ACADEMY

for Salon Professionals



2021

CATALOG

ACADEMYLA.COM
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Call 818-701-5799

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As a Prospective Student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged review the Schools Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Expires 12/31/2027| Revised: 10/27/2026. Our school catalog is updated throughout the year whenever there are changes to school policies or regulatory requirements.

Welcome to Academy for Salon Professionals

Dear Students,

Welcome to The Academy for Salon Professionals! Our goal is to provide comprehensive education that prepares students for a successful career in cosmetology or esthetics. Our team of industry professionals is dedicated to delivering hands-on experience and the theoretical knowledge needed to excel in the beauty industry.

We are committed to fostering a learning environment that empowers students to develop their skills and confidence. We look forward to supporting you on your journey toward professional excellence.

Sincerely,

Jill Eastman
Academy for Salon Professionals

Mission Statement

Empower, Inspire, Educate. That's our mission at Academy for Salon Professionals. We are constantly updating our educational programs to stay on top of industry standards and trends so we can provide the best education possible to prepare our talented graduates for a successful career in their chosen field.

Facility and Staff

At the Academy for Salon Professionals, all students receive instruction from licensed Cosmetologists and Estheticians accredited by the State of California. Our faculty and staff bring years of experience and industry expertise, playing a vital role in the success of our students.

Below is a list of our current team:

Academy for Salon Professionals, LLC– Owning Entity
Jill Eastman – Managing Member of LLC, Administrator, Licensed Cosmetologist, over 34 years of experience, Admissions, Registrar
Angela Cheung – Director of Operations, Licensed Cosmetologist, over 13 years of experience
Danielle Johnson – Financial Aid Director, over 11 years of experience
Alex Simental – Licensed Cosmetologist, Instructor, over 10 Years of experience in cosmetology
Morgan Hauser – Licensed Cosmetologist, Instructor, over 5 years of experience in cosmetology
Maureen Curiel – Licensed Cosmetologist, Instructor, over 12 years of experience in cosmetology
Alissa Banacky – Licensed Esthetician, Instructor, over 8 years of experience in esthetics
Melissa Chitwood — Licensed Esthetician, Instructor, over 16 years as a makeup artist, 12 years as a professional esthetician
Silva Blat – Licensed Esthetician, Instructor, over 9 years of experience in esthetics
Danielle Longboy – Administrative Coordinator & Student Records Administrator – Licensed Cosmetology 3 years experience

State Licensing and Accreditation Agencies

Bureau for Private Postsecondary Education (BPPE) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Website Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897	**Board of Barbering and Cosmetology** Mailing Address: P.O. Box 944226 Sacramento, CA 94244-2260 Phone: 1 (800) 952-5210 Website: www.barbercosmo.ca.gov
National Accrediting Commission of Career Arts & Sciences (NACCAS) Address: 3015 Colvin Street Alexandria, VA 22314 Phone: (703) 600-7600 Website: www.naccas.org	

Academy for Salon Professionals is accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS). Therefore, many of the standards found within this information sheet are consistent with NACCAS standards and the California Board of Barbering and Cosmetology.

History & Facilities

Academy for Salon Professionals is a Redken-affiliated institution located in Northridge, California. The Academy for Salon Professionals was established in 2008, to provide high-quality cosmetology and esthetics education in a professional and modern learning environment. Academy strives to redefine the traditional concept of beauty education by offering innovative programs, an advanced curriculum, and industry-aligned training. As a private institution, Academy for Salon Professionals is approved to operate by the Bureau for Private Postsecondary Education (BPPE) and complies with the California Private Postsecondary Education Act of 2009 and all related regulations. Academy for Salon Professionals follows the curriculum and training requirements mandated by the California Board of Barbering and Cosmetology, ensuring that students complete the necessary educational hours and meet all licensure requirements.

The Academy for Salon Professionals facility is a 5,900-square-foot modern space designed to support student success. Located at 19520 Nordhoff St #9, Northridge, CA 91324, the facility includes two classrooms with spacious tables and chairs, a dedicated spa classroom, a student break room, and lockers for personal belongings. The salon area features 28 modern styling stations and chairs, allowing students to gain hands-on experience providing services under instructor supervision. A fully equipped spa room houses 21 facial beds to support esthetics training. The Academy for Salon Professionals also features a Redken Color Bar, reinforcing its affiliation with industry-leading professional products.

To ensure accessibility and inclusivity, Academy for Salon Professionals is fully compliant with the Americans with Disabilities Act (ADA), providing accommodations for both students and clients. All courses are taught in English, and proficiency in the language is a prerequisite for enrollment. Services provided in Academy's student salon and spa are performed exclusively by students and consist of treatments aligned with their enrolled program. Cosmetology students provide hair and makeup services, while esthetics students specialize in facials, waxing, and makeup applications. Academy for Salon Professionals is institutionally accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), a recognized accrediting agency. It is also approved to train veterans and other eligible individuals. For inquiries regarding veteran benefits or payment resolutions, individuals may contact the Department of Veterans Affairs at 1-888-442-4551.

For additional information, you can reach the Academy for Salon Professionals at (818) 701-5799. Further details can be found on the Academy for Salon Professionals website at www.AcademyLA.com.

Academy for Salon Professionals does not have any pending bankruptcy petitions and has not filed for bankruptcy or undergone reorganization under Chapter 11 of the United States Bankruptcy Code within the last five years, in accordance with regulatory disclosure requirements.

Admissions / Enrollment Policy

Academy for Salon Professionals requires all applicants to meet minimum eligibility criteria for admission. Applicants must provide proof of a high school diploma from an accredited institution, a GED, a state-authorized equivalent, or official academic transcripts from a recognized institution confirming completion of at least two years of coursework toward a bachelor's degree. Foreign diplomas or transcripts must be officially translated into English and evaluated by a qualified third-party agency to confirm that the credential is equivalent to a U.S. high school diploma or higher. The Academy does not accept Ability-to-Benefit (ATB) students.

All instruction is delivered in English; therefore, applicants must demonstrate English language proficiency at a high school graduate level and possess sufficient comprehension and communication skills to successfully complete the program.

Applicants are required to submit a valid government-issued photo ID (such as a driver's license, state ID, or passport), a Social Security card or ITIN (note: an ITIN does not qualify a student for federal financial aid), and official proof of education (high school diploma, GED, degree, or official transcripts).

The admissions process includes an initial consultation with the Admissions Office to review program options, career goals, and enrollment requirements. Applicants must complete and sign the Enrollment Agreement and required disclosures, pay the non-refundable registration fee and any applicable deposit, and complete Entrance Counseling and a Master Promissory Note if applying for federal student loans. Applicants seeking financial aid must submit the FAFSA using the Academy's school code (041898) and provide any required documentation to finalize eligibility. Financial aid is subject to federal regulations, availability of funds, and satisfactory academic progress, and must be used for educational expenses only. Students are required to reapply for financial aid annually.

Change of Contract Policy

A contract change may be granted under specific circumstances, including medical issues (supported by a doctor's note), work schedule changes (with a letter from the employer), or childcare issues (applicable only to the student's own child). A $300.00 fee will apply for any schedule changes that result in a contract addendum. Once a contract change is approved, students must adhere to the new schedule, and additional hours outside the revised schedule cannot be used to make up previously missed hours.

Re-Entry Policy

Students who separate from the Academy may be eligible to apply for re-entry following a voluntary withdrawal, subject to the following conditions: a minimum waiting period of 180 calendar days; payment of a $250 non-refundable re-enrollment fee at the time of re-entry; and re-entry with the same GPA and attendance percentage held at the time of withdrawal. Prior suspensions do not carry forward, and an additional program-specific grace period is not guaranteed and will be determined on a case-by-case basis. Financial aid eligibility will be re-evaluated in accordance with current U.S. Department of Education regulations, and a revised enrollment contract will be issued with tuition, fees, kits, books, and program costs assessed at the rates in effect at the time of re-entry.

Returning students will be placed in the appropriate phase of the program based on hours completed and prior progress; however, if a significant period of time has passed, the Academy reserves the right to assess the student's skills and require repetition of prior phases, including Phase I, regardless of previously earned hours, to ensure competency. Re-enrollment is not guaranteed and is subject to the Academy's discretion, including space availability, prior conduct, and financial aid eligibility.

Students who are terminated for academic, attendance, or conduct violations are not eligible for re-entry. Termination is final, and such students may not be readmitted.

Transfer of Credit

The Academy for Salon Professionals does not accept transfer hours or credits from other institutions. All students must complete the full program of study at this institution in order to graduate.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Academy for Salon Professionals is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology and or Esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy for Salon Professionals to determine if your certificate will transfer.

