



# **COSMETOLOGY AND SPA ACADEMY**

**OWNED BY CRYSTAL LAKE**

**ACADEMY, INC.**

**D.B.A as COSMETOLOGY AND SPA ACADEMY**

[www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu)

## **STUDENT CATALOG FOR ALL LOCATIONS**

**CRYSTAL LAKE LOCATION  
700 E. TERRA COTTA AVE  
CRYSTAL LAKE, ILLINOIS  
60014**

**815 575-6554**

**SCHAUMBURG LOCATION  
142 E. GOLF RD  
SCHAUMBURG, IL 60173**

**815 -575 -6620**

**ROCKFORD LOCATION  
657 HIGHGROVE PLACE  
ROCKFORD, IL 61108**

**815 -307-3622**

**ELGIN LOCATION  
609 S RANDALL RD  
ELGIN, IL 60123**

**630-940-8428**

TABLE OF CONTENTS:

WELCOME TO COSMETOLOGY AND SPA ACADEMY, ALSO KNOWN AS CSA .....	7
ACADEMY MISSION STATEMENT .....	7
COSMETOLOGY AND SPA ACADEMY IS ACCREDITED BY NACCAS.....	8
ACADEMY LICENSING BODY .....	8
PROFESSIONAL AFFILIATIONS.....	8
FACULTY MEMBERS FOR ALL LOCATIONS .....	8
INFORMATION ON THE BEAUTY INDUSTRY .....	9
CAREER OPPORTUNITIES .....	9
CAREER OUTLOOK .....	9
CAREER EARNINGS .....	9
CONTINUING EDUCATION REQUIREMENTS .....	10
INDUSTRY PHYSICAL AND SAFETY DEMANDS.....	10
LICENSURE REQUIREMENTS .....	10
COSMETOLOGY AND SPA ACADEMY ADMISSION REQUIREMENTS.....	10
ADMISSIONS REQUIREMENTS AND POLICIES FOR ALL PROGRAMS OFFERED.....	10
CLARIFICATION ON HIGH SCHOOL DIPLOMA /GED .....	11
TRANSFER CREDIT .....	11
RE-ENTRY REQUIREMENTS .....	12
DISABILITIES AND ACCOMMODATION .....	12
INSTRUCTIONAL LANGUAGE .....	13
PROGRAMS OFFERED.....	13
COSMETOLOGY COURSE OUTLINE .....	13
EDUCATION PROGRAM OBJECTIVES .....	13
STATE LICENSING REQUIREMENTS.....	18
START DATES FOR COSMETOLOGY PROGRAM FOR ALL LOCATIONS.....	18
TUITION AND FEES FOR ALL LOCATIONS COSMETOLOGY PROGRAM .....	18
KIT PAYMENT OPTIONS FOR ALL PROGRAMS.....	18
GUEST SPEAKERS.....	19
ESTHETIC PROGRAM- 750 CLOCK HOURS.....	19
ESTHETIC COURSE OUTLINE .....	19
EDUCATION PROGRAM OBJECTIVES .....	19
STATE-LICENSING REQUIREMENTS ESTHETIC PROGRAM 750 CLOCK HOURS .....	22
START DATES FOR ESTHETIC PROGRAM.....	22
COSMETOLOGY AND SPA ACADEMY STUDENT CATALOG – ALL RIGHTS RESERVED	2

TUITION AND FEES – ESTHETIC PROGRAM.....	22
TEACHER TRAINING 500 OR 1000 CLOCK HOURS .....	23
STATE REQUIREMENTS .....	23
TEACHER TRAINING COURSE OUTLINE AND OBJECTIVES .....	23
START DATES .....	25
TUITION AND FEES – TEACHER TRAINING .....	25
BARBER PROGRAM 1500 CLOCK HOURS IS OFFERED AT ALL LOCATIONS .....	25
BARBER COURSE OUTLINE AND OBJECTIVES.....	26
STATE REQUIREMENTS .....	30
TUITION AND FEES .....	30
COSMETOLOGY AND SPA ACADEMY - ACADEMIC POLICIES APPLY TO ALL CAMPUSES .....	30
GRADUATION REQUIREMENTS FOR ALL PROGRAMS.....	30
PAYMENT POLICIES.....	31
SCHOOL FINAL/RETAKES.....	31
STATE BOARD EXAMINATION .....	31
LEAVE OF ABSENCE POLICY (LOA).....	32
SATISFACTORY PROGRESS POLICY – SAP .....	32
EVALUATION PERIODS.....	32
ATTENDANCE PROGRESS EVALUATIONS .....	33
MAXIMUM TIME FRAME .....	33
ACADEMIC PROGRESS EVALUATION .....	33
WARNING .....	34
RE- ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS.....	34
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS.....	34
APPEAL PROCEDURE.....	34
NONCREDIT, REMEDIAL COURSES, REPETITIONS .....	35
TRANSFER HOURS .....	35
HOLIDAYS AND VACATIONS.....	35
WEATHER-RELATED ACADEMY CLOSING .....	35
STUDENT RIGHTS TO THEIR ACADEMIC RECORDS.....	35
THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA).....	35
ACCESS TO FILES – PRIVACY AND FILE ACCESS POLICY .....	36
FERPA AND SUBPOENAS.....	37
PEER TO PEER FILE SHARING (P2P) .....	37
COSMETOLOGY AND SPA ACADEMY STUDENT CATALOG – ALL RIGHTS RESERVED	3

COSMETOLOGY AND SPA ACADEMY GENERAL POLICIES APPLY TO ALL LOCATIONS..... 37

STUDENT SERVICES..... 37

STUDENT CODE OF PROFESSIONAL CONDUCT ..... 38

DISCIPLINARY PROCEDURES ..... 39

PROFESSIONAL TOOLS CODE OF CONDUCT ..... 39

PERSONAL LOCKER/CABINET POLICY..... 39

STUDENT ATTITUDE..... 39

DRESS CODE..... 39

    COSMETOLOGY & BARBER PROGRAM ..... 39

    ESTHETIC PROGRAM..... 40

    GROOMING GUIDELINE ..... 40

CELL PHONES/BUSINESS PHONES ..... 41

SMOKING POLICY ..... 41

NAME TAG..... 41

STUDENT LIBRARY ..... 41

ATTENDANCE POLICIES..... 41

MAKE-UP HOURS POLICY ..... 42

ATTENDANCE ROSTERS- ROLL CALL PROCEDURE..... 42

TARDY POLICY ..... 43

CREDIT HOURS..... 43

SCHEDULED LUNCH / BREAK TIME ..... 43

BEAUTY SERVICE DAY ..... 44

INTERNSHIP PROGRAM ..... 44

EMPLOYMENT ASSISTANCE ..... 44

SCHEDULE CHANGE POLICY..... 44

GROUND FORS DISMISSAL/SUSPENSION..... 45

GRIEVANCE PROCEDURE GUIDELINES ..... 45

CLASSROOM POLICIES ..... 46

CLINIC POLICIES ..... 46

MODEL REQUIREMENTS ..... 47

FOOD AND DRINK ..... 48

SCHOLARSHIPS ..... 48

ANNUAL PLACEMENT RATE GRADUATE RATE AND LICENSURE RATE ..... 48

CAREER FAIR PROGRAMS AND IMPROVING ACADEMIC PLANS ..... 51

THEFT AND MISUSE OF PROPERTY .....	51
WEAPONS.....	51
INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION.....	51
METHOD OF DISCLOSURE.....	52
DESCRIPTION OF FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS .....	52
NEED-BASED AND NON-NEED-BASED FEDERAL FINANCIAL AID AVAILABLE .....	52
HOW TO APPLY FOR FINANCIAL ASSISTANCE.....	52
LOAN SUBMISSION DISCLOSURE .....	53
FINANCIAL AID ELIGIBILITY REQUIREMENTS.....	53
CRITERIA FOR SELECTING RECIPIENTS FROM THE GROUP OF ELIGIBLE APPLICANTS.....	53
HOW IS FINANCIAL AID DETERMINED? .....	53
Students’ Rights Include .....	53
Students’ Responsibilities Include .....	53
HOW WILL FINANCIAL ASSISTANCE BE DISBURSED AT STUDENT'S ACCOUNT? .....	54
LOAN REPAYMENT TERMS AND CONDITIONS.....	54
CONSEQUENCES OF DEFAULT .....	54
Total Loan Debt Repayment Period.....	55
Title IV Fund Program Information.....	55
PLUS, CREDIT COUNSELING.....	58
CSA - PRE-DISPUTE ARBITRATION AGREEMENT .....	58
CLASS ACTION WAIVER .....	59
INSTITUTION REFUND POLICY AND CANCELLATION POLICY.....	59
OFFICIAL WITHDRAWAL .....	60
UNOFFICIAL WITHDRAWALS .....	60
TITLE IV REFUND POLICY .....	61
OFFICIAL WITHDRAWAL .....	61
UNOFFICIAL WITHDRAWALS .....	61
TITLE IV CODE OF CONDUCT.....	62
HOW TO OBTAIN INFORMATION ON CONSUMER DISCLOSURE.....	63
VACCINATION POLICY.....	63
TEACH-OUT-PLAN .....	63
DRUG FREE POLICY.....	63
Drug Testing Circumstances .....	66
Alcohol & Drug Prevention & Treatment Resources Available .....	68

Prevention and Treatment Centers.....	68
Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations.....	69
DRUG/SCHEDULE QUANTITY PENALTIES QUANTITY PENALTIES.....	69
FEDERAL TRAFFICKING PENALTIES .....	69
Illinois State and Local Sanctions Regarding Drug and Alcohol Violation.....	70
Drug-Free School and Workplace Standard of Conduct .....	71
Health And Welfare of Others .....	71
School Flexibility .....	71
ACKNOWLEDGMENT OF RECEIPT .....	71
POLICY ON CONTROLLED SUBSTANCES AND ALCOHOL MISUSE .....	71
BOOK INFORMATION .....	71
CONSTITUTION AND CITIZENSHIP DAY PLANS.....	72
AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION.....	72
STUDENTS' RIGHT TO KNOW .....	72
SAFEGUARDING CONSUMER INFORMATION .....	73
Misrepresentation .....	74

## WELCOME TO COSMETOLOGY AND SPA ACADEMY ALSO KNOWN AS CSA

Welcome to Cosmetology and Spa Academy and the beautiful world of Beauty! As one of the oldest beauty schools in Illinois, we have trained thousands of students to reach their dreams in the beauty industry successfully. We hope you will become our next success story.

It is the intention of Cosmetology and Spa Academy to afford a quality education to all qualifying students who make the decision to enter the field of Cosmetology, Barber, and Esthetic. The purpose of this catalog is to advise prospective and current students of the rules and regulations at Cosmetology and Spa Academy and their rights and responsibilities before, during, and after their training program. The Student Catalog will also guide you through your daily activities and define responsibilities. Please read it carefully! Whenever you have a question about its contents, please ask your campus Manager or email your questions to [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com). Revisions, however, may occur because of Federal Financial Aid, Accreditation Agency, State requirements or other internal school policy changes. Updated catalogs will be available to students upon request at no cost at admission offices. This catalog is currently used at all Cosmetology and Spa Academy campuses.

### ACADEMY MISSION STATEMENT

**Our Mission is to prepare our students for entry level careers in The Beauty Industry; including retail and customer service. We strive to maintain an active and fun learning environment that is conducive to sharing knowledge and providing good academic and practical experiences for our students.**

**WHO WE ARE** The Cosmetology and Spa Academy in Crystal Lake was established in 1998. Cosmetology and Spa Academy in Crystal Lake offers incoming students classroom schedules that help to fit the students' needs as well as offering licensing in Barbering, Esthetics, and Cosmetology. The campus has prided itself on building a strong foundation with the surrounding community and has always encouraged their students to develop positive relationships with their clients and professionals in the industry. We pride ourselves in maintaining a high standard of education and professionalism amongst our staff and students. This campus offers a full range of salon, barber, and spa services where the students learn hands-on practical skills on live models and real mannequins while receiving individualized attention from our highly skilled instructors. The campus has good equipment for our students to learn from our shampoo area to our spa area. We believe that giving students the real-world experience in our school is the best way to prepare them for their future career. **The Cosmetology and Spa Academy in Schaumburg was established in June of 2010.** Cosmetology and Spa Academy in Schaumburg offers incoming students classroom schedules that help to fit the students' needs as well as offering licensing in Barbering, Esthetics, and Cosmetology. The campus has supported a diverse population of students who have graduated from Cosmetology and Spa Academy and earned their cosmetology, barber, and/or esthetics license. We pride ourselves in maintaining a high standard of education and professionalism amongst our staff and students. This campus offers a full range of salon, barber, and spa services where the students learn hands-on practical skills on live models and real mannequins while receiving individualized attention from our skilled instructors. The campus has the latest equipment for our students to learn from our shampoo area to our spa area. We believe that giving students the real-world experience in our school is the best way to prepare them for their future career. **The Cosmetology and Spa Academy in Rockford was established in October of 2019.** Cosmetology and Spa Academy in Rockford offers incoming students a program schedule to help to fit the students' needs as well as offering licensing in Barbering, Esthetics, and Cosmetology. The campus has facilitated building positive relationships with the local community and supporting a diverse population of staff and students. We pride ourselves in maintaining a high standard of education and professionalism amongst our staff and students. This campus offers a full range of salon, barber, and spa services where the students learn hands-on practical skills on live models and real mannequins while receiving individualized attention from our highly skilled instructors. The campus has the latest equipment for our students to learn from our shampoo area to our spa area. We believe that giving students the real-world experience in our school is the best way to prepare them for their future career. **The Cosmetology and Spa Academy in Elgin was established in November of 2019.** Cosmetology and Spa Academy in Elgin offers incoming students a program schedule to help to fit the students' needs as well as offering licensing in Barbering and Cosmetology. The campus has prided itself in supporting a diverse population of staff and students and works closely with local professionals in the industry. We pride ourselves in maintaining a high standard of education and professionalism amongst our staff and students. This campus offers a full range of salon and barber services where the students learn hands-on practical skills on live models and real mannequins while receiving individualized attention from our highly skilled instructors. The campus has the latest equipment for our students to learn from our shampoo area to our barbershop. We believe that giving students the real-world experience in our school is the best way to prepare them for their future career.

**The Cosmetology and Spa Academy website information:** <https://www.cosmetologyandspaacademy.edu/>

## COSMETOLOGY AND SPA ACADEMY IS ACCREDITED BY NACCAS

Cosmetology and Spa Academy Crystal Lake, IL, location accreditation status is: Accredited

Cosmetology and Spa Academy Schaumburg, IL location accreditation status is: Additional Location Accreditation

Cosmetology and Spa Academy Rockford, IL location current accreditation status is: Additional Location Accreditation

Cosmetology and Spa Academy Elgin, IL location current accreditation status is: Additional Location Accreditation

### National Accrediting Commission of Career Arts and Sciences

#### NACCAS

3015 Colvin Street

Alexandria, VA 22314

Telephone: (703) - 600-7600.

Fax: 703- 379- 2200

<http://naccas.org>

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

### ACADEMY LICENSING BODY

All locations of Cosmetology and Spa Academy are licensed by the Illinois Department of Professional Regulation, Professional Services Division - IDPR.

320 W. Washington, 3rd Floor

Springfield, IL, 62786

Telephone: (217) 524-4151

<https://www.idfpr.com/DPR.asp>

Information about school's accreditation licensures or State license, can be found by following the guidance on the respective websites: <http://naccas.org/accredited-school-search> ; <https://www.idfpr.com/DPR.asp>

### PROFESSIONAL AFFILIATIONS

Cosmetology and Spa Academy is a member of the following agencies:

- American Association of Cosmetology Schools (AACS), [www.beautyschools.org](http://www.beautyschools.org)
- BioElements World Class School [www.bioelements.com](http://www.bioelements.com)
- PCA Skin Care [https://www.pcaskin.com/?avad=55963\\_f2efdf325](https://www.pcaskin.com/?avad=55963_f2efdf325)

Illinois Association of Cosmetology Schools

\*Toccou Magico <https://toccousa.com/products/>

\*SamVilla <https://www.samvilla.com/blogs/hair-tutorials>

\*MILADY <https://www.milady.com/>

\*Beauty As a Business <https://learn.beautyasabusiness.com/collections>

\*Pulp Riot Hair Color <https://www.pulpriothair.com/>

### FACULTY MEMBERS FOR ALL LOCATIONS

Owned by Crystal Lake Academy, Inc. Mr. Inaet Halimi President

Director of Operations Ms Janelle [Janelle@csa.edu](mailto:Janelle@csa.edu) All Location

Director of Admission Ms. Josephina [jo@csa.edu](mailto:jo@csa.edu) All Locations

Director of Rockford Mr. Jesus [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com) All Locations

Director of Compliance Ms. Genta [genta@csaacademy.net](mailto:genta@csaacademy.net) All Locations

Director of Educators Ms Janice [Janice@csa.edu](mailto:Janice@csa.edu) All Locations

Website: [www.csa.edu](http://www.csa.edu)

COSMETOLOGY AND SPA ACADEMY HAS FOUR LOCATIONS THAT UTILIZE THIS CATALOG:

CRYSTAL LAKE LOCATION	SCHAUMBURG LOCATION	ROCKFORD LOCATION	ELGIN LOCATION
700 E. TERRA COTTA AVE CRYSTAL LAKE, ILLINOIS 60014	142 E. GOLF RD SCHAUMBURG, IL 60173	657 HIGHGROVE PLACE ROCKFORD, IL 61108	609 S RANDALL RD ELGIN, IL 60123
815 455-5900	815-455-5900	815-455-5900	815-455-5900

## INFORMATION ON THE BEAUTY INDUSTRY

### CAREER OPPORTUNITIES

A career in the beauty industry is a profession not just another job. As a licensed beauty professional, you will have a full, exciting range of employment opportunities. The following is a list of some of the possibilities:

**Salon & Spa opportunities:** Salon and Spa Owner, Hair Designer, Color Specialist, Nail Technician, Makeup Artist, Esthetician, Waxing Specialist, Salon & Spa Manager, Salon & Spa Trainer, Beauty School Instructor, Manager, Director, Owner, etc. **Travel opportunities:** Platform Artist, Private Consultant, Salon or Corporate Sales Director, Cruise Line beautician, etc. **Education opportunities:** Academy Instructor, Academy Educational Director, Retail Product Educator,

**Sales:** Advertising/Marketing Specialist, Advertising/Marketing Director, Retail Manager, Manufacturer's Rep and much more! \* Please note: Although placement assistance is provided, employment is not guaranteed. Cosmetology and Spa Academy extends every effort to assist graduates in finding suitable employment through job fairs, internship possibilities, online open position announcements, etc.

### CAREER OUTLOOK

<https://myfuture.com/career/hairdressers-hairstylists-and-cosmetologis>

Overall employment of barbers, hair stylists, and cosmetologists is projected to grow 11 percent from 2021 to 2031, much faster than the average for all occupations. About 93,800 openings for barbers, hair stylists, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

**JOB PROSPECTS:** Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairstylists and cosmetologists.

<https://www.bls.gov/ooh/personal-care-and-service/mobile/barbers-hairstylists-and-cosmetologists.htm>

Employment of skin care specialists is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. The desire among many women and a growing number of men to reduce the effects of aging will result in employment growth. Good job opportunities are expected: <https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm>

Source: U.S. Department of Labor, Bureau of Labor Statistics: <https://www.bls.gov/ooh/personal-care-and-service/mobile/barbers-hairstylists-and-cosmetologists.htm>

### CAREER EARNINGS

The income in this industry depends on a broad range of factors such as: geographic location; i.e, state, area, population, size of the salon, personal ability to create and retain clients, work hours, etc. Some more information can be found on the Bureau of Labor Statistics website: <https://www.bls.gov/oes/current/oes395012.htm#ind>

More information on earning level can be found at: <https://www.salary.com/research/salary/alternate/cosmetologist-salary/il>

## CONTINUING EDUCATION REQUIREMENTS

The beauty industry is changing every day. Keeping up with the latest techniques and experiences is a fundamental necessity of this industry. Continuing education is a state requirement and varies from state to state. The State of Illinois requires 24 hours of continuing education every two years for a cosmetologist to maintain their license, the State of Illinois requires 10 hours of continuing education every two years for barbers. We do offer advanced training hours at our Crystal Lake and Schaumburg location. For more information about the advanced training opportunities, please visit our web page: <https://cosmetologyandspaacademy.edu/>

Additional information on continuing education can be found at: <https://www.bls.gov/ooH/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm> <http://continuingcosmetology.com/onlinecourses/Illinois/PDF/howmanyhours.pdf>

## INDUSTRY PHYSICAL AND SAFETY DEMANDS

Exciting opportunities await you in the beauty industry. Professionals in the beauty industry provide hair, skin and nail services to enhance their client's appearance. The beauty industry is best suited for persons who are in good to excellent health condition. It is our goal to teach our students all skills necessary for success in the beauty industry. It is critical for the applicant to understand that many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and demonstrate services with the utilization of only the products carried by the school, both in the classroom, as well as during clinical work.

**Physical Demands:** Stylists and Estheticians by the very nature of what they do are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. For example: holding the arm and hand in one position while, at other times, keeping the hand steady while moving the arm. Stylists and estheticians should be able to lift up to 30lbs. Estheticians must perform and demonstrate the full range of Esthetic-related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and makeup application), view details of objects within arm's length and discern the difference between colors, shade, and brightness within and between those objects. Stylists must perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, hair dry, etc.), perform and demonstrate the full range of nail related services (e.g., file, buff, clip, clean, and apply polish to nails and attach artificial nail products).

An important part of our education is to teach students that developing good habits at the beginning of training will help prevent injury and health issues in the future. Students must enjoy working with the public and be able to follow a client's directions. The student must be able to communicate well with another person and speak clearly to be understood. A student must be willing and able to work long hours to build a personal clientele to earn the desired salary. A student must be able to read, write and speak fluently.

**Safety:** Students must wear an enclosed, supportive, protective pair of shoes and adhere to changes in the law. The state is not required directly to notify any person or entity of variations in the law and changes to standards.

## LICENSURE REQUIREMENTS

The State of Illinois requires cosmetologists, estheticians, nail technicians and barbers to have a valid license in order to practice their profession legally. Each State in the U.S. has different licensing requirements. Licensure and Endorsement information may be obtained by contacting the admissions office at any location during regular business hours. More information can be found at: [www.idfpr.com](http://www.idfpr.com)

## COSMETOLOGY AND SPA ACADEMY ADMISSION REQUIREMENTS

### ADMISSIONS REQUIREMENTS AND POLICIES FOR ALL PROGRAMS OFFERED

Cosmetology and Spa Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of disability, sex, age, race, color, religion, creed, national origin, ethnic background, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law. Cosmetology and Spa Academy does not recruit students already attending or admitted to another school offering similar programs of study.

The school's admission policies require that each admitted student meet the following:

- Visit in person or virtually one of the locations of Cosmetology and Spa Academy before enrolling. We require parents or legal guardians of dependent prospective students (under 18 years) to co-sign enrollment documents. We recommend that spouses also visit the school. Family support is vital for student success when starting a new career. Class size is limited, so prospective students should apply for admission as early as possible.
- **PROOF OF AGE:** Prospective students being considered for admission should have proof that she/he is at least 16 years of age or older. Proof of age may be documented by various means, including, but not limited to valid photo ID, birth certificate, driver's license, government-issued identification, birth registration, passport or other documentation that shows proof of age.

