

# **TRAXLER'S SCHOOL OF HAIR**

**2022-2023**

**Revised 08/24/2022**

## **Student Handbook\Catalog**

**2845 Suncrest Drive**

**Jackson, MS 39212**

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**[www.traxlerschoolofhair.com](http://www.traxlerschoolofhair.com)**

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Dear Future Beauty/Barber Professional:

I would like to take this time to thank you for your interest in Traxler's School of Hair. We are so happy you are considering us for your cosmetology or barber education.

Traxler's School of Hair offers so much more than the Fundamentals of a beauty education. In addition, we have partnered with Summit Salon Business Center to provide our students with an extensive salon business education!

I am beginning my 16<sup>th</sup> year in the school industry as the Director of this School each year it just gets better and better. Having a professional background in Real Estate Management and Healthcare Administration, I can truly say that I was a complete stranger to the Beauty Industry. Over the years I have seen how wonderful and exciting the professional beauty industry is. Our purpose is to provide you with a quality education and hands on training. Combining the education that you will receive with your own personal talents, strong work ethic, dedication and determination you will be able to enjoy a lifelong rewarding career.

Traxler's School of Hair is here to help anyone who wants to learn. You will be here for an education and workforce/career training and development. This will take commitment and determination on your part. Establish your priorities and commit to becoming the best that you can be.

Thank you for including Traxler's School of Hair in your plans for strengthening your life! We need you and appreciate you! If my office staff can be of any help, please do not hesitate to visit, even just to say hello. Congratulations on deciding to further your education and we look forward to providing you the education needed to become a professional in the Beauty Industry.

Sincerely,

Andrew Howard

Director

**STUDENT COMPLAINTS:**

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students may submit the complaint to the school's accrediting agency.

**STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Andrew Howard/Director or online at [www.accsc.org](http://www.accsc.org).

## Career Opportunities

The list below is not intended to represent all of the career opportunities available. Please note: Although placement assistance is provided, employment is not guaranteed.

Salon & Spa	Travel	Sales
Hair Designer	Platform Artist	Retail Manager
Makeup Artist	Private Consultant	Account Executive
Esthetician	Sales Director	Manufacturer's Rep
Color Specialist	Cruise Ship Stylist/Tech.	
Nail Technician	Hair Designer	
Waxing Specialist	Esthetician	<b>Education</b>
Salon/Spa Manager	Nail Technician	Salon Education Director
Salon/Spa Owner		Retail Product Educator
Salon/Spa Trainer		College Educator/Director

## Job Forecast

The forecast for licensed professionals in the beauty industry is good. According to the United States Department of Labor, the U.S. employment rates for hairdressers, hairstylists, cosmetologists, barbers, and estheticians are projected to grow between 10 and 20 percent through 2016-2026. In addition, the Department of Labor, projects growth rates for manicurists/nail technician to be between 19 and 35 percent and 10 percent for barbering

*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 10-11 edition and O\*NET OnLine*

## Earnings

According to O Net and the U.S. Department of Labor (onetcenter.org), salon professionals can average up to a \$60,000 annual salary including tips. Some of the main factors that determine a cosmetology income include the size and location of the salon, hours worked per week, the tipping habits of clients, and competition from other salons and shops. The beauty professional's ability to bring in and maintain regular clients is another factor in determining salaries.

Earnings vary depending on geographic location, size of the town or city, work experience, and the employer. Compensation may come in the form of a salary, hourly wage, or commissions. Normal commission can range from 40-60%. Self-employed professionals who rent space in a salon usually keep all their earnings but pay rent, product costs, taxes, insurance, and other business related expenses.

The average salary range for a salon professional in Mississippi is \$32,060. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$59, 780. Additionally, careers as a Vocational Educator have a National average of \$50,00 to \$90,000 and a average in Mississippi of \$50,000 to \$78,000

According to The Occupational Information Network (O\*NET) under the sponsorship of the U.S. Department of Labor, Careers in the beauty industry are a "Bright Outlook Occupation" meaning that occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations. The above information is based on 2016 data.

## Physical and Safety Demands

The beauty industry is best suited for persons who are generally in good to excellent health. Many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and/or demonstrate the use of the products carried by Traxler's School of Hair, both for classroom as well as clinical work.

**Physical Demands:** Stylists and technicians, by the very nature of what they do, are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. As with other physically demanding vocations, these work activities can cause fatigue and/or pain in various parts of the body and serious injury can sometimes occur. Some aches, pains and/or injuries develop slowly over a long period of time.

In many cases, health challenges can be prevented through improved posture, better work habits, proper equipment and proper equipment use. An important part of one's education is to understand that developing good habits at the beginning of training will help prevent injury and/or health issues in the future.

**Safety:** In order to protect the general public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law.

### **Licensure Requirements**

Each state requires an individual to hold a valid license in order to legally perform services related to the beauty industry. The state of Mississippi requires that an individual must complete the required hours in the course of study for which they want to become licensed in. In addition the applicant must be at least 17 years of age and have a high school diploma or GED.

### **About Traxler's School of Hair**

The school has been in operations for more than three decades and has been responsible for training countless successful designers and technicians.

### **Mission Statement**

The objective of Traxler's School of Hair is to provide the educational tools needed for students to become exceptionally trained, qualified professionals in barbering, cosmetology, and Barber Instructor/Student Instructor. By providing each student with a comprehensive education in each of the above areas, Traxler's School of Hair strives to provide opportunity for employment and advancement in the barber/beauty industry.

### **Accreditation**

Traxler's School of Hair is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), located at 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201; (703) 247-4212. ACCSC is recognized by the United States Department of Education as a national accrediting agency for barbering, cosmetology and related studies.

### **Professional Affiliations**

Mississippi State Board of Cosmetology  
(Licensure Agency)  
239 N. Lamar St.  
Jackson, MS 39201  
(601) 359-1820  
<http://www.msbc.state.ms.us/msbc/>

Mississippi State Board  
of Barber Examiners  
P.O. Box 603  
Jackson, MS 39205  
(601) 359-1015  
[www.msbarberboard.com](http://www.msbarberboard.com)

Pivot Point International  
8725 Higgins Road, Suite 700  
Chicago, IL 60631  
(800) 866-0500  
[www.pivot-point.com](http://www.pivot-point.com)

### **Facilities and Equipment**

Traxler's School of Hair is located at 2845 Suncrest Drive, Jackson, MS 39212. The college consists of 2 buildings. The barber school building consists of 2,800 square feet of floor space. There are two admission offices, one reception area, two administration offices, one classroom, one practical/clinic floor area, three storage rooms, three restrooms. The cosmetology school building has 3,400 square feet of floor space with two administration offices, one clinic area, esthetics/facial classroom, manicure/pedicure classroom, one wax room, six rest rooms, shampoo/dryer room and one dispensary. The entire school is air-conditioned. The room arrangement and the equipment provided meet all requirements of the Mississippi State Board of Cosmetology and the Mississippi State Board of Barber Examiners:



## **Course Offerings**

### **1500 Clock Hour Cosmetology Course (SOC Code 39-5012)**

Students can expect to complete this program between 12 – 16 months depending on the course scheduled elected by the student and satisfactory progress is maintained. The Mississippi State Board of Cosmetology requires a student to teacher ratio of 20 to 1 or less. If the average daily attendance exceeds 20 students and additional full-time instructor will be employed to meet this regulation.

### **Course Objectives**

The objective of the cosmetology course is to acquaint students with all aspects of cosmetology to receive the well-rounded educational foundation needed to successfully pass the state licensing examination and become successful designers. By incorporating Pivot Point's Designer's Approach Curriculum, students are prepared for meeting and exceeding the demands of today's increasingly savvy salon clientele. In addition, the Pivot Point curriculum has a complete Salon Success module integrated into the program, which helps students prepare for their career. Salon Success study addresses communication and business skills specifically designed for the salon or spa environment. With a strong technical background and strong communication skills, graduates will have the resources necessary to become successful cosmetologists.

### **Course Description**

The cosmetology course is offered through four Phases of instruction.