Orientation Policy

Orientation is mandatory for all newly enrolled students at Academy for Salon Professionals. It is held on the first day of school and provides essential information regarding the program, policies, expectations, and available resources. Students are required to attend orientation to proceed with their enrollment. Failure to attend will result in the enrollment contract being voided, and the student will not be permitted to begin their program. During orientation, students will receive an overview of their program curriculum and schedules, a detailed review of school policies and the code of conduct, and information on financial aid, payment plans, and tuition requirements. Additionally, orientation will cover student expectations, attendance policies, academic progress requirements, health and safety procedures, sanitation standards, and state board regulations. Students will also learn about student support services and career guidance available to them throughout their training.

Cosmetology Program – 2027 Start Dates

Start Date	Day of the Week
January 19, 2027	Tuesday
April 12, 2027	Monday
July 12, 2027	Monday
October 4, 2027	Monday

Esthetics Program – 2027 Start Dates

Full-Time Esthetics Program Start Dates

Start Date	Day of the Week
January 11, 2027	Monday
March 8, 2027	Monday
May 3, 2027	Monday
June 28, 2027	Monday
August 30, 2027	Monday
October 25, 2027	Monday

Night Program 2027 (Part-Time Esthetics)

Start Date	Day of the Week
January 4, 2027	Monday
March 30, 2027	Tuesday
June 21, 2027	Monday
September 20, 2027	Monday
December 13, 2027	Monday

Holidays And Closures –2026 & 2027

The following holidays are observed (subject to change):

Veterans	November 11, 2026
Thanksgiving Break	November 23 – 27, 2026
Winter Break	December 21, 2026 – January 1, 2027
Martin Luther King	January 18, 2027
Presidents' Day	February 15, 2027
Easter Break	March 26 – 29, 2027
Memorial Day	May 28 - 31, 2027
Juneteenth	June 18, 2027 (observances)
Independence / Summer Break	July 5 – July 9, 2027
Staff (annual meeting)	August 27, 2027
Labor Day	September 3 – 6, 2027
Veterans Day	November 11, 2027
Thanksgiving Break	November 22 – 26, 2027
Christmas / Winter Break	December 24 -31, 2027

Cosmetology Program

The Cosmetology program is approved for 1,200-hour training program, which may be completed in approximately 39 weeks, based on a full-time schedule of approximately 31.5 hours per week. Program length may vary due to holidays, closures, and scheduling. Graduates receive a Certificate of Completion along with any earned certifications. The program combines classroom theory, hands-on practical training, and industry exposure to prepare students for state licensure and career success in the beauty industry.

Students are instructed through lectures, demonstrations, hands-on training with mannequins and live models, group projects, one-on-one coaching, and guest artist workshops. Required materials include the Milady Standard Cosmetology textbook and CIMA digital learning platform. Students are evaluated through tests, homework, and practical assessments, with a minimum passing grade of 80%.

Program Structure
The program is divided into two phases. Students must successfully complete all required practical and written evaluations before progressing.

Phase 1 (Approx. 12 weeks): Foundational training in infection control, hair, skin, and nail basics, chemistry, and professional practices. Students may not miss three (3) consecutive days, exceed five (5) total absences, and must maintain at least 80% attendance. Failure to meet these requirements may result in dismissal.

Phase 2 (26.5 weeks): Advanced training in haircutting, color, chemical services, skincare, nails, and career development. Students perform services on models and are evaluated through practical work, tests, and final projects.

State Board Minimum Hour Requirements (California)

Category	Theory Hours	Operations
Health & Safety / Hazardous Substances	100	0
Disinfection & Sanitation	100	0
Hairstyling Services	200	150
Chemical Hair Services	200	100
Skin Care	100	30
Brow, Lash & Makeup	50	65
Manicure & Pedicure	75	70
Business	40	30

Course Schedule Full-Time (Day): 31.5 hours per week (Approx. 39 weeks)
Mon–Wed: 9:00am – 3:00pm, Thu–Fri: 9:00am – 5:00pm

Approximately 39 weeks

Program length may vary due to holidays and school closures. Students may not exceed contracted hours in accordance with California State Board regulations but are encouraged to make up missed time to remain on track for completion.

Program Outcomes
Graduates will demonstrate professionalism, effective communication, and the ability to perform cosmetology services including hair, skin, and nail care. Students will be prepared to analyze client needs, apply industry techniques, and pursue career opportunities in the beauty industry. Continued education is encouraged for long-term success.

Cosmetology Program – Occupational Classification
Graduates are prepared for employment in the following occupation as defined by the U.S. Department of Labor, Standard Occupational Classification (SOC):

- **39-5012 – Hairdressers, Hairstylists, and Cosmetologists**

Esthetics Program

The Esthetics program consists of **600 hours of training** and may be completed in approximately **19 weeks full-time (31.5 hours per week)** or **37.5 weeks part-time (16 hours per week)**. Program length may vary due to holidays, closures, and scheduling. Graduates receive a Certificate of Completion along with any earned certifications. The program combines classroom theory, hands-on practical training, and industry exposure to prepare students for state licensure and career success in the beauty industry.

Students are instructed through lectures, demonstrations, hands-on training with mannequins and live models, group projects, one-on-one coaching, and guest artist workshops. Required materials include the Milady Standard Esthetics textbook and CIMA digital learning platform. Students are evaluated through tests, homework, and practical assessments, with a minimum passing grade of 80%.

Program Structure
The program is divided into phases. Students must successfully complete all required practical and written evaluations before progressing.

Phase 1 (8 weeks full-time / 16 weeks part-time): Foundational training in skin analysis, facials, facial massage, machines, hair removal, topical treatments, and sales techniques. Students split time between classroom and spa floor training. During this phase, students may not miss three (3) consecutive days, exceed five (5) total absences, and must maintain at least 80% attendance. Failure to meet these requirements may result in dismissal, and dismissed students are not eligible for re-enrollment.

Phase 2 (11 weeks full-time / 22 weeks part-time): Advanced training in histology of the skin, microdermabrasion, acne treatments, makeup (lash extensions not included), infection control, anatomy, physiology, chemistry, electricity, nutrition, and professional development. Students perform spa services on models and are evaluated through practical work, tests, and final projects.

Curriculum & State Board Requirements
The curriculum includes skin science, medical esthetics fundamentals, professional communication, client consultation, sales and retail skills, ethics, career development, and salon business management.

Subject	Theory Hours	Operations
Health & Safety	100	—
Disinfection & Sanitation	75	—
Skincare	190	150
Hair Removal, Lash & Brow	35	50
Make-Up	—	45
Business	15	—

Total: 600 Hours (415 Theory / 185 Clinic)

Course Schedule

Full-Time (Day): 31.5 hours per week (Approx. 19 weeks)

- Mon–Wed: 9:00 AM – 3:00 PM, Thu–Fri 9:00 AM – 5:00 PM

Part-Time (Night): 16 hours per week (Approx. 37.5 weeks)

- Mon–Thu: 5:30 PM – 9:30 PM

  ***Program length may vary due to holidays and school closures.**

Program Outcomes

Graduates will demonstrate professionalism, effective communication, and the ability to perform esthetic services including facials, skin treatments, hair removal, and makeup application. Students will be prepared to analyze client needs, apply industry techniques, and pursue career opportunities in the esthetics field. Continued education is encouraged for long-term success.

Esthetics Program – Occupational Classification

Graduates are prepared for employment in the following occupation as defined by the U.S. Department of Labor, Standard Occupational Classification (SOC):

- **39-5094 – Skincare Specialists**

Teaching Methods & Instructional Approach

Academy for Salon Professionals provides a comprehensive, hands-on educational experience designed to prepare students for successful careers in cosmetology and esthetics. Instruction is delivered through a combination of classroom-based theory, hands- on practical training, and industry-standard assessment methods to ensure students gain both foundational knowledge and technical proficiency.

Classroom instruction includes lectures, demonstrations, textbook-based learning, multimedia presentations, case studies, and guest speakers to introduce key concepts in hair design, coloring, cutting, skincare, makeup artistry, nail care, waxing, and other beauty industry practices. Practical training is conducted in a simulated salon and spa environment, where students apply their skills on mannequins, peers, and live models under the supervision of licensed instructors. Students practice techniques such as facials, *chemical peels, waxing, brow artistry, makeup techniques, and *hair styling, ensuring a well-rounded education in cosmetology or esthetics (*program specific).
Student assessments include written exams, practical demonstrations, final project, performance-based evaluations, to ensure readiness for licensure.

