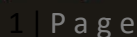


## for Salon Professionals



**Call 818-701-5799**



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# Welcome to Academy for Salon Professionals

Dear Students,

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

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

Sincerely,

Jill Eastman

Academy for Salon Professionals

## Mission Statement

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

## Facility and Staff

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

Below is a listing of our current team:

Academy for Salon Professional, LLC - Owning Corporation of the Institute	Brooke Oneill - Licensed Cosmetologist, Instructor, over 14 years of experience in esthetics and cosmetology
Jill Eastman - Managing Member of LLC, Administrator, Licensed Cosmetologist, over 34 years of experience, Admissions, Registrar	Leah Adler - Licensed Esthetician, Instructor, over 5 years of experience in esthetics
Angela Cheung - Director of Operations, Licensed Cosmetologist, over 13 years of experience	Melissa Chitwood - Licensed Esthetician, Instructor, over 16 years as a makeup artist, 12 years as a professional esthetician
Danielle Johnson - Financial Aid Director	Morgan Hauser - Licensed Cosmetologist, Instructor, over 5 years of experience in cosmetology
Alissa Banacky - Licensed Esthetician, Instructor, over 8 years of experience in esthetics	Silva Blat - Licensed Esthetician, Instructor, over 9 years of experience in esthetics
Alex Simental - Licensed Cosmetologist, Instructor, over 10 Years of experience in cosmetology	

# State Licensing and Accreditation Agencies

Bureau for Private Postsecondary Education Information Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818 Website: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> Phone: (888) 370-7589 Fax: (916) 263-1897 Alternate Phone: (916) 574-8900	Board of Barbering and Cosmetology Mailing Address: P.O. Box 944226 Sacramento, CA 94244-2260 Phone: 1 (800) 952-5210 Website: <a href="http://www.barbercosmo.ca.gov">www.barbercosmo.ca.gov</a>
National Accrediting Commission of Career Arts & Sciences (NACCAS) Address: 3015 Colvin Street Alexandria, VA 22314 Phone: (703) 600-7600 Website: <a href="http://www.naccas.org">www.naccas.org</a>	

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

## History & Facilities

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

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

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

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

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

## Holidays And Closures - 2025

The following holidays are observed (subject to change):

<u>Holiday / Break</u>	<u>Date(s)</u>
<u>Winter Break</u>	<u>Dec 24, 2024 - Jan 3, 2025</u>
<u>Martin Luther King Jr. Day</u>	<u>Jan 20, 2025</u>
<u>Presidents' Day</u>	<u>Feb 17, 2025</u>
<u>Easter Monday</u>	<u>Apr 21, 2025</u>
<u>Memorial Day</u>	<u>May 26, 2025</u>
<u>Staff Meetings (No Classes)</u>	<u>June 6 &amp; 9, 2025</u>
<u>Juneteenth</u>	<u>June 19, 2025</u>
<u>Summer Break</u>	<u>June 30 - July 4, 2025</u>
<u>Labor Day</u>	<u>Sept 1, 2025</u>
<u>Columbus Day / Indigenous Peoples' Day</u>	<u>Oct 13, 2025</u>
<u>Veterans Day</u>	<u>Nov 11, 2025</u>
<u>Thanksgiving Break</u>	<u>Nov 24 - 28, 2025</u>
<u>Winter Break</u>	<u>Dec 22, 2025 - Jan 5, 2026</u>

### Additional Information

Additional time off, may be subject to over-contract charges and or 14-Day Absence Policy.

Absences prior to or after a holiday (Day class: a Friday; Night class: a Thursday) must be requested at least one week in advance.

## Cosmetology Program - 2025 & 2026 Start Dates

### Full-Time Cosmetology Program Start Dates - 2025 & 2026

<u>Start Date</u>	<u>Day of the Week</u>
October 6, 2025	Monday
January 19, 2026	Monday
April 13, 2026	Monday
July 13, 2026	Monday

# Esthetics Program - 2025 & 2026 Start Dates

## Full-Time Esthetics Program Start Dates - 2025 & 2026

Start Date	Day of the Week
September 2, 2025	Tuesday
October 27, 2025	Monday
January 12, 2026	Monday
March 9, 2026	Monday
May 4, 2026	Monday

## Night Program (Part-Time Esthetics)

### Part-Time (Evening) Esthetics Program Start Dates - 2025 & 2026

Start Date	Day of the Week
September 8, 2025	Monday
November 17, 2025	Monday
February 17, 2026	Tuesday
April 27, 2026	Monday

## Constitution Day & Voter Registration

In compliance with federal regulations, Academy for Salon Professionals recognizes Constitution Day on September 17th each year. This day commemorates the signing of the U.S. Constitution in 1787 and serves as an opportunity for students to reflect on their rights and responsibilities as citizens. Educational materials and activities may be provided to encourage awareness and participation.