Phase One Students are introduced to the fundamentals of Trichology, Hair Design, Chemical Texture, Hair Sculpting and Salon Success. Study in these areas will explore sculpting and designing services for all hair types

Phase Two Students continue their education with classes in Electricity, Skin Care, Nails, Wigology, Color, Salon Success, and advanced workshops in Sculpting. Students will put their education into action starting in Phase Two by working on guest in the student salon. Students will work on developing communication and technical skills and the practice of appropriate infection control and safety procedures as they work on clients under the supervision of licensed professionals.

Phase Three Students will learn topics including Professional Development, Salon Ecology, Anatomy/Physiology, Chemistry, Salon Business, Design Decisions, Salon Success, and advanced workshops in Hair Design. Students will work on improving guest relations, technical skills and efficiency.

Phase Four Students will review and prepare for state licensure, and continue with advanced workshops in Sculpting, Texture, Hair Design, and Color.

### **Cosmetology Phases of Instruction**

Phase One	Phase Two	Phase Three	Phase Four
270 Hours	360 Hours	510 Hours	360 Hours

**Areas of Study**

This 1500 hour course of study provides instruction in Cosmetology. Below are the contents for this unit of instruction:

**Subject: SAFETY & SANITATION                      40 Practical Instruction (Hrs)                      50 Theory (Hrs)**

Dispensary Operation/Duty, Hazardous Chemical Awareness (OSHA), Mississippi State Laws Rules & Regulations, First Aid, Infection Control, Bacteriology, Safety/Universal Sanitation, Decontamination, Electricity, Chemistry, Anatomy

**Subject: CAREER DEVELOPMENT                      80 Practical Instruction (Hrs)                      75 Theory (Hrs)**

Career Development & Salon Skills, Reception Desk Duty, Summit Over the Top, Success Planner, Front Desk

**Subject: NAILS    60 Practical Instruction (Hrs)    20 Theory (Hrs)**

Manicuring, Pedicuring

**Subject: SKIN    60 Practical Instruction (Hrs)    20 Theory (Hrs)**

Facials, Masks, Make-up, Skin Disorders & Treatments, Waxing,

**Subject: HAIR DESIGN    960 Practical Instruction (Hrs)    135 Theory (Hrs)**

Properties & Disorders of Scalp & Hair, Draping, Shampooing, Rinsing & Conditioning, Hair Sculpting, Hairstyling, Finger Waving, Wet Styling, Thermal Hairstyling, Thermal Hair Straightening, Air Forming, Permanent Waving, Hair Coloring, Chemical Relaxing, Wigs, Hair Extensions, Men's Hair Sculpting, Design Decisions

**COSMETOLOGY TOTAL    1200 Practical Instruction (Hrs)    300 Theory (Hrs)**

### **1000 Clock Hour Barber Instructor/Student Instructor Course (SOC Code 39-5012)**

Students can expect to complete this program in 12 months if they attend full time and are in satisfactory progress.

#### **Admissions Requirements**

Applicants must have the following to be enrolled in the program:

Be at least 20 years old

Current practitioners license issued by the state of Mississippi

High School Diploma or GED

In the state of Mississippi cosmetology instructors may also teach esthetics, manicuring, and student instructor courses while barber instructors may teach Barbering and Barber Instructor.

#### **Course objectives**

The objective of the Barber Instructor/Student Instructor Course is to prepare the licensed professional to become a well-trained and well-rounded teaching professional. Students in this course will also receive assistance in preparation for the state licensing examination.

#### **Barber Instructor/Student Instructor Course Description**

The Barber Instructor/Student Instructor Course consists of theoretical and practical instruction. The Instructor Trainees demonstrate their knowledge of all subject matter in theory and application, through the completion of required written and practical application. The curriculum and course of study are designed to instruct a instructor trainee in basic teaching methods while instructing with the latest in interactive education and technology. It is anticipated, for the effective implementation of this program, that the trainee is proficient in the art and practice of barbering or cosmetology.

Following sound training principles, the program provides an opportunity for each instructor trainee to observe and assist experienced teachers in the performance of their duties, to perform skill demonstrations, to have supervised practice teaching and to thoroughly study the principles of teaching. The program permits the trainees to apply, in a classroom atmosphere, the practices and theories to which they are exposed in the program while under the supervision of a licensed educator.

#### **Areas of Study**

<b>HOURS</b>	<b>MODULE</b>
12 hrs	Observation Theory
68 hrs	Observation Skill
264 hrs	The Professional Teacher
99 hrs	Student Motivation and Learning
482 hrs	Methods, Management and Materials
65 hrs	Testing and Evaluation
10 hrs	Rules Regulations and Law

**Instructional Methods**

Within the course students will be taught through audiovisual presentations, lectures, demonstrations, practical instruction experiences, questions and answer sessions, discussions, and written and practical testing.

**Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum and described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average. Practical exams are graded with a pass/fail system. Students receive a pass/fail on specific criteria known as Elements. Each passed Element within a practical exam will receive a point. Points are then tallied and issued a percentage score based upon total number of Elements covered.

**Grading Scale**

The grading scale is based on percentages. Letter grades are not issued. Scores of 85% to 100% are considered to be satisfactory (passing).

## **1500 Clock Hour Barbering Course (SOC Code 39-5011)**

Students can expect to complete this program between 12 – 16 months depending on the course scheduled elected by the student and satisfactory progress is maintained.

### **Course Objectives**

The objective of the barbering course is to acquaint students with all aspects of barbering to receive the well-rounded educational foundation needed to successfully pass the state licensing examination and become successful barbers. By incorporating Pivot Point's Barbering Fundamentals Curriculum with Milady Standard Barber Curriculum, students are prepared for meeting and exceeding the demands of today's increasingly savvy clientele. In addition, the Pivot Point curriculum has a complete Salon Success module integrated into the program, which helps students prepare for their career. Salon Success study addresses communication and business skills specifically designed for the salon or spa environment. With a strong technical background and strong communication skills, graduates will have the resources necessary to become successful cosmetologists.

### **Course Description**

The barbering course is offered through four Phases of instruction.

Phase One Students are introduced to the fundamentals of Trichology, Hair Design, Chemical Texture, Hair Sculpting, Shaving and Salon Success. Study in these areas will explore sculpting and designing services for all hair types

Phase Two Students continue their education with classes in Electricity, Skin Care, Nails, Color, Salon Success, and advanced workshops in Sculpting. Students will put their education into action starting in Phase Two by working on guests in the student barber clinic. Students will work on developing communication and technical skills and the practice of appropriate infection control and safety procedures as they work on clients under the supervision of licensed professionals.

Phase Three Students will learn topics including Professional Development, Salon Ecology, Anatomy/Physiology, Chemistry, Salon Business, Design Decisions, Salon Success, and advanced workshops in Hair Design. Students will work on improving guest relations, technical skills and efficiency.

Phase Four Students will review and prepare for state licensure, and continue with advanced workshops in Sculpting/Cutting, Texture, Hair Design, and Color.

### **Barbering Phases of Instruction**

Phase One	Phase Two	Phase Three	Phase Four
270 Hours	360 Hours	510 Hours	360 Hours

**Areas of Study**

This 1500 hour course of study provides instruction in Barbering. Below are the contents for this unit of instruction:

<b>Subject: SAFETY &amp; SANITATION</b>	<b>40 Practical Instruction (Hrs)</b>	<b>50 Theory (Hrs)</b>
Dispensary Operation/Duty, Hazardous Chemical Awareness (OSHA), Mississippi State Laws Rules & Regulations, First Aid, Infection Control, Bacteriology, Safety/Universal Sanitation, Decontamination, Electricity, Chemistry, Anatomy		
<b>Subject: CAREER DEVELOPMENT</b>	<b>80 Practical Instruction (Hrs)</b>	<b>75 Theory (Hrs)</b>
Career Development & Salon Skills, Reception Desk Duty, Summit Over the Top, Success Planner, Front Desk		
<b>Subject: NAILS/SKIN</b>	<b>60 Practical Instruction (Hrs)</b>	<b>20 Theory (Hrs)</b>
Manicuring, Nail Care, Disorders, Facials, Skin Conditions		
<b>Subject: SHAVING/RAZOR TECHNIQUES</b>	<b>60 Practical Instruction (Hrs)</b>	<b>20 Theory (Hrs)</b>
Men's Shaving, Beard Design, Facial Grooming and Razor Use and Safety		
<b>Subject: HAIR DESIGN</b>	<b>960 Practical Instruction (Hrs)</b>	<b>135 Theory (Hrs)</b>
Properties & Disorders of Scalp & Hair, Draping, Shampooing, Rinsing & Conditioning, Hair Sculpting, Hairstyling, Finger Waving, Wet Styling, Thermal Hairstyling, Thermal Hair Straightening, Air Forming, Permanent Waving, Hair Coloring, Chemical Relaxing, Wigs, Hair Extensions, Men's Hair Sculpting, Design Decisions		
<b>BARBER TOTAL</b>	<b>1200 Practical Instruction (Hrs)</b>	<b>300 Theory (Hrs)</b>

## **Admission/Re-Admission Requirements and Procedures**

Traxler's School of Hair is a private institution looking for exceptional students, who possess the desire and willingness to work hard to achieve their dreams. Traxler's School of Hair is a private (not an open enrollment) institution. Admission is determined on a case-by-case basis. The school does not recruit students who have been admitted to or who are already attending another institution that offer similar programs of study. Traxler's School of Hair reserves the right to change scheduled start dates and class schedule without prior notice.