State Requirements

Cosmetology License – Requires 1000 training hours in a Board-approved cosmetology program. Training includes hair styling, cutting, coloring, chemical treatments, skin care, and nail care.

Esthetics License – Requires 600 training hours in a Board-approved esthetics program, focusing on skincare treatments, facials, waxing, makeup application, and related services.

For more information, students should visit the California Board of Barbering and Cosmetology's official website at **www.barbercosmo.ca.gov**.

Financial Aid Options

Academy for Salon Professionals participates in federal financial aid programs for eligible students who complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov using school code 041898. Financial aid programs available to those who qualify include Federal Pell Grants (need-based aid that does not require repayment), Federal Direct Loans (subsidized and unsubsidized low-interest student loans), and Federal Parent PLUS Loans (credit-based loans available to parents of dependent students). Students may contact the Financial Aid Office for assistance

with eligibility determination, loan counseling, and disbursement information. To maintain eligibility for federal financial aid, students must meet Satisfactory Academic Progress (SAP) requirements. Repayment of federal student loans begins six months after graduation or withdrawal from the program. Pell Grant eligibility is determined based on FAFSA results and household income. If a student completes the program in less time than the contracted period, the student's financial aid may be recalculated, which may result in a balance owed by the student and/or the institution. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

Consumer Information

Academy for Salon Professionals provides consumer information to help students make informed decisions about their education, including financial aid, program costs, graduation and placement rates, licensure requirements, and FERPA rights. Information is available upon request and at www.academyla.com.

Determining Financial Need & Cost of Attendance
Financial need is determined through the FAFSA. The U.S. Department of Education calculates the Student Aid Index (SAI), which is subtracted from the Cost of Attendance (COA) to determine aid eligibility. The COA represents estimated annual educational costs, including tuition, fees, books, supplies, kits, and allowances for housing, food, transportation, and personal expenses, and may vary based on enrollment status and living arrangements.

Financial Aid Awarding & Key Terms
Financial aid is awarded based on eligibility, financial need, and fund availability. Federal aid is typically offered in the following order: Pell Grants, Direct Subsidized and Unsubsidized Loans, and Parent PLUS Loans for dependent students. Aid is packaged up to the COA within federal limits. Key terms include FAFSA (federal aid application), SAI (measure of financial need), Subsidized Loans (no interest while in school), Unsubsidized Loans (interest accrues while in school), COA (total estimated cost), and SAP (required academic and attendance standards).

Net Price Calculator
The Net Price Calculator, available at www.academyla.com under the Consumer Information tab, provides an estimate of out-of-pocket costs after financial aid.

FERPA (Student Privacy Rights)
FERPA protects the privacy of student education records. Students have the right to review their records within 45 days of a written request, request corrections, and limit disclosure of personal information. Directory information may be released unless a student opts out in writing. Records may be disclosed without consent as permitted by law, including to school officials, financial aid entities, accrediting agencies, or in response to legal or safety requirements. More information is available through the School Director or at www2.ed.gov/policy/gen/guid/fpco/ferpa/.

Constitution Day & Voter Registration

In compliance with federal regulations, Academy for Salon Professionals recognizes Constitution Day on September 17th each year. This day commemorates the signing of the U.S. Constitution in 1787 and serves as an opportunity for students to reflect on their rights and responsibilities as citizens. If September 17th does not fall on a scheduled school day, recognition will occur on the next scheduled school day.

Educational materials and activities may be provided to encourage awareness and participation.
Additionally, Academy for Salon Professionals encourages all eligible students to engage in the democratic process by registering to vote. Voter registration information and resources are available at www.nass.org/can-I-vote, or students can visit their local election office to register in person. Participation in elections is an essential right and responsibility, and we encourage all students to stay informed and involved in their communities.

Methods of Payment and Authorization

Academy for Salon Professionals accepts credit/debit cards, cashier's checks, money orders, personal checks, and cash. Cash payments must be made with exact change. Personal checks must clear the bank before being applied to any balance.

Students on a monthly payment plan are required to maintain a valid credit card authorization on file. The Student authorizes the Academy to process scheduled or outstanding payments using the payment method on file. Payments may be processed automatically, including on weekends, holidays, or when the Academy is closed.

Payment Due Dates, Late Fees, and Delinquency

Payments are due on the 1st of each month. Payments not received by the due date are considered late.
A late fee of $25.00 may be assessed for payments one (1) to three (3) days late, with an additional $5.00 per day thereafter, not to exceed $100 per month per delinquent payment.

The Academy may reattempt declined payments and enforce applicable policies, including administrative actions or suspension from attendance until the account is brought current.

The Student understands that payment obligations are not dependent on attendance, school schedule, or Academy operating hours. Additional terms and related policies are outlined throughout this School Catalog.

Additional Charges and Completion

As stated on page one of the Enrollment Agreement, if the Student does not complete the program by the scheduled completion date, the Student will be responsible for any additional tuition required to complete the program, charged by hour or by week. No additional Financial Aid is available for this period.

Equipment Policy

Equipment received and accepted by the Student is non-refundable after the cancellation period has ended.

Scholarship and Fee Waiver Policy

From time to time, Academy for Salon Professionals may offer scholarships or fee waivers. Scholarships and fee waivers are limited, subject to eligibility requirements, and are not guaranteed. All applicants are responsible for meeting the tuition and fee obligations outlined in the school's payment policies unless a scholarship or fee waiver has been awarded.

We encourage students to explore external scholarship opportunities and financial aid programs that may be available through third-party organizations.

Student Tuition Recovery Fund (STRF) Disclosure

Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (b)
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225
Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

Student Academic Progress Policy (SAP)

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school, regardless of enrollment status or financial circumstances. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students at Academy for Salon Professionals must maintain a minimum of 80% in Academics (qualitative) and Attendance (quantitative). Students are required to attend a minimum of 80% of the hours possible based on their applicable attendance schedule to be considered as maintaining SAP.

Attendance requirements outlined elsewhere in this catalog are institutional policies and operate in conjunction with, but separate from, Satisfactory Academic Progress (SAP) standards required for federal financial aid eligibility.

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Homework grades, laboratory procedures, chapter tests, exams, and projects completed are used for all evaluations.

The time frame in which a student must complete the educational program may not exceed 125% of the published length of the educational program, measured in clock hours.

MAXIMUM TIME FRAME
Students must complete the educational program within the maximum time frame, which may not exceed 125% of the published program length.

COURSE LENGTH	MAXIMUM TIME HOURS	MAXIMUM TIME FRAME
Cosmetology (1200) **39 Weeks**	Full Time (31.5 hour schedule) **1500 Clock hours**	**48 Weeks**
Cosmetology (1000) **32 Weeks**	Full Time (31.5 hour schedule) **1250 Clock hours**	**40 Weeks**
Esthetician (600) **19 Weeks**	Full-Time (31.5 hour schedule) **750 Clock hours**	**24 Weeks**
Esthetician (600) **38 Weeks**	Part-Time (16 hour schedule) **750 Clock hours**	**47 Weeks**

Students who take a documented, approved Leave of Absence (LOA) will have their contract period and maximum time extended by the same number of calendar days taken on the leave.

Academic performance is evaluated through qualitative factors, including homework, practical exams, theory exams, and practical assignments. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study, while practical assignments are evaluated as completed. Practical skills are graded based on textbook procedures and established practical skills evaluation criteria adopted by Academy.

Academy for Salon Professionals maintains a grading scale with a minimum acceptable level of progress of at least 80% cumulative grade average or an academic standing consistent with Academy's graduation requirements, whichever is higher.

Percentage	Grade Description
90-100%	Excellent
80-89%	Good/Passing
0-79%	Below Satisfactory

Students' attendance and academic performance are measured at specific SAP checkpoints in their program.

Satisfactory Academic Progress (SAP) evaluations are based on actual clock hours completed. Weeks are provided for reference only and are based on scheduled attendance. Failure to meet 80% at any SAP checkpoint may result in a written warning, probation, loss of financial aid, or expulsion.

SAP Evaluation Checkpoints

Cosmetology Programs (1,200 Hours – Full-Time):	**Esthetician Program (600 Hours):**
450 hours (14 weeks)	300 hours (approximately 9 weeks full-time / 19 weeks part-time)
900 hours (29 weeks)	600 hours (approximately 19 weeks full-time / 38 weeks part-time)
Final Evaluation:	
1,200 hours (39 weeks) – for 1,200-hour program	

The first evaluation must occur no later than the midpoint of the academic year or the course and/or program, whichever occurs sooner. All SAP evaluations will be completed within seven business days of the evaluation point.

