Academy offers the following courses, all of which are approved by Texas Department of Licensing and Regulation as well as National Accrediting Commission of Career Arts and Sciences: Cosmetology, Esthetics, and Manicurist. 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. Occupations available to esthetics educators include but are not limited to: salon or day spa esthetician, esthetician in a medical spa or office, wax specialist, eyelash extension technician, makeup artist, manufacturer’s representative, salesperson, cosmetics buyer, esthetics writer or editor, state licensing inspector, and researcher. The Manicurist program provides occupations to graduates including: manicurist, pedicurist, nail enhancement technician, and nail salon manager.

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 two weeks of receipt.

Occupational Demands

Cosmetology, Esthetic and Manicuring 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
- Be comfortable and willing to touch client’s hair, scalp, and/or face while providing a service
- Be comfortable and willing to touch a client’s nails, arms, feet, and/or lower legs while providing a nail service

2024 Class Start Dates

Cosmetology Day	Cosmetology Evening	Esthetics Day	Esthetics Evening	Manicurist Day time	Manicurist Part time
January 9 September 3	Please call	January 9 March 26 June 4 August 20 October 29	January 30 June 4 October 8	August 6 October 22	January 8 February 19 June 4 August 20 October 29

- Salon Boutique Academy reserves the right to change, cancel and/or 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 KlassApp no later than 6:15am for day school and 3:15pm for night school.

School Holidays

Salon Boutique Academy will be closed on the following days in **2024**:

Martin Luther King Day

Spring Break March 8-17

Memorial Day

Juneteenth June 19

Summer Break June 28-July 7

Labor Day

Thanksgiving Break – the week of Thanksgiving November 22-December 1

Winter Break – December 20 - January 5 (return Jan 6, 2025)

Program Outlines

Course Objectives

Salon Boutique Academy prepares students to become service providers with professional standards in Cosmetology, Esthetics and Manicuring 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 Manicurist 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, textbook 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. Please see teaching methods below for a description of the distance learning portion of the program schedules that include distance learning.

The Academy offers two program schedules: 1) an in-house schedule where 100% of the program hours are completed in the building, and 2) a hybrid program where 90% of a program's hours are completed in house and 10% of the program theory hours are completed through distance education. In the event a student is enrolled in a hybrid schedule, instructors will use zoom (or an alternative video chat software) for video conferencing during distance education training and will assign activities through an online classroom platform, CIMA. The program schedules listed above vary by program. The Cosmetology and Esthetics programs are offered as 100% in-house only. The Manicurist program is only offered on a hybrid program. Class start dates may vary by schedule. Please contact our Admissions Director for additional class start information.

References

Depending on program types, students will either receive 1) student workbooks to supplement their textbook material, or 2) access to Milady's online CIMA classroom, which provides learning activities, an e-book, and supplemental information pertaining to the textbook material. A library of texts and/or 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 may be used in the course.

Distance education training will utilize the internet for online classroom activities and for video and audio conferences.

Distance learning classes are currently facilitated through zoom.us. Online classroom activities include but are not limited to PowerPoint presentations, videos, discussion forums, class lectures, questions and answers, quizzes, and tests. Distance education will involve the theory of the curriculum topics.

Grading

Grades for each program are given for classroom theory, distance education assessments (for hybrid students), 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.

After students complete activities during distance learning, Educators will have students take tests in-house on theory topics taught via distance learning to evaluate qualitative performance and understanding.

Cosmetology Program 1,000 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 with 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 care, 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 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 1,000 clock hours. The full-time day course length ranges from 32.25 weeks (with 100% attendance) to 40.32 weeks (with 80% attendance). The part-time day and part-time evening length ranges from 62.5 weeks (with 100% attendance) to 78.12 weeks (with 80% attendance).*

*The length in weeks to complete either schedule may vary slightly to take into consideration holiday breaks, which can change each year. In the event holidays fluctuate the number of weeks, this will be updated on the enrollment contract.