Additionally, Academy for Salon Professional's encourages all eligible students to engage in the democratic process by registering to vote. Voter registration information and resources are available at [www.nass.org/can-i-vote](http://www.nass.org/can-i-vote), or students can visit their local election office to register in person. Participation in elections is an essential right and responsibility, and we encourage all students to stay informed and involved in their communities.

## Admissions / Enrollment Policy

### Eligibility for Enrollment

Academy for Salon Professionals is committed to ensuring that all applicants meet the necessary eligibility requirements for enrollment. To be considered for admission, applicants must fulfill the following criteria:

#### Applicants must provide proof of one of the following:

- A high school diploma from an accredited institution.
- A General Education Development (GED) certificate.
- A certificate of successful completion of a state-authorized examination recognized as equivalent to a high school diploma.
- An academic transcript from a recognized institution confirming the successful completion of at least two years of coursework toward a bachelor's degree.
- Foreign high school diplomas or transcripts must be officially translated, by an outside agency that is qualified to translate documents into English and confirmed as academically equivalent to U.S. High School Diploma.
- Academy for Salon Professionals does not accept Ability-to-Benefit Students.

### **English Language Proficiency**

All courses at Academy for Salon Professionals are taught in English. Therefore, students must demonstrate proficiency in English at a high school graduate level. Academy does not provide English as a Second Language (ESL) services. Basic English comprehension and communication skills are required to successfully complete coursework.

### **Required Documentation**

Applicants must submit the following documents for enrollment:

A physical Social Security card.

An ITIN (Individual Taxpayer Identification Number), which is accepted for testing in California but does not qualify the student for financial aid.

A valid government-issued photo ID (driver's license, state-issued ID card, or passport).

Proof of education (high school diploma, GED, AA/BA degree, official transcripts)

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Academy for Salon Professionals follows a structured admissions process to ensure that all applicants receive the necessary support and guidance. The enrollment process consists of the following steps:

#### **1. Initial Consultation and Agreement**

Schedule an appointment to tour in person with the Admissions Office to discuss program options and career goals. Review and sign the Enrollment Agreement, acknowledging the terms and conditions of the program along with disclosure documents. If applying for federal student loans, complete Entrance Counseling <https://studentaid.gov/entrance-counseling/> and the Master Promissory Note (MPN) <https://studentaid.gov/mpn/> as required. Pay the non-refundable registration fee and any applicable deposit at this time.

#### **2. Financial Aid Application**

Submit the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). Use Academy for Salon Professionals' school code: 041898 when completing the FAFSA. After submission, Academy for Salon Professionals will receive your FAFSA application, generally it takes approximately 3 business days to process, and we will reach out as soon as I have it.

#### **3. Documentation for Financial Aid**

Upon FAFSA submission, applicants must promptly provide any requested supporting documents to the Financial Aid Office to finalize their file. Continuing students must reapply for financial aid each academic year. To ensure priority consideration, applications should be submitted by April 1st annually.

#### **4. Availability of Funds**

All financial aid awards are contingent upon funding availability. Students should note that financial aid may not cover the full cost of attendance and eligibility is subject to satisfactory academic progress.

#### **5. Financial Aid Usage**

Financial aid is allocated exclusively for educational expenses, including tuition, books, and required fees.

#### **6. Support and Guidance**

Academy for Salon Professionals provides dedicated financial aid counseling to assist students in exploring financial options, ensuring they secure the most suitable funding for their education.

Please see the Financial Aid Entrance Counseling brochure PDF for more information <https://studentaid.gov/sites/default/files/loan-entrance-counseling-color.pdf>



# Transfer of Credit

Academy for Salon Professionals does not accept transfer hours for Cosmetology or Esthetics programs. However, in the event of a school closure, transfer hours may be reviewed and considered on a case-by-case basis at the discretion of the institution.

## Re-Entry Policy

Students who separate from the Academy may be eligible to apply for re-entry under the following conditions:

### Re-Entry After Voluntary Withdrawal

Students who choose to withdraw from the Academy prior to being dismissed may be eligible to return under the following conditions:

- **Waiting Period:** A minimum of 180 calendar days must pass before reapplication.
- **Re-Enrollment Fee:** A \$250 non-refundable re-enrollment fee is due at the time of re-entry.
- **Academic & Attendance Records:** Students re-enter with the same GPA and attendance percentage held at the time of withdrawal. Prior suspensions do not carry forward. No additional 30-hour grace period for Cosmetology and 20-hour grace period for Esthetician will be provided upon re-entry.
- **Financial Aid Review:** Eligibility for federal student aid will be re-evaluated and re-certified in accordance with current U.S. Department of Education regulations.
- **Contract Adjustments:** A revised enrollment contract will be issued. Tuition, fees, kits, book, and program costs will be assessed at the rates in effect at the time of re-entry.
- **Course Placement:** Returning students will be placed into the curriculum phase most appropriate for the hours completed and progress demonstrated at the time of withdrawal. If a significant period of time has passed since the student's last attendance, the Academy reserves the right to assess the student's current skill level and knowledge. Based on this assessment, the student may be required to repeat earlier phases of the program—including starting at Phase I—regardless of previously accumulated hours, to ensure competency and successful progression.
- **Discretion of the Academy:** Re-enrollment is **not automatic or guaranteed**. Approval for re-entry is at the sole discretion of the Academy and dependent upon space availability, satisfactory prior conduct, and financial aid eligibility under current regulations.