Students who meet a minimum of 80% attendance and academic performance are considered to be making Satisfactory Academic Progress (SAP) until the next evaluation. Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period will be placed on written warning but will still be considered making SAP during the warning period, until the next evaluation point.

Students may re-establish SAP and Title IV eligibility by meeting a minimum of 80% attendance and academic requirements by the end of the evaluation period. Students who fail to meet SAP requirements after the warning period will be placed on probation if they appeal the decision and prevail upon appeal. Only students who could meet SAP standards by the end of the evaluation period may be placed on probation.

If a student is determined to not be making SAP, they may appeal within 10 calendar days. Acceptable reasons for appeal include death of a relative, injury or illness of the student, or other allowable mitigating circumstances. The student must submit a written appeal with supporting documentation, explaining why they failed to meet SAP and how their circumstances have changed to allow SAP achievement at the next evaluation.

Appeal documents will be reviewed, and a decision will be made within 30 calendar days. The appeal decision will be documented in the student file. If the student prevails upon appeal, they will be placed on probation, and federal financial aid will be reinstated, if applicable. Acceptable supporting documentation for an appeal includes doctor's notes, obituaries, counseling records, and a personal narrative statement.
Students not meeting SAP may lose Title IV funding unless they are on warning or have prevailed upon appeal.

Warning: The student will receive a written notice outlining the actions required to meet SAP. If the student fails to meet SAP by the next evaluation, they may be placed on probation and, if applicable, deemed ineligible for Title IV funds.

Probation: If the student fails to meet SAP after the warning period, they will be placed on probation if they prevail upon appeal. If SAP is still not met by the next evaluation, they will be deemed ineligible for Title IV funds and may be dismissed from the program.

Grading Method

The grading system is applied consistently from the first day of class for all students. Students are evaluated through tests, homework, hands-on practice with models, and a final project to ensure competency in theoretical and practical skills. A minimum score of 80% is required to pass each assessment. Academy for Salon Professionals uses a 100-point grading scale, where 80-100% is passing and 0-79% is not passing. If a student does not achieve this score, a retake is mandatory. The highest possible score on a retake is 85%, regardless of performance. This grading policy ensures consistency, fairness, and adherence to regulatory requirements while maintaining high educational standards. Students receive grades for all required units of study as outlined in their enrollment agreement.

Grading will be completed within one week of the due date or submission date, and students may review their grades and attendance records at any time through their Student Portal. It is the students' responsibility to monitor their portal regularly and ensure they are not missing any coursework or clocked hours.

Make-Up Hours & Over Contract Policy

All make-up hours must be approved in advance and are intended to recover missed instructional time. Students may make up hours by arriving early or staying beyond scheduled hours, subject to availability, and must sign the make-up log by 9:00 AM (day students) or 9:00 PM the night before (night students). Make-up hours are generally available Monday through Wednesday but may be limited due to school operations. If a student leaves early after making up hours, those hours will not be credited.

Students in Phase 1 may not make up hours outside of scheduled class time. After Phase 1, students may complete make-up hours through approved activities, including instructor-approved assignments or pre-approved manufacturer classes. Make-up hours may not be completed in advance, used for future absences, or completed on the same day as an absence. Students who miss Monday (all programs), Thursday (part-time), or Friday (full-time) may not earn make-up or extra hours for that same week.
All make-up hours must be submitted within 48 hours or by the next scheduled school day. Students are allowed up to 40 hours (Cosmetology) or 30 hours (Esthetics) of absences and are expected to make up missed hours to remain within these limits. Absences beyond these limits will result in over-contract charges.

Make-up hours must be completed prior to the final two (2) weeks of the contracted program period, and no make-up hours will be permitted during that time. Over-contract charges will be calculated at the end of the program based on any remaining hours not made up. Any remaining hours will be billed at $20.00 per hour, are not covered by federal financial aid, and must be paid before a student is considered to have met graduation requirements. Students with an outstanding balance will not receive their Proof of Training until paid in full.

Incompletes

An Incomplete (I) may be assigned when required work has not been completed by the due date. The educator will establish a deadline and clearly outline the remaining requirements. Once the work is submitted, it will be evaluated and graded according to the established grading scale. If a student is absent on the due date of an assignment, test, model, or homework and the work is not submitted, a zero (0) will be recorded in accordance with the grading scale.

Inadequate Grades & Academic Advising

If a student is struggling in one or more areas of study, educators will set a deadline for improvement and provide guidance on how to remediate deficiencies. Inadequate grades may indicate a lack of motivation or skill challenges, and students will be notified immediately following a grading period if deficiencies are present. They will receive advice on how to correct their performance, and if their grades fall below passing standards, they will be given a clear plan for improvement. Based on their progress, students may be placed on written warning, a monitoring period, or probation to ensure they meet academic expectations.

Academic Advising and Student Support

Academy for Salon Professionals is committed to providing students with the academic guidance and support necessary for their success. Academic advising and student support services are available to all students and are provided by both instructors and administrators throughout their enrollment.

Academic advising helps students stay on track with their educational goals, maintain satisfactory academic progress, and address any challenges they may encounter during their program. Instructors provide ongoing feedback, skill evaluations, and one-on-one coaching to ensure students develop the technical expertise and professionalism required for their field. Administrators are available to assist with academic planning, attendance concerns, and career guidance, helping students navigate their educational journey successfully.

Tutoring

Academy for Salon Professionals does not offer tutoring services. Students are encouraged to utilize classroom instruction, hands-on training, and instructor guidance during scheduled class hours. Those needing extra support should consult their instructors for clarification, review course materials, and engage in independent study or study groups.

Graduation Requirements

A student will be awarded a certificate of graduation upon successful completion of all required theory hours, practical operations, and assignments with a minimum cumulative Grade Point Average (GPA) of 80% or higher and a minimum attendance rate of 80% or higher. All academic work must be completed and evaluated in accordance with the institution's grading scale.

A student who has completed all academic and attendance requirements but has an outstanding tuition balance will be classified as **Not Graduated** for failure to meet all institutional graduation requirements. Upon payment of the outstanding balance in full, the student's status will be updated to **Graduated**.
Additionally, the student's tuition account must be paid in full in order to receive their Proof of Training and any official graduation documentation.

Students will receive assistance in completing the necessary documents required to apply for their State Board Examination. Graduation dates and details will be provided approximately one month prior to graduation. The Academy for Salon Professionals has designated days and times each week for graduation ceremonies.

Academy Policies Attendance and Tardiness

When you sign your enrollment contract, you are given an anticipated graduation date. Your tuition covers all fees up to that date. Academy for Salon Professionals will continue to train Cosmetology students for an additional 40 hours at no charge and Esthetics students for an additional 30 hours at no charge. Once a student has exhausted these additional hours, each additional hour will be charged at a rate of $20 per hour. These extra hours are not applied until all course hours (600 for Esthetics/1,200 for Cosmetology) are completed.

Days off for personal reasons, including sick days, mental health days, personal religious holidays, and similar circumstances, are subject to this charge. However, documented medical emergencies, court-mandated appearances, are not subject to this overage charge with proper documentation. Doctor's notes do not excuse absences unless the absence is three (3) or more consecutive school days, in which case the absence may be considered excused with proper documentation. Doctor's note must be provided to the Admissions Office no more than 48 hours upon return to school.

Students in Phase I are subject to stricter attendance requirements. During this period:
Students may not miss three (3) consecutive scheduled school days.
Students may not miss more than five days (31.5 hour for full-time 20 hours for part-time) total scheduled school days in Phase I.
Students must always maintain at least 80% attendance.
Whichever of these limits is reached first will result in dismissal from the program. Students who are dismissed are considered permanently ineligible for re-enrollment at the Academy.

Tardiness

Students are expected to arrive on time for all scheduled class days. Five (5) tardies within any 30-day period will result in a one (1) day suspension. Students who arrive after 9:05 AM or 5:35 PM will not be permitted to attend class for that day, will be sent home, and the day will be recorded as an absence.

Exceptions are granted only in rare, extraordinary circumstances that are documented and approved by Administration. Routine or foreseeable circumstances, including traffic, transportation issues, oversleeping, work conflicts, childcare issues, or personal appointments, do not qualify. Approval is not guaranteed and will be determined on a case-by-case basis. If an exception is approved and the student is permitted to attend after the established cutoff time, a one (1) day suspension will be assigned and must be served on a future scheduled school day.