Class Schedule:

100% In-house schedules:

Full-time day (31 hours/week): Monday through Thursday 8:00am – 4:30pm

Part-time evening (16 hours/week): Tuesday through Thursday 4:40pm – 10:00pm

Cosmetology Curriculum Content (1,000 hours total):

Students will complete all hours inside the Academy.

700 hours Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules**; tools and equipment; hair care and related theory; business skills and establishment management*; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face

and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.

300 hours Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.

* The curriculum list above is the breakdown required by the state of Texas. The business skills topic includes curriculum content on employment assistance.

** Texas Department of Licensing and Regulation requires training on 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 with 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 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 24.19 weeks (with 100% attendance) to 30.24 weeks (with 80% attendance). The part-time course length ranges from 46.87 weeks (with 100% attendance) to 58.59 weeks (with 80% attendance).*

*The length in weeks to complete either schedule may vary slightly to take into consideration holiday breaks, which can change each year. In the event holidays fluctuate the number of weeks, this will be updated on the enrollment contract.

Class Schedule:

100% In-house schedules:

Full-time day (31 hours/week): Monday through Thursday 8:00am – 4:30pm

Part-time evening (16 hours/week): Monday through Wednesday 4:40pm – 10:00pm

Esthetics Curriculum Content (750 hours total):

Students will complete all hours inside the Academy.

450 hours Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation, law and rules**; business management*; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.

300 hours Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.

* 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 rules, and laws. This topic includes curriculum content on regulations governing the scope of practice for esthetics.

Manicurist Program 600 hours

Description: The Manicurist 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 entry-level job positions as a Manicurist or related career.

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 with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic skills in the areas of manicuring, pedicuring, nail tips, nail wraps, gel nails, and acrylic nails.
6. Understand rules and regulations pertaining to nail services in a salon/spa.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

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

Course Length: This Manicurist program is 600 clock hours. The full-time length ranges from 20 weeks (with 100% attendance) to 24 weeks (with 80% attendance). The part-time length ranges from 30 weeks (with 100% attendance) to 37.5 weeks (with 80% attendance).*

*The length in weeks to complete either schedule may vary slightly to take into consideration holiday breaks, which can change each year. In the event holidays fluctuate the number of weeks, this will be updated on the enrollment contract.

Class Schedule: English Full-time Hybrid (31 hours per week):

Monday through Thursday 9:00am-4:45pm in-house

Friday 9:00am-12:00pm via distance learning

Class Schedule: English Part-time Hybrid (20 hours per week):

Monday through Thursday 5:30pm-10:00pm in-house

Friday 5:30pm-7:30pm via distance learning

Manicurist Curriculum Content:

600 hours

Total number of hours per topic	Topic	Number of topic hours completed via distance learning
300	Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management*; laws and rules**; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric	60 hours (theory only)

	filing.	
300	Specialty Practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications.	60 hours (theory only)

Note – Distance learning hours are theory only

* 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 business management portion of the program.

** These topics both include curriculum content on regulations governing the scope of practice for manicurist

Distance Learning Education

This policy applies to the hybrid Manicurist program

Technology requirements

In order to successfully participate in distance learning, you must have the following resources:

- access to the internet
- a phone, tablet, laptop, or computer that will allow you to complete reading assignments, quizzes, and other online learning activities while logged into the website
- a phone, tablet, laptop, or computer that has audio and video capabilities to watch and hear videos and participate in zoom conferences
- an active email account to receive communications from the Academy

Distance Education Disclaimer

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Said another way, while TDLR and NACCAS can approve hours via distance learning, we cannot promise that should you choose to move outside of Texas another state will accept the hours completed online. If you intend to move out of state, we recommend you call the other state licensing board to inquire as to whether they will accept distance learning hours towards licensure.