### **Readmission and Change of Curriculum Policy**

Students who have withdrawn from Traxler's School of Hair may apply to be re-admitted to the institution in the same curriculum after waiting a period of **90** days and having a zero balance due to the school. A Student who reenters school is considered to be in the same payment period he/she was in at the time of the withdrawal. The student retains his/her original eligibility for that payment period, and is treated as though he/she did not cease attendance. With respect to financial aid a student must complete their previous evaluation period maintaining minimum satisfactory progress before financial aid awards can be made. Students will be allowed only one change of curriculum.

### **The Process**

- To be considered for admission as a regular student to any program, a prospective student must complete the following requirements:
- Complete an interview with an Admissions Representative.
- Complete an application for enrollment.
- Be at least 17 years of age (proof of age required i.e. State ID or Birth Certificate)
- Must be a High School Graduate or have obtained a General Educational Development (GED) certificate. Students who have been home schooled may be eligible for enrollment if they meet the standards under state law. Additional information will be required. Applicants who do not have a high school diploma may submit transcript or report card as proof of their educational qualifications. The institution granting the transcript or proof of alternative high school education will be checked for proper accreditation and validity of high school credit.
- Submit a copy of his or her high school diploma or the ORIGINAL GED transcript.
- In addition to the above an applicant to be considered for admission to the barber instructor/student instructor program must:
- Be at least 20 years old
- Have a current practitioners license issued by the state of Mississippi
- High School Diploma or GED

Upon completion of the program and prior to examination students enrolled in the barber instructor/student instructor program must attend one methods of teaching seminar approved by the Mississippi State Board of Cosmetology for a minimum of five (5) hours (cosmetology only), 21 years of age, read, write, and speak English, High School Diploma or equivalent, possess a current Mississippi practitioners license, six (6) hours of board approved college credit (cosmetology only). Completed course of training.

### **Credit for Previous Training/ Transfer:**

- Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.
- Students considering their education at or transferring to other institutions must not assume that the receiving institution will accept credits earned at this school. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. Students must contact the admissions office of the receiving institution to determine what credits, if any, that institution will accept. Any student withdrawing from Traxler's School of Hair and transferring to another school may retain and transfer their hours, provided there is no Financial Obligation. In the event of Financial Obligation, ALL monies must be paid before hours will be released and credited.
- Transfer students with Non-Traxler's School of Hair previous hours wishing to enroll at Traxler's School of Hair must submit a written request during admissions, along with a Transcript from the prior institution of training and the Final Report obtained from the Mississippi State Board of Cosmetology or the Mississippi State Board of Barber Examiners. If the applicant is transferring from another state, a letter from the Mississippi State Board of Cosmetology or the Mississippi State Board of Barber Examiners indicating the credit given for out-of-state hours is required. The Traxler's School of

Hair Executive Committee will make a final decision based on the above information. **Transfer applicants must test on all subject material including subjects tested and passed at prior institution prior to acceptance of enrollment.** Transfer credits will be determined from the results of this test.

Tuition at Traxler's School of Hair will be charged per hour for the total hours of instruction needed to complete the program in addition to the required kit and book fee.

### **Tuition and Fees**

Tuition and fee charges are based on course/program type, are standard for all regularly enrolled students and are based on the specific course start date. Tuition and fees are subject to change periodically and affect class starts that fall on or after the effective date of the change.

## **Traxler's School of Hair PROGRAM COST**

### **Cosmetology**

1500 hours

Tuition	\$13,500
Books/Kit	500
<b>Total</b>	<b>\$ 14,000</b>

### **Barber Instructor/Student Instructor**

1000 hours

Tuition	\$9,000
Books/Kit	500
<b>Total</b>	<b>\$9,500</b>

### **Barbering**

1500 hours

Tuition	\$13,500
Books/Kit	500
<b>Total</b>	<b>\$ 14,000</b>

If ineligible for financial aid a self-payment plan is available with no finance charges or interest.

### **Non-Discrimination Policy/Equal Opportunity Statement**

Traxler's School of Hair does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and the Rehabilitation Act of 1973, section 504, Public Law 93-112.

### **Disabilities and Accommodation**

Traxler's School of Hair does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise the Admissions Representative prior to class start and must submit a written request or specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodation(s) requested.



Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the School Director.

The School Director will review all requests for accommodation and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student's program and/or within two weeks of the official request for currently enrolled students.

Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

## **Financial Services**

### **Payment Methods**

Several payment methods are available. Whether through the various financial aid programs available, private resources, or a combination of methods, each student is treated as an individual and a payment plan will be agreed upon in writing prior to the start of class. Traxler's School of Hair will accept any of the following payment methods: Cash, credit card, money order, check, in addition to Federal Pell that the student may qualify for.

### **Financial Aid (available to those who qualify)**

Traxler's School of Hair is approved by the U.S. Department of Education to participate in federal aid programs. Additional information may be found in the Student Guide published by the Department of Education. In order to qualify for financial assistance all applicants must complete a FREE Application for Federal Student Aid (FAFSA). The application can be completed online at <http://www.fafsa.ed.gov> or by contacting the Financial Aid Director. The school code is 032633

#### **Eligibility:**

1. In general, an applicant is eligible for Federal Aid if he/she meets the following requirements:
  - Be enrolled full time as a regular student
2. Be a US citizen or an eligible non citizen
3. Show that he/she has need
4. Not be in default on any Federal Student Loan
5. Not owe a refund of Pell Grant or a Supplemental Education Opportunity Grant.
6. Be making satisfactory progress in your program of study.
7. Sign a statement of educational purpose saying that you will use your Federal student aid funds only for expenses related to attending your education.
8. Sign a statement of registration status indicating you have registered with Selective Service, if you are required to do so.
9. Be enrolled in a financial aid eligible program.

**Note:** Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Not all aid programs are available for students in all educational courses/programs.

Application deadlines may apply. Contact the financial aid department during regular business hours for additional information regarding application procedures and deadlines.

Traxler's School of Hair participates in the following student aid programs (additional descriptions for these programs may be found in the Student Guide published by the U.S. Department of Education):

### **Federal Pell Grant**

A PELL Grant is a need-based grant. Student need is determined by the information provided on the Free Application for Federal Student Aid (FASFA). Award amounts depend on eligibility and program funding

levels. PELL grants are not available to students who have previously completed a bachelor's or master's degree, nor are all programs considered eligible for PELL Grant participation. Students are encouraged to apply prior to enrollment and in the case of renewal, prior to the midpoint of their program. Award years are used in the timing and determination of PELL awards. The deadline for PELL grants is June each year. Students filling applications past established deadlines might forfeit or reduce awards. See the financial aid department for more information on deadlines and application procedures.

#### Full Time Pell Recipient Student Body Diversity (2021/2022)

Female	Male	African American	White/Caucasian	Hispanic	Asian	Pacific Islander
10%	90%	98%	2%	0%	0%	0%

#### Private Loans/Truth in Lending Disclosure

In borrowing student loans for college, it is important to be aware of the following:

Students should always exhaust all federal student loan borrowing before considering borrowing private student loans because the federal student loans typically have better terms, i.e.: fixed interest rate, more flexible repayment terms, etc. However, if students find they are in need of additional loan funds after borrowing all of the federal loans available, below are some important information.