Absenteeism

Students must always maintain a minimum attendance rate of 80%. If a life circumstance prevents attendance, it is mandatory to contact your instructor or a staff member before class begins. Notifications may be made via email. If a student fails to maintain at least 80% attendance, corrective action will be taken immediately, and attendance must be maintained moving forward. For students receiving Federal Student Aid (FSA) or VA funding, notification will be sent immediately if the student is terminated or placed on FSA probation.

14-Day Absence Policy

Students who are absent for 14 consecutive days (including weekends and holidays) are considered to have abandoned their program and will be withdrawn on the 15th day.

Friday Absence Policy

Fridays must be requested off by Tuesday prior to the absence. If a student fails to request Friday off in advance, and does not attend, they will be suspended for missing a Friday without prior approval.

If a student is sick on Thursday and unable to attend class, they must email Danielle danielle@academyla.com, their instructor, and Jill jill@academyla.com request Friday off. If a student was absent on Thursday due to illness, they may request Friday off, but this must be communicated in advance.

A half-day request is available for departure at 1:00 PM only. Students must submit a half-day request form in advance; this can be found in your student breakroom.

Dress Code

Adhering to professional dress requirements is an integral part of a student's education at Academy for Salon Professionals. The beauty industry is rooted in image, fashion, and self-care, and students must always present themselves professionally.

Throughout training, students will receive guidance on personal image and professional appearance to prepare them for industry expectations. If an instructor determines that a student's appearance does not meet Academy standards, the student may be asked to leave, clock out, and return in appropriate attire. Hours will not be credited until the student follows the Academy's dress code.

All Cosmetology and Esthetics students are required to wear Academy logo apron and all-black traditional standard scrubs, with the option of wearing black long-sleeve shirts underneath an Academy shirt or scrub top. Outerwear must be Academy-issued jackets only. Additional shirts or jackets may be purchased through the student store. Footwear must be closed-toe and professional-looking. Shoes may not be UGG boots, slipper-style shoes or worn unprofessional footwear. Hair and makeup must be styled appropriately for a professional in the fashion and beauty industry, and students must arrive fully groomed before class begins. Jewelry should be minimal and must not interfere with salon work, while school aprons and name tags must be always worn.

Failure to comply with the dress code policy will result in the student being sent home until they return in proper attire. Academy for Salon Professionals maintains these standards to help students develop a professional image aligned with industry expectations.

Professionalism and Student Expectations

At Academy for Salon Professionals, students are held to high professional standards to prepare them for successful

careers in the beauty and wellness industry. Professionalism goes beyond technical skills, it encompasses attitude, appearance, conduct, and commitment to industry expectations. Students are expected to maintain a positive and professional demeanor at all times by respecting instructors, staff, clients, and fellow students, demonstrating a strong work ethic, punctuality, and accountability, adhering to all school policies and industry standards, maintaining a professional and respectful tone in all interactions, and upholding the highest standards of sanitation, hygiene, and safety.

Unprofessional behavior, including rudeness, lack of cooperation, disruptive conduct, or refusal to follow instructions, will not be tolerated. Any student who fails to meet professional expectations may be subject to disciplinary action, including suspension or dismissal. Academy is committed to fostering a positive learning environment that reflects the high standards of the beauty industry and prepares students for long-term success.

Student Work Ethic, Physical Demands & Safety Requirements

Academy for Salon Professionals fosters a learning environment that mirrors real-world salon and spa settings. Students are expected to approach their training with dedication, professionalism, and enthusiasm by actively participating in theory and practical lessons, taking initiative in learning, and demonstrating respectful client interactions and teamwork.

Given the physical demands of the industry, students must be prepared for long hours on their feet, repetitive hand and arm movements, and extended periods of standing, bending, and reaching. Proper posture and ergonomics are essential to prevent strain and injury. Additionally, students will be handling chemical products, heated styling tools, and skincare equipment, requiring strict adherence to safety protocols.

Safety requirements are introduced during Orientation and reinforced throughout the program. Students must follow guidelines for the safe storage and use of chemicals, wear protective gloves when applying chemicals, use eye protection when operating electrical equipment for nails or skincare, and maintain a clean, hazard-free workstation. To prevent slips and falls, rubber-soled shoes are required, and hair must be swept from the floor immediately after a service.

By committing to professionalism, proper safety practices, and the physical demands of the profession, students develop the essential habits and skills needed for long-term success in the beauty industry.

Suspension and Termination Policy

Students may be suspended (sent home) or terminated for absences, tardiness, inappropriate behavior, or misconduct. This includes, but is not limited to, failure to complete assignments, tests, homework, or makeup work; non-compliance with dress code, tool requirements, or class participation; missing instructor deadlines; and cyberbullying, including harassment, threats, or intimidation through social media, text messages, email, or other digital platforms. Suspended students will receive written notice with instructions for corrective action.

Academy for Salon Professionals expects professionalism, commitment, and dedication. Students demonstrating deficiencies will be notified and provided guidance for improvement. Failure to improve may result in termination for academic, attendance, behavioral, or attitude-related reasons. Cyberbullying may result in immediate termination.

Students who are terminated for cause are not eligible for re-enrollment.

Students in Phase I are subject to stricter attendance requirements. During this period:

Students may not miss three (3) consecutive scheduled school days.
Students may not miss more than five (5) total scheduled school days.
Students must maintain a minimum of 80% attendance at all times and may be placed on written warning if minimum attendance standard is not met.

Whichever limit is reached first will result in dismissal from the program. Students dismissed under this policy are permanently ineligible for re-enrollment at the Academy.
Serious violations of Academy policies, including but not limited to cyberbullying or harassment, may result in immediate termination without eligibility for re-enrollment.

Determination of Withdrawal and Withdrawal Policy

A student will be considered withdrawn from the Academy on the earliest of the following:
The date the student notifies the Financial Aid Office in writing of intent to withdraw. Only the Financial Aid Office is authorized to accept notification of withdrawal.

The date the Academy terminates enrollment due to academic failure, violation of school policy, or failure to meet attendance requirements.

The date the student fails to attend classes for **14 consecutive calendar days** (including weekends and holidays) without notifying the school, in which case the withdrawal is determined on the **15th day of absence**.

The date the student fails to return as scheduled from an approved Leave of Absence (LOA).
The withdrawal date shall be the last date of recorded attendance. The date of determination is the date the school identifies the student as withdrawn.

Voluntary Withdrawal
Students who choose to voluntarily withdraw from the Academy prior to dismissal may be eligible to apply for re-enrollment under the following conditions:

- **Written Notice**: Students must complete and submit a Voluntary Withdrawal Form to the Administration Office. The date the form is received will serve as the Date of Determination.
- **Waiting Period**: A minimum of 180 calendar days must pass before the student is eligible to reapply.
- **Re-Enrollment Fee**: A $250 non-refundable re-enrollment fee is due at the time of re-entry.
- **Academic & Attendance Records**: Students will re-enter with the same GPA and attendance percentage they held at the time of withdrawal. Prior suspensions do not carry forward. An additional program-specific grace period is not guaranteed and will be determined on a case-by-case basis.
- **Financial Aid Review**: Eligibility for financial aid will be re-evaluated and re-certified in accordance with current U.S. Department of Education regulations. Federal financial aid is not guaranteed upon re-entry.
- **Contract Adjustments**: A revised enrollment contract will be issued, and tuition, fees, and program costs will be assessed at the rates in effect at the time of re-entry.
- **Course Placement**: Returning students will be placed into the curriculum phase most appropriate for the hours completed and progress demonstrated at the time of withdrawal. If a significant period of time has passed since the student's last attendance, the Academy reserves the right to assess the student's current skill level and knowledge. Based on this assessment, the student may be required to repeat earlier phases of the program—including starting at Phase I—regardless of previously accumulated hours, to ensure competency and successful progression.

Satisfactory Academic Progress (SAP): Students will return with the same SAP status held at the time of withdrawal (see SAP Policy for details).

Discretion of the Academy: Re-enrollment is **not automatic or guaranteed**. Approval for re-entry is at the sole discretion of the Academy and is subject to available space, satisfactory prior conduct, and compliance with current school policies and tuition rates.

Involuntary Withdrawal (Termination)

- Students who are terminated from the Academy due to academic failure, attendance violations, or conduct violations are **ineligible for re-entry**. Termination is final, and no re-admission will be granted.

Course Cancellation and School Closure Policy

If a course is canceled after a student's enrollment but before instruction has begun, the school will, at its option:

- Provide a full refund of all monies paid or
- Provide for completion of the course at another institution.

If the school closes after a student's enrollment but before instruction has begun, the school will, at its option:

- Provide a full refund of all monies paid; or
- Provide for completion of the course at another institution.