Distance Learning Policy

At Salon Boutique Academy, a “distance education course” is defined as a course where some classroom minutes are delivered from outside the classroom and/or a course in which students participate from remote locations. All distance education courses offered for hours at the Academy shall be in full compliance with all Department of Education, NACCAS and TDLR Standards governing distance education. In addition to compliance with any applicable regulatory Standards, all distance education courses offered for hours at the Academy must comply with the following requirements:

1. Distance Education will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical application on a live model or client,
2. Distance education, offered by the Academy through either synchronous or asynchronous methods, must be validated by substantive interaction on a regular interactive basis between student and instructors.
 1. Substantive interaction for distance education learning activities is engaging students in teaching, learning and assessment and must include two of the following, at a minimum:
 1. Providing direct instruction
 2. Assessing of providing feedback on student’s distance education coursework
 3. Providing information or responding to questions about the content of distance education coursework
 4. Facilitating a group discussion regarding the content of distance education coursework
 2. Regular interaction for distance education learning activities between a student and an instructor must include the following:
 1. Providing the opportunity for substantive interactions with the student on a scheduled basis

2. Monitoring the student’s academic engagements and ensuring the instructor is responsible for substantive interaction
3. Distance education, if delivered asynchronously, must be validated to measure actual student seat time for clock hour programs.
3. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (administered on-campus) to include any applicable competencies required by TDLR prior to graduation.
4. Distance education assessments of student performance will be conducted on-campus by a qualified educator at least once monthly with respect to any distance education completed within the prior month.
5. All transcripts and other documents, whether official or unofficial, listing academic attainment will identify the distance education component, and
6. Prior to enrollment, all students receive a disclaimer that academic achievement earned during distance education may not be accepted for reciprocity or eligible for licensure in other states. This disclaimer must be signed, dated, and maintained in each student’s file.

The Academy currently uses an online learning environment in which a student’s progress through instruction topics is virtually tracked and verified by computer-assisted methods including unique user logins with timeouts for inactivity. In addition to the software, instructors monitor student activity, attendance, and host distance office hours to respond to student questions and proactively engage with students on an individual basis via online platform CIMA, zoom and/or klassapp. A student will ONLY receive hours for distance learning that were scheduled and pre-approved. All hours that are completed and not scheduled or approved will not count towards completion.

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 institution’s accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

2022 Rates	Completion %	License %	Placement %
Esthetics In House	97.14%	100	69.51%
Esthetics Hybrid (not currently offered)	100%	100	70.58%
Cosmetology In House	88.23%	100	85.71%
Cosmetology Hybrid (not currently offered)	71.42%	100	100%
Manicurist	Not available – new program	Not available – new program	Not available – new program
Total (all programs)	95.30%	100	71.56%

The rates listed above are statistics from the annual report data submitted to NACCAS in November 2023.

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 29 weeks 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 his/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) – 1000 Hours	40	1250
Cosmetology (Half time evening, 16 hrs/wk) – 1000 Hours	78	1250
Esthetics (Full time, 31 hrs/wk) – 750 Hours	30	937.5
Esthetics (Half time evening, 16 hrs/wk) – 750 Hours	58	937.5
Manicurist (Full time, 31 hrs/wk) – 600 Hours	24	750
Manicurist (Part time, 16 hrs/wk) - 600 Hours	38	750

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 – 1000 Hours	48	1500
Cosmetology Half time – 1000 Hours	93	1500
Esthetics Full time – 750 Hours	36	1125
Esthetics Half time – 750 Hours	70	1125
Manicurist Full time – 600 Hours	29	900
Manicurist Half time – 600 Hours	45	900

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 regularly. 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 weeks, and 900 clocked (actual) hours & 29 weeks, and 1000 clocked (actual) and 33 weeks
Cosmetology (Half time)	450 clocked (actual) hours & 28 weeks, and 900 clocked (actual) hours & 56 weeks, and 1000 clocked (actual) and 63 weeks
Esthetics (Full time)	375 clocked (actual) hours & 12 weeks , and 750 clocked (actual) hours & 25 weeks
Esthetics (Half time)	375 clocked (actual) hours & 23 weeks and 750 clocked (actual) hours & 47 weeks
Manicurist (Full time)	300 clocked (actual) hours & 10 weeks and 600 clocked (actual) hours & 19 weeks
Manicurist (Half time)	300 clocked (actual) hours & 15 weeks and 600 clocked (actual) hours & 30 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 to 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 refund calculation using the last date of attendance for calculation purposes. 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 or have hours from a high school program. 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 should present a school transcript from the prior institution. 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. A student attending distance education hours will only receive credit hours for verified active time working on activities in the distance education platform. If students are participating in a distance education conference room, the student's legal name must be registered during attendance and a video camera must be on to confirm student participation. Distance education hours that are not pre-approved, overlap with in-house hours, or exceed allowed hours will not be approved.