**ACADEMIC QUALIFICATIONS:** Successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of high school diploma, copy of GED certificate, copy of a transcript showing high school graduation date, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or,

- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for homeschooling, maintain this credential; or,
- Have evidence that verification of an international student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. ● Have signed a completed Enrollment Agreement with Cosmetology and Spa Academy.
- Have paid a registration fee \$ 100.0 (if applicable at the time of enrollment).

***Teacher training- Admission Requirements 500- or 1000-hours program***

- In addition to the above requirements, the candidate must have a current, valid license as a cosmetologist, or esthetician. ● If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set forth in the training agreement and/or applicable state licensing or certification regulations.

**All applicants are encouraged to read the catalog before signing the binding enrollment agreement. The applicant is required to submit all admission documentation before enrollment.**

## CLARIFICATION ON HIGH SCHOOL DIPLOMA /GED

NACCAS, our accrediting agency, recognizes several equivalent to a high school diploma:

- A GED: A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript with a clear Graduation Date of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree. For associate degree Programs: A student who enrolls in a program that leads to an associate degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class. We do follow NACCAS policy in this regard.

## TRANSFER CREDIT

The Cosmetology and Spa Academy does not recruit students already attending or admitted to another college offering a similar program of study. A transfer student will be required to meet the published admissions requirements and should refer to the Illinois Cosmetology, Barber, and Estheticians Laws for current transfer procedures. Students who transfer their hours of training earned from another beauty school into the Cosmetology or Barber program, must complete at least 900 training hours at CSA Academy, and 350 hours for the Esthetic program, unless other arrangements are made with the Financial Aid Director. Hours must be submitted to the school before enrollment. Transfer hours that are accepted count as both attempted and

completed hours. The student must have an official transcript from the licensed former school to receive credit for the transfer hours. Cosmetology and Spa Academy reserves the right to test the applicant before admitting the credit hours in part or all practical skills if found necessary. Cosmetology and Spa Academy reserves the right to request the student buy additional kit supplies if it is found necessary for the student to participate successfully in the program. The decision of Cosmetology and Spa Academy is final. Cosmetology Instructor transfers will be evaluated on a case-by-case basis.

## RE-ENTRY REQUIREMENTS

Former students of Cosmetology and Spa Academy who wish to re-enroll require approval from the administration by contacting the Admissions Office. Former students must re-enter within at least three years (calendar year) to be able to get full credit for their hours earned during their last enrollment. Application will be reviewed, and a decision will be made within seven days of the request. Re-enrollment is not guaranteed and will be determined on a case-by-case basis. Students who re-enroll within 30 days of the original exit date will be charged the same tuition and fees as detailed in their original enrollment agreement. All previous payments will be credited to the student's account, as well as any refunds made as a result of the withdrawal. Students who re-enroll more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Any previous balance from prior enrollments with Cosmetology and Spa Academy must be paid in full before the student may re-enroll unless the financial office approves tuition adjustments. Current tuition and fees will apply at the time of re-enrollment as well as a dropping fee from previous enrollment agreement. Students will come back to the same status as when regarding leave of absence, Satisfactory Academic Progress, personal time status, attendance status, academics status, etc. This policy applies to all programs offered at Cosmetology and Spa Academy at all locations.

Students may only re-enter into a different location of Cosmetology and Spa Academy once within a twelve-month period. Incomplete graduates must re-enroll. All payments must be complete before any training starts unless other agreements have been made with the Financial Office.

## HIGH SCHOOL VERIFICATION PROCEDURES

If there is a question about the validity of the diploma, GED certificate, or equivalent, Cosmetology and Spa Academy has the right to ask for further proof. If you need help verifying a GED, you can contact the Illinois GED Administrator of the Illinois Community College Board in Springfield, IL (847-328-9795) or visit the website, [www.acenet.edu](http://www.acenet.edu). There is no appeal process for students if Cosmetology and Spa Academy determines the high school diploma to be invalid.

## ATB VALIDATION

The definition of an ability-to-benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and can benefit from the education or training offered at the institution. Cosmetology and Spa Academy does not accept ATB students.

## DISABILITIES AND ACCOMMODATION

Cosmetology and Spa Academy is committed to ensuring no qualified physically challenged person, because of his or her handicap, will be excluded from enrolling during instruction or be subjected to discrimination based upon disability. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the program. However, all prospective students must meet standard admissions requirements.

Cosmetology and Spa Academy does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need accommodation during his or her program, he or she should advise the Director of one of Cosmetology and Spa Academy locations before the class starts and must submit a written request for specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodation(s) requested. Reasonable accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the Academy's President and Board of Directors, and a determination of reasonable accommodations (if applicable) will be provided in writing before the start of the student's program and within four weeks of the official request for currently enrolled students. Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in the most current student catalog.

More information about services and facilities for students with disability including the one with intellectual disabilities can be found at [https://www.ldrfa.org/?https%3A%2F%2Fwww\\_ldrfa\\_org%2F&gclid=Cj0KCOjwzYGGbhCTARIsAHdMTQzPHYiaxSM0iPLtC3TBRjycKeIVZq\\_kVfX1GX5W\\_QGDupHyo3UfFcaAvXwEALw\\_wcB](https://www.ldrfa.org/?https%3A%2F%2Fwww_ldrfa_org%2F&gclid=Cj0KCOjwzYGGbhCTARIsAHdMTQzPHYiaxSM0iPLtC3TBRjycKeIVZq_kVfX1GX5W_QGDupHyo3UfFcaAvXwEALw_wcB)

[https://www.ldrfa.org/?https%3A%2F%2Fwww\\_ldrfa\\_org%2F&gclid=Cj0KCOjwzYGGbhCTARIsAHdMTQzPHYiaxSM0iPLtC3TBRjycKeIVZq\\_kVfX1GX5W\\_QGDupHyo3UfFcaAvXwEALw\\_wcB](https://www.ldrfa.org/?https%3A%2F%2Fwww_ldrfa_org%2F&gclid=Cj0KCOjwzYGGbhCTARIsAHdMTQzPHYiaxSM0iPLtC3TBRjycKeIVZq_kVfX1GX5W_QGDupHyo3UfFcaAvXwEALw_wcB)

## INSTRUCTIONAL LANGUAGE

Cosmetology and Spa Academy is an English-speaking facility, and all instruction, documents, advertising, student catalog, curriculum, program outlines, pre-enrollment and enrollment documentation are provided and conducted in the English language only. Cosmetology and Spa Academy does not offer English-as-a-second-language instruction. There is no level of English language proficiency required to attend.

## PROGRAMS OFFERED

### COSMETOLOGY PROGRAM- 1500 CLOCK HOURS IS OFFERED TO ALL LOCATIONS

#### COSMETOLOGY COURSE OUTLINE

##### **Course Name: COSMETOLOGY**

**Course Description:** Students at Cosmetology and Spa Academy participate in a unique curriculum that combines educational materials from a variety of resources. Every student has the opportunity to integrate theory and practice from trusted names in the cosmetology industry. The techniques and concepts used are from Milady's 2016 Edition eBook & MindTap and MHD-Academy theory and techniques. Our techniques and concepts have layouts that are filled with up-to-date photographs, and easy-to-follow formats that students can rely on.

The Cosmetology program is 1500 clock hours in length. The course will be divided into 2 Instructional Phases, Classroom and Clinic and 3 Evaluation Check points.

Phase 1; Consists of the classroom phase, Freshman Level Evaluation, Theory, and Practical Lesson Series. The content of the Freshman Level: Classroom phase is broken down into women's haircutting, men's haircutting and hair design, long hair, spa, and color/chemicals in various hands-on lesson series. Students are required to attend theory class once a week. Each week, students are tested on the previous week's chapter then lectured on a new chapter. The student is tested at the end of each chapter lesson. Additionally at the end of each hands-on series the student will be tested practically on the applications learned. These lessons in theory and practical must be passed with a minimum of 75% to be considered a completed series and to be eligible to move on in their training.

Phase 2: Student Clinic Phase Junior Level Evaluation and Senior Level Evaluation: Students will be perfecting their skills in the practical clinic for the remainder of their training. During this time, students will be practicing all practical lessons learned in the first part of their education. Weekly, the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor. Theory will continue in this phase as applicable and will continue to review theory lessons.

## EDUCATION PROGRAM OBJECTIVES

**Educational Objective:** The Cosmetology program curriculum of the Cosmetology and Spa Academy is designed to meet the needs of students who are job and career oriented. The men and women who make up our student body receive an education that prepares them for professional level careers. Students receive training and practical experience which qualifies them as outstanding candidates for many cosmetology related careers. Our curriculum is particularly directed towards helping students develop desirable habits and attitudes with respect to health, sanitation, and safety. It also helps students develop advanced technical, business, and people skills and encourages self-reliance, readiness to assist others, and an ethical approach to this profession. The Cosmetology Program will fulfill the education requirements for all students to successfully receive a Cosmetology Professional License in the State of Illinois. Cosmetology and Spa Academy did fulfill these requirements during 2022-2023. The Cosmetology Program will fulfill the education requirements for all students to successfully receive a Cosmetology Professional License ONLY in the State of Illinois. The school has determined that this curriculum may not meet other state's requirements like Wisconsin, Florida and others. Each state has different requirements so please check the information online before you decide to transfer your professional license.

**State Requirements:** All curriculum meets the Illinois State required curriculum set forth as follows: Cosmetology Training totals to 1500 Clock Hours and is broken down to 150 Clock Hours of Basic Training, 500 Clock Hours of Chemical Application/ Hair Treatment, 475 Clock

Hours of Hairstyling/ Dressing, 200 Clock Hours of Sanitation, Shop Management & Interpersonal Skills, 85 Clock Hours of Esthetic, 55 Clock Hours of Nail Technology, 35 Clock Hours of Related Electives.

**FRESHMAN LEVEL – First Instructional Phase:** Length: Approximately 4 Months Classroom Phase Curriculum:

Students will typically be in this phase for their first four months of education, and will complete practical and theory lessons in the following areas:

**Hair Design, Long Hair & Spa-** the student will understand and practically learn infection control/proper sanitation procedures, fundamentals of hair design, how to effectively style the hair with basic styling techniques, a variety of different thermal techniques, building/finishing special occasion styles, braids, skin analysis, facials, hair and scalp treatments, facial makeup and hair removal from MHD-Academy and Milady.

**Women’s Haircutting-** the student will understand and practically understand the anatomy of the hair and scalp and how to cut women’s hair using MHD- Academy techniques.

**Men’s Haircutting-** the student will understand and practically learn sanitation, tools/ equipment, theory and fundamentals on how to cut men’s hair using MHD- Academy Techniques.

**Hair Color/Chemicals-**the student will understand and practically learn the chemistry behind all chemical applications including color and chemical texturizing. The student will learn the practical applications for the theory and practical lessons based on MHD- Academy.

**Theory Lessons:**

Chapter 1: History and Career Opportunities	- Brief History of Cosmetology - Career paths for a Cosmetologist; A Bright Future
Chapter 2: Life Skills	- The Psychology of Success; Managing Your Career; Goal Setting - Time Management; Study Skills; Ethics; Personality Development and Attitude
Chapter 3: Professional Image	- Beauty and Wellness; Looking Good; Your Physical Presentation

Chapter 4: Communicating for Success	- Human Relations; Communication Basics; The Client Consultation; Special Issues in Communication - In Salon Communication
Chapter 5: Infection Control	- Regulation; Principles of Infection and Prevention - Disinfection Procedures; Universal Precautions - The Professional Salon Image
Chapter 6: Anatomy	- Cells, Tissues; Organs Body Systems
Chapter 7: Skin Structure	- Anatomy of the Skin; Maintaining Skin Health

Chapter 8: Skin Diseases	<ul style="list-style-type: none"> <li>- Aging of the Skin; Disorders of the Skin</li> <li>- Avoiding Skin Problems</li> </ul>
Chapter 9: Nails Structure	<ul style="list-style-type: none"> <li>- The natural nail; Nail anatomy; Nail growth</li> <li>- Know your nails</li> </ul>
Chapter 10: Nail Diseases	<ul style="list-style-type: none"> <li>- Aging of the skin; Disorders of the skin</li> <li>- Avoiding Skin problems</li> </ul>
Chapter 11: Shampooing, Rinsing and Conditioning	<ul style="list-style-type: none"> <li>- Understanding Shampoo; Conditioners; Brushing the Hair</li> <li>- Scalp Massage; Shampoo Procedures</li> </ul>
Chapter 12: Chemistry	<ul style="list-style-type: none"> <li>- Chemistry; Matter; pH Scale</li> </ul>
Chapter 13: Electricity	<ul style="list-style-type: none"> <li>- Electricity; Electrical Equipment Safety; Electrotherapy; Other Electrical Equipment</li> <li>- Light Therapy</li> </ul>
Chapter 14: Principles of Hair Design	<ul style="list-style-type: none"> <li>- Philosophy of design; Elements and Principles of Hair Design; Influence of Hair Type on Hair Styles</li> <li>- Creating Harmony; Designing for Men; Consultations</li> </ul>

Chapter 15: Properties of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Structure of the Hair; Chemical Composition of the Hair</li> <li>- Hair Analysis and Growth; Hair Loss; Disorders of the Hair and Scalp</li> </ul>
Chapter 16: Haircutting	<ul style="list-style-type: none"> <li>- - Basic Principles of Haircutting; Client Consultation; Tools, Body Position and Safety</li> <li>- Basic Haircuts; Other Cutting Techniques; Clippers and Trimmers</li> </ul>
Chapter 17: Hairstyling	<ul style="list-style-type: none"> <li>- Client Consultation; Wet Hairstyling Basics; Finger waving; Pin curls; Roller curls</li> <li>- Comb out Techniques; Hair Wrapping; Blow Dry Styling</li> <li>- Thermal Hairstyling and Straightening; Styling Long Hair</li> </ul>
Chapter 18: Braid and Braiding Extensions	<ul style="list-style-type: none"> <li>- Client Consultation; Understanding the Basics; Braiding the Hair</li> </ul>

Chapter 19: Wigs	- Consultation; Wigs; Hairpieces; Hair Extensions
Chapter 20: Chemical Texturizing	- Structure of the Hair; Consultation; Permanent Waving - Chemical Hair Relaxers; Curl Reforming
Chapter 21: Hair Coloring	- Basic Theory and Fundamentals - Formulations - Grey Coverage - Consultation, Safety and Sanitation
Chapter 22: Hair Removal	- Client Consultation; Permanent Hair Removal - Methods of Temporary Hair Removal
Chapter 23: Facials	- Skin Analysis and Consultation - Determining Skin Types; Skin Care Products; Client Consultation; Facial Massage - Electrotherapy and Light Therapy; Facial Treatments; Aromatherapy

Chapter 24: Facial Makeup	- Cosmetics for Facial Makeup; Makeup Color Theory - Basic and Special Occasion Makeup Applications - Corrective Makeup; Artificial Eyelashes; Safety Precautions
Chapter 25: Manicures	- Nail Tech Supplies; Choosing a Nail Shape - Basic, French and American Manicures - Conditioning Oil Manicure and Men's Manicure - Paraffin Wax Treatment; Hand and Arm Massage; Spa Manicure; Aromatherapy
Chapter 26: Pedicures	- Pedicure Tools; Performing Pedicures; Foot Massage; Beyond the Basic Pedicure
Chapter 27: Nail Tips	- Nail Tips; Nail Wraps; No-light Gels
Chapter 28: Nail Enhancements	- Liquid and Powder Enhancements; Acrylic Enhancements using Forms - Maintenance and Removal; Odorless and Colored Acrylic Powders
Chapter 29: UV Gels	- Application of UV Gels; Maintenance and Removal

Chapter 30: Seeking Employment	- Preparing for Licensure and Employment; Doing it Right
Chapter 31: On the Job	- Moving from School to Work; Out in the Real World; Managing your Money - Discover the Selling You; On Your Way
Chapter 32: Salon Business	- Going into Business for Yourself; Form Good Habits; Seek Mentors - Explore the Possibilities; Learn the Business; Continue to Learn
II Law	- Rules; Regulations of the State for Cosmetology Licensure

#### **JUNIOR & SENIOR LEVEL -over 450 hours – 1500 hours Clinic Phase**

JUNIOR AND SENIOR LEVEL Evaluation: Student Clinic (900- 1100 hours and 1400- 1500 hours): Students will be perfecting their skills in the practical clinic for the remainder of their training. During this time, students will be practicing all practical lessons learned in the first part of their education. Weekly, the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor. Theory will continue in this phase as applicable and will continue to review theory lessons.

**Methods of Instructions:** The instructors use multiple methods of teaching to engage all types of learners including auditory, visual and hands on learning.

***Lecture Method:*** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and take notes along with the instructor’s lecture for ease of studying. Every week the student is tested on the previous week’s chapter and has a new chapter.

***Visual Method:*** Projects such as posters, sculptures, or research projects are used for students to complete to help those that benefit from hands-on learning. The instructors are also encouraged to write key points on the board or use a PowerPoint to engage the visual learner. These projects also allow for a break from lectures and actively involve the students.

***Feedback Method:*** Students are encouraged to ask questions when the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that students may participate in. The following week students are then tested on the information from the chapter they previously learned.

***Practical Method:*** In practical classes, students are first given theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, students use the materials needed and follow practical procedures that the instructor emailed to the students prior to class. This method uses multiple methods of learning to engage all types of learners, including auditory, visual, and hands on learners. During this phase, the student will use products that are part of the classroom kit and supplies which students must purchase before the first day of school.

***Hands On:*** The students pair up and perform the procedures on each other in class. The instructor can closely monitor their performance and critique it prior to laboratory time. The students will be evaluated and graded. If the student does not pass, they can either correct what was done incorrectly or continue to perform the practical procedure and work on laboratory assignments. If the students are not able to perform the service on each other at that time, they will not proceed. During this phase of the program, the student will be using products and supplies that are available at the clinic floor.

***Grading Procedures:*** The grading scale is used to grade all theory and practical applications.

**Excellent: A 93 %- 100%; Very Good: B 85 %- 92 %; Satisfactory C 75 % - 84 %; Unsatisfactory F 74% and Below**

Methods of grading and required level of achievement: Students are required to attend all theory classes and demonstrations that are part of the required curriculum. Once the student has completed the theory and demonstration classes the students will be evaluated for competency of theory by written

tests. After completing each theory class, students must pass with a 75% or higher to move on with their education. Students are evaluated on their practical competency and attendance at the end of each series to determine if they are ready to move on to the next teaching series. If the students do not pass the evaluation, the instructor may require that the student repeat the series if they failed to complete their education. Once the student successfully passes all their series with a minimum of 75%, they may move onto the clinic portion of their training. Students must finish theory tests with a minimum of 75%. If the student does not pass a practical portion of the testing, they may not perform these services on clients until they have passed.

**F. Reference Materials:** Milady Education, Sam Villa Education, MHD-Academy,

## STATE LICENSING REQUIREMENTS

In the State of Illinois, a cosmetology student must complete 1500 hours of cosmetology training. A person who is qualified to receive a license as a cosmetologist will have to file an application on forms provided by the State of Illinois, pay the required fees and 1. is at least 16 years of age; and

2. is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education or the recognized equivalent of that certificate; and

3. Has graduated from a cosmetology school approved by the State, having completed 1500 hours in the study of cosmetology extending over a period of not less than eight months or more than seven consecutive years. A school of cosmetology may, at its discretion, consistent with the rules of the Department, accept up to 500 hours of barber school training at a recognized barber school; and

4. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetologist. More information can be found at: <http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1351&ChapterID=24>. The Illinois Cosmetology Administrative Rules can be found at this link: <http://www.ilga.gov/commission/jcar/admincode/068/06801175sections.html>

## START DATES FOR COSMETOLOGY PROGRAM FOR ALL LOCATIONS:

## TUITION AND FEES FOR ALL LOCATIONS COSMETOLOGY PROGRAM

### *Cosmetology Program*

1500 hours program: 35 hours/week program-11 months Monday-Friday: 9:00am-4:30pm: Tuition \$24,000.0 + books and supplies \$1500.0 + \$100.0 + tax  
1500 hours program: 30 hours/week program-13 months Tuesday-Thursday: 9:00am-7:30pm: Tuition \$25,000.0 + books and supplies \$1500.0 + \$100.0 + tax  
1500 hours program: 25 hours/week program- 15 months Monday-Friday: 9:00am-2:30pm: Tuition \$25,000.0 + books and supplies \$1500.0 + \$ 100.0 + tax  
1500 hours program: 16 hours/week program- 24.5months Monday-Thursday:5.30pm-9:30 pm: Tuition \$25,000.0 + books and supplies \$1500.0 + \$100.0 + tax \*Please note \$ 100 is the Registration Fee and per purpose of this document, refers to Registration Fee \$100 and Application Fee \$ 0 together. A wide variety of scholarships on cost of tuition will be available each month at each location. Not all schedules are offered at all locations at the same time. For more details please call :815- 455- 5900

## PAYMENT PLANS FOR ALL PROGRAMS

Payment plans are free of interest and available in the financial aid office. There is a 3% fee for each payment processed by credit/debit card. Monthly payments must be made within the 10<sup>th</sup> of each month. Payment methods accepted are Certified Check, and Credit or Debit Card only. Debit/ Credit cards payment must be done with the autopay online system only. Payments are due on the first of each month, and payments received after 10 business days will be charged a \$10 late fee. Payments made by credit or debit card must be received on our online site. Please contact the financial office at [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com) for all our payment plan options.

## KIT PAYMENT OPTIONS FOR ALL PROGRAMS

Students must pay the cost of the kit for books and supplies before starting class unless Financial Aid covers that cost. Students understand that in addition to the Cost of Tuition, students are required to purchase a class kit. For sanitary issues the cost of the Class Kit is not refundable. Students merely acknowledge that the kit is required for the program and are not incurring a financial obligation. Students may purchase the kit on its own, but the products must be better or at least of the same quality as the ones that the school offers. To avoid any discrepancy in the education quality, the instructor will have the right to make a final decision about the quality of tools that are bought outside of school. Students are strongly advised to check with the instructor of the program before they purchase the tools on their own.

Students have the right to **opt out of** the agreement from purchasing the kit from the school. If a student elects not to authorize the school to debit the student's account for the kit cost, the student must purchase the kit and bring it on the first day of training. Students must send a written notice to the [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com).

The request notice to opt out of the agreement to purchase the kit can be at any time prior to first day of training by providing a signed written request to the manager of each location **PRIOR** to start day of training **AND** email the request to [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com). Both steps are mandatory and must be completed for the request to be valid. Once the training starts, the purchase of the kit is not refundable.

If the student purchases the kit from the school, the student will receive a kit in parts based on training level of education. The kit is property of the school and must stay in the school facility till the student reaches graduation time. Lost or damaged equipment/supplies will be replaced by students at their own cost. The kit fee is non-refundable in any case and is charged at the first payment period of each program. Options for covering the cost of the kit are discussed in a financial meeting before the student begins training. Sales tax will be applied to the cost of books and supplies and may vary due to State Tax law changes. Due to constant improvements in the beauty industry, kit contents are subject to change without notice.

## GUEST SPEAKERS

Cosmetology and Spa Academy schedules regular guest speakers and educators. Guest speakers include instructors, professional stylists, salon owners, and major manufacturer representatives. This is an amazing practice which helps students to gain insight into the “real world” of the beauty industry.

## ESTHETIC PROGRAM- 750 CLOCK HOURS

The Esthetic Program requires 750 hours of training in Illinois. Students will learn how to be professional in Esthetic and successful in their careers by going through theory and practical procedures that make them comfortable and confident in a professional environment.