Private loans differ from lender to lender. It's important to ask questions when seeking a private student loan, so the borrower can compare loans and choose the one that best fits his or her needs.

Since private student loans are credit based, students may need a co-signer to qualify. A co-signer is a person who agrees to assume responsibility for repaying the student's private student loan if he or she fails to repay.

Students should plan ahead when taking out student loans so they know how much to budget for repayment.

Add up the total owed on the student loans. The lender will send the borrower a disclosure statement for each loan that is borrowed before the loan is disbursed. Review the disclosure statement for the loan.

Estimate what the monthly payment will total. Lenders will provide students with a repayment schedule.

Students have the right to:

- Cancel the loan
- Obtain a copy of the Promissory Note; this is a legal agreement to repay your loan under the terms stated.
- A notification of loan sale or transfer; your lender must notify you if your loan is sold or transferred to another organization. In the notification, you should have the new organization's name, address to where payments should be sent, and the telephone numbers for the new organization and a telephone number of the original lender from whom you borrowed.
- A repayment schedule; you should receive this information before your first loan payment is due.

Students are responsible for:

- Repaying the loan as agreed, even if you do not complete your education, are unable to find employment or are dissatisfied with the education you received.
- Repaying the loan even if a bill is not sent; failure to receive a bill does not relieve you of the obligation to repay your loans on schedule.

Students must notify their lender or servicer if they:

- Change their name, address and/or phone number
- Drop below half-time enrollment
- Transfer to a different school

- Are unable to meet the agreed upon payment terms. The bank may be able to work with the borrower by setting up forbearance, which is a period of time when the borrower is allowed to postpone or temporarily reduce the amount of the loan payment due to financial hardship.

#### Lender Requirements for Lending Private Student Loans:

Once the student has been credit approved for a private student loan, the lender will send the student borrower the following:

**Application for Solicitation Disclosure:** This will provide information about the range of rates, fees and other terms that apply.

**Approval Disclosure:** This notice contains the terms specific to your approved loan. The borrower has 30 calendar days to accept this offer. Upon loan acceptance, the borrower would be provided a promissory note from the lender to complete, sign and return to the lender.

**Private Education Loan Applicant Self-Certification Form:** The applicant is required to complete a self-certification form and submit it to the lender. Before submitting it to the lender, however, the school must provide information on the costs of attendance and the amount of financial aid available to the student.

**Final Disclosure:** Presented to the borrower after the loan is accepted and all required documentation is on file with the lender. This disclosure is made 3 business days before the loan is disbursed. The loan will not be disbursed until the 3-business days have elapsed. The borrower may cancel the loan within this 3-day period.

**Note:** Traxler's School of Hair does not have a "Preferred Lender List" of private loan lenders that we recommend to students.

#### **Financial Aid Code of Conduct**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA s 487 (a)(25)].

Any employee associated with the financial aid department at Traxler's School of Hair who has responsibilities with respect to student educational loans must adhere to this code of conduct policy.

1. Traxler's School of Hair financial aid associates or employees are prohibited from entering into any revenue-sharing arrangements with a lender. A revenue-sharing arrangement means an arrangement between the school and a lender in which the lender provides or issues loans to students attending Traxler's School of Hair.
2. Traxler's School of Hair financial aid associates or employees will not recommend lenders or the loan products of the lender in exchange for benefits from the lender, including gifts, revenue or profit sharing, to Traxler's School of Hair.
3. Traxler's School of Hair shall not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
4. Traxler's School of Hair shall not request or accept from any lender any offer or funds to be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.
5. Traxler's School of Hair shall not request or accept lender assistance with call center staffing or staffing the institution's financial aid office.
6. Any person who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans and/or student financial aid, shall be prohibited from receiving anything of value from the lender or guarantor. If an employee serves on an advisory board, commission, or group of lenders or guarantors, the employee may be reimbursed for reasonable expenses.

### **Continued Eligibility**

All students must remain eligible for aid at all times; this includes but is not limited to satisfactory progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or all guarantors will be responsible for all financial obligations to the school. The responsibility is assumed by the student and his or her guarantors regardless of the reason for the reduction or loss of eligibility.

#### **Renewal Applications**

An academic year is defined as the period of time normally spent completing one year of academic work. If part of the second academic year is in the next award year, applicants may be eligible for additional aid for the new academic year. Students must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

### **Award Year/Academic Year**

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Governments as July 1 of a year to June 30 of the preceding year. An Academic Year is defined by the institution for each program offered. The academic year must be within guidelines established by the Federal Government.

Cosmetology, Days/Flex	900 hours and 30 weeks
Cosmetology, Evenings	900 hours and 37 weeks
Esthetics, Days	900 hours and 30 weeks (prorated: 600 hours/20 weeks)
Manicuring, Days	900 hours and 30 weeks (prorated: 350 hours/12 weeks)
Manicuring, Evenings	900 hours and 37 weeks (prorated: 350 hours/15 weeks)
Teacher Training Days	900 hours and 30 weeks
Teacher Training Evening	900 hours and 37 weeks
Barbering, Days/Flex	900 hours and 30 weeks
Barbering, Evenings	900 hours and 37 weeks

Financial aid awards are prorated according to the length of the program (see above proration) according to the number of hours and weeks the student will be in attendance during the award period.

### **Payment of Awards**

Most funds are disbursed according to payment periods or award periods. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has achieved the appropriate number of hours required for the payment/award. Failure to achieve the proper number of hours by the required date may reduce or cancel the payment amount/award.

To avoid delays in the payment of awards students applying for financial assistance should make sure that all corresponding application materials, verification documents and/or other financial aid related items are in to the financial aid office. Traxler's School of Hair is not responsible for the reduction or cancellation of aid due to a student's failure to submit required application materials or a failure to maintain eligibility standards.

### **Verification**

Some student financial aid applicants will be selected for a process called verification. Traxler's School of Hair verifies all applicants selected through the random process. Disbursement of aid will be held until the process of verification has been complete. If selected, the student (and parent/guardian if the student is dependent) must submit additional documentation, including but not limited to copies of federal tax returns, to the financial aid office within 15 days of the date of verification notice. A standard verification form will also be used and can be obtained from the Financial Aid Director during regular business hours. The Financial Aid Director will monitor for verification and will provide notification of the requirements and deadlines to all selected applicants.

## **Fraud**

It is illegal to falsify documents in effort to secure federal funds for educational or other purposes. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result. Traxler's School of Hair will, in the case of fraud, suspected fraud or other criminal misconduct make a referral to the U.S. Department of Education's Office of the Inspector General.

## **Suspension of Aid**

Student aid may be suspended for a number of reasons including but not limited to failure to maintain eligibility standards, failure to maintain satisfactory progress standards of the School, and others. Failure to successfully progress toward graduation according to the standards under the School's maximum timeframe policy will also result in the suspension of one's financial aid. See the satisfactory progress section of the catalog. Additional information regarding eligibility and financial aid standards can be found in this catalog and in the Student Guide as published by the U.S. Department of Education.

Students whose aid has been suspended will be responsible for payment of all outstanding charges due the School. Students may also be responsible for overpayments and/or refunds do to financial aid programs because of eligibility changes.

## **Reinstatement of Aid**

If a student believes his or her suspension of aid is incorrect or if the student has mitigating or special circumstances, he or she may appeal the determination. The student is required to provide all documentation he or she would like to have considered. If the appeal is successful, the student's aid may be reinstated.

If a student has had his or her aid suspended for failure to meet satisfactory progress standards and once he or she is evaluated and has been found to meet the attendance and academic requirement in a subsequent official evaluation period, he or she shall be deemed to be making satisfactory progress and is again eligible to receive any available and eligible Title IV funds. Check with the Financial Aid Director to determine if additional application materials are needed due to award year changes or new eligibility requirements.

## **RETURN OF TITLE IV FUNDS:**

Traxler's School of Hair will adhere to the current Return of Title IV refund Policy as set forth by the United States Department of Education. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The institution will calculate the amount of the Title IV aid the student earned based on a payment period. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. The return to Title IV policy will be calculated by scheduled hours. (Scheduled Hours are hours the student should have attended according to their schedule).