Attendance and Tardy Policy

New students must attend every day of class during the first week of school to remain enrolled. All students must maintain a minimum of 80% **cumulative** attendance. Please refer to the particular program of interest for class schedules. Arriving later than the 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 should notify the school before the scheduled start time 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. 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. Note – VA students must confirm their enrollment and active attendance with the VA each month to remain eligible for funding. 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.

Scheduled versus unscheduled hours

Unscheduled makeup hours are at the discretion of the Academy for purposes of completing guest services or make-up work. Students interested in attending makeup hours must submit a request to their educator for these hours in advance and include on the sign-up paper the hours they will be staying. Additionally, a student who is approved to attend unscheduled hours is required to complete an hour 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. The Academy may refuse to grant unscheduled hours for any reason, including lack of room capacity, lack of instructor availability, a student failing to attend her regularly scheduled hours, in the event a student is 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/spas for field trip hours. Salon Boutique Academy reserves the right to cancel unscheduled hours at any time.

Lunch and Breaks

Lunches are 45 minutes in length for full-time students and are scheduled by campus staff. Students must clock out if they are not engaged in a learning activity. 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 late without informing Salon Boutique Academy staff in advance may be asked to leave the school to reduce class disruption. Food and beverages should be limited to lunch/break time except for water, coffee, or tea, which are allowed in class in a closed container. TDLR rules and laws concerning food items and sanitation should

be followed while in the building.

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 effect 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 our Admissions Director to receive a current investment breakdown.

Cosmetology Program

Registration Fee:	\$ 100.00
Tuition:	\$ 13,654.00
Books & Kit (including tax):	\$ 2,746.00
Book cost: 474.00	
Other supplies cost: 2,272.00	
Total:	<u>\$ 16,500.00</u>

Esthetics Program

Registration Fee:	\$ 100.00
Tuition:	\$ 11,750.00
Books & Kit (including tax):	\$ 1,850.00
Book cost: 636.00	
Other supplies cost: 1,214.00	
Total:	<u>\$ 13,700.00</u>

Manicurist Program

Registration Fee:	\$ 100.00
Tuition:	\$ 8,891.00
Books & Kit (including tax):	\$ 1,509.00
Book cost: 514.00	
Other supplies cost: 995.00	
Total:	<u>\$ 10,500.00</u>

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 to 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 a documented illness/family death/military deployment.** Salon Boutique Academy does NOT charge students for costs associated with the verification of student identity for distance learning purposes.

Payment of Tuition and Fees

Salon Boutique Academy allows students to pay the cost of the program in monthly installments while enrolled. Students interested in participating in Title IV, HEA programs or VA benefit programs should meet with the Financial Aid Director prior to beginning class to determine eligibility (note – the Manicurist program is not currently approved to participate in VA funding programs).

Note – Salon Boutique Academy does not prohibit attendance or impose penalties while waiting on VA payments per 38 U.S.C 3679 (e)(1)A & B.

Salon Boutique Academy accepts registration and down payments in the form of debit, check, credit card, cash or money order. Tuition and kit supplies must be paid pursuant to the payment schedule agreed. Following the

registration and down payment, remaining balances that are not expected to be covered by federal aid will be paid monthly to TFC Credit Corporation. The TFC payment installation contract terms outline payment due dates and late fees. All payments are due in accordance with time frames outlined in your TFC contract. TFC payments will impact your credit score – please make sure to pay on time.