If any equipment, books, or supplies have been issued and retained by the student prior to the start of instruction, the documented cost of those items may be deducted from the refund in accordance with applicable state and federal regulations.

Leave of Absence (LOA) Policy

Academy for Salon Professionals acknowledges that, on occasion, students are forced to take an approved Leave of Absence (LOA). Students must follow Academy's LOA policy.

Reasons for Approved Leave of Absence (LOA):

- **Medical/health issues**
- **Family (immediate) emergencies**
- **Financial hardship**

Leave of Absence requests must be presented in writing in advance unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the LOA, be signed and dated by the student, and be forwarded for review by the board. If possible, the student should provide documentation to support the request for an LOA, though in some cases, a student's written statement may be accepted. Paperwork for the LOA is processed in the Financial Aid Office. Academy for Salon Professionals reserves the right to deny an LOA based on the facts provided. To approve the LOA, the school must have a reasonable expectation that the student will return from the leave.

An LOA may be granted to a student who did not provide the request prior to the leave due to unforeseen circumstances. They will need to provide the Academy with documentation supporting the reason and submit the request from the student at a later date. Academy will establish the start date of the approved LOA as the first date the student was unable to attend.

When approving the LOA, Academy for Salon Professionals will not assess the student any additional institutional charges, and the student's financial need may not increase. The Financial Aid Administrator will, if the student is a Title IV loan recipient, explain to the student, prior to granting the LOA, the effect that failing to return from an LOA may have on loan repayment terms, including the expiration of the grace period. The LOA extends the student's contract period and maximum time frame by the same number of calendar days taken on the Leave of Absence. An addendum to the enrollment agreement must be signed by the Financial Aid Department and the student.

A Leave of Absence may not exceed 30 calendar days; however, a student may request an additional leave prior to the end of the initial LOA if necessary. The student will resume the program at the point they left off. A student will not be granted an LOA if the total LOA period, including previously granted leaves, exceeds 180 days in a 12-month period. The 12-month period begins on the first day of the student's initial leave of absence.

A student in Phase I at Academy for Salon Professionals who requests an LOA will be required to follow a specialized program created by an educator upon return. The student cannot expect to resume in the Phase I class they were previously in. The class selection will be determined by the educator, not the student, in order to maximize education and minimize the impact of the LOA.

A student granted an LOA that meets the criteria outlined in this policy is not considered to have withdrawn, and no Return to Title IV (R2T4) calculation or Academy refund calculation is required. Upon the student's return from leave, they will continue to earn the Federal Student Aid previously awarded for the period. While an LOA is not subject to overage charges or Financial Aid returns, the student's contract period will be extended by the same number of calendar days taken on the LOA. An addendum to the enrollment agreement must be signed by both the student and the Financial Aid Office, and the student will receive a copy of the addendum with their revised end date.
If the student wishes to return before the 30th day and can immediately resume at the level they left off, they may return early from the LOA. If an LOA needs to be extended beyond 30 calendar days, the student must contact the Financial Aid Administrator (FAA) to request a new LOA before the original LOA ends. The extension must be signed by both the student and the FAA.

Students who take an unapproved LOA or fail to return from an approved LOA will be withdrawn from Academy. The Date of Determination will be the day the student failed to return from the LOA. Since Academy is required to take attendance, the student's withdrawal date for refund calculations will be the last day of attendance. If a student decides not to return to Academy for Salon Professionals while on an approved LOA, the date of notification (in writing) will be the Date of Determination, and the Date of Withdrawal will be the last date of attendance. Federal Student Loan repayment is determined by the Date of Withdrawal, not the Date of Determination.

A student who must take an approved Leave of Absence or withdraw from training for non-academic reasons may return to the program without loss of progress, provided they were making satisfactory academic progress at the time they left.

Students taking an LOA during Phase I of the program will be placed in a classroom at the same point where they left off. However, students in Phase I cannot expect to rejoin the same classmates they had prior to the LOA. Due to scheduling, students may not be able to return on their preferred date.

SAP evaluation periods are based on actual contracted hours at the institution

Students will receive an email notification of their SAP determination after each evaluation. SAP reports will be kept in student files in the Financial Aid Office, and students may access their Loan Disbursement Notification Letter via the Student Portal.

Leave of Absence & Re-Enrollment
If a student takes a Leave of Absence (LOA), they will return to school with the same progress status as when they left. The contract period and maximum time frame will be extended by the number of days taken on the LOA, and those days will not be included in the cumulative attendance percentage.

Students who withdraw before program completion and wish to re-enroll will return with the same SAP status as at the time of withdrawal.

At each official Satisfactory Academic Progress (SAP) evaluation point, the student's SAP report is reviewed, printed, and scanned into their permanent file maintained by the Financial Aid Office. A copy of the SAP report is emailed to the student on the day it is generated. Students may also request a printed copy of their SAP report at any time by contacting the Financial Aid Office.

Non-credit, remedial courses, and course repetitions do not apply at this institution and will not affect SAP.

Delinquency, Leave of Absence, and Suspension
Students who become more than one (1) month delinquent may be eligible to request a Financial Hardship Leave of

Absence (LOA), subject to approval in accordance with the Academy's Leave of Absence Policy.
Students who remain delinquent without an approved LOA may be administratively suspended until the account is brought current. During suspension, students may not attend school or earn clock hours.

An approved LOA extends the student's contract end date by the length of the approved leave. Suspensions do not extend the contract end date.

Cancellation And Refund Policy

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first- class session (first day of classes), or the seventh calendar day after enrollment (seven calendar days from the date when the enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. A withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Any refund issued during the cancellation period will include all monies paid; however, if equipment or supplies have been issued and retained by the student, the cost of those items may be deducted in accordance with applicable regulations.

Refund Policy

After the cancellation period, the institution provides a pro-rata refund of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of $250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable after the cancellation period. Once received by the student, these items will belong to the student and will represent a liability to the student.

If the student cancels the agreement within the cancellation period, the school will refund all monies paid; however, if equipment or supplies have been issued and retained by the student, the documented cost of those items may be deducted in accordance with applicable regulations. If the student withdraws from school after the cancellation period, the refund policy described above will apply. If the amount paid is more than the amount owed for the time attended, a refund will be made within 45 days of the official withdrawal date. If the amount owed is more than the amount already paid, the student will be required to arrange payment for the outstanding balance. The withdrawal date is the student's last date of recorded attendance.

Return Of Title IV Funds

Students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, or other federal financial aid who withdraw from school prior to completing 60 percent of the workload in any given payment period will have a calculation performed based on the percentage completed. This calculation determines the amount of financial aid earned versus unearned funds, which will then be returned to the appropriate program by the school and/or the student.

Student liability for loan funds will continue to be paid in accordance with the original promissory note terms. Funds owed by the student to the grant programs are limited to 50% of the gross award per program received.

For example, if a student completes 25% of the payment period or enrollment period, only 25% of the aid disbursed or that could have been disbursed is earned. If applicable, this would be the first calculation to determine the amount of aid the student would be eligible for from the Title IV Financial Aid Programs. A second calculation would determine the amount earned by the institution during the period of enrollment.

If the student is eligible for a loan guaranteed by the federal or state government and defaults on the loan, the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including garnishing tax refunds to reduce the balance owed on the loan.

The student may not be eligible for additional federal student financial aid at another institution or any other government assistance until the loan is repaid.

Student Portal

Students are encouraged to utilize their Student Portal throughout their time at Academy for Salon Professionals. The Student Portal provides access to essential academic and financial information, allowing students to stay informed and engaged in their education.

Through the portal, students can view their grades, attendance records, tuition account balance, financial aid satisfactory progress status, financial aid eligibility, and enrollment data. Additionally, students can access their student loan tuition disbursement notification letters and other important financial aid updates.

The Student Portal information can be found on your Welcome to Academy for Salon Professionals letter emailed after enrollment and before the first day of school. Students should log in regularly to stay up to date on their academic and financial standing. For assistance with accessing the portal or troubleshooting login issues, students may contact the Admissions or Financial Aid Office.

Student Access to Personal Records Policy

Academy for Salon Professionals ensures students have access to their academic and financial records while maintaining the privacy and security of their information. Student records are permanently retained, with hard copies maintained for a minimum of five years in accordance with BPPE and NACCAS requirements. Upon enrollment, students receive copies of all signed registration documents and may access grades, hours, and enrollment information through the student portal.