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period a student has earned 100% of the Title IV funds. These funds will be applied to the balance owed the school.

**Important** For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school must still determine whether the student is eligible for a Post-withdrawal disbursement.

## **POLICY FOR REFUND DISTRIBUTION TO FEDERAL TITLE IV PROGRAM**

1. Federal Pell Grants for which a return of funds is required

### **Time frame for the return of Title IV funds:**

Traxler's School of Hair has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

Methods and terms of payment of monies owed to the institution:

When students withdraw, graduate and or transfer from Traxler's School of Hair owing the school a balance, a payment schedule must be worked out within 60 days from withdrawal, graduation or transfer. If payment plan is not worked out student will be turned over to collection and any hours earned will not be submitted to board until paid in full.

### **VETERANS REFUND POLICY:**

Students that are attending school using Veterans Benefits will adhere to the same refund policies as all other students.

## **INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. The refund is calculated based on the student's last date of attendance. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies and all refunds are based on actual hours attended:

### **MINIMUM TUITION ADJUSTMENT SCHEDULE**

#### **PERCENT OF ACTUAL TIME ATTENDED TO TOTAL COURSE/PROGRAM**

#### **TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who

withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement may exceed the Minimum Tuition Adjustment Schedule. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

## **ATTENDANCE**

### **ABSENCES:**

If a student misses 14 consecutive days of school without prior written notice, executing a Leave of Absence or providing the school with written documentation of special/unusual circumstances; the 14<sup>th</sup> day will be the date of determination of withdrawal. If the student provides the school with notification of withdrawal prior to the 14<sup>th</sup> day that date will be the date of determination of withdrawal. After 28 consecutive days (an additional 14 days) without any contact by the student the school will terminate said student.

1. Daily attendance is required. A daily report is accurately kept on the trainee's attendance. Excessive absenteeism will be cause for suspension or dismissal. Students must maintain a minimum of 80% attendance.

2. Each student must record his or her own time records at the required times (morning in, lunch out, lunch in, evening out). Recording time (in or out) for another student is prohibited. Students must clock in and out and also sign in and out with their teacher.

3. If you are going to be tardy and/or absent you are required to call a school official. Students may enter class from 7:30 am to 8:30 am for day classes and from 4:00 pm to 5:30 pm for evening class. Students cannot enter class after the times listed above without a written third party excuse. Examples would include: Medical, Military, Parent/Teacher meeting, Jury Duty.

4. A student is allowed up to 15% absences before being charged absent charges. Absent hours over 15% will be charged at the rate of tuition per hour. Student attendance is reported to the State Board monthly. Satisfactory progress is measured in 450-hour intervals for full Cosmetology programs, and at 50% of Specialty and Teacher programs. Traxler's School of Hair's minimum satisfactory progress standards are, 85% cumulative theory, 85% cumulative practical and 80% cumulative rate of attendance.

Enrollment time is defined as the time elapsed between the date the student started class and the date of termination regardless of time actually spent in class.

Students must complete all credits, final exams and the hours required by the State Board before application and completed final report will be sent to Ms State Board. Graduates must successfully complete the state board exam to become licensed to practice in the State of Mississippi.

### **Clock-Hour Acceleration Warning**

Clock-Hour Acceleration is defined a exceeding the number of one's scheduled hours, and possibly completing hours prior to completion of required curriculum. The State of Mississippi monitors the pace in

which a student would normally be able to complete a program. Curriculum is designed for completion according to the pace allowed by the state. Attendance above 100% will impact a student's amount of financial assistance. Students are encouraged to contact the Financial Aid Director to determine the impact.

All hour/credits must be completed prior to graduation. Acceleration of hours will result in a student completing hours prior to the completion of the curriculum. In this case the student will be required to continue to attend until his or her curriculum requirements are completed.

### **Phase Requirements**

In order to pass a phase of the course, a student must complete all exams and assignments in said phase as applicable to the course. The student must also achieve a minimum cumulative grade average in that phase of at least 85%. Failure to pass a phase of the course will result in termination from the course. All exams and assignments are required to be completed by the end of the phase in which the exam and assignments are scheduled, as applicable. Failure to make up an exam by the end of the phase may result in termination due to failure to pass the phase. In case of mitigating circumstances, a student may request an extension from the School Director.

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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 Accrediting Commission of Career Schools and Colleges (ACCSC) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours
Esthetics	300 clocked (actual) hours
Manicuring	175 clocked (actual) hours
Teacher Training	450, 900 clocked (actual) hours
Barbering	450, 900, 1200 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. SAP evaluation periods are based on actual contracted hours at Traxler's School of Hair.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% (effective 09-01-2017) of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.



### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Cosmetology (Full time, 24 hrs/wk) – 1500 Hours	94 Weeks	2250
Esthetics (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Manicuring (Full time, 30 hrs/wk) – 350 Hours	18 Weeks	525
Teacher Training (Full time 24 hrs/wk) – 1000 Hours	63 Weeks	1500
Barber (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Barber (Full time, 24 hrs/wk) – 1500 Hours	94 Weeks	2250

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements as stated below, it is counted but the performance must be repeated until satisfactory requirements are met. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are issued on both Practical Skills and Theory Exams. Passing scores are based on the following standard:

85% and Above  
84 and BELOW

SATISFACTORY  
UNSATISFACTORY

Traxler's School of Hair's minimum satisfactory progress standards for official determination are:

- 85% cumulative theory (qualitative measure).
- 85% cumulative practical (qualitative measure).
- 67% cumulative rate of attendance (quantitative measure) that will allow the student to complete his or her program within the maximum timeframe allowed.

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV

Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

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

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS**

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

**MAKE-UP WORK:**

Work missed by the student must be made up only through arrangement with his/her Teacher and the approval of school director. It is the student's responsibility to make up worked missed.

**Mini Board/Mock State Board Exam**

The Mini Board Examination assists students in their preparation for the state of Mississippi licensing examination, for which a passing score of 70% is required by the state for licensure. The Mini Board consists of theory, state law and practical exams. Traxler's School of Hair requires a passing score of at least 85% on the Mini Board Examination. The Mini Board Exam score will be considered in the theory and practical grade average and impacts the student's satisfactory progress standing.

**LEAVE OF ABSENCE:**

The student must apply for a Leave of Absence (LOA) in advance of the anticipated leave time needed unless unforeseen circumstances prevent the student from doing so. Examples of unforeseen circumstances include but are not limited to automobile accident, family death, hospitalization; thus, the student would not have been able to request the LOA in advance. Traxler's School of Hair may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the reason for its decision is documented and obtains the request from the student later. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution caused by the unforeseen circumstance. In the absence of any unforeseen circumstances, Traxler's School of Hair must have a LOA request in writing prior to granting a student an approved LOA. The request must include the reason for the needed Leave of Absence, and it must be signed by the student. Once approved, a LOA will then be granted only if it is determined that there is a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets the criteria mentioned in this policy is not considered to have withdrawn, and no refund calculation is required at the time of the LOA. The HEA authorizes the school to grant one or more Leave of Absences, which may not exceed 180 days in a 12- month period. The student must return from leave of absence on the next day after the end of the leave of absence. If the student does not return following the leave of absence period, the institution will calculate the amount of Title IV funding that is to be returned using the day the student withdrew as determined by the student's last date of attendance and the student will be dropped. LOA might not be granted for normal everyday life challenges (the school will use professional judgement to grant a leave of absence to follow the US Department of Education's LOA requirements) for example a LOA would not be granted for a request made by the student for a LOA due to a family vacation.

LOA (Leave of Absence) impact on maximum timeframe: If a student takes an approved leave of absence, his or her expected graduation (contract period) date will be adjusted by the exact number of actual days taken on leave. Changes to the contract period on the enrollment agreement will be made by an addendum and must be signed and dated by all parties. The institution may not assess the student any additional institutional charges because of the LOA.

**SUSPENSION POLICY:**

The school may suspend students for the following reasons:

Non-payment of monies due the school, or failure to comply with school rules and regulations. Students who are suspended for non-payment of monies due the school may return to school within 30 days by paying the past due tuition amount plus the current month's tuition. If account is not paid in full within thirty days after the suspension the student will be terminated.