Following the registration, down payment and TFC contract initiation, if a student seeks to pay a monthly payment directly to the Academy (rather than TFC), they may do so with cash, check, or a money order (no debit or credit cards). The Academy will then update TFC to revise the remaining balance.

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. Students should not attempt to exceed 100% attendance. To do so would cause a student to graduate prior to her/his graduation contract date, which can result in financial aid packaging being recalculated and resulting in liabilities owed by the student and/or institution, if applicable.

The Academy does not charge students for any fees associated with verification of student identity for those students enrolled in a hybrid schedule and participating in distance learning sessions. Tuition scholarships are null and void in the event of withdraw or dismissal. Scholarships are not credited to a student ledger until successful completion of the program.

Salon Boutique Academy reserves the right to suspend or terminate a student who has a late payment. 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 of Licensing and Regulation sets forth minimum refund requirements in Section 1603.3603 of the Occupations Code. Salon Boutique Academy meets and exceeds these minimum standards. The following policy applies to all terminations for any reason, by either party. 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 this expiration, Salon Boutique Academy will refund any unused part of tuition, fees, and other charges 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. 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:

If a student begins a program and has not paid in full, the following is the total tuition owed to the school:

- (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	Esthetics	Manicurist
100%	1-32	1-32	1-32
90%	33-250	33-188	33-150
50%	251-500	189-375	151-300
0	501-1000	376-750	301-600

If tuition has not been paid in full, the following percentage will be due	Proportion of Hours Scheduled as of Withdrawal Date		
	Cosmetology	Esthetics	Manicurist
0%	1-32	1-32	1-32
10%	33-250	33-188	33-150
50%	251-500	189-375	151-300
100%	501-1000	376-750	301-600

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 1603.3607. 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 1603.3603. 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).

Students who withdraw will incur a \$100.00 withdraw fee that is in addition to the refund calculations described above.

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be

returned. Salon Boutique Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed in the Salon Boutique Academy Consumer Bulletin. This policy applies to students' who withdraw officially, unofficially, or are dismissed from enrollment at Salon Boutique Academy. It is separate and distinct from the Salon Boutique Academy refund policy. Please see the consumer bulletin for a full description of this policy.

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 professionalism, resume writing, interview techniques, and job search/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 our Career Services Manager, Ms. Sanchez, at a.sanchez@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 should not be brought to class/clinic unless directed by the Educator. 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 items are left at the school or in a locker for more than 5 calendar days following the last day of attendance, the items will be considered abandoned and disposed and the student will still be responsible for any balance due for those items.

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 education and commercial purposes.

Note – the Academy has cameras in public areas of the facility not used for commercial purposes. These cameras are for protection purposes only, are confidential and only available for view by authorized personnel. In the event an incident occurs within view of a camera, please contact the School Director immediately with information concerning the event. Salon Boutique Academy will view the available footage and share the specific footage with authorities, as needed, to the extent permitted by FERPA laws.

Student Parking

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. At no time should cars be parked directly in front of neighboring businesses. Student vehicles parked directly in front of neighboring businesses (or on the side immediately facing the building) 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 Manicuring license:

- Pass a written and practical examination after paying the associated fees to PSI exams
- Submit a completed application on a TDLR form
- Pay required TDLR fees
- Be at least 17 years of age
- Completed a cosmetology, esthetician, or manicurist program with the number of hours required by TDLR

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. The use of portable electronics can be a distraction to the learning process and guest services. All portable electronics should 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 can result in disciplinary action up to and including dismissal. Cell phone calls inside the school should be 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.