### ESTHETIC COURSE OUTLINE

**Course Name:** *Esthetic*

**Course Description:** The Esthetic program is 750 hours in length. The course will be broken into 2 phases. These phases will each involve learning theory lessons and the practical lessons that correspond with them. As the program progresses the theory lessons will become fewer and clinical days will take over. The Academy has divided the curriculum into 2 phases for ease of students learning. Each of the phases is written in formal lesson plans following the layout of the instructional materials being used. Each instructor is required to follow these pre-written lesson plans to ensure that each class is taught the same and has taught all required information. The student will first learn strong basic skills and then build more advanced skills. The techniques and methods are from Milady Standard Esthetics: Fundamentals 13th Edition and Bio elements education, and PCA Education

- Phase 1: During this phase the student will be introduced to the field of Esthetic. The student will learn the basic practices and procedures including sanitation, human anatomy, hair removal, facials and body treatments.
- Phase 2: This phase of training teaches students more advanced esthetic procedures such as machine facials, microdermabrasion, and non-surgical face-lifts. The students will also be introduced to basic business practices and prepare to enter the Esthetic industry.

### EDUCATION PROGRAM OBJECTIVES

**Educational Objectives:** The goal of our training program is to be able to teach students to diagnose conditions of the skin, determine treatment service, use correct techniques and be able to perform services on real clients. The students of Cosmetology and Spa Academy will learn the operation of facial machinery, chemical peels, microdermabrasion facials, body treatments, hair removal and makeup procedures.

**Cosmetology and Spa Academy - Esthetic Program** will fulfill the education requirements for all students to successfully receive an Esthetic Professional License in the State of Illinois. Cosmetology and Spa Academy did fulfill these requirements during 20-21. The school has determined that this curriculum may not meet other state’s requirements for state licenses. Each state has different requirements so please check the information online before you decide to transfer your professional license.

**Cosmetology and Spa Academy Curriculum meets ONLY the Illinois State requirement** set forth as follows: The Esthetic program is 750 Hours total and is broken into 75 Hours of Basic Training in General Theory, 150 Hours of Instruction in Scientific Concepts, 500 Hours of Instruction in Practices and Procedures, 25 Hours of Instruction in Illinois Law and Business Practices.

**Phase 1: 375 Hours:** In this phase, students will successfully learn and understand Illinois laws, professionalism in the industry, sanitation, chemistry and infection control. The student will practically learn how to properly set up a facial room, perform a skin analysis, basic facial and basic waxing applications.

**Theory Lessons:**

Chapter 5: Infection Control	<ul style="list-style-type: none"> <li>- Regulation; Principles of Infection, Prevention</li> <li>- Universal and Standard Precautions</li> <li>- Professional Salon Image</li> <li>- Procedures</li> </ul>
Chapter 10: Physiology and Histology of Skin	<ul style="list-style-type: none"> <li>- Skin Facts and Functions</li> <li>- Layers of the Skin</li> <li>- Hair and Nail Anatomy</li> <li>- Nerves, Glands and Skin Health</li> </ul>
Chapter 11: Disorders and Diseases of the Skin	<ul style="list-style-type: none"> <li>- Lesions of the Skin</li> <li>- Disorders of the Sebaceous and Sudoriferous Glands</li> <li>- Inflammation of the Skin</li> <li>- Other Diseases and Disorders of the Skin</li> </ul>
Chapter 12: Skin Analysis	<ul style="list-style-type: none"> <li>- Client Consultations; Contraindications; Skin Analysis</li> <li>- Procedures</li> <li>- Skin Types</li> </ul>
Chapter 14: Treatment Room – Presentation, Professional Atmosphere, Room Preparation/set up	<ul style="list-style-type: none"> <li>-Procedures</li> </ul>
Chapter 15: Facial Treatments	<ul style="list-style-type: none"> <li>- Benefits, Skills and Techniques</li> <li>- Preparation</li> <li>- Treatments for Different Skin Types</li> </ul>
Chapter 16: Facial Massage	<ul style="list-style-type: none"> <li>- Benefits, Contraindications</li> <li>- Types of Massage Movements</li> <li>- Techniques and Procedures</li> </ul>
Chapter 17: Facial Machines	<ul style="list-style-type: none"> <li>- Electrotherapy</li> <li>- Different Facial Machines, etc.</li> </ul>

Chapter 18: Hair Removal	<ul style="list-style-type: none"> <li>- Morphology of Hair</li> <li>- Hair Growth Cycle</li> <li>- Client Consultation, Supplies, Procedures</li> <li>- Different Methods of Hair Removal</li> </ul>
Chapter 19: Advanced Topics and Treatments	<ul style="list-style-type: none"> <li>- Chemical Exfoliation</li> <li>- Light Therapy, Microdermabrasion, Spa Body Treatments, Medical Esthetic, etc.</li> </ul>
Chapter 20: The World of Makeup	<ul style="list-style-type: none"> <li>- Color Theory, Brushes, Products, Tools, Supplies</li> <li>- Lashes</li> <li>- Career as a Makeup Artist</li> </ul>

**Practical Applications:** Hand and foot treatments, waxing, petite facial, basic facial, massage sanitation.

**Phase 2: 375-750 Hours:** In this phase, the student will successfully learn and understand electricity and electrical applications, gain a thorough knowledge of the skin and its disorders, anatomy and the use of facial machines. Practical Applications: Customized facial, chemical peel, back treatment, microdermabrasion, ultrasonic facial, Practical Applications: Herbal body scrub, sea mud treatment, body contour wrap, makeup, brow tinting, eyelash application. The student will also successfully learn how to prepare for entry into the industry. This phase will help develop business and retail skills. There will be a focus on advanced treatments, skin condition and nutrition. The student will learn how to perform makeup applications and body treatments.

Chapter 1: History of Esthetic	- History of Skin Care - Career Paths for an Esthetician
Chapter 2: Life Skills	- Psychology of Success, Study Skills, Managing your Career, Goal Setting, Time Management, Attitude
Chapter 3: Professional Image	- Beauty and Wellness - Physical Presentation and Professional Conduct
Chapter 4: Communicating for Success	- Human Relations, Communication Basics - Client Consultation
Chapter 6: Anatomy	- Organs and Body Systems, Cells and Tissues
Chapter 7: Chemistry	- Chemistry, Matter, pH Scale - Chemical Reactions, Chemistry Applied to Cosmetics
Chapter 8: Electricity	- Electricity, Equipment Safety, Electrotherapy
Chapter 9: Nutrition	- Nutrition Recommendations - Nutrition for the Skin, Self-care - Vitamins and Minerals
Chapter 13: Skin Care Products	- Cosmetic Chemistry, Product Safety, Ingredients, Aromatherapy - Product Selection
Chapter 21: Career Planning	- Preparation for Licensure, Employment, Resume - Job Description, Evaluation, Compensation - Planning for Success
Chapter 22: Skin Care Business	- Record Keeping, Public Relations
Chapter 23: Selling Products	- Merchandising, Marketing, Client Value, Client Retention, closing a Sale, Tracking for Success

**Methods of Instructions:** The instructors use multiple methods of teaching to engage all types of learners including auditory, visual and hands on learners.

**Lecture Method:** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and follow along with the instructor's lecture for ease of studying. Each chapter is broken down into parts for ease of teaching and learning. Usually, one day is assigned to each part of the chapter and then reviewed the following day prior to continuing with the chapter.

**Visual Method:** Projects such as posters, sculptures, or research projects are created for some theory work for students to complete in order to help students that benefit from hands-on learning. The instructors are also encouraged to write key points on the board or use PowerPoint to engage the visual learner. These projects also allow for a break from lectures and actively involve the students.

**Feedback:** The students are encouraged to ask questions and the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that all students may participate in. The following day the students are then tested on the information from the chapter they just learned.

**Practical:** In practical classes, the student is first given any theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, the instructor gives the students a handout of the materials needed and the practical procedure. The instructors are using multiple methods of learning to engage all types of learners including auditory, visual and hands on learners.

**Hands On:** Finally, the students then pair up and perform the procedures on each other in class. The instructor will closely monitor their performance and critique their performance prior to laboratory time. The students will be evaluated and graded. If the student does not pass, they can either correct what was done incorrectly or continue to perform the practical procedure and work on laboratory assignments. During this phase of the program, the student will be using products and supplies that are available on the clinic floor.

**Grading Procedures:** The grading scale is used to grade all theory and practical applications: **Excellent: A** 93 %- 100%, **Very Good: B** 85%- 92%, **Satisfactory: C** 75%-84 %; **Unsatisfactory: F** 74% and **Below Methods of grading and required level of achievement:**

At the end of each theory lesson, there will be a written exam and at the end of each phase there will be a cumulative written exam. After each practical lesson, there will be a practical exam. All theory and practical exams must be passed with a minimum of 75% to move on in the training. There will be a final written and practical exam at the end of the program.

**Clinic practice activity is integrated throughout the program:** Upon completing 75 hours of training, students will begin practicing skills learned in a clinic environment. Classroom and clinic will be integrated throughout training. Students will begin with an average of 1 day per week of clinic practice and as the training progresses the number of clinic days will increase and eventually be 5 days per week. Each service or application performed will be graded and evaluated by the instructor.

**K. Reference Materials:** Milady Education, Bio elements manual and education, PCA Education and products, mannequin heads for massage movements and makeup techniques.

## STATE-LICENSING REQUIREMENTS ESTHETIC PROGRAM 750 CLOCK HOURS

Students must complete 750 hours of Esthetic training, have a high school diploma/official graduation transcript or GED certificate, be at least 16 years of age and pass the State exam with a 75% or above. Cosmetology and Spa Academy follows proper procedures to evaluate the validity of the student's high school diploma. An Esthetic license is renewed every two years. For each renewal period, the licensed esthetician must have completed 12 hours of continuing education at an approved cosmetology/Esthetic sponsor. More information can be found at: <http://www.idfpr.com/profs/Esthetic.asp>

## START DATES FOR ESTHETIC PROGRAM

Esthetic Program starts every three months starting January 10, 2023

## TUITION AND FEES – ESTHETIC PROGRAM

750 hours program: 35 hours/week- 5.5 months; Monday- Friday: 9:00am-4:30pm; Tuition: \$14200.00+ books and supplies: \$1000.00 + \$100.00+tax  
750 hours program: 25 hours/week: 7.5 months- Monday-Friday 9:00am-2:30pm; Tuition: \$15,000.0+ books and supplies: \$1000.00 + \$100.00 +tax  
750 hours program: \* Please note \$ 100 is the Registration Fee and per purpose of this document, refers for Registration Fee \$100 and Application Fee \$ 0 together. A wide variety of scholarships on cost of tuition may be available for different months at various locations. Based on prospective student demands, some class schedules may not be offered at all locations at the same time. For more detailed information please call 815 -455-5900.

## TEACHER TRAINING 500 OR 1000 CLOCK HOURS

*This Program is currently offered at Crystal Lake and Schaumburg locations*

### STATE REQUIREMENTS

Must be a currently licensed cosmetologist or esthetician and must have a high school diploma or GED. Applicants are required to have at least two years of practically licensed salon and spa experience for the 500 Clock Hour Teacher Training courses. Proof of licensure is required. In the state of Illinois, cosmetology teachers may also teach Esthetic and nail technology provided they have demonstrated skills in these areas. To become an Instructor in the State of Illinois, a candidate must have:

1. Graduated from high school or its equivalent; and
2. Has a current license as a cosmetologist; and
3. Has either: completed a program of 500 hours of teacher training in a licensed school of cosmetology and had two years of practical experience as a licensed cosmetologist within five years examination; or completed a program of 1000 hours of teaching training in a licensed school of cosmetology; and
4. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetology teacher. 5. More information can be found at: <http://www.idfpr.com/profs/cosmo.asp>

### TEACHER TRAINING COURSE OUTLINE AND OBJECTIVES

#### **Course Name: Instructor Course Outline**

**Course Description:** The instructor program is a unique program designed to help cosmetologists, barbers, and estheticians to become instructors in the beauty school industry. The instructor education material is Milady focused on Master Educator 3rd edition which is web based. At the end of the program the student instructor will take a final exam. The instructor program is 1000 clock hours. The student instructor must pass all the tests and practical with more than 75% to be eligible for a transcript.

**Educational Objectives:** The instructor program is designed to prepare currently licensed professionals to be able to instruct future professionals for the beauty industry. To increase the confidence and classroom management of the new instructor, the program is hands on. The goal of the program is to prepare new instructors to be able to manage different classroom related stress situations, to increase self-discipline, maintaining managing skills, work under timelines, perfect customer service, ability to deliver theory and practical demonstrations to all different learners, to create lesson plans, time management, and prepare the new instructor to be good team player for the instructor's staff in beauty schools. ***Illinois State required curriculum: Cosmetology and Spa Academy Curriculum meets ONLY the Illinois State requirement*** set forth as follows: All curriculums meets the Illinois State required curriculum set forth as follows: The Instructor program is 1000 Clock Hours total and is broken down into 20 Clock Hours Educational Psychology, 20 Clock Hours Teaching Methods, 150 Clock Hours Application of Teaching Methods, 50 Clock Hours Business Methods, 260 Clock Hours Student Teaching, 500 Clock Hours Post- Graduate Training. Classroom (4 months): Student instructors begin shadowing the classroom instructor to learn how we achieve our mission and educational objectives of the Academy. At the instructor's discretion the student will slowly begin preparing lesson plans, preparing for demonstrations and theory lessons, classroom setup, etc. Student instructors must take one theory test week which is 20 weeks. The instructor grades and enters all test scores. Instructors Theory from Milady Master Educator 3rd Edition:

#### **Instructors Theory from Milady Master Educator 3<sup>rd</sup> Edition:**

<b>Volume 1: Basic Teaching Skills for Career Education Instructors</b>
Chapter 1: The Career Education Instructor
Chapter 2: The Teaching Plan and Learning Environment
Chapter 3: Basic Learning Styles and Principles

Chapter 4: Effective Classroom Management and Supervision

Chapter 5: Basic Methods of Teaching and Learning

Chapter 6: Program Review, Development, and Lesson Planning

Chapter 7: Educational Aids and Technology in the Classroom

Chapter 8: Effective Presentations

Chapter 9: Assessing Progress and Advising Students

Chapter 10: Making the Student Salon an Adventure

Chapter 11: Career and Employment Preparation

**Volume 2: Professional Development for Career Education Instructors**

Chapter 1A: Educator Relationships

Chapter 2A: Achieving Learner Results

Chapter 3A: Learning is a Laughing Matter

Chapter 4A: Teaching Study and Testing Skills

Chapter 5A: Teaching Success Strategies for a Winning Career

Chapter 6A: Teams at Work

Chapter 7A: Communicating Confidently

Chapter 8A: The Art of Retaining Students

Chapter 9A: Evaluating Professional Performance

**Student Clinic (remaining time until student reaches 1000 hours):** The student instructor progresses to the student clinic after classroom training. In the student clinic, the student instructor will learn how to manage students, evaluate student performance, teamwork, effective communication with students and clients, assisting the instructor in progressive learning demonstrations, clinic sales/retention, front desk management to prepare them for a career in their field of study.

**Method of Instruction:** The student instructors do not go through lecture methods. Cosmetology and Spa Academy's teaching method for the Student Instructor program is Milady Master Educator Education. This method does not include classroom lecture time for the student instructor. Instead, we host sessions of instruction with the student instructor where they will do teach-backs to other staff members for constructive criticism. The student instructor will also create lesson plans and take Master Educator Exams throughout their training.

**Lecture Method:** The student instructor is required to periodically teach theory lectures from Milady. This class must have a lesson plan submitted to the instructor to look over. While performing your theory lecture, you will be assessed by your instructor with feedback for improvement.

**Visual Method:** The student instructor will be observing the instructor teaching academically and practically.

**Practical Method:** The student instructor is required to have at least 2-3 mannequin heads to practice on. The practice must be done in the classroom under the supervision of an instructor. The student instructor is encouraged to keep an open dialog with the manager of the campus and ask any questions that they may have during their training.

**Feedback Method:** The student instructor is encouraged to ask questions and the instructors initiate a question/answer session for their learning. We encourage instructors to engage the student instructor to lead games and activities that all students will participate in, supervised by the instructor.

**Hands On:** The student is required to periodically give practical demonstrations. This class must have a lesson plan submitted to the instructor to look over. While performing your practical demonstration, you will be assessed by your instructor with feedback for improvement.

**Grading Procedure:** The grading scale is used to grade all theory and practical applications: **Excellent: A** 93%- 100%; **Very Good: B** 85%- 92 %, **Satisfactory: C** 75% - 84%, **Unsatisfactory: F** 74% and below.

**Method of grading and required level of achievement:** Student instructors are required to attend all classes of the theory and be prepared with lesson plans for them. Student instructors will be tested on all theories and evaluated by the manager. The practical portion will be tested on by the instructor with whom the student instructor is assigned to teach a theory class. The minimum required is 75% on all tests. The student instructor must complete all tests.

**Reference Materials:** Milady Master Educator, Milady Cosmetology Instructor Support Material.

**START DATES:** Every month starting January 10. The start dates may change based on the availability at each location. Please contact the admission office to get the latest information on the next start date.

## TUITION AND FEES – TEACHER TRAINING

Teacher training: 1000 hours: Tuition - \$20,000.00 + books and supplies- \$500 + tax + Registration fee \$ 100

Teacher training: 500 hours: Tuition- \$10,000.00+ books and supplies- \$ 500+ tax+ Registration fee \$ 100

\* Please note \$ 100 is the Registration Fee and per purpose of this document, refers for Registration Fee \$100 and Application Fee \$ 0 together

BARBER PROGRAM 1500 CLOCK HOURS IS OFFERED AT ALL LOCATIONS

COSMETOLOGY AND SPA ACADEMY STUDENT CATALOG – ALL RIGHTS RESERVED

## BARBER COURSE OUTLINE AND OBJECTIVES

### Course Name: Barber

**Course Description:** Cosmetology and Spa Academy's curriculum is designed to teach barbers the most up to date techniques to ensure success. All techniques and theory are taught from the Milady Sixth Edition Education which offers updated information with online access to their e-book and MindTap activities in microbiology, infection control, safety, shaving, haircutting and many more subjects. The Barber program is 1500 clock hours in length. The course will be divided into 2 Instructional Phases, Classroom and Clinic and 3 Evaluation Check points.

Phase 1; Consists of the classroom phase, Freshman Level Evaluation, Theory, and Practical Lesson Series. The content of the Freshman Level Classroom phase is broken down into practical lessons consisting of women's haircutting, men's haircutting, hair design, long hair, spa, and color/chemicals in various hands-on lesson series. Students are required to attend theory class once a week. Each week, students are tested on the previous week's chapter then lectured on a new chapter. The student is tested at the end of each chapter lesson. Additionally at the end of each hands-on series the student will be tested practically on the applications learned. These lessons in theory and practical must be passed with a minimum of 75% to be considered a completed series and to be eligible to move on in their training.

Phase 2: Student Clinic Phase Junior Level Evaluation and Senior Level Evaluation: Students will be perfecting their skills in the practical clinic for the remainder of their training. During this time, students will be practicing all practical lessons learned in the first part of their education. Weekly, the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor. Theory will continue in this phase as applicable and will continue to review theory lessons.

**Educational Objective:** The Barber program curriculum of the Cosmetology and Spa Academy is designed to meet the needs of students who are job and career oriented. The men and women who make up our students receive an education that prepares them for specific professional level careers. Students receive training and practical experience which qualifies them as outstanding candidates for many Barbers related careers. Our curriculum is particularly directed towards helping students develop desirable habits and attitudes with respect to health, sanitation, and safety. Our curriculum meets the State of Illinois Curriculum requirements. It also helps students develop advanced technical, business, and people skills and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

Barber Program will fulfill the education requirements for all students to successfully receive a Barber Professional License in the State of Illinois. Cosmetology and Spa Academy did fulfill these requirements during 21- 22.

**Cosmetology and Spa Academy Curriculum meets ONLY the Illinois State requirement** set forth as follows: 1500 Clock Hours in Barber training is broken down into :Basic Training 150 Clock hours, Practical Chemical Application/Hair Treatment 500 clock hours, Hair Cutting/Hair Styling 500 clock hours, Shop Management, Sanitation and Interpersonal Relations 250 clock hours, Shaving and Facial Hair Design 75 clock hours, State and Local Laws and Rules 25 clock hours. The school has determined that this curriculum may not meet other state's requirements for the barber profession. Each state has different requirements so please check the information online before you decide to transfer your professional license.

### **Freshman Level Approximately 4 months:**

Classroom Phase - Typically students are in the classroom phase for their first 450 hours. Students will complete practical lessons in

Hair Design & Spa: the student will successfully understand and practically learn infection control/proper sanitation procedures, fundamentals of the hair design and how to effectively style the hair with basic styling techniques, variety of different thermal techniques, braids, skin analysis, facials, hair and scalp treatments and shaving with a razor from MHD- Academy and Milady.

Women's Haircutting- the student will successfully understand and practically understand the anatomy of the hair and scalp and how to cut women's hair using MHD- Academy techniques.

Men's Haircutting- the student will successfully understand and practically learn sanitation, tools/equipment, theory and fundamentals on how to cut men's hair using MHD- Academy Techniques.

Hair Color/ Chemicals- the student will successfully understand and practically learn the chemistry behind all chemical applications including color and chemical texturizing. The student will learn the practical applications for the theory and practical lessons based on MHD- Academy.