Failure to comply with rules and regulations will result in suspension for a minimum of 3 days. If, at the end of the suspension period, the student does not return to school, he/she will be terminated and the school refund policy will apply.

Loss of time resulting from suspension will affect completion date, attendance percentage and possible absence charges if student is absent for more than 15% of the program that she/he is enrolled in

Failure to meet satisfactory progress, which includes attendance, academic and or practical work as required by the school's Satisfactory Progress Policy will be subject to termination **not** suspension.

## **STUDENT SERVICES**

### **ADVISING:**

Personal advising is available as an aid to student motivation and as a means for maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Progress reports are available to students on a monthly basis. Satisfactory Progress advising is performed at the following hour points for full cosmetology students: 450, 900, and 1200 hours. Manicuring, esthetic and teacher training students receive Satisfactory Progress advising at the 50% hour interval of the program. Advising is also available on an as needed basis. Traxler's School of Hair does not employ a professional counselor nor does the School assert responsibility for professional counseling services.

In the event a student is having difficulty with regard to a personal issue, the staff may provide referral information. Students needing assistance and referral should contact the School Director during regular business hours. Students are hereby advised that the School is required by its accreditation agency to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

### **HOUSING:**

Apartment housing is available near the school facility. The school has no housing available.

### **PLACEMENT:**

Upon successful completion of the program, students may be registered for employment assistance and the school will use its best efforts to successfully place students. However, students are advised that the school cannot and does not guarantee placement to any student or graduate. Good placement has been achieved for many students and graduates through a listing of prospective employers who contact the school with students desiring placement. It has been our experience that many employers are now requiring new employees to have an established book of clientele before they will be considered for employment. Traxler's School of Hair strongly encourages for our students to build a minimum client base of twenty (20) while the student is in school. Information on job placement and career opportunities is available from the school office.

### **TRANSPORTATION:**

Public transportation is readily available at the school. Approximate cost is \$1.50-\$5.00 round trip.

### **FINANCIAL ASSISTANCE INFORMATION:**

The Student Guide provided by the U. S. Department of Education, available to the student will answer any questions on eligible financial aid programs. Students may obtain necessary forms and information from the financial aid officer during regular office hours (8:30 AM - 4:00 PM).

### **STUDENT COMPLAINTS:**

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students may submit the complaint to the school's accrediting agency.

#### **MS STATE BOARD OF COSMETOLOGY:**

Public Complaint. Public complaints shall mean any complaint that comes from someone outside of a standard Board inspection. 1. Any complaint may be filed with the Board by a member or agent of the Board or by any person charging any licensee of the Board with the commission of any of the offenses found in Rule 8.1. 2. Such complaint shall be in writing, signed by the accuser or accusers, and verified under oath, and such complaints shall be investigated as set forth in Section 73-7- 7 of the Mississippi Code of 1972, as amended. 3. The Board shall administratively review to determine that there is substantial justification to believe that the accused licensee has committed any of the offenses enumerated. a. The administrative review agents shall consist of an investigator or a Board Member, the Board's Executive Director, and the Board attorney. b. If the administrative review agents determine that there is not substantial justification to believe that the accused licensee has committed any of the 98 offenses enumerated, it may present the complaint for dismissal to the Board. c. If the administrative review agents believe that the licensee has committed any of the offenses, the Board agents will proceed with a formal complaint under Rule 8.2(C). d. When used with reference to any complaint filed against a licensee herein, the term "not substantial justification" means a complaint that is frivolous, groundless in fact or law, or vexatious, as determined by unanimous vote of the Board.

Complaint Forms can be found on the Mississippi State Board of Cosmetology Website [www.msbc.ms.gov](http://www.msbc.ms.gov). or by calling the Board office at 601-359-1820.

#### **MS BOARD OF BARBER EXAMINERS COMPLAINT PROCEDURES:**

Complaints A. Any person may file a complaint with the Board of Barber Examiners in accordance with Section 73-5-7 (3) of the Mississippi Code of 1972 as amended. B. The complaint must be in writing, on a form prescribed by the Board. It must be signed, notarized, and accompanied by a release form, and a consent form that states the complainant agrees to testify to the allegations, and that the complainant understands that the information becomes public record once the investigation is over. C. When the investigation has been completed, the complaint case will be presented to the Board, at which time the Board may: a. Dismiss the complaint, or b. Initiate a formal complaint and notice of hearing. D. Both the complainant and the accused will be notified of the Board's decision.

Complaint Forms can be found on the Mississippi Board of Barber Examiners Website [www.msbarberboard.com/complaints](http://www.msbarberboard.com/complaints) or by calling the Board office at 601-359-1015.

**STUDENT RIGHTS:**

A student has the right to ask the school:

1. The names of the school's accrediting organizations.
2. About the school's program, facilities and faculty.
3. The cost of attending and the school's refund policy for students who withdraw.
4. What financial assistance is available, including all federal, state, local, private and institutional aid programs, and the procedures and deadlines for applying for each program.
5. The criteria used to select financial aid recipients.
6. To explain each type and amount of assistance in his/her financial aid package, and how and when payment will be made.
7. To appeal his/her aid package if he/she believes a mistake has been made.
8. The school's method of determining satisfactory progress, and what happens if a student does not make satisfactory progress.
9. Access to Student Files. Students may access their files Monday-Thursday 8:30 am-4:00 pm

**GRADUATION**

Student must have completed the required number of hours for the program for which they are enrolled and have an average grade of 85% in theory and practical work to receive a certificate from the school. The certificate attests to the satisfactory completion of the program.

**(Licensure Note)** All monies due the school must be paid to be eligible to test at State Board. Graduates must pass a practical and written theory exam administered by Pearson Vue on behalf of the Mississippi State Board of Cosmetology or practical and written theory exam administered by the Mississippi State Board of Barber Examiners in order to be licensed to practice in the state of Mississippi.

**Career Placement Assistance**

Although Traxler's School of Hair provides placement assistance, career guidance and opportunity referrals, it is primarily an educational institution, not a job service, and therefore may not guarantee employment. However, the school attempts to assist students and graduates in job-seeking skills and interview assistance, including but not limited to guidance on professional expectations, including conduct and appearance.

Traxler's School of Hair is dedicated to the success of its students as professional designers, estheticians, or manicurists. The School staff will provide assistance to current students and graduates seeking employment within the beauty industry. Students and graduates may contact the Administration Office where available career opportunities are kept and updated regularly.

**State Board Examination**

In order to legally practice barbering, cosmetology, esthetics or manicuring in Mississippi a person must complete and pass all portions of the Mississippi State Board Examination and must be at least 17 years old. A separate fee is charged for the examination and licensing. Failure of the exam or subsequent exams (retakes) will result in additional fees. All licensing and testing fees are the responsibility of the person filing for the exam or license. Licensing and testing fees are not included in the tuition and fees of the School.

In order to file for the state board examination, students must satisfy the requirements of both Traxler's School of Hair and the Mississippi State Board of Cosmetology or the Mississippi State Board of Barber Examiners. The Mississippi State Board of Cosmetology and The Mississippi State Board of Barber Examiners require the submission of all pertinent forms and payment of all monies prior to taking the state exam.

**State Board Exam Application Assistance**

After the student has completed all the graduation requirements, he or she should make an appointment with the Financial Aid Director to file for the State Board Exam.

All graduates are encouraged to file immediately upon graduation. There are several factors that the State Board requires prior to testing and any graduate not testing by the deadline will not be to obtain a license with out additional training.

**Licensure Notes:** Persons licensed as cosmetology educators may teach in esthetics or nail technology bases on demonstrated skills in the area of practice. Some states prohibit persons from taking the licensure exam and/or practicing in the field if they have been convicted of a felony. Persons that have a prior conviction are encouraged to contact the state prior to enrollment to determine if his or her conviction prohibits their participation in the industry in any way.

### **Internship**

The Mississippi State Board of Cosmetology and The Mississippi State Board of Barber Examiners do NOT allow students to work as interns in a salon or spa. Any person working in a salon or spa is required to have a valid license for the field in which they are working.

### **Outside Educational Opportunities**

Traxler's School of Hair encourages its students to participate in off-site educational events. These events may include competitions, outside training, and trade shows among other opportunities. At times the school staff may select events to attend as a group field trip on regular class days.