Any of the following conduct can result in termination from the program:

1. Failure to maintain 80% attendance. Because students have regular access to monitor attendance, Salon Boutique Academy is not required to provide notice prior to termination
2. 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
3. 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
4. Failure to maintain a cumulative grade point average of at least 80%
5. Verbal abuse, swearing, offensive language, name-calling, talking back, or making direct or indirect threats
6. Repetitively 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, or otherwise disrupting the learning environment
7. Bullying or harassment
8. Violating the drug and alcohol policy
9. Refusing to participate in classroom or clinic activities
10. Violence or threat of violence

11. Consecutive violations of Salon Boutique Academy policies
12. Time clock abuse
13. Academic dishonesty
14. Theft or vandalism
15. Possession of a firearm or weapon on campus
16. Negativity or disrespect towards Salon Boutique Academy, Salon Boutique Academy staff, Salon Boutique Academy students, or clients
17. Using social media to bully or disparage Salon Boutique Academy, Salon Boutique Academy staff, or Salon Boutique Academy students
18. Insubordination
19. Violation of Texas Department of Licensing and Regulation rules or laws
20. An overdue tuition payment exceeding 30 days.
21. Breach of the enrollment contract

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

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. Smoking e-cigarettes is prohibited within the building.

Drug and Alcohol Abuse Prevention Program and Policy

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials. Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states: We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities. The full policy can be located in the consumer information bulletin, which is provided to new students and staff, available for download on our website, and passed out at least annually.

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 Title IX Coordinator, Leah Tressler, 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 students wear the following:
 - o Scrubs. Scrub tops and bottoms must be black.
 - o Students may purchase scrubs from a vendor of their choosing and in a scrub style of their choice.
 - o Scrub shirts must have sleeves.
 - o Scrubs must have no colored embellishments/large brand logos.
 - o A black cardigan or jacket may be worn with the scrubs to assist with classroom/clinic temperature fluctuations.
- The following dress code applies to all students:
 - o Clean, closed-toe shoes of any color may be worn. Lounge shoes, house shoes, shoes with holes/cut-outs 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.
- Clothes should properly fit with no sagging.
- Cleavage, stomachs, backs and behinds must be concealed when sitting, standing, lifting arms, and bending over.
- Hats, bonnets, caps and bandanas are prohibited unless otherwise allowed as part of a pre-approved activity.
- No visibly graphic or obscene tattoos or accoutrements.
- The following are prohibited and do not qualify as scrubs: leggings, workout clothing, sweat pants and yoga pants.

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 19) or the National Accrediting Commission of Career Arts & Sciences (NACCAS) at Naccas 3015 Colvin Street, 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. Title IX concerns and complaints should follow the Title IX policy and procedures, which can be located on the finance page of the website or received by requesting a written copy from the Title IX Coordinator, Leah Tressler, at contact@salonboutiqueacademy.com

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

Transcripts will be provided to a graduate or student at any time by providing Salon Boutique Academy a written letter with the student's name, purpose of request, and address of recipient. Salon Boutique Academy reserves the right to request and confirm the identity of the requesting student/graduate in the event the request is made electronically and not in person.

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. All students attending classes that include a distance education component consent to having distance learning meetings and activities

recorded for regulatory compliance purposes. Records of grades and transcripts are maintained for a minimum of three years or longer, as required by regulatory bodies.

Salon Boutique Academy Organization

Salon Boutique Academy is owned by Salon Boutique Academy, LLC. The team is comprised of the following members:

Kathy Adkins, Registrar and Licensed Esthetician

Kristina Malone, Educator and Licensed Esthetician

Juana Escalante, Financial Aid Director

Cinda Graham, Educator and Licensed Cosmetologist

Kriss Lamar, Director of Admissions and Marketing

Jasmine Sanville, Administrative Support and Licensed Cosmetologist

Linsey Sanderson, Educator and Licensed Cosmetologist

Lynae Coelho, Educator and Licensed Esthetician

Zendra Whitt, Educator and Licensed Nail Technician

Briseida Gomez, Educator and Licensed Nail Technician

Avery Strange, Educator and Licensed Nail Technician

Bahja Parker, Social Media Outreach and Licensed Nail Technician

Jeanita Spikes, Educator and Licensed Nail Technician

Jennifer Sanchez, Director of Student Career Services and Licensed Esthetician

Ana Alicia Sanchez Burdette, Director of Alumni Career Services and Licensed Cosmetologist

Leah Tressler, Director and Licensed Cosmetologist

All administrative matters should be directed to 214-263-3276, contact@salonboutiqueacademy.com