### **Theory Lessons:**

Chapter 1: Study Skills	-Learning Styles -Developing Effective Study Habits
-------------------------	--

Chapter 2: History of Barber	<ul style="list-style-type: none"> <li>- Origin of the Barber</li> <li>- Modern Barbers and Barber</li> </ul>
Chapter 3: Professional Image	<ul style="list-style-type: none"> <li>- Human Relations</li> <li>- Psychology for Success</li> </ul>
Chapter 4: Microbiology	<ul style="list-style-type: none"> <li>- Bacteriology</li> <li>- Viruses, Hepatitis, HIV/AIDS</li> </ul>
Chapter 5: Infection Control and Safe Work Practices	<ul style="list-style-type: none"> <li>- Regulations</li> <li>- Principles of Prevention and Control</li> <li>- Solutions and Strengths</li> <li>- Disinfection and Procedures</li> <li>- Public Sanitation and Rules of Sanitation</li> </ul>
Chapter 6: Implements, Tools, and Equipment	<ul style="list-style-type: none"> <li>- Combs</li> <li>- Haircutting shears, Clippers, Trimmers &amp; Straight Razors</li> </ul>
Chapter 7: Anatomy and Physiology	<ul style="list-style-type: none"> <li>- Cells, Tissues, Organs &amp; Systems</li> </ul>
Chapter 8: Chemistry	<ul style="list-style-type: none"> <li>- Matter</li> <li>- Shampoos and Conditioners</li> <li>- Rinses and Tonics</li> <li>- United States Pharmacopeia</li> </ul>
Chapter 9: Electricity and Light Therapy	<ul style="list-style-type: none"> <li>- Electricity</li> <li>- Electrotherapy</li> <li>- Light Therapy</li> </ul>
Chapter 10: Properties and Disorders of the Skin	<ul style="list-style-type: none"> <li>- Histology and Disorders of the Skin</li> </ul>
Chapter 11: Properties and Disorders of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Structure of the Hair and Chemical Composition</li> <li>- Hair Growth, Analysis, Hair Loss</li> <li>- Disorders of the Scalp and Hair</li> </ul>

Chapter 12: Treatment of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Shampoos and Conditioners</li> <li>- Draping</li> <li>- Procedures</li> <li>- Treatments</li> </ul>
---	--

Chapter 13: Men's Facial Massage and Treatments	<ul style="list-style-type: none"> <li>- Sub-dermal Systems and Facial Massage</li> <li>- Theory of Massage</li> <li>- Procedure</li> <li>- Facial Equipment, Applications &amp; Treatments</li> </ul>
Chapter 14: Shaving and Facial Design	<ul style="list-style-type: none"> <li>- Fundamentals of Shaving</li> <li>- Procedure</li> <li>- Facial Hair Design</li> <li>- Mustache and Beard</li> </ul>
Chapter 15: Men's Haircutting and Styling	<ul style="list-style-type: none"> <li>- Client Consultation</li> <li>- Principals and Fundamentals of Haircutting and Styling - Procedure</li> </ul>
Chapter 16: Men's Hair Replacement	<ul style="list-style-type: none"> <li>- Hair Replacement Systems</li> <li>- Procedure</li> <li>- Cleaning and Styling Hair Replacement Systems</li> <li>- Alternative Hair Replacement Methods</li> </ul>
Chapter 17: Women's Haircutting Services	<ul style="list-style-type: none"> <li>- Basic Haircutting</li> <li>- Blunt, Elevated &amp; Layered Haircuts</li> <li>- Cutting Textured Hair</li> <li>- Hairstyling</li> <li>- Procedure</li> </ul>
Chapter 18: Chemical Texture Services	<ul style="list-style-type: none"> <li>- Nature of Chemical Texture Services</li> <li>- Permanent Waving</li> <li>- Hair Relaxing</li> <li>- Procedure</li> </ul>

Chapter 19: Hair Coloring and Lightening	<ul style="list-style-type: none"> <li>- Characteristics and Structure of Hair</li> <li>- Color Theory</li> <li>- Product Applications</li> <li>- Procedure Terminology</li> <li>- Corrective Hair coloring</li> <li>- Coloring Mustaches and Beards</li> <li>- Safety and Precautions</li> </ul>
Chapter 20: Nails and Manicuring	<ul style="list-style-type: none"> <li>- Nail Diseases and Disorders</li> <li>- Introduction to Manicuring</li> <li>- Procedure</li> </ul>

Chapter 21: State Board Preparation and Licensing Laws	- Preparing for State Board Exams - Rules and Regulations
Chapter 22: The Job Search	- Industry Trends: Then and Now - Preparing for Employment - Employment Review
Chapter 23: Barbershop Management	- Self-Employment and Business Ownership - Operating a Successful Barbershop - Selling in a Barbershop
IL Law	Rules; regulations of the state for barber licensure

Junior and Senior Level: Student Clinic (till 1100 hours and 1400 - 1500 hours): Students will be perfecting their skills on the practical clinic for the remaining time for their training. During this time the students will be practicing all practical lessons learned in the above series. Weekly the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor.

**Methods of Instructions:** The instructors use multiple methods of learning to engage all types of learners including auditory, visual and hands on learners.

**Lecture Method:** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and take notes along with the instructor's lecture for ease of studying. Every week the student is tested on the previous week's chapter and has a theory lecture of a new chapter.

**Visual Method:** Projects such as posters, sculptures, or research projects are created for some theory work for students to complete in order to help students that benefit from hands-on learning. The instructors are also encouraged to write key points on the board or use PowerPoint to engage the visual learner. These projects also allow for a break from lectures and actively involve the students.

**Feedback Method:** The students are encouraged to ask questions and the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that all students may participate in. The following week the students are tested on information from the chapter they just learned.

**Practical Method:** In practical classes, the student is first given any theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, the student uses the materials needed and practical procedures that the instructor emailed to the students prior to class, using multiple methods of teaching to engage all types of learners including auditory, visual and hands-on learners. During this phase, the student will use the products that are part of the classroom kit and supplies which students must purchase before the first day of school.

**Hands On:** The students pair up and perform the procedures on each other in class so the instructor can closely monitor their performance and critique it prior to laboratory time. If the students are not able to perform the service on each other at that time, then they will proceed. The students will then be evaluated and graded so the students can either correct what was done incorrectly or continue to perform the practical procedure and work on laboratory assignments. During this phase of the program, the student will be using the products and supplies that are available on the clinic floor.

**Grading Procedures:** The grading scale is used to grade all theory and practical applications. **Excellent: A** 93%- 100%, **Very Good: B** 85%- 92%, **Satisfactory: C** 75%-84 %; **Unsatisfactory: F** 74% and below

Methods of grading and required level of achievement: Students are required to attend all theory classes and demonstrations that are part of the required curriculum. Once the student has completed the theory and demonstration classes, the students will be evaluated for competency of theory by written

tests and must pass with a 75% to move on with their education. Students are evaluated on their practical competency at the end of the class to determine if they are ready to move on to the student clinic. If the student does pass the evaluation, the instructor may

require that the student repeat the failed technique in order to complete their education. Once the student successfully passes all of their classroom training and theory tests with a minimum of 75%, they may move onto the student clinic portion of their training. If the student does not pass a practical portion of the testing, they may not perform those services on clients until they have passed.

**Reference Materials:** Milady Barber Education, MHD-Academy

## STATE REQUIREMENTS

In the State of Illinois, a barber student must complete 1500 hours of barber training. Each applicant shall file an application for examination, on forms provided by the Division, at least 45 days before the exam date. Individuals who do not obtain a license within five years of graduation from barber school will be required to complete a 250-hour refresher course before they may get a license. A person is qualified to receive a license as a barber if that person has applied in writing on forms prescribed by the Department, has paid the required fees and

a. Is at least 16 years of age; and

b. Has a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who are beyond the age of compulsory school attendance; and

c. Has graduated from a school of Barber or school of cosmetology approved by the Department, having completed a total of 1500 hours in the study of Barber extending over a period of not less than 9 months nor more than 3 years. A school of Barber may, at its discretion, consistent with the rules of the Department, accept up to 500 hours of cosmetology school training at a recognized cosmetology school training at a recognized cosmetology school toward the 1500-hour course requirement of Barber. Time spent in such study under the laws of another state or territory of the United States or a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and

d. Has passed an examination caused to be conducted by the Department or its designated testing service to determine fitness to receive a license as a barber. For more information, please follow the link:

<http://ilga.gov/legislation/ilcs/ilcs4.asp?DocName=022504100HArt.+II&ActID=1351&ChapterID=24&SeqStart=1400000&SeqEnd=2600000>

## TUITION AND FEES

### Barber Program

1500 hours program: 35 hours/week program- 11 months Monday-Friday: 9:00am-4:30pm: Tuition \$24,000.0 + books and supplies \$1500.0 + \$100.0 + tax 1500 hours program: 30 hours/week program- 13 months Tuesday-Thursday: 9:00am-7:30pm: Tuition \$24,000.0 + books and supplies \$1500.0 + \$100.0 + tax 1500 hours program: 25 hours/week program- 15 months Monday-Friday: 9:00am-2:30pm: Tuition \$ 25,000.0 + books and supplies \$1600.0 + \$100.0 + tax 1500 hours program: 16 hours/week program- 24.5 months Monday-Thursday: 5.30pm-9:30 pm: Tuition \$25,000.0 + books and supplies \$1600.0 + \$100.0 + tax \* Please note \$ 100 is the Registration Fee and per purpose of this document, refers to Registration Fee \$100 and Application Fee \$ 0 together. A wide variety of scholarships on tuition may be available each month at each location. Depending on perspectives students' demand different schedules may not be offered at the same time at each location. For more details please call: 815- 575- 6554

### GUEST SPEAKERS

Cosmetology and Spa Academy schedules regular guest speakers and educators. They include instructors, professional stylists, salon owners, and major manufacturer representatives. This is one way that students will gain insight into the “real world” of the beauty industry.

## COSMETOLOGY AND SPA ACADEMY - ACADEMIC POLICIES APPLY TO ALL CAMPUSES

## GRADUATION REQUIREMENTS FOR ALL PROGRAMS

A student who has completed a prescribed course of study will receive a Diploma of Graduation upon completing the following:

- Completion of all the necessary hours for prescribed course of study
- Passing all written and practical exams with a score of 75% or higher.

- Passing all parts of the Final Exam with a score of 75% or higher.
- Completion of all tests and practical lab requirements.
- Paid in full all education related charges or schedule an approved payment plan in accordance with institution's related policies.

Cosmetology and Spa Academy will charge \$2.00 per page for any additional official transcript, enrollment agreement, school document, or any other formal copies of the student's file. The request to receive an official transcript must be in writing and must be sent to the Campus Director.

Students will receive an Official Transcript within 30 days from the date the request has been received and after all academic requirements are satisfied as well as all charges in the student account have been paid in full.

## PAYMENT POLICIES

Payments after 1400 hours for Cosmetology and Barber and 600 hours for Esthetic will only be accepted in money order or certified checks.

Payments after 400 hours for the 500-hour Student Instructor program will only be accepted in money order or certified checks.

Upon graduation, a Graduate Survey will be distributed. Students should complete the Graduate Survey before filing for the state board exam. It is the student's responsibility to ensure that all his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met before the completion of hours and final exams. Failure to comply with the payment agreement will deem the student in default and subject to all reasonable collection charges and attorney fees. The student must pay all education-related costs before entering any part of the final exam unless other arrangements are made with the financial office. The student understands that no official transcript will be released by Cosmetology and Spa Academy until all training fees are paid in full. Students will receive an Official Transcript within 30 days from the date the request has been received and after all academic requirements are satisfied as well as all charges in the student account have been paid in full.

All student financial aid recipients are also required to attend an exit interview at: <https://studentaid.gov/exit-counseling/>

## SCHOOL FINAL/RETAKE

School finals will be held each month. Each student is required to take and pass a final exam before graduation. The final exam consists of a written and practical test. To be able to sign up for the final exam, the student must meet the following requirements:

- Complete 1400 hours for a cosmetology program and barber program. Complete 600 hours for the esthetic program; Complete 900 for teacher training and at least 450 hours for all 500-hour programs. • Complete the syllabus requirements and 100% level sheets in the clinic; • Complete all tests during study;
- If a student must make up the final after 30 days of the graduation date, the student must pay \$ 150.00 exam fee before taking the final test. The exam fee may be avoided upon approval by the administration only in the cases of unforeseen circumstances, but the student must provide documentation to prove it
- All financial obligations must be fulfilled in full before taking the final exams. Cosmetology/Barber students are required to take and pass a pre-final test at 900 hours of training. Information on this pre-final exam will be provided to students before the exam.
- All students attending Cosmetology and Barber programs must finish ALL tests at 1200 hours. If students are behind in their academic work students will be placed on an academic plan/probation until they are meeting all academic standards in accordance with their hours.

Cosmetology and Spa Academy will consider exceptions to unexpected or extreme situations likewise health related, death in the family, or moving out of state. Students are advised to check with the manager of the location for more information in this regard.

## STATE BOARD EXAMINATION

To legally practice Cosmetology, Barber, or Esthetic in Illinois, a person must complete and pass all portions of the Illinois state board examination and must be at least 16 years old. The state charges a separate fee for the review and licensing. Failure of the exam or subsequent exams (retakes) will result in additional costs. All licensing and testing fees are the responsibility of the person filing for the exam or license. Licensing and testing costs will not be included in the tuition and fees of the Academy. To register for the state board examination, students must satisfy the requirements of both The Cosmetology and Spa Academy (see Graduation Requirements) and the Illinois Department of Professional Regulation [www.idfpr.com](http://www.idfpr.com). The

Illinois Department of Professional Regulation requires the submission of all related forms and payment of all monies before taking the state exam. All graduates are encouraged to file immediately upon graduation. A delay in filing may be costly to the graduate not only in increased fees but also in loss of time employed.

*Note:* The State Board may refuse to issue a license to any student that has been convicted of any crime under the laws of the United States or any state of territory thereof that is: a felony, a misdemeanor, an essential element of which is dishonesty, or a crime which is related to the practice of cosmetology. It is the student's responsibility to follow up with State regulations relative to these matters. Cosmetology and Spa Academy has no authority nor has adequate knowledge to assist students in these regards.

## LEAVE OF ABSENCE POLICY (LOA)

The Academy will grant a leave of absence for medical/ health related issues or emergency situations. The student must follow the Institution policy in requesting a LOA. The student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and that: a. The request must be in writing; b. The request must include the student's reason for the LOA; and c. the request must include the student's signature. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if – the institution documents the reason for its decision; The institution collects the request from the student at a later date; and the institution establishes the start date of the approved LOA as the first date the student was unable to attend. A student will not be assessed for any additional charges because of a requested LOA. The student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. The student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must be either-a. changes to the enrollment agreement will be initiated by all parties; or b. an addendum to the enrollment agreement must be signed by all parties. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either – a. (at an institution required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance; or if a student uses an LOA during the enrollment agreement the student understands that any scholarship received will be null and void.

b. (an institution not required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA. *Summary of Deadline for Filing a Request:* The student must send the request to the Director of the location There is no LOA offered for the first 30 days of training unless there is an emergency. A student who fails to follow the LOA application procedure will be considered withdrawn from the program by withdrawing policy. Any student approved for a temporary leave of absence will not have the interruption in training counted against him/her, compliance with satisfactory progress guidelines. However, a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken for the leave of absence. The minimum time frame for a leave of absence is two weeks; the maximum amount of LOA is up to 60 calendar days for the full program where the student is enrolled. A student may request a maximum of two separate LOA's and the total number of LOA's cannot exceed 60 calendar days. An immediate extension of an approved LOA will not be counted as a second request. The Academy reserves the right to accept LOA for up to 180 days if there is a case of a health situation (pregnancy, surgery, emergency, etc.) This case must be documented, and the Academy may grant a leave of absence for up to 180 days within a 12 month period. A student not making satisfactory progress before a leave of absence will resume training, as not making satisfactory progress. During an approved leave of absence, the student may not receive federal loans.

## SATISFACTORY PROGRESS POLICY – SAP

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. Satisfactory progress in attendance and academic work is a requirement for all students attending the Academy, whether participating in the Title IV financial aid program or not. SAP policy is printed in the catalog to ensure that all students receive a copy before enrollment. Students receiving funds under any Federal Title IV financial aid program **MUST** maintain satisfactory progress to continue eligibility for such funds. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations set by the United States Department of Education.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: **Cosmetology Program** 1500 clock hours program with Academic Year 900 clock hours has the SAP check points at 450 actual clock hours, 900 actual clock hours, 1200 actual clock hours and 1500 actual clock hours; **Esthetic Program** 750 clock hours program with Academic Year 900 clock hours has the SAP check points at 375 and 750 actual clocked hours; Teachers

Training Program 1000 hours with Academic Year 900 clock hours has the SAP check points at – 450 and 900 actual clocked hours; **Barber Program** 1500 clock hours program with Academic Year 900 clock hours has

the SAP check points at: at 450, 900, 1200, 1500 actual clocked hours. The first evaluation must occur no later than the midpoint of the academic year or the course and/or program, whichever occurs sooner. All evaluations must be completed within (7) seven school business days following the established evaluation points. Transfer students- the midpoint of the contracted hours or the established evaluation period, whichever comes first. Students that are meeting SAP requirements at the time of the evaluation will be receiving financial aid. Students that are not in SAP will meet with the manager of campus to discuss their progress status and plan their progress. The frequency of evaluation ensures that students have had at least one evaluation by midpoint in the course. The evaluations are based on actual hours completed. Students have the right to request a copy of their SAP by emailing a request to the campus manager. The Teacher Training Program is currently available at Crystal Lake and Schaumburg locations only.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75 % of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75 % cumulative attendance since the beginning of the course indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time is 133% of the course length for min of 75 % attendance, which does not exceed the max amount Department of Education allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum time allowed	Weeks Scheduled	Hours
Cosmetology/ Barber Full time	35h/w-	1500 Hours	57 2000
Cosmetology/ Barber Full time	30h/w-	1500 Hours	67 2000
Cosmetology/ Barber Part time	25h/w-	1500 Hours	80 2000
Cosmetology/ Barber Part-time	16h/w-	1500 Hours	125 2000
Esthetic Full time	35h/w-	750 hours	28 1000
Esthetic Part time	16 h/w –	750 hours	63 1000
Esthetic Full time	30h/w-	750hours	33 1000
Time	-25h/w-	750hours	40 1000

**Please note:** The maximum time frame provides for minimum attendance requirements. The contracted length of each course allows students personal time frame shall be terminated from the program and clarifies if the student would thereafter be permitted to re-enroll in the program on which they will not be charged. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who exceed the maximum time frame shall be terminated from the program. The student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution admissions policy. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken for the leave of absence.

## ACADEMIC PROGRESS EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic knowledge and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two practical comprehensive skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students

must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: Excellent A: 93% - 100%; Very Good B: 85% - 92 %; Satisfactory C: 75% - 84%; Unsatisfactory F: 74 % and below

## DETERMINATION OF PROGRESS STATUS

The student is meeting both minimum requirements: 75 % attendance standard and the 75% academic standard, at the evaluation point is considered to be making satisfactory progress until the next scheduled evaluation. Students may request to receive a hard copy of their SAP report by emailing the campus manager. The student who does not achieve the minimum standards is no longer eligible for Title IV, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### WARNING

A student who fails to meet minimum requirements for attendance or academic progress is placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attended and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. A student may not be granted consecutive warning statuses. If the student loses the eligibility of Title IV due to non-SAP status, the student must make alternative payments to the school or education will be interrupted.

### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period or previous evaluation period will be placed on probation and are considered to be making satisfactory academic progress while during the probationary period if the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### RE- ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If the enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken for the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or interrupt the program before completion of the course and wish to re-enter the institution will return to the same progress status as when they left. The student has the right to re-enroll or transfer to another location or program only once in a twelve-month period.

### APPEAL PROCEDURE

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal an adverse growth determination include the death of a relative, an injury or illness of the student, or any other allowable unusual or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress at the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated if applicable.

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

**Non-credit remedial courses** and repetitions do not apply to this academy. For this reason, these items have no effect on the school's satisfactory academic progress standards

## TRANSFER HOURS

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the proper maximum time frame has been exhausted.

## HOLIDAYS AND VACATIONS

Official Academy holidays and vacations: January-New Years Day, Memorial Day; Week of July 4; (Summer Break); Labor Day; Thanksgiving Day, Black Friday; Week of Christmas (Winter Break), Presidential day, Columbus Day, Martin Luther King Day.

## WEATHER-RELATED ACADEMY CLOSING

Cosmetology and Spa Academy closes when there is a serious "weather emergency" that causes retail, business and government offices to close, in other situations of cold weather Cosmetology and Spa Academy will typically cancel or delay classes depending on the schedules. An announcement will be posted on the official Cosmetology and Spa Academy Facebook and Instagram page. Students are required to follow Cosmetology and Spa Academy on Facebook and Instagram for weather updates and school closings. If a student does not have access to social media, they must contact the admission rep on the first day or preferably during the Orientation session to request in writing accommodation or another alternative way of communication with them. It is imperative that each student keeps Cosmetology and Spa Academy updated with any changes in their email address and cell phone number to ensure proper delivery of these messages and "like" our Facebook Page. Students may use their personal hours or make up the day based on the current makeup hours policy.

## STUDENT RIGHTS TO THEIR ACADEMIC RECORDS

### THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible **students** certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include: 1. The right to eligible students and the parents or guardians of dependent minors to inspect and review the student's education records within 45 days after the day the Cosmetology and Spa Academy receives a written request for access. A student, and/or the parents of guardians of dependent minors should submit a written request to the Director of the location where the student is enrolled in. The school official will make arrangements for access and notify the interested party of the time and place where the records may be inspected. The administrator shall be present for interpretation of the financial status. According to Academy policy, the student has the right to refuse the release of any or all information under the current rules of the Privacy Act. Any person/agency requesting information must do so in writing and this request will be kept on file with a release authorization. Cosmetology and Spa

Academy is not authorized to send copies of documents unless the student proves that he/she cannot review the folder at Cosmetology and Spa Academy because of a health situation. Cosmetology and Spa Academy has the right to charge a fee of \$2 per copy for all extra copies. 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for change. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3. The right to provide written consent before Cosmetology and Spa Academy discloses personally identifiable information (PII) from the student's education records, except to the extent required by law.

The student agrees to give access to personal files without prior written contest to special "Third Parties" or Authorized Representatives including employees of: NACCAS- The National Accrediting Commission of Career Arts and Sciences; US Department of Education, official auditors, State Regulation Agency's representatives. FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cosmetology and Spa Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202. FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students and/or the parents of guardians of dependent minors have the right to inspect and review the record of disclosures.

## ACCESS TO FILES – PRIVACY AND FILE ACCESS POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 DFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A complete copy of the Privacy and File Access policy is available upon request and shall be posted at least annually. In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records; • required written consent from the student (or parent or guardian if the student is a dependent minor) for release of records in response to each third-party request unless otherwise requested by law;
- the school does not publish "directory information" about students;
- provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, by NACCAS or in response to a directive of the Commission.

The Academy guarantees the right of students and their parents or guardian, if the student is a dependent minor, the right to have access to their cumulative records. If requested, the Academy will also provide proper supervision and interpretation of the student records when they are being reviewed. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the Cosmetology and Spa Academy.

Student files are accessible through the administration office. Any student will be allowed access to their file by making an appointment with office personnel. Student's financial aid files are secured; requests to access your file may be made through the financial aid director. Files are not allowed to be taken by the student from the office. Student files are kept on record for a minimum of three (3) years after separation from the school (graduation or termination). Except under one of the special conditions described in 34 CFR 99.31, a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must: Specify the records that may be disclosed; State the purpose of the disclosure; Identify the party or class of parties to whom the disclosure may be made When a disclosure is made: If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed.

Signed and dated written consent may include a record and signature in electronic form that: Identifies and authenticates a particular person as the source of the electronic consent, and indicates such person's approval of the information contained in the electronic consent

The Academy may disclose personally identifiable information without student consent to the following parties: School officials with legitimate educational interests; U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education; State and local officials; Authorized organizations conducting educational research; Accrediting agencies Alleged victim of a crime; Parent of a Dependent Student as defined by the IRS; Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.

## FERPA AND SUBPOENAS

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, The Academy may disclose information pursuant to any other court order or lawfully issued subpoena only if the Academy makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action (unless the court or issuing agency has prohibited such disclosure). Additionally, The Academy must comply with FERPA's recordkeeping requirements under 34 CFR 99.32 when disclosing information pursuant to a standard court order or subpoena.

State of Illinois Policy: Per BIPA all students and employees at CSA have been advised and understood that CSA uses a third-party vendor software to collect, retain, and use biometric data for the purpose of identifying recording time entries. CSA shall destroy student 's and employee's biometric data from the system on the date of graduation, or on the date of school determination on student and employee status. The employee and student understand that he or she is free to decline to provide biometric identifiers and biometric information to the CSA or its vendors of the Company's time and attendance software without any adverse attending action. The employee and student may revoke this consent at any time by notifying CSA in writing. If no written content is received by the company, it is agreed that the employee/student has voluntarily consents to the Company's usage and collection of biometric data policy as defined in BIPA.