Although all industry experience enhances professional growth, it is not possible for Traxler's School of Hair to access and approve all industry events. Students are still encouraged to attend if the event does not conflict with their school class schedule. Attendance at a non-approved event during a student's regular class schedule shall result in absent time being assessed to the student.

Traxler's School of Hair is not responsible for cancellations or alterations of off-site educational events. The cost associated with competition is the responsibility of the participant. See the Director for more information and specific criteria for competition participation.

### **Statement of Non-Association**

At times flyers and/or other announcements may appear on bulletin boards and/or other public venues in and around the School for opportunities for students to participate in outside events or classes. The appearance or such notices or announcements does not in any way imply that Traxler's School of Hair promotes or sanctions such an event or class. Traxler's School of Hair shall not be responsible for the content, format or activities related to such events or classes.

### **School Calendar**

The school observes the following holidays: New Years Day, Martin Luther King Jr, Memorial Day, July 4th, Labor Day, Thanksgiving Holiday, and Christmas Eve and Day. Additional breaks may be needed for faculty continuing education.

Class start dates vary based on course but generally occur on the second Monday of each month (excluding holidays). Please refer to the enrollment timetable addendum for specific start dates. Traxler's School of Hair reserves the right to change scheduled start dates and/or class schedule without prior notice.

Note: If classes are full applicants will be placed in the next available class for the program.

### **Emergency Closures**

Traxler's School of Hair is committed to the safety and security of students, staff, and visitors on its campus. In order to support that commitment, Traxler's School of Hair maintains a School Emergency and Crisis Response Plan. Traxler's School of Hair maintains this policy for the purpose of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters. This procedure has been developed with the cooperation of Federal, State and local authorities. We commit the school's resources to ongoing training, exercises, and maintenance required to keep it current.

Traxler's School of Hair does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close a school location or locations. A recorded announcement will be placed on the School's call in number. 601-362-6940 or 601-850-4363. Closing will also be listed with Television stations WLBT , WJTV , and WAPT .

Note: Scheduled hours (absent hours) will not be assessed to students for official closures. The student's contract will administratively extended by length of the closure if such closure result in the student going beyond his or her expected contract end date. Students who choose not to attend on days when the School is officially open will be assessed scheduled hours (absent time).

## **Student Rights and Responsibilities**

### **FERPA POLICY:**

(Family Educational Rights and Privacy Act)

Traxler's School of Hair is to maintain confidentiality of information entrusted to it by students, prospective students or guardian(s) of a dependent minor child. Therefore, prior to release of information, a written Authorization for Release of Information form (in writing) must be on file with the school. Students, prospective students, or guardian of dependent minor children wishing to review their own records or for legal or accreditation purposes does not require an authorization for release of Information. A student or parent/guardian of dependent minor students may review the student's record by contacting the Director to make an appointment. The Director will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the School seven (7) days after the School has received the Student's written request to review his/her records in accordance with the manner set forth in this catalog or any Supplement of this Catalog. The parent or eligible student may seek to amend education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the students privacy rights. The school will make a determination on the student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the School will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If the School decides not to amend the record, the student as a right to a hearing with in 30 days of the denial. The School will notify the parent or eligible student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members, administrators and agencies (State Board of Cosmetology and NACCAS) who the School deems to have a "legitimate education interest" have access to students' information as required to perform duties that are specific to their position.

FERPA permits the School to disclose, upon request, directory information (student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the School in writing. Traxler's School of Hair does not at this time release/publish directory information about its students.

### **TRANSCRIPTS:**

The transcript or certificate of completion is to be withheld until all fees and charges have been paid. A copy of the written enrollment agreement, rules and regulations and the school catalog are given to the student at the time of execution of the enrollment agreement. Students may obtain a transcript from the school upon request if he/she has fulfilled his/her financial obligation to the school. The first transcript request is available at no charge to students; second and subsequent transcript requests are \$5.00 each.

## **SCHOOL RULES AND REGULATIONS**

### **PROFESSIONAL ETHICS:**

Attendees of Traxler's School of Hair are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to at all times. In addition to the basic standards of professionalism, the School must maintain policies that are necessary for the efficient operation of the School and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits the School, and/or is offensive or harmful to



customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the School.

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

1. The use of profanity, alcohol, and drugs during school hours is prohibited, including Lunch periods. Improper or abusive behavior to other students, school officials, or school patrons is cause for suspension or dismissal.
2. Do not ever refuse a customer. Students are prohibited from refusing a customer because he/she does not want to perform the service. Performing services on clients is an important and mandatory part of your training. An instructor and/or the receptionist will assign clients to the student. Any student that refuses to do a client will receive no time. (State Law sec 308 article IV) states "Credit for attendance is granted to a student only on time registered and hours of **applied effort**." Loss of time resulting from unapplied effort will affect completion date, attendance percentage and possible absence charges if student is absent for more than 15% of the program that she/he is enrolled in. The services listed in the outline are the school's minimum required services only. A student having completed the minimum services does not excuse that student from further performance and the student will continue to perform on the clinic floor until their last day of attendance.
3. Cheating, stealing or willful destruction of property will not be tolerated.
4. There will be no smoking in the building. Smoking is only permitted 20 feet away from doorways. Smokers are responsible for proper disposal of all waste.
5. All students must return school supplies immediately upon completion of work, under no circumstances may they be taken from the building.
6. There will be no loud conversation on the floor that might disturb students or clients. This includes the classroom and all areas on school property.
7. All customers must be treated with courtesy and respect. If any customer harasses a student, the student will ask the Teacher to handle the situation.
8. Cell phone use is prohibited during class/salon time.
9. No negative talk is allowed in the school
10. Any form of sexual harassment will not be tolerated.
11. Children in school: **Students cannot bring their children to school with them.** If your children are having their hair done, you must have someone bring them to the student salon, be responsible for them while they are having the service and take them home after the service.

### **Crime Prevention and Statistics**

Traxler's School of Hair strives to provide a safe educational environment. In accordance with federal requirements the School reports and maintains statistical information for at least the three preceding years with regard to crimes, which may have occurred on campus and/or on property used and as related to the education mission of the School. Those Statistics are made available to all prospective students and enrolled students in the admissions office. A complete copy of the annual Campus Crime and Statistics Report is available by contacting the compliance office during regular business hours. Annual notice of this policy may be found in the School's catalog and/or in other publication or notices.

### **DRESS CODE:**

All students are required to dress and groom themselves in a manner commensurate with the highest standards of the professional beauty industry. This standard should be maintained during class and clinic, as well as during approved off-site educational events.

Proper personal hygiene should always be maintained. Gender appropriate makeup is strongly recommended; styled hair is required. Each student will wear black scrubs with closed-toe shoes (cosmetology, esthetics, manicuring) black barber jacket (barber). A Student I.D. is required to be worn at all times.

Violation of dress code requirements may result in dismissal from class until such time the student comes into compliance with all dress code requirements. Dismissal from class due to dress code violation will result in loss of hours.

Alteration of the uniform is not authorized. Students who have a specific medical or religious need to alter the dress code in any way must seek approval from the School Director.

### **Drug and alcohol abuse information:**

Last updated as of 08-24-2022

Last date distributed to all employees and currently enrolled students

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Traxler's School of Hair requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact;

AA Alcoholics Anonymous	601-982-0081	Domestic Violence Shelter	601-366-0222
Catholic Charities	601-355-8634	Jackson Rape Crisis Center	601-982-7273
Runaway Shelter	601-355-0161	Center for Violence prevention	601-932-4198
Child/Adult abuse hotline	1-800-222-8000		

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

### **Duty to Warn**

In order to provide a safe environment, students have a duty to warn Traxler's School of Hair staff of any violations of company policies, school rules, and regulations, laws, and/or to advise staff of any threat to the occupants of the School. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

### **Educational Environment Needs**

Traxler's School of Hair is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. Abusive language and conversational topics that may be deemed by another, as offensive may not be expressed. This would include topics of sexual, religious, ethnic and/or racial nature.