Students have the right to inspect and review their educational records by submitting a written request specifying the records requested. Access will be provided within 15 days. Students may request corrections to inaccurate records in writing and may request a meeting to resolve any disputes.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the institution will not disclose student records without written consent, except as permitted by law. A signed release is required for third-party requests. The institution may provide access to accrediting agencies as required for regulatory and accreditation purposes.

Housing

Academy for Salon Professionals does not maintain dormitory facilities and does not provide housing assistance. Students are responsible for securing their own housing accommodations. Housing options are available within a reasonable distance of the school.

Rental costs and availability vary based on location, amenities, and market conditions, that range may be anywhere from

$1,200-$2,500. Students are encouraged to research housing options and associated costs independently to make informed decisions.

Library Resources

Academy for Salon Professionals provides a comprehensive library of reference materials, periodicals, textbooks, and web-based resources (CIMA) to support and supplement the program of study. The library is in the teacher's office, and students have access during school hours.

To borrow materials, students must obtain permission from an educator and return them by the next school day. Failure to return materials on time may result in restricted access to library resources.

Transcripts

Each student's academic file will include their academic progress record and documentation of their certificate issued by the institution. No proof of training for the state will be issued until all tuition and fees owed to the institution are paid in full.

Students will receive transcripts upon graduation. All transcripts will be maintained permanently on-site and can be retrieved online. Students who complete graduation requirements will receive a certificate of completion.

Externships

Esthetics student may begin their externship at 425 hours; cosmetology students may begin their externship at 1000 hours, as long as their academic and attendance performance is at Academy for Salon Professionals standards (>a minimum of 80%) and have completed 100% of theory and practical as the salon/spa chosen is approved through the California State Board of Cosmetology. No more than 8 hours per week of externship are allowed for any student and may not exceed 10% of program. All hours clocked in externship must be approved by the Director of Operations and documented through the workplace within 72 hours of the workday. Hour sheets submitted late will not be accepted. Students serving externships are expected to uphold Academy for Salon Professionals standards throughout their tenure at the externship. Schools policy still is in effect while externing. All externships are subject to unannounced monitoring by Academy for Salon Professionals staff.

Placement Assistance

Academy for Salon Professionals does not guarantee job placement upon graduation. However, the school provides limited job placement assistance by offering referrals to graduates seeking employment opportunities in the beauty industry. While securing employment is ultimately the responsibility of the graduate, Academy maintains relationships with local salons, spas, and industry professionals and may assist in connecting students with potential employers.

Drug and Alcohol Policy

Academy for Salon Professionals, located at 19520 Nordhoff Street, Northridge, CA 91324, is committed to maintaining a drug-free and alcohol-free learning environment in compliance with the Drug-Free Schools and Communities Act (DFSCA) and U.S. Department of Education (DOE) regulations. The possession, distribution, manufacture, sale, or use of drugs, controlled substances, or alcohol is strictly prohibited on school premises, during school-sponsored activities, or while representing Academy in any capacity.

Students and employees may not use, possess, distribute, or be under the influence of alcohol, illegal drugs, or controlled substances while on school property or attending Academy-related events. Misuse or abuse of prescription or over-the-counter medications that impair performance or judgment is also prohibited, along with the possession or distribution of drug

paraphernalia or the sale and trafficking of illegal substances. Violations of this policy will result in immediate disciplinary action, which may include a written warning, suspension, termination, expulsion, or referral to law enforcement.

Legal sanctions for drug and alcohol violations under local, state, and federal laws may include fines, probation, imprisonment, and loss of federal financial aid eligibility. Criminal prosecution under federal and California law may result in severe penalties for possession, distribution, or use of illegal substances. Academy will fully cooperate with law enforcement in any investigation of drug- or alcohol-related activities.

The use of drugs and alcohol poses serious health risks, including physical and psychological dependence, impaired judgment and motor skills, increased risk of injury and accidents, long-term health complications, and negative impacts on academic and professional performance.

Students and employees struggling with substance abuse are encouraged to seek help from available resources, including the Substance Abuse and Mental Health Services Administration (SAMHSA) at 1-800-662-HELP (4357), the Los Angeles County Department of Public Health Substance Abuse Prevention and Control at (844) 804-7500, Alcoholics Anonymous — San Fernando Valley at (818) 988-3001 (**www.sfvaa.org**), and Narcotics Anonymous — Greater Los Angeles Region at (800) 863-2962 (**www.todayna.org**).

All students and employees must review and acknowledge this policy as a condition of enrollment or employment. Failure to comply will result in disciplinary action. Compliance Disclosure will be at Orientation on the first day of school.
Academy for Salon Professionals is committed to fostering a safe, healthy, and professional learning environment free from the harmful effects of drug and alcohol abuse.

Campus Safety & Emergency Procedures

Commitment to Safety: The Academy for Salon Professionals is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. Our safety policies comply with federal regulations, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Campus Crime Reporting & Clery Act Compliance

In accordance with the Clery Act, The Academy for Salon Professionals compiles an Annual Security Report, which includes:
Crime statistics from the previous three years for incidents occurring on campus, public property within, or immediately adjacent to the school.
Reports gathered from Academy records, LAPD reports, and anonymous reporting through the Crime Log located in the Financial Aid Office.

The Annual Crime Statistics Report is available online at www.academyla.com under the Consumer Tab. Interested parties can request a hard copy of the report by:

Visiting the Financial Aid Office in person, Call 818-701-5799 (Financial Aid Office), Emailing danielle@academyla.com

Notice of the report's availability is made to all current and prospective students by October 1st of each year.
Emergency Notification & Evacuation Plan

Emergency Preparedness
The Academy for Salon Professionals has an Emergency Evacuation Plan to ensure the safety of all students and employees in the event of a significant emergency or dangerous situation. Emergency procedures are reviewed periodically, and drills are conducted periodically during school hours.

Mandatory student orientation (documented for compliance)
If an immediate threat to the health and safety of students or employees arises on school premises, a verbal notification will be

made by the director or an appointed staff member to all students and staff on campus.
For those not present at the time of the emergency, a notification will be sent via:

- Text message
- Email
- The notification will include all relevant details regarding the emergency. All emergencies will be logged and documented for compliance and review.
- Assist elderly individuals, disabled people, and children to safety
- Leave all personal belongings behind
  Do not attempt to put out a fire or intervene in an emergency—exit immediately

Evacuation Procedures
In case of an emergency requiring evacuation, all students, staff, and customers must remain calm and exit the building promptly through the nearest safe exit, either the front door or the back door located in the student break room. Once outside, students will remain with their clients in the designated assembly area. Instructors will take roll to ensure all individuals are accounted for and will provide further instructions once it is safe to proceed. Do not re-enter the building until directed by emergency personnel or school officials.

Emergency Closure
Academy for Salon Professionals operates as a clock-hour program. In the event of an unforeseen emergency, such as a natural disaster, city or county mandate, or unexpected electricity or plumbing outage, Academy may need to temporarily close.

When emergency closures occur, the scheduled hours for the affected day(s) or night(s) will be shifted to non-contracted hours. While these hours will not be counted against the student, the closure will result in an adjustment to the student's graduation date equal to the duration of the closure.
Emergency closure will not result in over-contract charges, but the contract end date will be extended accordingly.

Grievance Policy, Complaint Resolution & Student Rights including Non-Discrimination Policy

Academy for Salon Professionals is committed to maintaining a safe, inclusive, and professional learning and working environment. Discrimination, harassment, and retaliation in any form are strictly prohibited. Academy does not discriminate based on disability, race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, or any other legally protected characteristic. In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Title IX, BPPE, NACCAS, and all applicable state and federal laws, Academy ensures equal access to education and employment for all students and staff. Students seeking disability accommodations should contact the ADA Compliance Coordinator, Danielle Johnson, at 19520 Nordhoff St., Unit 9, Northridge, CA 91324, (818) 701-5799, danielle@academyla.com.

The Academy for Salon Professionals is committed to providing equal opportunities in admissions, education, and employment. Discrimination in any program or activity, including student and employee recruitment, is strictly prohibited based on race, color, religion, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other protected classification. For inquiries regarding this policy, please contact the School Director, who oversees compliance.

Academy strictly prohibits discrimination, harassment, and retaliation. Discrimination includes unfair treatment, exclusion, or denial of access based on protected characteristics. Harassment includes unwelcome verbal, physical, or visual conduct that creates a hostile or offensive environment, such as unwanted touching, intimidation, offensive jokes, derogatory remarks, inappropriate materials, cyberbullying, and unwelcome sexual conduct. Retaliation against any student who files a complaint or participates in an investigation is also strictly prohibited. Academy enforces a zero-tolerance policy for cyberbullying,

which includes the use of digital media or technology to harass, threaten, intimidate, or harm another individual. This includes harassment via text messages, phone calls, emails, social media platforms, chat rooms, forums, and other online platforms.