## PEER TO PEER FILE SHARING (P2P)

The unauthorized distribution of copyrighted material including unauthorized P2P file sharing may subject a person to civil and criminal liabilities. P2P file sharing is illegal and will not be tolerated in any form (text messages, emails, Facebook, or any other type of technology). Penalties for violation of the federal copyright laws can be found at <http://www.Copyright.gov/title17/>. This policy gives the rules for acceptable use of the Academy's information, which include, but are not limited to, equipment, software, networks, mobile communication devices, and data, whether owned or leased. The reason for this policy is to preserve information and to have people act responsibly. Our students must abide by the standards for fair use. Failure to do so will result in immediate disciplinary action, to be deemed by the Academy's manager, and could lead to termination of the student.

### *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including incarceration of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## COSMETOLOGY AND SPA ACADEMY GENERAL POLICIES APPLY TO ALL LOCATIONS

Students at Cosmetology and Spa Academy are preparing for a career in the professional beauty industry. Certain professional standards must be always adhered to. In addition to the basic rules of professionalism, Cosmetology and Spa Academy must maintain policies that are necessary for the efficient operation of the Academy, and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or detrimental conduct that interferes with operations or discredits the Academy, and/or is offensive or harmful to customers, students or staff will not be tolerated and may be grounds for suspension or termination from the Academy.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by current or future goals, changes in company standards and to comply with laws, rules and/or regulations of any outside governing body.

## STUDENT SERVICES

*Advising Non-Academic/Non-Attendance Issues* Cosmetology and Spa Academy offers referrals to professional agencies for students seeking to counsel for personal situations beyond the Academy's training program and staff members' expertise. Cosmetology and Spa Academy does not provide student

housing. Students must make their own housing arrangements. Students needing assistance and referral should contact the Student Services Department during regular business hours or schedule an appointment at [studenservices@csaeducator.com](mailto:studenservices@csaeducator.com). Students are at this moment advised that Cosmetology and Spa Academy is required by its accreditation agency to maintain a record of professional references made. Such records are kept confidential and are kept with the student's rights to privacy in mind.

*Substance Use and Abuse Issues:* Cosmetology and Spa Academy has a strict drug and alcohol policy that may be found in the student "right to know" section of this catalog. It is, however, a part of the Academy's philosophy to provide informational services and referrals to students and staff who may be struggling with related issues.

**General Information and Conduct Issues:** Students are to attend an orientation before or on the first day of class. Orientation is intended to inform and advise students of their rights and responsibilities while attending Cosmetology and Spa Academy students are encouraged to keep this catalog for reference throughout their enrollment. Academy staff will also provide verbal or written advice regarding student conduct and violations of Academy policies and procedures as needed. Policies and procedures may be changed/modified as deemed appropriate by the management.

**Financial Assistance:** Student Financial Assistance (SFA) information may be found in the Student Guide at <https://studentaid.ed.gov/>, in the financial services section of this catalog; and by contacting our Financial Aid office during business hours. Appointments are recommended and can be scheduled with Financial Aid Assistance at [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com). Student loan advising is also provided for students who request student loans. Students will attend Financial Aid presentation counseling classes during their training.

## STUDENT CODE OF PROFESSIONAL CONDUCT

Professional ethics is the only level of behavior expected from students. A professional arrives five minutes before the start of the day. He/she must take the time to follow the rules of professional appearance and the practice of proper sanitation. There will be a 30-day conditional Satisfactory Progress Policy that applies to all new students starting from the date of the student's Enrollment Agreement. During this probationary period, should the student's academic and/or attendance scores fall below the standard of 75% for academics and/or 75% for attendance, the student will be counseled. General and classroom rules allow each student to develop professional habits that will be beneficial for future endeavors in the beauty industry. These rules reflect the level of behavior expected to be maintained throughout the students' careers. As a student, you agree to be a positive representation of the Academy. This agreement is valid during the enrollment period and six months after your graduation or withdrawal date. Cosmetology and Spa Academy reserves the right to take legal action against the student upon violation of this Agreement. This includes but is not limited to, verbal, social media, different internet reviews sites, or any such presentations. Breach of this rule requires direct action by the school administration. Video and still photography inside the school facilities are prohibited without the advance permission of the school administration. Taking pictures or video in violation of this policy will result in disciplinary action up to and including immediate termination. Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the Cosmetology and Spa Academy's campus or at an activity, function or event sponsored or supervised by the Cosmetology and Spa Academy, including but not limited to:

1. Possession, use or distribution of drugs
2. Unauthorized and illegal possession, use or distribution of any alcoholic beverage
3. Theft of property or services
4. Intentional or willful destruction of property
5. Assault and battery
6. Conduct that constitutes harassment or abuse that threatens the mental well-being, health or safety of an individual
7. Possession of a weapon
8. Trespassing on Cosmetology and Spa Academy property or unauthorized use of the school's property or services
9. Academic dishonesty including cheating, plagiarizing or submitting false information on forms such as transcripts or applications for admission
10. Disruption of the education process or related activity
11. Failure to comply with the direction of an authorized Cosmetology and Spa Academy employee or representative who is performing his/her duties
12. Any conduct that constitutes a violation of the terms of and discipline imposed by this procedure
13. Any conduct that amounts to a breach of a federal or state law, local ordinance, Cosmetology and Spa Academy rule or regulation
14. Any student guilty of destruction of Academy property will be terminated immediately. Discipline may also be imposed whenever a student commits any act of misconduct as described above, off-campus if there is a direct relationship between such action and the Cosmetology and Spa Academy. Cosmetology and Spa Academy reserves the right to suspend or terminate any student for insubordination,

refusal to cooperate with faculty, refusal to follow instructions or schedules, or for any case where Cosmetology and Spa Academy determines the student is not suited to training.

## DISCIPLINARY PROCEDURES

Disciplinary actions consist of oral and written warnings, suspension, and/or termination. Repeated violations of the same policy will result in loss of student benefits leading up to suspension and termination. In severe cases, Cosmetology and Spa Academy has the right to terminate enrollment without issuing a warning or suspension. Violations will be determined by Cosmetology and Spa Academy on a case-by-case basis. A student may receive a verbal warning or disciplinary write-up by an instructor and/or Administrator when a student violates Academy guidelines, policies and/or procedures. The standard disciplinary procedure will consist of a verbal warning, followed by a written warning followed by suspension.

## PROFESSIONAL TOOLS CODE OF CONDUCT

The student will receive a kit in parts based on their hours earned and the level of education unless the student chooses to pay upfront. The kit is the property of the school and must stay in the school facility until it is paid for in its entirety. Student Lost or damage on kit supplies will be replaced by students at their own cost. If a student needs to purchase tools for their kit, these tools must be the same style and brand as what was initially received. Students who are using financial aid to cover kit costs acknowledge kit supplies belong to the school until fully paid for and must remain at Cosmetology and Spa Academy until payment has been made. Students must be prepared and have all the supplies to perform services. Borrowing equipment from other students must be avoided. Cosmetology and Spa Academy does not take any responsibility for lost/stolen/misplaced items. Students are encouraged to label supplies and always put supplies away in the locker. Students handle their kits. Make sure that kits and all personal belongings are locked up to avoid missing/lost kit items. Capes must be washed at home to avoid Cape confusion. For security reasons, bags are not permitted on chairs or the floor and must be kept in lockers, underneath – if able to fit, or in a student's vehicle. All professional tools must be maintained in proper working order and are the responsibility of the student to maintain.

## PERSONAL LOCKER/CABINET POLICY

The instructor will assign all students a personal locker. Lockers may be moved as students' progress through the program. If a student drops his/her program or requests a Leave of Absence, his/her locker must be vacated of personal belongings within five days. If a student is unable to vacate his/her locker due to health reasons, the student MUST email the instructor. The instructor will relocate belongings, as needed, to another location and document the new location. Any personal items left in the locker 15 days after the student's last day of attendance or LOA will become the property of the Academy. Combinations are the only acceptable way of opening lockers.

## STUDENT ATTITUDE

It is critical and mandatory that students act as professionals while at Cosmetology and Spa Academy. It is imperative to create successful habits at the Academy to become a true professional in future work environments. Emotional outbursts and insubordination will not be tolerated. These situations cause disruptions and the student will be asked to clock out for the day. Disruptive conversation, excessive noise, and other disturbances that can hinder the learning process will not be tolerated. Abusive language and controversial issues that may be deemed by another as offensive may not be discussed, including topics of sexual, religious, ethnic and racial nature and politics. If you are unhappy about something, keep calm and fill out a Student Grievance note and present it to the school manager.

## DRESS CODE

The dress code at Cosmetology and Spa Academy is aligned with a professional client-based industry in which our students will be working.

## COSMETOLOGY & BARBER PROGRAM

### ***SHIRTS***

- For Cosmetology students, Black or Gray Scrubs top and bottom must be worn. Closed toe sneakers, gym shoes, tennis shoes are acceptable footwear. Undergarments, and socks are also required.
- Students may wear a long sleeve Black shirt under scrubs
- No hoodies, logos/pictures/symbols.
- Black sweatshirts or sleeveless tops may not be worn and will not be allowed under any circumstances.
- Barbers must wear a Barber's Jacket all the time during their training.
- Jeans will be allowed on jean/spirit day or as instructors permit it. Jeans may not have holes in them.
- Cosmetology & Spa Academy school shirts MUST be worn to all external events.
- Aprons/Smocks over clothing is mandatory when working with clients by cosmetology and barber students. \*Students not in Aprons/Smocks will be denied clients.
- Students must wear an official issued name tag as required by the State Law.

### ***PANTS***

- For Barbers- Dress code mandates that students wear professional dress pants/slacks (jean days or spirit days are exempt). • Pants must reach the ankle but cannot hang on the floor.
- NO jeans, including black jeans, no faded pants, no holes anywhere, no sweatpants, no yoga pants, no exercise pants, no shorts.

### ***SHOES***

- Closed toe shoes are suitable for a professional dress.
- Hosiery or socks must be always worn. NO open toe shoes, shoes with holes, sandals, flip-flops, or slippers allowed of any style.
- Professional dress boots ONLY leather or synthetic leather only. No fabric boots of any style.
  - No CROC type shoes are permitted

### **ESTHETIC PROGRAM**

- Esthetic students must wear solid black colored scrubs, top, and bottom and closed toe shoes.
- Hair must be out of the face and student must have clean nails

### **GROOMING GUIDELINE:**

Grooming is essential to the overall professional appearance and all client-based industries. It is important for all students to be clean and well – kept in the clinic and non-clinical areas.

Regarding personal grooming student must:

- Practice personal hygiene and be free of offensive odors. Hair must be neat and clean. Fingernails must be neat and clean and filed to avoid harming clients when performing services.

### **RECOMMENDATIONS:**

- Wearing a school shirt and a pair of pants are a straightforward and excellent alternative
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports IS NOT an appropriate, professional appearance at school.
- Clothing that reveals too much cleavage, your back, your chest, your stomach or underwear is not suitable for school or any place of business.
- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

- Clothing should not be distracting or offensive to others.

If clothing fails to meet these standards as determined by an instructor or staff member of the Academy, the student will first be asked not to wear the inappropriate item to school again. If the problem persists, the student may be written up by disciplinary policy.

## CELL PHONES/BUSINESS PHONES

The use of mobile phones and other communication or electronic devices to communicate with others is limited to break times and will only be allowed in the student lounge/break room or outside of Cosmetology and Spa Academy **unless permitted by the instructor**. Cell phones should be in vibrating mode. If there is an emergency or unexpected family issue, the student may use the telephone with Instructor's permission. Under no circumstance is a student allowed to use the business phone.

## SMOKING POLICY

Smoking is permitted only in the designated areas outside of the Academy. These areas must be always kept free of smoking-related debris. Be careful to limit odors that may be offensive to others, including fellow students and clinic guests. There are NO smoking breaks during training time. This policy stays true for all staff members as well as students.

## NAME TAG

On the first day of class, the student will be issued a name tag. Name tags must be always worn. This is a state law requirement. Any student not wearing a name tag will be charged a \$3 fee for a new name tag. This fee will be charged to the student each time they are not in compliance with the name tag policy. A new name tag will be issued.

## STUDENT LIBRARY

Cosmetology and Spa Academy has supplied in the student kit 24-7 access to all MHD Library Content and Milady content to be accessed by the student using their own electronic device.

## ATTENDANCE POLICIES

- Students are expected to be in Cosmetology and Spa Academy during all the scheduled hours listed in the Enrollment Agreement and to be prompt for all scheduled classes and activities.
- Students are always expected to be in the classroom unless performing assigned clinic work, working the front desk, or taking designated breaks. (Student break room is off limits at all other times.)
- Any student who is absent one week without notice will be advised of such. Continual absences or tardiness may result in a suspension and eventually, expulsion if the problem persists. Weeks are defined as applicable to the student's Enrollment Agreement. The students will be monitored on a weekly basis, and the situation can affect the status of satisfactory progress and financial aid. Students receiving financial aid could face an interruption in funding, for this reason resulting in the need for cash payments for the disbursement period.
- If a student does not attend for 14 consecutive days and the student does not make a verbal or written confirmation to continue training, a decision on termination may be determined.
- A student who neglects to clock in/out will not receive hours for that time. All students will be given appropriate credit for all clock hours punched in and out, so it is necessary to punch in/out correctly. If there is a problem, the instructor should be notified. The timeclock is the only official documentation of clock hours received. Cosmetology and Spa Academy will not assign additional hours to a student as a penalty for any reason.
- Clocking in and leaving the building and failing to attend a scheduled class or clinic is considered an inappropriate use of the time clock and can be considered fraud. This act will be considered a violation of the Academy's policy and all parties involved will be subject to disciplinary action.
- All unexcused absences will be considered in the calculation of satisfactory progress.
- All students will have an additional 5% of extra hours to be used as personal time, in addition to school holiday closings.

- Students have access to their attendance 24/7. It is the student's responsibility to make sure all hours earned are correct. If there is any problem with the attendance record, it is the student's responsibility to notify, in writing, the campus manager immediately. If the notification is received after 2 (two) business days from the date the student attendance has been published, Cosmetology and Spa Academy reserves the right to avoid the corrections on the attendance records unless Cosmetology and Spa Academy has valid evidence that there has been a technical error on the computer readings. Student attendance records will be published on the student portal daily.

## INSTRUCTION BEYOND EXPIRATION DATE

Students at all programs will receive 5% personal hours to miss at no charge. The calculated completion date includes this 5% grace period. For example: Students enrolled in the 1500-hour program are entitled to 5 % or 75 additional hours at no cost to reach the required 1500 hours of supervised instruction. Students enrolled in the esthetic program 750 hours are entitled to 37 extra hours at no cost to reach the required 750 hours of supervised instruction. If a student, does not complete the required hours by the end date specified in this enrollment agreement, or if a student, has

completed the hours required but has not completed the academic requirements to the end date specified in this enrollment agreement, the student will not be considered a graduate one. This enrollment will be terminated. Students will need to re-enroll to complete his/her hours or academic requirements. To re-enroll students should send a written request to the campus director. The cost of additional training must be paid in full before any training starts. If a student re-enrolls more than 30 days after the termination date, he/she will have to pay the Registration fee of \$ 100. The cost per hour will be charged based on the rates published in the most recent students' catalog. To avoid an interruption in training, the written request must be sent at least ten (10) days before the end date of the initial enrollment agreement. The campus director will notify students in writing if their request to re-enroll will be accepted or denied. Cosmetology and Spa Academy reserves the right to deny a request based on several internal reasons. Students should sign an Enrollment Addendum at campus director to be able to continue with training.

## MAKE-UP HOURS POLICY

- A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours may include but are not limited to student salon/spa work and other educational experiences.
- Make-up time is not guaranteed as it may not always be available. The Director of Campus will send a notification every time makeup hours are available.
- A student making up hours is required to adhere to all Academy rules and regulations within this catalog/handbook.
- Students must email the location manager to request to make up hours in writing. They need to state the time and date they are asking to get approved for the make-up hours. **Students can NOT attend make-up hours if the request has not been approved in writing by the manager of the location.** It is MANDATORY for all students to wear a Cosmetology & Spa Academy school shirt to external events to participate and receive credit/make up hours for attending.
- Make up hours must be used ONLY to make up the hours that you have missed not to speed up the graduation date.

Students must attend the number of hours that they are scheduled to attend to be eligible for financial aid assistance.

Please note that if the student will finish the program earlier than the estimated time frame stated in the contract the student's financial aid package may be recalculated and that may result in liabilities owed by the student and/or the institution if applicable

## ATTENDANCE ROSTERS- ROLL CALL PROCEDURE

- Each instructor will keep an attendance list of their class and perform roll call each morning. A student not in attendance is required to inform their instructor.
- The instructor will follow up with students not in attendance for the day and may document the findings under student's profile in Smart system
- Attendance will be taken at the start of each shift (9:15 AM / 5:45 PM).
- Students who are not in their designated area at the time roll call is taken will be marked as absent- A
- Instructors may document excused absences in the student profile on SMART.
- Instructors will keep the rosters inside CIMA
- A student who calls Admissions or a teacher to notify a late arrival will be admitted attending for that day.

## TARDY POLICY

- Students must be clocked in by 9:05AM/5:05 PM.
- Attendance will be taken at the start of each shift.
- A student entering class late due to a medical or legal appointment will be admitted to class by bringing a note/letter documenting the reason for the tardy. The instructor will not repeat or interrupt the ongoing training due to a late arrival.
- Students who call Admissions or notify the teacher regarding being late, will be accepted to attend for the day.
- Whether the tardy is excused or not excused, the student will still be missing the time they are not attending school for their scheduled shift and time personal use policy does apply.
- Each student is personally responsible for notifying their instructor by email directly whenever they plan on being tardy or leaving class early.
- Students are required to catch up on information missed during class on their own. Instructors are required to keep within their scheduled curriculum so they must catch up on missed assignments on their own or repeat the class if they have missed the majority of the information.
- A student who is late returning from their scheduled lunch/break time will be written up the first time and will not be allowed to attend class if the violation is repeated.
- Instructors will also replace tardy students who are scheduled with a client on the clinic floor with another student.
- Excessive tardiness is unprofessional and will result in depletion of student's personal hours and attendance rate. Specific attendance questions can be emailed to: [roni@csaeducator.com](mailto:roni@csaeducator.com)

## CREDIT HOURS

- Students will be given appropriate credit for all clock hours they attend school. Cosmetology and Spa Academy will not provide hours for any student if the student leaves their classroom or clinic floor without permission since the time cannot be accounted for.
- Cosmetology and Spa Academy will not adjust hours to any student's contract as a penalty for any reason.

## SCHEDULED LUNCH / BREAK TIME

Lunch are scheduled 30 min. At no time may students take lunch/break during the time a client has been assigned to them. If the student misses' lunch due to having a client, they may take lunch after that client. For further information contact the Student Services department. Students must be signed in and out for lunch/break by their instructor. The student may be asked to sign his/her name and the time they leave for lunch, as well as the time they come back. At no time may a student sign any other student in or out of the lunch/break period. Taking an extended lunch or break is not allowed, and disciplinary policy will be applied.

## SANITATION POLICY

Cleanliness is an essential aspect of the Cosmetology, Barber, and Esthetic Profession. Students will participate and complete one-half hour of sanitation daily, 15 minutes at the start of the day and 15 minutes before leaving for the day unless the instructors give further notice. Students will be

graded on sanitation subject each month. This part of the training will help develop skills and habits that will contribute to future success when a student begins their career in the Beauty Industry. Students should also observe the following guidelines: keep equipment intact, clean, and sanitized; keep workstations clean; maintain the lunchroom cleanliness by disposing of all waste and not leaving it “for later”. With no exception, a student is allowed to provide a service in a dirty station with dirty tools.

## BEAUTY SERVICE DAY

Students will be allowed to receive services with the approval of their instructor if the clinic is not busy with clients. Customers always come first! Students **must have** good attendance, a good attitude, be an excellent worker and overall be deserving of receiving services and be in attendance the previous day. Instructor(s) must give approval for the service and students must pay before receiving service. Receiving services during your scheduled time is a privilege, not a right and may be revoked at any time.

## INTERNSHIP PROGRAM

The Internship Program allows students to experience the salon and spa atmosphere firsthand, to evaluate and to be evaluated by prospective employers and most importantly, to learn and understand the expectations of future employers. In turn, the salon and spas will qualify potential employees and enhance the educational experience of tomorrow’s industry leaders.

All programs in the State of Illinois can intern for up to 10% of the required clock hours. The internship program is not available for Teacher training.

Requirements to participate in the Internship Program:

- 1) Has the entire syllabus completed, lab, tests, and theory completed by 1320 hours for Cosmetology and Barber, 650 for Esthetic. All Requirements will be checked by the manager of the campus and deemed completed.
- 2) The student must have a minimum average grade of 80 % and a minimum average of 85% attendance. 3) The student must attend school one day per week. The other days can be spent in the salon for a maximum of 8 hours per day.
- 4) The student account with the school must be current.
- 5) The student must report to the salon on time. Timecards MUST be initiated by the licensed supervisor that the student interns with.
- 6) Professional conduct and dress are required. Students are advised to keep an open mind about the tasks that they will be expected to perform.
- 7) Hours will not be approved during the Academy’s scheduled Holiday closings.

Students who meet ALL the above requirements must submit a written request to the Student Services Department: The Student Services Officer will present a written decision to the student within 5 (five) business days of the date the request has been submitted.

- If the student fails to show up on their required day of attendance at the Academy, the internship will be terminated.
- Intern hours will not be accepted when Cosmetology and Spa Academy is closed.
- The student, the Academy, and the salon and spa must sign the internship documentations for the student to intern at said salon and spa.
- Written approval must be obtained from the Student Services Department before starting the internship or the hours will not be accounted for. Any questions, please send them to: [studentservices@cosmetologyandspaacademy.com](mailto:studentservices@cosmetologyandspaacademy.com)

For more information on the State of Illinois: <http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1351&ChapterID=24>

## EMPLOYMENT ASSISTANCE

Cosmetology and Spa Academy cannot guarantee employment for any student, but Cosmetology and Spa Academy will help students find jobs. Students who meet the requirements for the Cosmetology and Esthetic Internship Program will be eligible to Intern. Current job postings are made available to present and graduated students. Students may also go online to check out some popular industry websites such as [www.beautyjobs.com](http://www.beautyjobs.com), [www.salonjobs.com](http://www.salonjobs.com), and [www.indeed.com](http://www.indeed.com). [www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu) employment tab

## SCHEDULE CHANGE POLICY

For financial aid purposes, the student will have to modify the originally signed schedule only one time ( if applicable) during a complete training period unless other arrangements are made with the financial office. The request must be presented in writing by the student to the campus director. The student can ask for an adjustment in the schedule because of harsh, unusual personal situations, including but not limited to criminal and sexual offenses. The students will receive written confirmation of the academy's decision within 7-15 days. Cosmetology and spa academy reserves the right to accept or deny the request due to different circumstances. If a student is approved to change the original schedule, the student must sign an enrollment agreement addendum. When a student switches schedules, the student will have to pay the new cost of tuition for the new program based on tuition cost published in the most current catalog. No scholarships will apply to the new cost of tuition on the new program. Only if the student will send the written request to change the schedule to the manager within three (3) business days from the first day of program, the student may get a refund on the differences on tuition if the student has already done any down payments at that time.