### **Educational Honesty**

Cheating or allowing cheating is not acceptable at any time, nor is theft of test data or materials. Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

**Food and Drink**

Due to health and safety standards and in order to prevent damage to personal or school property and to facilitate a learning environment, eating, and drinking are prohibited in classrooms during periods of educational instruction (class time) and in the clinic at all times. Water, in a clear bottle/container, is permitted in the clinic and in classrooms.

**Guest Service**

As a part of the learning process students are required to participate in a variety of clinic/guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination.

**Health and Welfare of Others**

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

**Incident/Accident Reports**

In situations where damage and/or an injury occurs on school property staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting the School Director during regular business hours.

**Phone and Electronics Use**

The use of cell phones, blackberries, PDAs, Ipods, and other communication or electronic devices is limited to break times and will only be allowed on breaks or outside the School.

**Record Keeping**

In an effort to protect fellow students, staff, and clinic guests, all students are required to conduct proper client consultation, and are further expected to document services rendered on client cards and/or other available record systems. Hold Harmless Client Release Forms are required for all clients, models and/or other persons receiving services of any kind at the School.

**Sanitation**

1. Each student is responsible for cleaning their station, work area as well as total daily clean up of the entire school.
2. Tools and towels must be properly sanitized, sterilized and placed in the proper closed containers. Student tool kits must be clean and sanitary at all times.
3. All sanitation, health and safety rules mandated by the Mississippi State Board of Cosmetology and the Mississippi State Board of Barber Examiners must be followed.

**Solicitation**

No outside solicitation is permitted without approval for the School Director.

**Smoking Policy**

Smoking is permitted only in designated areas outside the School. These areas must be kept free of smoking-related debris at all times. Smokers should be careful to limit odors that may be offensive to others, including fellow students and/or clinic guests.

**Theft and Misuse of Property**

Traxler's School of Hair is not responsible for lost, damaged or stolen property.

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

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

**Time Clock Use**

A student who neglects to clock in/out will not receive hours for that period of time. Clocking in and subsequently leaving the building and/or failing to attend a required class is considered an inappropriate use of time clock and may also be considered fraud. Inappropriate time clock use will be a violation of the School's conduct policy. All parties involved will be subject to disciplinary action including and up to termination.

**Weapons**

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on school property or at school-sponsored events and activities (including off-site educational events/field trips).

Any person threatening (verbally or otherwise) the use of a weapon against any person related to the School is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law.

Any person with knowledge of weapons on school property shall inform an appropriate authority immediately. See the duty to warn policy.

**Other Conduct-Related Issues**

School management reserves the right to amend or establish additional policies in order to maintain and facilitate an education environment and/or to meet the goals and mission of the School and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

**Penalty for Violation of Rules**

Students who violate the rules and/or policies of Traxler's School of Hair are subject to disciplinary action including and up to termination. School management on a case-by-case basis will determine specific sanctions.

Disciplinary action consists of warnings, suspension and/or termination. Warnings may consist of verbal and/or written warnings. Repeat violations of the same policy will result in a loss of student benefits and may lead to suspension (temporary involuntary absence) and/or termination (expulsion). In the case of a rules violation of a serious nature, school management has the right to terminate enrollment without first issuing a warning or suspension.

**Campus Crime and Safety**

The school's campus security report; this report must be updated each year on October 1.

**CRIME STATISTICS**

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. The following criminal offenses, published August 24, 2022, include any crime statistics that occurred on campus during the previous three-year period.

Date updated as of 08-24-2022

<b>Crimes Reported</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Location: C=Campus N=Non-campus P=Public Area</b>	<b>*Hate Crime</b>
Murder (Includes non-negligent manslaughter)	0	0	0		
Negligent manslaughter	0	0	0		
Sex offenses (forcible)	0	0	0		
Sex offenses non-forcible)	0	0	0		
Robbery	0	0	0		
Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Any other Crime involving bodily injury	0	0	0		

<b>Number of arrest made for the following crimes</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Referred for campus disciplinary action? (Yes)(No)</b>
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	

**\* Hate Offenses:**

**The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.**

Traxler's School of Hair encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:  
Report the offense to the school administration.  
Preserve any evidence as may be necessary to the proof of the criminal offense.  
Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.  
Request a change in the academic situation if necessary.

Information for Crime Victim about disciplinary hearings:

Institution must, upon written request disclose to the alleged victim of any crime of violence, or a non forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

Contacts for information on student financial assistance and general institutional issues that a student may be eligible for FSA program funds for attending a study abroad program that is approved for credit by the home school;

Information regarding the availability of FSA program funds for study abroad programs.

Traxler's School of Hair does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of Traxler's School of Hair.

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

### Achievement rates for the student body by program

Covering the following annual reporting period of 2021 as required by ACCSC.

Programs	Available for Retention	Retained Students	Percentage Retained
Cosmetology June 2018-May 2019	9	8	89%
Barbering June 2018-May 2019	43	43	100%
Barber Instructor Student Instructor Dec 2019-Jun 2020	2	2	100%
Programs	Scheduled to Graduate	Graduated	Percentage Graduated
Cosmetology Jun 2018-May 2019	8	7	88%
Barbering Jun 2018-May 2019	43	26	60%
Barber Instructor Student Instruction Jan 2019-Dec 2019	1	1	100%
Programs	Grads Available for Employment	Employed In the Field	Percentage = Graduate/ Scheduled to Graduate
Cosmetology Jun 2018-May 2019	6	5	83%
Barbering Jun 2018-May 2019	26	20	77%
Barber Instructor Student Instructor Jan 2019- Dec 2019	1	1	100%
Programs	Graduate Taking Exams	Graduate Passed Exams	Percentage = Graduate/ Scheduled to Graduate
Cosmetology Jun 2018-May 2019	3	2	67%
Barbering Jun 2018-May 2019	18	13	72%
Barber Instructor Student Instructor Jan 2019-Dec 2019	1	1	100%

Diversity make up of the school by both gender and ethnicity for Award Year 2021/2022\_this is based on full-time students who received Pell grants (Update July 1, 2022)

Student Race/Ethnicity	# of Female	Percent	# of Male	Percent
<b>American Indian or Alaska Native</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
<b>Asian/Native Hawaiian/Pacific Islander</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
<b>Black or African American</b>	<b>3</b>	<b>10%</b>	<b>27</b>	<b>90%</b>
<b>Hispanic/Latino</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>White</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

<b>Two or more races</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
<b>Race/ethnicity unknown</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
<b>Non-resident</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
<b>Total enrollment</b>	<b>30</b>			

#### **Addendums**

For addendums, see separate Addendum portion of the catalog. All addendums and information contained therein supersede information provided in the publication.

I CERTIFY THAT THIS CATALOG/HANDBOOK IS TRUE AND CORRECT IN  
CONTENT AND POLICY

Andrew Howard  
Director

Andrew Howard

Revised: August 24, 2022

## **ENROLLMENT TIMETABLE**

### 2022 Start Class Schedule

January	04 <sup>th</sup>
February	08 <sup>th</sup>
March	08 <sup>th</sup>

April	12 <sup>th</sup>
May	10 <sup>th</sup>
June	07 <sup>th</sup>
July	12 <sup>th</sup>
August	09 <sup>th</sup>
September	13 <sup>th</sup>
October	11 <sup>th</sup>
November	08 <sup>th</sup>
December	13 <sup>th</sup>

\*Class Start Dates are subject to change with notice

#### 2022 School Holiday Calendar

January 17, 2022 Martin Luther King Day  
 March 14-18, 2022 Spring Break  
 April 15, 2022 Easter  
 May 30, 2022 Memorial Day  
 July , 2022 Independence Day  
 September 5, 2022 Labor Day  
 November 24-25 2022 Thanksgiving  
 December 26-30 2022 Christmas

All Dates are subject to change.

School may be closed additional days for Staff to attend continuing education classes or for emergency.

Graduation Dates are tentative



## **Median Loan Debt**

Award Year 2020 – 2021

Program	SOC Code	Number of Students	Federal Loans Median Debt	Private Loans Median Debt
Cosmetology	39-5012	0	\$ 0	\$0
Barber Instructor	39-5012	0	\$ 0	\$0
Student Instructor Barber	39-5011	0	\$ 0	\$0

Traxler's School of Hair does not participate in Federal Student Loan Programs

- Median debt amounts (Title IV debt, private educational loan debt, and debt from institutional financing)