Cyberbullying may also involve spreading rumors, making false or defamatory statements, sharing unauthorized images or personal information, or impersonating someone online to mislead, harass, or intimidate. Regardless of whether cyberbullying occurs on or off campus, any conduct that disrupts the learning process, creates a hostile environment, or violates student or staff rights will result in disciplinary action, up to and including expulsion. Students experiencing or witnessing cyberbullying must report the incident immediately to an instructor, administrator, or the School Director.

Students at Academy for Salon Professionals have the right to equal access to educational programs and services, a learning environment free from discrimination and harassment, accurate and transparent financial and academic information, reasonable accommodations for disabilities, privacy and confidentiality of student records under FERPA, and the ability to file grievances without fear of retaliation. Academy is committed to addressing student concerns, including academic issues, accommodations, discrimination, and violations of student rights. Students are encouraged to first attempt to resolve concerns informally by speaking with an instructor, administrator, or the ADA Compliance Coordinator. If the issue remains unresolved, students may submit a written grievance to Jill Eastman, Manager, at (818) 701-5799 or jill@academyla.com. The written grievance should include the student's name, contact information, a description of the issue, and the resolution sought.

The Academy for Salon Professionals will acknowledge receipt of grievances within five (5) business days and conduct a thorough investigation, allowing all parties to present relevant information. A written determination will be issued within 30 days, with updates provided if more time is needed. Corrective action will be taken as necessary. If dissatisfied, students may submit a written appeal within 10 business days, and a final decision will be issued within 15 business days. Academy prohibits retaliation against students who file complaints or participate in investigations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

In compliance with Department of Education (DOE) regulations, students have the right to equal access to educational programs and services, accurate and transparent information regarding tuition, financial aid, and program requirements, file complaints about unfair practices or discrimination, request reasonable accommodations for disabilities, and privacy and confidentiality of student records under FERPA. If a student believes their consumer rights have been violated, they may file a complaint with the U.S. Department of Education.

This policy aligns with Title IX, ADA, Section 504, EEOC guidelines, BPPE regulations, NACCAS standards, and all applicable state and federal laws. For any concerns or questions, students may contact Academy for Salon Professionals School Director/Compliance Officer at 19520 Nordhoff St., Northridge, CA 91324, (818) 701-5799, danielle@academyla.com.

Non-Recruiting Statement

Academy for Salon Professionals does not engage in direct solicitation or recruitment of students who are currently enrolled in or attending another institution. Our admissions process is designed to provide prospective students with accurate and transparent information about our programs, policies, and career opportunities without exerting undue influence or pressure. All enrollment decisions are made voluntarily by the student, and we encourage individuals to fully research their options before committing to an educational program. Academy strictly adheres to ethical recruitment practices in compliance with U.S. Department of Education (DOE), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts & Sciences (NACCAS) guidelines.

Graduation, Licensure & Employment Rates

Academy for Salon Professionals tracks and reports completion, job placement, and licensure pass rates annually, as required by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

2024 NACCAS Annual Outcome Rates

Outcome Type	Cosmetology 1,600 hours	Esthetician 600 hours	Total	NACCAS Minimum
Completion Rate	100%	98.17%	99.39%	50%
Placement Rate	50%	61.04%	64.28%	60%
Licensure Rate	100%	95.06%	91.21%	70%

Academy for Salon Professionals meets or exceeds all NACCAS accreditation requirements.

Employment & Licensure

Placement Rates reflect graduates employed in their field of study. While employment is not guaranteed, students receive career support and job referrals.
Licensure Rates measure graduates who successfully pass the California Board of Barbering and Cosmetology licensing exam, which is required to practice professionally.

Academy for Salon Professionals is committed to student success, providing State Board preparation, career development resources, and job placement assistance to help graduates achieve their career goals.

Licensing & Regulatory Information

Academy for Salon Professionals adheres to the regulations set forth by the California Board of Barbering and Cosmetology (BBC) to ensure students receive the necessary education and training to meet licensing requirements and industry standards. All students must comply with the Board's eligibility criteria, health and safety guidelines, and infection control and sanitation regulations to qualify for licensure and professional practice.

To obtain a Cosmetology or Esthetics license in California, applicants must be at least 17 years old, have completed the 10th grade or its equivalent, successfully complete training at a Board-approved institution or through an approved apprenticeship program, and pass the written licensing examination administered by the California Board of Barbering and Cosmetology.

Reciprocity allows licensed cosmetologists and estheticians to transfer their license between states, but requirements vary. California requires a minimum of 1,000 training hours for cosmetologists and 600 training hours for estheticians; Academy for Salon Professionals' Cosmetology program consists of 1,200 hours. Those moving to California may need additional training or to pass the State Board exam if their prior training hours are insufficient.

Some states offer expanded esthetician services, such as laser treatments, which fall outside California's licensing scope. Professionals transferring out of California should check their new state's board for specific requirements. For updated reciprocity details, visit the California Board of Barbering and Cosmetology at www.barbercosmo.ca.gov.

Career Opportunities for Licensed Estheticians and Cosmetology in California & Industry Outlook

Licensed cosmetologists and estheticians in California have opportunities in salons, spas, medical spas, resorts, retail environments, and freelance or independent settings. Entry-level professionals typically begin in assistant or commission-based roles while building experience and clientele, with opportunities to specialize in areas such as hair

color, extensions, skincare treatments, lash and brow services, or makeup artistry.

With experience, professionals may advance into salon or spa ownership, management, education, brand representation, or specialized services, including advanced color techniques, medical esthetics, or media and entertainment styling. Income potential varies based on experience, specialization, business structure, and clientele, with higher earnings associated with established client bases and advanced services.

The beauty and skincare industries continue to experience steady growth, driven by demand for personal care, wellness, and advanced treatments. Cosmetologists provide services such as haircutting, coloring, styling, chemical treatments, skincare, and makeup application, while estheticians focus on facials, hair removal, skin treatments, and non-invasive procedures. Both professions require technical skill, creativity, and strong communication to build and maintain client relationships.

Continued education, industry networking, and professional development are essential for long-term success and career advancement.

Disclaimer: Academy for Salon Professionals provides this career information for reference purposes only. Employment opportunities, salaries, and industry growth may vary based on location, experience, specialization, and market demand. The Academy does not guarantee job placement or income upon graduation.

Academy for Salon Professionals Financing Cosmetology

Cosmetology	
Tuition:	$18,000.00
Registration Fees (Non-Refundable):	$250.00
*Supplies (Non-Refundable after cancellation period):	$3,219.15
*Other(taxes) (Non-Refundable after cancellation period):	$329.96
STRF (Non-Refundable after cancellation period):	$0.00
Total:	**$21,799.11**
10% tuition	$1800.00
Registration Fees (Non-Refundable):	$250.00
*Supplies (Non-Refundable after cancellation period):	$3,219.15
*Other(taxes) (Non-Refundable after cancellation period):	$329.96
STRF (Non-Refundable after cancellation period):	$0.00
Total deposit paid 30 days before class starts	**$5,599.11**
Tuition balance:	$16,200.00

0% Payment Plan for Full-Time Cosmetology **$1800.00** each month for 9 months

Academy for Salon Professionals Financing Esthetician

Esthetics	
Tuition:	$9,000.00
*Supplies (Non-Refundable after cancellation period):	$2,471.05
*Other (taxes) (Non-Refundable after cancellation period):	$253.28
Registration Fee (Non-Refundable):	$250.00
STRF (Non-Refundable after cancellation period):	$0.00
Total:	**$11,974.33**
20% of tuition	$1,800.00
*Supplies (Non-Refundable after cancellation period):	$2,471.05
*Other (taxes) (Non-Refundable after cancellation period):	$253.28
Registration Fee (Non-Refundable):	$250.00
STRF (Non-Refundable after cancellation period):	$0.00
Total deposit paid 30 days before class starts	**$4,774.33**
Tuition balance:	$7,200.00

0% Payment Plan for **Full-Time** Esthetician: **$1,800.00** for each month for 4 months
0% Payment Plan for **Part-Time** Esthetician: **$900.00** for each month for 8 months

* Total charges for each payment period and the estimated schedule of charges for the entire program are outlined above and subject to change without notice.

Note: Deposit is due 30 days before class begins or as soon as waitlist starts whichever comes first. Payment begins on the 1st day of each month after signing the enrollment contract. *Subject to change without notice.