## GROUNDS FOR DISMISSAL/SUSPENSION

Cosmetology and Spa Academy reserves the right to dismiss/suspend a student for any reason, including but not limited to the following: failure to attend classes regularly; refusal to complete assigned classes or clinic work; breach of the Cosmetology and Spa Academy's rules and regulations; falsification of records; conduct or conditions that pose a direct adverse threat to other students, clients, or Cosmetology and Spa Academy employees; or failure to make required payment. Students found to be threatening or talking poorly about the Academy, staff, or other students, including but not limited to social media, will result in immediate suspension or termination. Intentional destruction of Academy property or the property of other students or staff members, physical violence, or threats of violence can mean immediate dismissal/suspension without previous warning. Any rude or inappropriate behavior and language are grounds for termination. Students are responsible for removing their educational equipment or personal belongings that may have been left at the Academy. These items must be removed by the student from the premises within 15 days from the date of dismissal/suspension, or it will be disposed of accordingly. All educational equipment issued to and received by the dismissed student will not be returnable.

## GRIEVANCE PROCEDURE GUIDELINES

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.

The complaint form will be given to the school Director. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all parties involved. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. The management reserves the right to not follow up with anonymous complaints. management shall consider the report and either accept, reject or modify the recommendations of the committee. Students must exhaust the Academy's internal complaint process before submitting the claim to the Academy's accrediting agency. If a student or staff calls police officials any time, management must be aware of the situation. This must also be documented in writing.

## CLASSROOM POLICIES

To make the most out of the learning environment, Cosmetology and Spa Academy has some fundamental guidelines and procedures:

The classroom stations, and all equipment should be kept sanitary, at all times

No sleeping is permitted during lectures, demonstrations, discussions.

Profanity or tantrums will not be tolerated.

Students must be prepared with all equipment, books, and materials needed for class.

Students should remember that the only stupid question is an unasked one.

Since the curriculum builds on previous skills, it is necessary to not miss class during classroom lessons/phases. If a student misses a lesson, he/she is required to follow up with their instructor. The instructor will decide what is necessary for the student to complete. All failed classes must be repeated. Students will be evaluated according to Academy grading procedures.

Each and every student needs to participate in demonstrations designed to make them more proficient in areas of his or her chosen program. Including but not limited to facials, scalp treatments, manicures, pedicures, deep conditioning treatments, eyebrow arching for cosmetology and facials, machines, body treatments, waxing and chemical treatments for Esthetic. A demonstration involves the exchange of services with a partner so that students experience “giving” the service, but more importantly the “feel” of the service.

When a student fails a test, the retake test will pass or fail, with 75% being the highest grade possible.

If a student misses or fails a test, he/she may take or retake it within one week of the original test at the instructor’s discretion.

A test is administered after each chapter or theory lesson is completed.

No student is allowed to perform any services without permission from an instructor.

All non-students/visitors must register at the desk, wear a name tag and wait in the reception area until the student or staff member greets them.

A student is not allowed to teach another student. Instructors should be consulted for extra help so that the same methods and techniques are being practiced.

To protect students, staff and clinic guests all students are required to conduct proper client consultations and document all services performed in the Academy’s record system. The Hold Harmless Agreement form is required for all customers, models and other persons receiving any service at the Academy.

Students may not use the Academy’s office supplies without permission from the manager. This includes but is not limited to the copier, printer, fax machine, scanner, etc. Disciplinary Procedure will be followed for these violations.

For students to gain confidence before they go to the clinic floor, students are required to bring in models to practice under instructor supervision. Esthetics Models will be charged 50% off the student clinic price. The price should be paid before the service is performed. Students will be required to bring models during the clinic phase as well.

Note that “classrooms and service facilities” broadly refers to all institutional facilities rather than only theory classrooms and clinic floors.

## CLINIC POLICIES

The stations, and all equipment should be kept sanitary at all times

No sleeping is permitted during lectures, demonstrations, discussions.

Profanity or tantrums will not be tolerated.

Students must be prepared with all equipment, books, and materials needed for clients.

Students should remember that the only stupid question is an unasked one.

Students should ask for assistance when dealing with demanding clients.

Each and every student needs to participate in demonstrations designed to make them more proficient in areas of their chosen program.

All non-students/visitors must register at the desk, wear a name tag and wait in the reception area until a student or staff member comes out.

Students should follow the correct Greeting and Exit Protocol for every client.

Students must bring all the tools that are needed to perform salon services on clients every day. Please keep your beauty tools in the lockers. **No bags are allowed on the clinic floor.**

Students must not refuse or switch a client with another student. Ignoring these policies can result in an immediate suspension or write-up for the day.

If a student is over their contractual agreement (completion date), and requirements for syllabus signoffs are still needed, Cosmetology and Spa Academy is no longer responsible for providing that student with clinic clients. It is the responsibility of the student to provide his/her paying clients until all clinic requirements are met.

Before starting a service, the student must consult first and fill out the Consultation Form. Then the student is required to explain to the instructor what needs to be done and why. The instructor **must** sign the Consultation Form before a student starts the service.

The student must keep in mind that: while working with clients in his/her styling chair/esthetic bed, the student must be focused, and treat their client with the utmost professionalism and importance. The student must be professional and confident while performing services.

The student must keep the conversation professional and in a low tone to build a good business relationship with customers and not bother other students working with clients in proximity to their chair.

A student is not allowed to teach another student. Instructors should be consulted for extra help so that the same methods and techniques are being practiced.

When a student is performing a haircut, every section must be checked by an instructor. When the haircut is done, the student needs to sweep the area first and then ask the instructor to re check again before continuing with styling and drying the hair. The same procedure must be followed for color applications. The instructor must check the completed service(s) once the student believes they are done.

After the service is done, the student must thank the client for coming and then walk him/her to the products area to explain what products the student used and what is recommended for the customer. Then the student must explain the specials for the month and re-book the next appointment with the customer.

Cosmetology students may work on a mannequin if there are no clients in the clinic.

No student is allowed to perform any services without a Consultation form.

Students may not transfer clients without permission of the clinic instructor.

Any student refusing to service a client can result in clocking out for the day; counseling documentation will be placed in the student's file.

To protect students, staff and clinic guests all students are required to conduct proper client consultation and document all services performed on Cosmetology and Spa Academy's record system. The Hold Harmless Agreement form is required for all customers, models and other persons receiving any service at the Academy.

Students may not use the Academy's office supplies. This includes but is not limited to copiers, printers, fax machines, scanners. Disciplinary Procedure will be followed for these violations.

## MODEL REQUIREMENTS

Models are required as a part of professional development for various aspects of the educational process, especially during the student salon/spa portion of training. Models will be needed during series phases, and clinic portions of your training. All services provided on models will be at least 50% OFF the regular price for esthetics, and models for lesson series finals in Baber and Cosmetology and Free. The service must be paid for before the service is performed.

## FOOD AND DRINK

Due to health and safety standards, and to prevent damage to personal or Academy property, eating, drinking and chewing gum are always prohibited in educational instruction and clinics. Water in a bottle or a closed container is permitted but must be stored in the student's locker.

## SCHOLARSHIPS

Cosmetology and Spa Academy offers different scholarships during the academic year. For more details, please contact the Admissions Office at either Cosmetology and Spa Academy location or refer to our web page: [www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu)

## PRIVATE LOAN CONDUCT / PREFERRED LENDERS

Cosmetology and Spa Academy is open to the choices a student makes to obtain a private loan for educational costs. Cosmetology and Spa Academy does not provide a list of preferred lenders.

## ANNUAL PLACEMENT RATE GRADUATE RATE AND LICENSURE RATE

This is a brief description of how the Placement Rate, Graduate Rate, and Licensure Rate are calculated based on the Accrediting Agency. The 23 (data) Annual Report is due electronically before Midnight (EST) on November 30, 2024.

Minimum Outcomes Thresholds: NACCAS' Standard require an institution to meet or exceed the following measures of student success: 50% Graduation; 60% Placement; 70% Licensure pass rate

Key Definitions: NACCAS' 21 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2022. NACCAS' graduation, placement, and licensure definitions are described below:

**1. Graduation:** Based on all students scheduled to graduate from each program in 2023. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**2. Placement:** Based on graduates from the graduation cohort who are eligible for placement a student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2023. All graduates must be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

- a. The graduate is deceased
- b. The graduate is permanently disabled
- c. The graduate is deployed for military service/duty
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the teacher training of an institution under the same ownership)

**3. Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam on November 30, 2023. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination before November 30, 2023. Multiple Campuses: Please note the annual report combines data from the main campus and all additional affiliated locations, as they are considered one institution.

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated. In addition, the institution must include the following footnotes and indicate the appropriate footnote for each institutional and/or programmatic rate, as applicable

1. Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

2. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

Per our reporting requirements with the National Accrediting Commission of Career Arts & Sciences Agency (NACCAS) for the annual report period of 2024, our rates are as follows: GRADUATION RATE 78.72 % PLACEMENT RATE 84.26% LICENSURE RATE 95.21%

CRYSTAL LAKE LOCATION RATES

Program	Graduation Rate	Placement Rate	Licensure Rate
Barber Program	75%	100%	75%
Cosmetology Program	80.77%	91.67%	100%
Esthetic Program	92.88%	65%	94.74%
Instructor/Teachers	66.67%	100%	100%
OVERALL RATES	83%	83%	96%

SCHAUMBURG LOCATION RATES

Program	Graduation Rate	Placement Rate	Licensure Rate
Barber Program	75%	96%	100%
Cosmetology Program	70%	92%	100%
Esthetic Program	87%	71%	100%
Instructor/Teachers	100%	100%	100%
OVERALL RATES	78%	87%	100%

ELGIN LOCATION RATE

Program	Graduation Rate	Placement Rate	Licensure Rate
Barber Program	71%	80%	100%
Cosmetology Program	87.50%	83.30%	100%
Esthetic Program	90%	69%	100 %
OVERALL RATES	82%	75%	100 %

#### ROCKFORD LOCATION RATE

Program	Graduation Rate	Placement Rate	Licensure Rate
Barber Program	60%	92%	100%
Cosmetology Program	60%	100%	100%
Esthetic Program	73%	87%	72%
OVERALL RATES	63%	92%	86%

## VOTER REGISTRATION

Voter registration requirements are: (1) must be a U.S. Citizen; (2) must be at least 18 years of age by Election Day; (3) must have been a resident of the precinct at least 30 days before the election date. You can register to vote at the county clerk's office, the board of election commissioner's office, city and village offices, township offices, schools, public libraries, military recruitment offices, driver's license facilities, department of health care and family services agencies, and department of employment security offices. You may also register to vote by mailing the appropriate application to your local election office. This application can be found by going to [www.Elections.IL.Gov](http://www.Elections.IL.Gov). You will be officially registered to vote as soon as you receive your voter ID card in the mail. If you do not receive an ID card within three weeks after registration, contact your local election authority. Illinois Voter Registration is available online at <http://www.elections.il.gov/votinginformation/register.aspx>

The school may request and make available to students the voting forms 120 days prior to the deadline for the registration. Please check with the Director of Campus to receive a registration form or print one at the office <https://app.chicagoelections.com/documents/general/nvra-form275-english.pdf>

## CAREER FAIR PROGRAMS AND IMPROVING ACADEMIC PLANS

Cosmetology and Spa Academy career fair program invites members of salons to come to meet with our students and to advertise available job opportunities. Those who choose to enter the professional beauty industry are taking steps towards a rewarding and exciting future. To reach the top and make the best possible use of individual talent and artistry requires continued education and experience. Cosmetology and Spa Academy's academic goal is to improve academic quality by possibly bringing more advanced cut and color education for cosmetology and barber programs, and more advanced make up plans for esthetic program. We are bringing in the top hairdressers and artists from around the world to educate our students.

## INCIDENT/ACCIDENT REPORTS

In situations where damage and an injury occur on Academy property, staff may document the existence of an incident report. Students who are involved in the occurrence and who may have witnessed the event may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting campus directors during regular business hours.

## THEFT AND MISUSE OF PROPERTY

Cosmetology and Spa Academy is not responsible for lost, damaged or stolen property. Students have access to a locker and should be careful and keep all valuables locked up when not in use.

Theft, destruction or misuse of another's property will subject the student to disciplinary action up to and including termination. Destruction of or defacing Academy property will result in disciplinary action including charges for the full replacement cost of the item(s) also and termination.

Equipment or supplies that are not returned by students shall be the financial responsibility of the student who has last checked the item(s) out, and a full replacement is expected.

## WEAPONS

The use or possession of any item(s) that bears resemblance to a gun/firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all people on Academy property or at Academy-sponsored events and activities (including off-site educational events/field trips). Any person who is threatening (verbally or otherwise) the use of a weapon against anyone related to Cosmetology and Spa Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law. Any person with knowledge of weapons on Academy property shall inform the appropriate authority immediately. To provide a safe environment, students have a duty to warn Cosmetology and Spa Academy staff of any violations of company policies, rules and regulations, laws and to advise staff of any threat to the occupants of Academy's and/or company-owned properties. Timely warnings in the case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

## INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

The following information will be available under this topic:

1. Method of Disclosure
2. Financial Assistance Information
3. Institutional information –
4. Availability of Employees for information dissemination purposes
5. Constitution and Citizenship Day

## METHOD OF DISCLOSURE

The school annually provides a NOTICE directly to all enrolled students and employees describing the availability of the required consumer information. The note contains the information on links where the consumer information is published on the school website.

## DESCRIPTION OF FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

The school disburses and manages funds in accordance with the Federal Financial Aid Policies outlined by the U.S. Department of Education.

The student financial aid programs at Cosmetology and Spa Academy are designed to assist students who would find it difficult to attend without receiving financial assistance.

Cosmetology and Spa Academy is approved by the United States Department of Education to offer the following Title IV programs for post-secondary education to eligible students:

- Federal Pell Grant
- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loans
- More information can be found at [www.StudentLoans.gov](http://www.StudentLoans.gov)

For the school to disburse funds for or on behalf of the student, the individual student's eligibility must be determined, and the student must qualify. In addition, the student who participates in the Title IV funding programs (as qualified) must maintain all on-going eligibility requirements according to the applicable regulations and policies. Title IV Financial Aid consists of two types of aid; grants and loans.

**Grants are financial aid** that does not have to be repaid (unless, for example, you withdraw from school and owe a refund or overpayment).

**Loans** allow you to borrow money for your education which must be paid back, with interest, back to the Federal Government. Loans are issued through the U.S. Federal Government and approved lending institutions.

Besides Title IV programs, the Academy offers a wide variety of different scholarship opportunities from entities related to the beauty industry. Here is a link that is published on our current website <https://www.cosmetologyandspaacademy.edu/financial-aid/>

## NEED-BASED AND NON-NEED-BASED FEDERAL FINANCIAL AID AVAILABLE.

Need-based aid is financial aid that you can receive if you have financial need and meet other eligibility criteria. You cannot receive more need-based aid than the amount of your financial need. For instance, if your COA is \$6,000, and your EFC is 2000, your financial need is \$4,000; so, you are not eligible for more than \$4,000 in need-based aid.

Calculation of your Financial need: COA (cost of attendance) – EFC (Expected Family Contribution) = \$\$\$ Financial Need

The following are the need-based *federal student aid programs*:

Federal Pell Grant

Direct Subsidized Loan

Non-need-based aid is financial aid that is not based on your EFC. What matters is your COA and how much other assistance you've been awarded so far. For instance, if your COA is \$6,000, and you've been awarded a total of \$4,000 in need-based aid and private scholarships, you can get up to \$2,000 in non-need-based aid. <https://studentaid.gov/h/understand-aid/how-aid-works>

## HOW TO APPLY FOR FINANCIAL ASSISTANCE

The first thing you should do to receive Federal Financial Aid is to fill out the Free Application for Federal Student Aid known as FAFSA application. *Where can you find a form? You can find the form in different ways as follows:*

You can visit the U.S. Department of Education’s website – FAFSA online <https://studentaid.gov/h/apply-for-aid/fafsa> in your high school guidance, counselor’s office; In CSA academy website <https://studentaid.gov/h/apply-for-aid/fafsa> *Find it hard to complete?* The FAA can assist you at our financial office. No obligation to enroll is required.

## LOAN SUBMISSION DISCLOSURE

All students and parents of students who will decide to enter into an agreement regarding Title IV HEA LOAN, must be aware that THE LOAN will be submitted to NSLDS [https://nslsdfap.ed.gov/nslsds\\_SA/](https://nslsdfap.ed.gov/nslsds_SA/) and will be accessible by authorized agencies, lenders and institutions.

### TERMS AND CONDITIONS TO RECEIVE FEDERAL DIRECT LOANS

## FINANCIAL AID ELIGIBILITY REQUIREMENTS

- Be a U.S. citizen or eligible non-citizen
- Demonstrate financial need
- Hold a high school diploma, general education diploma (GED)
- Be enrolled or accepted for enrollment as a student working toward a certificate in an eligible program
- Have a valid Social Security Number
- Make satisfactory academic progress
- Register with Selective Service
- Sign a Statement of Education Purpose and a Certificate Statement on overpayment and default <https://studentaid.ed.gov/fafsa/filling-out/dependency>
- <https://studentaid.gov/understandaid/eligibility/requirements>

## CRITERIA FOR SELECTING RECIPIENTS FROM THE GROUP OF ELIGIBLE APPLICANTS

Eligible Applicants may be chosen for verification randomly or if the application will contain conflicting information. Northway the verification process must be completed before any federal financial aid will be disbursed to the eligible applicant.

## HOW IS FINANCIAL AID DETERMINED?

The basis of determining a student’s financial need will be an analysis of the financial status of the student’s and the parents’ income. This analysis is accomplished by completing a Free Financial Application for Federal Student Aid (FAFSA) distributed by the U.S. Department of Education. For more information, please visit: <https://studentaid.ed.gov/fafsa/estimate>

**If you meet the basic eligibility criteria for federal student aid, here is how is estimated how much money you ’ll get? Here’s the short answer: Your eligibility depends on your Expected Family**

**Contribution, your year in school, your enrollment status, and the cost of attendance at the school you will be attending. The financial aid assistance of the Academy will determine how much financial aid you are eligible to receive.**

### Students’ Rights Include:

1. Knowledge of the cost of the program chosen at The Cosmetology and Spa Academy.
2. Understanding what criteria The Cosmetology and Spa Academy uses to award student financial aid
3. Knowledge of the types of financial assistance that is available, including information on all federal, private, and ins titutional financial aid programs
4. Criteria for meeting satisfactory academic progress and maintaining financial aid eligibility
5. The current interest rate of any loan accepted and repayment terms of the loan
6. The total amount of student loans borrowed that will need to be repaid prior to attending the Academy
7. Completing the Verification process on time.

### Students’ Responsibilities Include:

1. Complete Entrance Counseling:

<https://studentloans.gov/myDirectLoan/whatYouNeed.action?page=counseling>

2. Complete all financial aid forms accurately and on time
  3. Provide additional documentation requested by The Cosmetology and Spa Academy to complete verification or resolve discrepancies
  - 4. Maintaining Satisfactory Academic Progress: A 75% attendance and 75 % total academic score is required to remain eligible to receive financial aid.**
  5. Complete Exit Counseling upon leaving the Academy and Repay all student loans
  6. Have a thorough understanding of all documents signed
  7. For more information contact our financial officer at 815 201 2210 or email [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com)
- Please refer to our Satisfactory Progress Policy for information on how to maintain student's eligibility of receiving financial aid.

## HOW WILL FINANCIAL ASSISTANCE BE DISBURSED AT STUDENT'S ACCOUNT?

The financial office will check each student SAP status at checkpoint based on Attendance Hours

*Cosmetology program:* 450 hours, 900 hours, 1200 hours, 1500 attendance hours. *Esthetic program:* 375, 750 attendance hours. Barber program: 450 hours, 900 hours, 1200 hours, 1500 hours. 500 hours program: 250 hours and If students are meeting SAP the disbursement will be requested for respective hours. If a student is Not meeting Sap the Non -Sap – policy will be followed. The student must meet with a Financial Counselor to discuss the options on how to regain SAP. This policy applies to all students. If you are re-enrolling, please contact your financial office to get more information on our re-entry SAP status.

All students will have to sign an award year notification regarding their total financial aid that they will be eligible to receive each award year. The award year for a cosmetology program is 900 clock hours, and four payments will be made at each checkpoint. The award year for the esthetic program is 750 clock hours, and two disbursements will be made at each checkpoint.

## LOAN REPAYMENT TERMS AND CONDITIONS

**Loans through the Direct Loan Program, if applicable, must be paid back according to the terms and conditions of the borrower's promissory note.**

### *You must pay the Loans Back - Understanding Delinquency*

It's important to pay the amount shown on your bill—and to pay by the due date. The **first day** after you miss a student loan payment, your loan becomes past due, or delinquent. Your loan account remains delinquent until you repay the past due amount or make other arrangements, such as deferment or forbearance, or changing repayment plans. If you are delinquent on your student loan payment for 90 days or more, your loan servicer will report the delinquency to the three major national credit bureaus. If you continue to be delinquent, your loan can risk going into default. Don't ignore your student loan payments—defaulting on your loan can have serious consequences. Learn more on how to avoid default. <https://studentaid.gov/manage-loans/default/avoid>

## CONSEQUENCES OF DEFAULT

The consequences of defaulting can not only impact your ability to borrow but can impact your finances as well. Consequences include the following:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due
- You can no longer receive deferment or forbearance, and you lose eligibility for other benefits, such as the ability to choose a repayment plan.
- You lose eligibility for additional federal student aid.
- The default is reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.

It may take years to reestablish a good credit record.

You may not be able to purchase or sell assets such as real estate.

Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called “Treasury offset”).

Your wages may be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.

Your loan holder can take you to court.

You may be charged court costs, collection fees, attorney’s fees, and other costs associated with the collection process.

Your school may withhold your academic transcript until your defaulted student loan is satisfied. The academic transcript is the property of the school, and it is the school's decision—not the U.S. Department of Education’s or your loan holder’s—whether to release the transcript to you.

Please be aware that the student borrower is obligated to repay the full amount of the loan even if the student borrower does not complete the program, does not complete the program within the regular time for program completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services that the student borrower purchased from the school.

Loan must be paid back; Pell grant does not need to be paid back.

Work with your loan servicer to choose a federal student loan repayment plan that’s best for you. To make your payments more affordable, repayment plans can give you more time to repay your loans or be based on your income. Although you may select or be assigned a repayment plan when you first begin repaying your student loan, you can change the payment plans at any time. Contact your loan servicer if you would like to discuss repayment plan options or change your repayment plan. You can get information about all the federal student loans you have received and find the loan servicer for your loans by logging into *Before you contact a loan servicer you may consider checking Loan Simulator at <https://studentaid.gov/loan-simulator/>*

To get the most realistic results, provide complete and accurate information when using *Loan Simulator*. Keep in mind, this tool can’t predict your future payments with 100% accuracy. To make these predictions, *Loan Simulator* makes several assumptions as it calculates monthly repayment amounts. Keep in mind that the Results of *Loan Simulator* are for informational purposes only and should not be considered financial advice. You are encouraged to review all available options and make decisions about borrowing and repayment that align with your individual goals.

To find more information on repayment plan options please check <https://studentaid.gov/manage-loans/repayment/plans#repayment-plans>

**Example of Standard payment plan** information can be found at <https://studentaid.gov/manage-loans/repayment/plans/standard>

## Total Loan Debt Repayment Period

\$0-\$7,500 10 years \$7,500-\$10.000 12 years

**INFORMATION ON COST OF ATTENDANCE AND TUITION CAN BE FOUND UNDER EACH PROGRAM INFORMATION ON THIS CATALOG**

## Title IV Fund Program Information

<b>Funding Program</b>	<b>Pell Grant</b>	<b>Federal Direct Subsidized Loan</b>	<b>Federal Direct Un Subsidized Loan</b>	<b>Federal Direct Parent Loan (PLUS)</b>
<b>Description</b>	Grant: Does not have to be repaid	Loan: Must be repaid	Loan: Must be repaid	Loan: Must be repaid

<b>Eligibility</b>	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. For Parents of Full-time or Part-time undergraduate No
	Need Based	Need Based	Need Based	collateral requirements Credit Based
<b>Amount</b>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>
<b>Interest Rate</b>	NONE	Fixed but Varies Annually	Fixed but Varies Annually	Fixed but Varies Annually
<b>Repayment Term</b>	NONE	10 years+ varies by loan amount	10 years+ varies by loan amount	10 years varies by loan amount
<b>Minimum Repayment</b>	NONE	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>
<b>Interest Subsidy</b>	NONE	Students pay no Interest while in school	NONE	NONE
<b>Repayment Begins</b>	N/A	Following 6-month grace period after going less than ½ time	Following 6-month grace period after going less than ½ time	30 days after last loan disbursement
<b>Origination &amp; Insurance Fees</b>	N/A	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>

### National Student Loan Data System - NSLDS

Student can get all their loan history by log in to [https://nsldsfa.ed.gov/nslds\\_SA/](https://nsldsfa.ed.gov/nslds_SA/)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guarantee agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. Please contact The Financial Aid Director if you will have any question about your loan and borrower's rights and responsibilities at [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com)

### Here are some general important questions you should know about your Subsidized Loans

Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. (Some people refer to these loans as Stafford Loans or Direct Stafford Loans.)

### What's the difference between Direct Subsidized Loans and Direct Unsubsidized Loans?

In short, Direct Subsidized Loans have slightly better terms to help students with financial needs.

### ***Who can get Direct Subsidized Loans?***

Direct Subsidized Loans are available to undergraduate students with financial need.

### **How much can you borrow?**

Your school determines the amount you can borrow, and the amount may not exceed your financial need.

### **Who will pay the interest?**

The U.S. Department of Education pays the interest on a Direct Subsidized Loan

- while you're in school at least half-time,
- for the first six months after you leave school known as grace period, and
- during a period of deferment (a postponement of loan payments).

### **Is there a time limit on how long I can receive loans?**

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is generally based on the published length of your current program. The periods of time that count against your maximum eligibility period are periods of enrollment (also known as "loan periods") for which you received Direct Subsidized Loans. For example, if you are a full-time student and you receive a Direct Subsidized Loan that covers the fall and spring semesters (a full academic year), this will count as one year against your maximum eligibility period. If you receive a Direct Subsidized Loan for a period of enrollment that is shorter than a full academic year, the period that counts against your maximum usage period will generally be reduced accordingly.

### **Can I lose eligibility for additional Direct Subsidized Loans?**

After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Direct Unsubsidized Loans.

### **Could I ever be responsible for paying interest on Direct Subsidized Loans?**

Certain types of enrollments may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. This is called losing interest subsidy. The enrollment patterns under which you would lose interest subsidy are described below. Your federal loan servicer will notify you if you become responsible for paying the interest on your Direct Subsidized Loans.

### ***How does interest accrue on a loan?***

**Interest** starts to **accrue** (grow) from the day your **loan** is disbursed (sent to you or your school). At certain points in time—when your separation or grace period ends, or at the end of forbearance or deferment—your Unpaid **Interest** may capitalize. That means it is added to your **loan's** Current Principal.

More information on Loans you can get at <https://studentaid.gov/understand-aid/types/loans/interest-rates#older-rates>

## EXIT COUNSELING

Exit Counseling is required when you graduate, leave school, or drop below half-time enrollment. Exit Counseling provides important information to prepare you for repaying your federal student loan(s).

At the end, you'll need to provide the name, address, email address, and telephone number for your closest living relative, two references who live in the U.S., and your current or expected employer, if known.

The purpose of the Exit Counseling is to ensure you understand your student loan obligation and are prepared for repayment. You'll learn about what our federal student loan payments will look like after school. We'll recommend a repayment strategy that best suits your plans and goals. You can complete the exit counseling at <https://studentaid.gov/exit-counseling/>

You can complete the exit counseling by yourself or in the office with our financial aid assistance or the manager. If you need help or have questions regarding exit counseling, please reach out to [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com).

When you log in to complete your Exit Counseling you will find all the information about different repayment options and an estimation of your monthly repayment. Also, you will find the information of your total loan, subsidized and unsubsidized loan, plus loan (if you have applied for one) More information about your loan you will find under

<https://studentaid.gov/app/counselingInstructions.action?counselingType=plus&counselingType=fa>

## PLUS, CREDIT COUNSELING

PLUS Credit Counseling will help students and parents understand the obligations associated with borrowing a PLUS loan and assist them in making careful decisions about taking on student loan debt.

PLUS Credit Counseling is required if the U.S. Department of Education has informed you that you have an adverse credit history and you have: Obtained an endorser or documented extenuating circumstances to the satisfaction of the U.S. Department of Education

PLUS Credit Counseling can be completed voluntarily at any time. If PLUS Credit Counseling is completed voluntarily and you are determined to have an adverse credit history by the U.S. Department of Education within 30 days of PLUS Credit Counseling completion, your PLUS Credit Counseling requirement will be fulfilled.

## CSA - PRE-DISPUTE ARBITRATION AGREEMENT

As a condition for enrollment in Cosmetology and Spa Academy, students enter into an enrollment agreement which provides that all disputes between a student and the school will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student's rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court. Notwithstanding the student's agreement to resolve any disputes with Cosmetology and Spa Academy by binding arbitration: • The School does not require a federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The school does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with the school tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the school will be conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways: • Online: <https://apps.adr.org/webfile>

- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

## CLASS ACTION WAIVER

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

As an alternative process, students may seek redress under the school's grievance procedure described above, which includes the ability to resolve disputes through a binding arbitration process. Students may also submit complaints to the school's accreditor, state licensing agency, and the U.S. Department of Education as described above and in the school catalog.

For more information about the school's arbitration and School's class action waiver process please contact: Ms. Veronica [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com) , phone 815 201 2210

## INSTITUTION REFUND POLICY AND CANCELLATION POLICY

If a student does not complete a course of study, the following Refund Policy shall apply. The cancellation notice must be in writing and given to the registered agent, if any, or managing employees of the school. This policy applies to all termination for any reason (s), by either party, including student decision to withdraw, course or program cancellation and/or school closure, and complies with the mandated State Refund Policy. Any monies due to Student shall be refunded within 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn, whichever shall occur on the earlier date. School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

When Cosmetology and Spa Academy does not accept an applicant, the applicant shall be entitled to a refund of all monies paid ; • **BUYER'S RIGHT TO CANCEL: The student or legal guardian has the right to cancel in writing the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled and receive a refund for all money paid regardless of whether the student has actually started training; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.**

When notice of cancellation is given after the fifth day following enrollment but before completion of the student's first day of class attendance, Cosmetology and Spa Academy may retain no more than the application and registration fee, plus the cost of any books or materials provided by the school.

When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of course instruction, Cosmetology and Spa Academy may retain the application and registration fees and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials provided by the school.

When a student has completed 5% or more of the course of instruction, Cosmetology and Spa Academy may retain the application and registration fees and the cost of any books or materials provided by the Cosmetology and Spa Academy, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the CS Academy's regional or national accreditation agencies, if any, or rules that the Department of Education shall promulgate for purposes of this section;

For a student on an approved Leave of Absence who notifies Cosmetology and Spa Academy in writing that he / she will not be returning, the date of withdrawal shall be the earlier date of expiration of the Leave of Absence or the date the student notified Cosmetology and Spa Academy in writing that he / she will not be returning.

For students who do not return from Leaves of Absence, the documented date of return will be used as the termination date; Students who terminate enrollment before completion are charged a \$150 termination fee.

If Cosmetology and Spa Academy closes, cancels, or discontinues a program, the student who has not started classes will receive a full refund of all monies paid. If the school closes, cancels or discontinues a program, the student shall be entitled to

receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules promulgated by the Department.

In the case that a student cannot continue instruction because of illness, a disabling accident, or other circumstances the student, or his/her guardian must immediately contact the admissions office for an adjustment. Adjusted Refund calculations may apply to help a student's situation.

**OFFICIAL WITHDRAWAL:** If a student notifies Cosmetology and Spa Academy of his / her cancellation in a written and signed document, the document must be received within five business days of the student's last day of attendance; For purpose of refund calculations, the cancellation date shall be the last day of attendance. For all types of official cancellations or withdrawals, the cancellation date will be determined by the postmark or written notification, or the date said information is delivered to the school in person.

**UNOFFICIAL WITHDRAWALS:** If a student does not attend for 14 consecutive calendar days, and Cosmetology and Spa Academy and/or student does not make a verbal or written confirmation to continue training, the student may be administratively terminated. Cosmetology and Spa Academy will determine the status of the student after at least 14 consecutive days of absence from the last day of attendance. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For refund calculations, the cancellation date will be the last day of attendance. Unofficial withdrawal for clock hours students is determined by the school through monitoring clock hour attendance at least every thirty days.

All extra costs of textbooks, kits, and training materials are non-refundable items. Refund calculations will be based on **class scheduled hours; Class scheduled – identify TOTAL hours per week the student is scheduled to attend.**

The school refund policy is the same as the relevant State Refund Policy and shall apply after the return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. This policy will apply even in the situation(s) when a student will be expelled from the school due to reasons determined by the school. The ban on advisory board compensation: Employees of the Institution will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory committee. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

Grounds for termination: CSA academy may terminate a student's enrollment for noncompliance with any or all the following: General Policies of Cosmetology and Spa Academy; Enrollment Agreement; State Laws and Regulations; Improper conduct, or conduct that causes injury to other persons, or property, or any criminal/illegal conduct taken by Student.

Cosmetology and Spa Academy shall mail or email a written acknowledgment of a student's cancellation, or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.

- Deposits or down payments, besides registration fee, shall become part of the tuition

Each student and former student shall be entitled to receive from the school that the student attends or attended an official transcript of all hours completed by the student at that school for which the applicable tuition, fees, and other charges have been paid in full, together with the grades earned by the student for those hours, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A reasonable fee, not to exceed \$ 2 may be charged by the school for each transcript after the first free transcript that the school is required to provide to a student or former student. All charges to the school must be paid in full before any transcript request is accepted. Schools may make refunds which exceed those required by this section. If the school closes, each student shall be provided an official transcript of all hours earned. If school closes, each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction.

**The Refund Policy is based on the scheduled hours.** All refunds due will first be made to the source providing funding for Student before any refund is made to Student.

#### REFUND COMPUTATION CHART.

#### **Percentage of Scheduled Course Completed Amount of Tuition Owed to the School:**

0.01% - 4.9% 10 % Retained

5 % to 9.9 % 30 % Retained

10 % to 14.9 % 40 % Retained

15 % to 24.9 % 45 % Retained

25 % to 49.99 % 70 % Retained

50% and over 100 % Retained

## TITLE IV REFUND POLICY

Our schools calculate an institutional refund for all students who leave school prior to their scheduled graduation date.

In addition, if a student has received Federal Title IV funds, a “Return to Title IV Funds Calculation” must be done when

a. The student is a recipient of a Federal Pell Grant or a Federal Direct Student Loan and

b. The student must have completed less than 60% of the period of enrollment for which he/ she was charged. If conditions (a) and (b) are met, Return of Title IV Funds will be calculated according to the following fraction: Total hours scheduled to be completed/Hours in the payment period for which the student was charged. The resulting percentage from the above fraction is then multiplied by the total tuition assessed.

\*Any drops due to COVID 19 will follow the current DOE regulations on Return to Title IV funds.

The amount of Title IV aid that a student has not earned is then returned to the Title IV programs. The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

The institution will determine the date of withdrawal based on the following procedure:

**OFFICIAL WITHDRAWAL:** If a student notifies the school of his/her cancellation in a written and signed document, the document must be received at the campus manager's office, within five business days of the student's last day of attendance. The official date of withdrawal will be the student's last date of attendance.

**UNOFFICIAL WITHDRAWALS:** If a student does not attend for 14 consecutive calendar days, and the student does not make a verbal or written confirmation to continue training, the school is expected to have determined whether the student intends to return to classes or withdraw. If the student is eventually determined to be a withdrawal, the end of the 14-day period begins the time frame for completing an R2T4 calculation. The official date of withdrawal will be the student's last date of attendance per attendance records.

The institution will compare the amount earned with the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned in the following order:

**Order of return of Title IV funds:** A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source: ♦ Unsubsidized Direct Loans (other than Direct PLUS Loans) ♦ Subsidized Direct Loans ♦ Direct PLUS Loans ♦ Federal Pell Grants

The institution allocates the responsibility for returned or unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

The institution and the student must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed, the institution will then perform the calculation of a student refund.

If a student is on official LOA, no Title IV refund is required. If a student did not receive all the funds earned, the student might be due to a post withdrawal disbursement. (PWD). A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. For any amount of a post-withdrawal grant disbursement not credited to the student's account to cover allowable charges, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew (no confirmation from the student is required). A school must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of a school's determination that a student has withdrawn allowing the student 14 days to respond. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes the school to make. If the post- withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so as not to incur additional debt. If the notice

from the student or parent for Plus loan is received within the time frame, Cosmetology and Spa Academy will apply all post withdrawal disbursements to the student's account first. If R2T4 calculations or post withdrawal disbursements result in credit balance on the student's account, the school will disburse the funds to the student's account within 14 days after the calculations of R2T4 is completed. If a student (or parent on the student's behalf) receives excess FSA program funds, Cosmetology and Spa Academy may return the portion of the excess equal to the lesser of: (1) institutional charges multiplied by the unearned percentage of the fund; (2) the entire amount of excess funds. Cosmetology and Spa Academy must return this amount even if it did not keep this amount of the student's FSA program funds. Any amount of unearned grant funds that must be returned is called an overpayment.

The requirements for FSA program refunds, when withdrawn, are separate from any refund policy that Cosmetology and Spa Academy may have. For this reason, the student may still owe funds to Cosmetology and Spa Academy to cover unpaid institutional charges. If the R2T4 calculations result in an amount of funds to be returned that exceeds the school's portion, the student must pay some funds. Cosmetology and Spa Academy will charge the student for any FSA program funds that CSA was required to return. The Academy's Refund Policy is published in the student catalog and a summary of it is also included in the Enrollment Agreement. Also printed in this Catalog are the requirements and procedures for officially withdrawing from the Academy. For any additional questions about FSA program funds, students may call the Federal Student Aid Information Center at 1-800-

FED AID or schedule a meeting with the Financial Aid Directory sending a request to [fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com)

## TITLE IV CODE OF CONDUCT

Colleges and other schools participating in any of the Title IV Loan Programs are required by the Department of Education to develop, publish, and enforce a code of conduct.

The following Code of Conduct applies to all officers, employees, and agents of the Cosmetology & Spa Academy: ● Ban on revenue-sharing agreements: neither the Cosmetology & Spa Academy, nor any of its officers, employees, or agents will enter into any revenue-sharing arrangements with any lender, which is defined by the Higher Education Opportunity Act (HEOA) of 2008, amending the Higher Education Act of 1965, Pub.L. #110-315, as any arrangement between a college and a lender that results in the lender paying a fee or other benefits, including a share of its profits to the College, or its officers, employees, or agents, as a result of the college recommending the lender to its students or families of those students. ● Ban on gifts: Financial Aid and office employees (or employees who otherwise have responsibilities on education loans or financial aid) will not accept gifts from any lender, guaranty agency, or loan service. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than the minimum amount. This prohibition is not limited just to those providers of Title IV loans but includes lenders of "private education loans" as well. HEOA does provide for some exceptions related to types of activities or literature. These include: Brochures or training material related to default aversion or financial literacy; food, training or informational materials as part of training as long as those same terms are provided to all students at the institution; favorable terms and benefits to the students employed by the institution as long as those same terms are available to all students at the institution; entrance and exit counseling as long as the institution's staff are in control, and they do not promote the services of a certain lender; philanthropic contributions from a lender, guarantee agency, or loan servicer unrelated to education loans; state education, grants, scholarships, or financial funds administered by or on behalf of the State.

Ban on contracting arrangements: Financial Aid and Office employees (or employees who otherwise have responsibilities on education loans) will not accept any fee, payment, or financial benefit as compensation for any consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

The prohibition against steering borrowers: The Institution and its officers, employees, or agents will not steer borrowers to lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging process through other methods.

Prohibition on offers of funds for private loans: The Institution and its officers, employees or agents will not request or accept any agreement or offer of funds for private loans. This prohibition includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

Ban of staffing support: The Institution and its officers, employees, or agents will not request or accept any assistance. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to professional development training for financial administrators; providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials;

Staffing services on a short-term, nonrecurring basis to assist the school with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters and other localized disasters and emergencies identified by the Secretary.

The ban on advisory board compensation: Employees of the Institution will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory committee. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

## HOW TO OBTAIN INFORMATION ON CONSUMER DISCLOSURE

To receive a copy of the information published on this catalog as well as information regarding drug and alcohol abuse and prevention, FARPA, Annual Security Report, Annual Fire Safety Report, please contact the Director or each location during the business hours or send an email at

[fadassistant@csaeducator.com](mailto:fadassistant@csaeducator.com)

A student's enrollment in a program of study abroad approved for credit by the home school may be considered enrollment at the home school for the purpose of applying for assistance under the Title IV programs.

### Demographic Diversity Information:

During 2022: 73% of students enrolled at CSA full time were female and 93% of them were eligible to receive Federal Pell Grant. 27% of all enrolled students on full time were male and 98% of them were eligible to receive Federal Pell Grant.

Crystal Lake location: 91% female, 9% are male. Schaumburg 85% female, 15% Male 15% Hispanic, 67% White, 7% black, 2% Asian; 9% other.

Schaumburg location: 85% female, 11% male, 4% other 63% Hispanic, 25% black, 8% Asian, 4% white

**Fire drill:** All students that start their class at CSA must attend a mandatory Fire drill. A supervised practice of a mandatory evacuation of a building for a fire. Fire safety system: CSA has in place a fire safety system that meets the requirements of the state of Illinois.

## VACCINATION POLICY

The Academy does not require injections though it is highly recommended that all people be current on vaccinations. You may contact your local physicians' office for more information.

## TEACH-OUT-PLAN

To meet the accrediting agency requirements CSA is required to maintain a Teach Out Plan in place in case the school decides or will be forced to close the operation.

**INFORMATION AVAILABLE:** Students and/or prospective students may request a copy of the documents describing the school's accreditation, approval and licensing approval by submitting a written request to [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com). You may file a complaint about the school with the accreditation agency by following the instruction at <https://naccas.org/> You may file a complaint about the school with the state of Illinois may be registered with the Illinois Department of Professional Regulations: **CHICAGO: 100 W. RANDOLPH STREET, SUITE 9-300 CHICAGO, IL, 60601, (312)-814-4500; SPRINGFIELD: 320 WEST WASHINGTON, THIRD FLOOR, SPRINGFIELD, IL 62786, (217)-785- 0800**

## DRUG FREE POLICY

Cosmetology and Spa Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities Acts. Students are prohibited from the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while at Cosmetology and Spa Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illegal drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is in your

orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the “Drug-Free Campus Act.” This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

### **Where This Policy Is Applies To?**

This policy applies to all employees, all job applicants, all current students, and all student applicants. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment or continued enrollment, students are required to abide by this policy. In compliance with the Drug-Free Workplace Act of 1988, The Cosmetology and Spa Academy workplace consists of the following: The entire campus facility and all locations used for an off-site school function (field trips, competitions, hair shows, graduation, etc.

Cosmetology and Spa Academy believes that it is very important to provide a safe environment for all its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school.

The Cosmetology and Spa Academy will provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

### **What is called Prohibited Activities?**

**It is a violation of school policy for any employee or student to:**

1. Use illegal drugs or misuse prescription drugs;
2. Misuse alcohol
3. Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property.
4. Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
5. Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
6. Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;

**What is the Purpose of this Policy** -Any employee or student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or the Campus Director before providing services under such medication .Employees and students are individually responsible for being aware of applicable laws, regulations, ordinances, and the school’s policy for complying with them. CSA will assist in that endeavor by providing current information on an ongoing basis to all students and employees. Cosmetology and Spa Academy ’s policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. Students are prohibited from unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while at or on the Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary

action up to and including expulsion or termination from The Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illicit drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-

4257. Information about substance abuse education programs is available as required by the “Drug-Free Campus Act.” This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

### **Drug & Alcohol Health Risks**

**Alcohol:** People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol’s effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences and increase your risk for a variety of problems.

**Cocaine:** Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger dopamine in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high. Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

**Marijuana:** Marijuana contains the mind-altering chemical THC and other related compounds. THC over-activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

**Hallucinogens and Dissociative Drugs:** Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and Salvia divinorum may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

**Methamphetamine:** The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual—psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems.

Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

**Reasonable Search:**

To ensure that illegal drugs and alcohol do not enter or affect the school, Cosmetology and Spa Academy reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the school's request. Searches will be conducted only where Cosmetology and Spa Academy has reason to believe that the student has violated the School's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches for a student's personal property will take place only in the student's presence. All searches under this policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

**Actions Required of Employees or Students:**

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to the Cosmetology and Spa Academy. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, if the employee or student continues to participate satisfactorily in the counseling or rehabilitation program. The employee or student must obtain a work release from the counselor or treatment provider before returning to work or school. Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Cosmetology and Spa Academy may result in immediate termination from employment or school attendance.

The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's or student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

### **What is the Disciplinary Action that the Academy reserves the right to apply?**

A prospective employee/applicant who has a positive test or "refusal to test" may not be considered for employment. An employee who violates this Cosmetology and Spa Academy policy may be immediately removed from duty and subject to disciplinary action up to and including termination.

A prospective student/applicant who has a positive test or "refusal to test" may not be further considered for enrollment to Cosmetology and Spa Academy. Any current student who has a positive test may be required to reimburse Cosmetology and Spa Academy for the cost of the test. Students who violate this policy may be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the student's expense.

*A student's First Violation* may result in immediate removal from class attendance, until the student can pass a "return to duty" drug and/or alcohol test, at the student's expense.

*A student's Second Violation* may result in immediate termination from CSA. A student may apply for re-entry to school after they have been evaluated for substance abuse. The written notice must be provided by the counselor or the doctor before the students are readmitted. The release should document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at student expense.

*A student's Third Violation* may result in immediate termination from school, and he/she will not be eligible for reentry.

Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol may be terminated from employment or enrollment.

### **Drug Testing Circumstances: \_**

***Pre-employment or Pre-enrollment Procedures:*** Prospective employees or students may be asked to submit to a drug test at CSA.

Employment or acceptance/enrollment at Cosmetology and Spa Academy will be offered to those who successfully pass the pre-employment or pre-enrollment drug test. Refusal to consent to a pre-employment or pre-enrollment drug test, or Positive, Adulterated or Substituted test results may terminate any action towards permanent employment or enrollment as a student.

***Post-Accident Tests:*** Cosmetology and Spa Academy may require Drug and/or Alcohol testing of any employee or student involved in an on-the-job or in-school accident/injury where the following occurs:

- A fatality,
- An injury to an employee, student, client or other individual that requires medical attention away from the school or accident scene, or
- Damage to school property that exceeds \$500.00.

Post-accident testing may be required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.

***Reasonable Suspicion:*** Reasonable suspicion Drug and/or Alcohol testing may be done in cases where there is a reasonable belief by a supervisor that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled substance, using prescription drugs illegally or any other violation of school policy. Reasonable suspicion or For-Cause tests may be required when there is any of the following:

1. Observable phenomena (actual use, possession, odors, etc.);
2. Abnormal behavior or physical characteristics; or
3. A drug-related investigation, arrest or conviction or an investigation of theft.

***Random Testing:*** unannounced random Drug and/or Alcohol Testing may be conducted on all employees or students and will be administered by a third-party administrator.

Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

***Unit or Blanket Testing:*** Drug and/or Alcohol testing of all company employees/students or all employees/students in one location or job category may be conducted at the discretion of Cosmetology and Spa Academy

**Return to Duty Testing:** The test result must be negative before the student/employee can return to duty or attend class. **Follow-up Testing:** After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug and/or Alcohol testing, the schedule of follow-up testing will be determined by the counselor or Cosmetology and Spa Academy. **Refusal of Testing:** A refusal of testing will be treated as a positive test.

**Definitions:** “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or the low molecular weight alcohols including methyl and isopropyl alcohol.

“Alcohol Testing” means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the school. “Controlled Substance or drug” means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all Substances listed on Schedule I through Schedule V, as they may be revised from time-to-time (21 CFR 1308), including but not limited to: Marijuana Benzodiazepines Narcotics Cocaine Barbiturates Phencyclidine (PCP) Amphetamines Opiates Other Hallucinogens

“Drug Testing” or “Drug Test” means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

“Employee” means any person or officer in the service of the employer for compensation.

“Prospective Employee” means any person who has made a written or oral application to become an employee of the school.

“Reasonable Suspicion” or “For-Cause Testing” means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy. “Sample” or “Specimen” means any sample of urine, blood, breath, saliva, or hair used for drug or alcohol testing. “On Duty” means all working or school hours including meal or break periods, regardless of whether the employee or student is on the school premises, and at any time the employee or student represents the school in any capacity, including operating school equipment or vehicles.

“Medical Review Officer (MRO)” means a licensed physician with knowledge of drug abuse disorders that is used by the school to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

“Use” means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work or school under the influence of, or be in the possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee or student, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider, and not using a prescription drug as prescribed by the authorizing health care provider.

“Positive Drug Test” means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S. Department of Health and Human Services, in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test result as positive. “Positive Alcohol Test” means test levels on both the initial test and the confirmation test are .04 percent or greater. “Adulterated” means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

“Substituted” means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

“Actual knowledge” means knowledge by a supervisor that an employee or student has used alcohol or controlled substances based on the supervisor’s direct observation of the individual, or an individual’s admission of alcohol or controlled substance use. Direct observations as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

### **How Can Identify Abusive Behaviors?**

The following information will serve as a simple guideline that may help to indicate that you or someone else may be having default with substance abuse.

Abusive behavior varies with the user; however, in general actions will manifest themselves in a person’s life either socially, mentally, and/or physically. Alcohol is the most widely abused drug in the United States; however, indicators show that there are growing trends in the area of abuse of over-the-counter medications and prescription drug abuse. Persons who are under the influence of drugs and alcohol tend to display behaviors such as certain physical symptoms including but not limited to: reduced or slow motor skills, either increased or decreased verbal interaction, verbal skill depletion,

increased or decreased physical contact, loss of or increased appetite, and aggressive behavior. Additionally, persons abused may have social or economic issues that arise due to the use and/or abuse of these substances. There are also health risk indicators that may be helpful in the identification of abusive behavior. The brain is affected heavily by drugs and alcohol; it affects the ability to think and respond quickly. People also tend to have issues with depression, paranoia, convulsions, comas, and even

death can result. Not only does the person using the substance subject him or herself to all sorts of health risks, drug and alcohol abuse can, and in many cases does, cause grief and discomfort to innocent people.

### **How To Deal with Persons Under the Influence?**

Because of the different reactions that different people display or manifest when under the influence, all employees/students are advised to use caution when dealing with such a person. It is recommended that documentation should be provided by person(s) with direct involvement in the incident and/or accident resulting from the use of a controlled substance of the person(s). A report must be filed with the police station.

### **Medical Review Officer (MRO):**

In the case of a Positive, Adulterated, Substituted or Invalid test result, the employee or student or prospective employee or student may have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test.

### **Contesting a Test Result:**

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. The cost of re-analysis is at the employee or student expense. If the secondary laboratory does not detect the same controlled substance, the individual may be reimbursed the cost of re-analysis.

### **Confidentiality:**

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Cosmetology and Spa Academy as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the school will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

## **Alcohol & Drug Prevention & Treatment Resources Available**

The school highly recommends the use of all resources available to prevent addictions to drug and alcohol. There are counseling, rehabilitation, and treatment centers located in most major cities and/or associated with local hospitals and health clinics. The yellow pages of the local phone directory are an excellent source. Look under the heading: ***Drug Abuse and Addiction – Information for Treatment***; or under ***Alcohol Abuse and Treatment***. Here are some useful sites on internet: [www.stopaddiction.com](http://www.stopaddiction.com); [www.soberrecovery.com](http://www.soberrecovery.com); <https://www.chicagoaa.org/>

The Cosmetology and Spa Academy encourages its students and employees to live a healthy lifestyle free from the use of controlled substances. Some of the other alternatives are sport, physical activities, cultural events or volunteerism.

## **Prevention and Treatment Centers:**

### **SAMHSA National Helpline 1-800-662-4357**

Crystal Lake location: <https://www.freerehabcenters.org/city/il-crystal-lake>

Schaumburg location; <https://www.freerehabcenters.org/city/il-schaumburg>

Elgin location: <https://www.freerehabcenters.org/city/il-elgin>

Rockford location: <https://www.kpcounseling.com/condition-information/substance-abuse-assessments/>

### **Drug and Alcohol Policy Review - Biennial Review:**

The Cosmetology and Spa Academy will review the drug and alcohol prevention program every two years in the even number year. Any recommendations/data and/or assistance available to substance abusers will be updated and distributed to all students and staff of Cosmetology and Spa Academy.

### **Federal, State and Local Penalties- Punishable Law**

Local, state, and federal laws exist that may be used to punish violators. Penalties can range from suspension, revocation or denial of a driver's license to 20-50 years' imprisonment without benefit of parole. Property may be seized, or community services and/or restitution may be mandated.

### **Overview of Federal Controlled Substance Penalties**

The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. The Act also provides a mechanism for substances to be controlled (added to or transferred between schedules) or decontrolled (removed from control). The procedure for these actions is found in Section 201 of the Act (21U.S.C. §811).

The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress. The following charts are an overview of the penalties for trafficking or unlawful distribution of controlled substances.

## Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid— they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

### DRUG/SCHEDULE QUANTITY PENALTIES QUANTITY PENALTIES

Cocaine (Schedule II) 500–4999 grams mixture 28–279 grams First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not 5 kgs or more mixture First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or Cocaine Base (Schedule more than life. Fine of not more II) mixture more than \$5 million if a 280 grams or more mixture

Fentanyl (Schedule II) 40–399 grams mixture individual, \$25 million if not an individual. 400 grams or more mixture than \$10 million if an individual, \$50 million if not an individual. Sec Fentanyl Ana- logue (Schedule I) 10–99 grams mixture Second Offense: Not less than 10 yrs., and not more than life. If 100 grams or more mixture Not less than 20 yrs., and not more t death or serious injury, life imprison

Heroin (Schedule I) 100–999 grams mixture

LSD (Schedule I) 1–9 grams mixture 5–49 grams death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. 1 kg or more mixture 10 grams or more mixture 50 grams or of not more than \$20 million if an in \$75 million if not an individual. 2 or More Prior offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an Methamphetamine (Schedule II) PCP (Schedule II) Other Schedule I & II pure or 50– 499 grams mixture 10–99 grams pure or 100– 999 grams mixture purer or 500 grams or more mixture 100 gm or more pure or 1 kg or more mixture Individual drugs (and any drug product containing Gamma Hydroxybutyric Acid) Flunitrazepam (Schedule IV) Other Schedule III Any amount 1 gram First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.

First Offense: Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual. First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 All other Schedule IV Flunitrazepam (Sch edule IV) Other than 1 gram or more million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual. First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, All Schedule V drugs Any amount \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1- 800-433- 3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced dr ug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education. By completing the FAFSA, you may be eligible for non -federal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

### FEDERAL TRAFFICKING PENALTIES

### FEDERAL TRAFFICKING PENALTIES—MARIJUANA

#### DRUG QUANTITY 1<sup>st</sup>OFFENSE 2<sup>nd</sup> OFFENSE

Marijuana (Schedule I) 1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants Marijuana (Schedule I) 100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants Marijuana (Schedule I) More than 10 kgs hashish; 50 to 99 kg marijuana mixture More t han 1 kg of hashish oil; 50 to 99 marijuana plants. Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an

individual. Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual. Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual. Marijuana (Schedule I) Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard less of weight) 1 to 49 marijuana plants; Hashish (Schedule I) 10 kg or less Not more than 5 yrs. Fine not more than 10 yrs. Fine \$500,000 if more than \$250,000, \$1 million if an individual, \$2 million if other than other than an individual. individual. Hashish Oil (Schedule I) 1 kg or less

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## FEDERAL TRAFFICKING PENALTIES—MARIJUANA

### DRUG QUANTITY 1<sup>st</sup> OFFENSE 2<sup>nd</sup> OFFENSE

Marijuana (Schedule I) 1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants Marijuana (Schedule I) 100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Not less than 20 yrs. or more than 1 life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual. Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## Illinois State and Local Sanctions Regarding Drug and Alcohol Violation

Under Illinois law, the sanctions listed below are imposed for alcohol and substance abuse offenses:

It is a Class A misdemeanor to sellor deliver alcohol to anyone under 21years of age or to any intoxicated person (235 ILCS 5/6-16). Violations can result in fines of up to \$2,500 and one year in jail.

- Illegal possession of alcohol by someone less than 21 years of age is a Class A misdemeanor with fines up to \$2,500and six months in jail.
- When a violation of the above directly or indirectly results in great bodily harm or death to any person, the person in violation will be guilty of a Class 4 felony.
- It is illegal for a person under 21 to present false identification to purchase alcohol.
- A person who falsely states in writing that he or she is at least 21 years of age when receiving alcohol from a representative, agent, or employee of an express company, common carrier, or contract carrier, or who has in his or her possession any false or fraudulent written, printed, or photo static evidence of age and identity, is guilty of a Class A misdemeanor and the person's sentence shall include, but not be limited to, the following: a penalty of not less than \$500 and at least 25 hours of community service. If possible, any community service shall be performed for an alcohol abuse prevention program.
- Illinois enforces a zero-tolerance law for persons under the age of 21 who purchase, attempt to purchase, or have any trace of alcohol in their system will lose their driving privileges. Their driver's license or instruction permit will be suspended or revoked without hearing.
- Individuals under the age of 21 can also be charged with a DUI if they have a blood alcohol level of .08 or any illegal drugs in their system. A first DUI offense can result in a \$1,000 fine and up to one year in jail. Subsequent offenses carry more severe fines and penalties; for example, the third DUI is a Class 4 felony with a minimum of six years loss of full driving privileges, imprisonment of one to three years, and fines of up to \$25,000.
- Possession of less than 2.5 grams of cannabis is a Class C misdemeanor for the first offense, with a fine of up to \$500 and/or imprisonment for up to 30 days. Possession of higher amounts of subsequent offenses can raise the charge as high as a Class 1 felony, with a fine of up to \$25,000 and imprisonment of four to fifteen years.
- Manufacture of delivery of less than 2.5 grams of cannabis can constitute a Class B misdemeanor punishable by a fine of \$1,500 and imprisonment of up to six months. Subsequent offenses or offenses involving higher amounts of cannabis can raise the charge to a Class X felony with fines of up to \$200,000 and imprisonment of up to 30 years.
- Possession of a controlled substance starts as a Class 4 felony with fines of up to \$25,000 and a jail sentence of 1 to three years. Greater amounts may increase the charge to a Class 1 felony with imprisonment of 10 to 50 years and fines of up to \$200,000.
- Those involved in the manufacture or delivery of a controlled substance may be found guilty of a Class 3 felony with a jail term of 2 to five years and a fine of up to \$75,000. The charge can go as high as a Class X felony with a penalty of up to \$500,000 and a sentence of 6 to 30 years.

***Confidentiality All disciplinary actions, documentation including but not limited to drug and alcohol test results, will remain confidential to the extent required or allowed by law and in accordance with FERPA***

Marijuana (Schedule I) More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants Hashish Oil (Schedule I) 1 kg or less

Marijuana (Schedule I) Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard - less of weight) 1 to 49 marijuana plants; Hashish (Schedule I) 10 kg or less Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual. Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

## Drug-Free School and Workplace Standard of Conduct

Cosmetology and Spa Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are expected to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. Students are prohibited from unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while at or on the Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illegal drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the "Drug-Free Campus Act." This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

## Health And Welfare of Others

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another are prohibited. This would include but is not limited to the use of oral or written (including electronic/Internet) threats, intimidation, coercion, verbal or non-verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by academy management. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

## School Flexibility:

Cosmetology and Spa Academy reserves the right to alter or amend any portion of this policy at any time without prior notice. The school reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the school are for guidance only and failure of Cosmetology and Spa Academy to strictly meet any time frame provided herein shall not preclude the school from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

## ACKNOWLEDGMENT OF RECEIPT

## POLICY ON CONTROLLED SUBSTANCES AND ALCOHOL MISUSE

I, the undersigned employee/student or prospective employee/student of Cosmetology and Spa Academy, hereby acknowledge that I have received a copy of the drug and alcohol policy of the Company. I also agree to comply with this policy as a condition of employment or attendance at Cosmetology and Spa Academy

Further, I also understand that this agreement does not create an obligation or contract of employment between Cosmetology and Spa Academy, and myself. Further, I consent to any request under the Policy for a specimen, for the purpose of detecting the presence of controlled substances/drugs or alcohol and authorize its designated service provider to collect the specimen. I also understand and consent that the test result may be given to a Medical Review Officer (MRO), designated employer contacts, any authorized agent for Cosmetology and Spa Academy, and/or the third-party administrator. Further, I understand that appropriate action may be taken in conformity with the substance abuse policy, if the test result is not negative.

## BOOK INFORMATION

### Program Title

Cosmetology Milady Standard Cosmetology online version

Cosmetology Milady Standard Cosmetology online version  
Cosmetology Exam Review for Milady's Standard Cosmetology online version  
Cosmetology Practical Workbook Milady's Standard Cosmetology online version  
Cosmetology Sam Villa Artificial Texture online version  
Esthetics Milady Standard Esthetics: Fundamentals online version  
Esthetics Milady Standard Esthetics: Fundamentals online version  
Esthetics Exam Review for Milady's Standard Esthetics: Fundamentals online version  
Esthetics [www.bioelements.com](http://www.bioelements.com)  
Student Teach Milady's Master Educator: Student Course Book - online version  
Student Teach Exam Review for Milady's Master Educator: Student Course Book online  
Barber Milady Standard Barber online version  
Barber Milady Standard Barber online version  
Barber Exam Review for Milady's Standard Barber online version  
Barber Practical Workbook Milady's Standard Barber online version

## CONSTITUTION AND CITIZENSHIP DAY PLANS

September 17 is Constitution Day, and the school organizes activities about this topic. Some of the best resources that are used to celebrate this day are:

- The National Archives web site provides Constitution Day activities and materials. <http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access: <http://memory.loc.gov/ammem/amlaw/lawhome.html> and [Constitution Day Teacher Resources | Classroom Materials at the Library of Congress | Library of Congress](#)
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>
- The U.S. Senate has posted material from the Legislative

Branch: <http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>

## AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION

To assist enrolled or prospective students obtaining the information about: Institution and Financial Assistance Information for Students; Drug & Alcohol Prevention; Student Right – To Know Act; Clery/Campus Security Act; FERPA; Safeguarding Customer Information; Misrepresentation; Loan Disclosures the school has designated one person on each location. To receive a paper copy or email version with the consumer information at:

1. Crystal Lake location please reach out to Ms. Melissa, the Director of this campus. She can be reached via email at [melissa@csaeducator.com](mailto:melissa@csaeducator.com), or phone number 815 575 6554. Please email or schedule an appointment during business hours M- F
2. Schaumburg Location please reach out to Mr. Jessus the Campus Director of this campus. He can be reached via email [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com) or phone number 815 200 9485. Please email or schedule an appointment during business hours M- F
3. Rockford location please reach out to Ms. Beritt the Campus Director. She can be reached via [beritt@csaeducator.com](mailto:beritt@csaeducator.com) email at or phone number 815 200 1190. Please email or schedule an appointment during business hours M- F
4. Elgin location please reach out to Mr. Jessus. He can be reached via email at [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com) or phone number 815 200 9485. Please email or schedule an appointment during business hours M- F

## STUDENTS RIGHT TO KNOW

COSMETOLOGY AND SPA ACADEMY is a clock hours program school. This means all the training attendance is calculated at clock hours. For students to graduate they must complete a required number of hours on their training for each program selected. The completion rate, retention and placement rate will be posted on the student catalog each year. Student catalog can be found under Consumer Disclosure on CSA website [www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu)

The school had total of enrolled students 305 were first time enrolled who graduated between September 1, 2021, and August 31, 2022, the graduation rate is calculated based on the number of students who enrolled for first time undergraduate level, Full -time undergraduate students and who entered the school between September 1, 2021 – till August 31, 2022

2022 Retention rate 90.32%; 2022 Graduation rate 90.27%

Crystal Lake location Datas: Full time female 82% Full time male 18 %

Out of these numbers Asian 2%; Black 10%; Latino 62%; White 24%; two or more race 2%

98 students or 45.4% received Pell grant in Crystal Lake: 8.3 % white; 4.1% black; 33% Latino, 94 students or 48.2 % received Loan in Crystal Lake: 67 % white, 8.5 % black; 25% Latino

Schaumburg Location dates: Full time Female 85 % Full time Male 25 %

Out of 99 total graduates: 2 % Asian - 66% of them received Pell and Loan; 25 % Black - 100 % of them received Pell and Loan; 68 % Latino and 98 % of them received Pell and Loan; 1% other and 100% of them received Pell and loan; 4 % White 93 % and 100 % of them received loans

Rockford Location dates: Full time Female 93% full-time first-time grads, Full time male 7%

Out of 58 total graduates: 68% are black 100% received Pell grand and loans, 30% Latino 98% received Pell and loans, 1 % white received loans only, 1 % Asian - Pell and loans

Elgin Location Dates: Full time Female 84 % full-time first-time grads, Full time male 6% Out of 44 total graduates: 78 % Latino 100 % received Pell and loans, 20% black 100% received Pell and loans, 2% other loans only.

Placements are calculated as follows: Based on graduates from the graduation cohort who are eligible for placement a student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2020. All graduates must be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

- a. The graduate is deceased
- b. The graduate is permanently disabled
- c. The graduate is deployed for military service/duty Published June 1, 2019; Updated w/ Instructions for Electronic Submission 9/10/2020
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the teacher training of an institution under the same ownership)

Enrolled students will receive annually a notice of the availability of the completion, retention and placement on the time when the rates will be available on the website every year.

## SAFEGUARDING CONSUMER INFORMATION

Cosmetology and Spa Academy as a post-secondary institution participating in the FSA programs is subject to the information security requirements established by the Federal Trade Commission (FTC) for financial institutions.

To meet these sets of requirements the Academy has made sure to establish and maintain a comprehensive information security program. The Academy security system ensures the security and confidentiality of all students and staff information, protects against any anticipated threats or hazard to the security or integrity of the collected information and protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

The security program includes Designated Coordinator: Ms. Halimi is the designated employee in charge of coordinating the security program. Risk Assessment: For the Academy to successfully identify or foresee internal and external risk to the security, confidentiality and integrity of students and employee information, the Academy performs a risk assessment at least once every other year. The school risk assessment includes Employee training – each employee at all levels gets annually trained on current or new systems that the school operates on. Information systems, including network and software design, as well as information processing, storage, transmission, and disposal detecting, preventing, and responding to attacks, intrusions, or other systems failures.

Safeguards testing/monitoring. The Academy has implemented information safeguards to control the risks it identifies through risk assessment, and regularly tests or otherwise monitors the effectiveness of the safeguards' key controls, systems, and procedures Evaluation & Adjustment. The Academy evaluates and adjusts its information security program considering the results of the required testing and monitoring, as well as for any material changes to its operations or business arrangements or any other circumstances that it has reason to know may have a material impact on the school's information security program.

Overseeing service providers. The Academy takes reasonable steps to select and retain service providers that can maintain appropriate safeguards for the customer information at issue and requires the service providers by contract to implement and maintain such safeguards. The Academy hires third party services that are specialized in these tasks.

## Misrepresentation

The Academy has policies and procedures in place to avoid misrepresentation regarding:

1. Nature of Education
2. Nature of Financial Charges
3. Nature of employability of graduates

The Academy has procedures to ensure that it does not misrepresent the nature of its educational program. The Cosmetology and Spa Academy on its policies and procedures makes sure that the school does not provide false, erroneous or misleading statements concerning the accreditation, transfer policies as well as the following: Whether successful completion of a course of instruction qualifies a student for:

Acceptance into a labor union or similar organization; or To receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students;

The Academy makes sure that there is zero tolerance on misleading information regarding requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment;

Whether its courses are recommended or have been the subject of unsolicited testimonials or endorsements by—Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or Governmental officials for governmental employment; Its size, location, facilities, or equipment; The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet; The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet; The number, availability, and qualifications, including the training and experience, of its faculty and other personnel; The availability of part-time employment or other forms of financial assistance; The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course; The nature or extent of any prerequisites established for enrollment in any course; The subject matter, content of the course of study, or any other fact related to the diploma, certificate of completion, will be awarded upon completion of the course of study; Whether the academic, professional, or occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency.

The Academy has procedures to ensure that it does not misrepresent the nature of its financial charges. All charges are published on the school catalog respectively for different programs of study.

### ***IMPORTANT NOTE***

**PLEASE NOTE: This is a primary resource guide exclusively for students and instructors at Cosmetology and Spa Academy. It does not contain all applicable rules, practices or procedures that apply to students and academy operations. Cosmetology and Spa Academy Reserves the right to amend or change its rules or policies at its sole discretion: any additions throughout the year are added here: [https://docs.google.com/document/d/1HyiG024tSEAJr4pkbslg5Nrq6G7zqo8owAm\\_7Ha7WXY/edit?usp=sharing](https://docs.google.com/document/d/1HyiG024tSEAJr4pkbslg5Nrq6G7zqo8owAm_7Ha7WXY/edit?usp=sharing)**

Cosmetology and Spa Academy Consumer Handbook is incorporated in Cosmetology and Spa Academy Student Catalog. You must receive both important handbooks before enrollment. To get a hard copy of the Consumer Information Handbook and Student Catalog send a request to [studentservices@csaeducator.com](mailto:studentservices@csaeducator.com)

Cosmetology and Spa Academy reserves the right to establish or amend additional policies and procedures to maintain and facilitate an educational environment and to meet the goals of Cosmetology and Spa Academy to comply with the most recent rules and procedures issued by the Department of Education, Accrediting Agency, State of Illinois, etc. Students are required to obey the most current policies and addenda published in the most current school catalog.