### Termination and Re-Entry

Students who are terminated from the Academy for academic, attendance, or conduct violations are *ineligible for re-entry*. Termination is considered final, and the student may not be readmitted.

## Teaching Methods & Instructional Approach

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

Classroom instruction includes lectures, demonstrations, textbook-based learning, multimedia presentations, case studies, and guest speakers to introduce key concepts in hair design, coloring, cutting, skincare, makeup artistry, nail care, waxing, and other beauty industry practices. Practical training is conducted in a simulated salon and spa environment, where students apply their skills on mannequins, peers, and live models under the supervision of licensed instructors. Students practice techniques such as facials,

\*chemical peels, waxing, brow artistry, makeup techniques, and \*hair styling, ensuring a well-rounded education in cosmetology or esthetics (\*program specific).

Student assessments include written exams, practical demonstrations, final project, performance-based evaluations, to ensure readiness for licensure.

# Cosmetology Program

## Program Objective

The Cosmetology program at Academy for Salon Professionals consists of 1,000-hours of training, which can be completed in approximately 31.7 weeks. The 1,200-hour program can be completed in approximately 38.5 weeks. Graduates receive a Certificate of Completion along with any earned certifications. This program provides classroom theory, hands-on practical training, and industry exposure to prepare students for state licensure and career success in the beauty industry.

Students learn through classroom lectures, facilitator demonstrations, hands-on training with mannequins and live models, group projects, one-on-one coaching, and guest artist workshops. The Milady Standard Cosmetology textbook and CIMA digital learning system are required materials, and students are evaluated through chapter tests, homework, and CIMA activities. A minimum passing grade of 80% is required. Practical skills are assessed based on technical execution and sanitation standards.

The program is divided into two phases, with students required to pass all practical and written exams before progressing to the next phase. Each phase includes an outline of subjects, classroom expectations, testing schedules, and homework deadlines, which is provided at the beginning of each new phase.

## Phase 1: Fundamental Training (1,000-hour program and 1,200-hour program)

Duration: 12 weeks \* Program length may extend beyond 12 weeks due to scheduled holidays, closures, and varying start dates.

Phase 1 focuses on fundamental cosmetology principles and hands-on skill development. Training covers infection control, properties of hair and scalp, haircutting, hair coloring, hair styling, makeup application, chemistry, and professional ethics. Students split their time between classroom learning and salon floor practice, working with models and being evaluated on both practical and theoretical knowledge. Attendance and performance are strictly monitored.

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

- Students may not miss **three (3) consecutive scheduled school days**.
- Students may not miss **more than five (5) total scheduled school days** in Phase I.
- Students must maintain **at least 80% attendance** at all times.

Whichever of these limits is reached first will result in **dismissal from the program**. Students who are dismissed are considered **permanently ineligible for re-enrollment** at the Academy.

## Phase 2: Advanced Techniques & Professional Development

Duration: 19.7 weeks, 1,000-hour Program or 26.5 weeks 1,200-hour program \* Program length may extend beyond 19.7 weeks due to scheduled holidays, closures, and varying start dates.

Phase 2 builds upon foundational knowledge and introduces advanced cosmetology techniques. Training covers advanced haircutting and color techniques, chemical texture services, skincare, hair removal, nail care, career development, and business strategies. Students split their time between theory-based learning and hands-on salon services. They must bring in models for evaluation and are graded on practical skills, chapter tests, homework, and final projects.

## Academy Curriculum

Principle-based color and cutting techniques  
Salon business systems, professional development, and industry ethics  
Client consultation, sales, and communication techniques  
Career-building strategies and clientele management  
Resume writing & Final Business Project

**California State Board Minimum Hours**

Category	Theory Hours 1,000-Hour Program or 1,200-Hour Program	Operations 1,000-hour program	Operations 1,200-hour program
Health & Safety / Hazardous Substances	100	0	0
Disinfection & Sanitation	100	0	0
Hairstyling Services	200	160	150
Chemical Hair Services	200	95	100
Skin Care	100	20	30
Brow & Lash Beautification & Makeup	50	45	65
Manicure & Pedicure	75	80	70
Business	40	N/A	30
Total Hours Needed:	865		
Program Total:	1000 Hours	400 Operations	445 Operations

**Instructional Methods & Materials**

The Cosmetology Program incorporates a variety of instructional methods, including:

- Classroom theory lectures
- Facilitator demonstrations
- Hands-on training with mannequins and live models
- Group projects and peer collaboration
- One-on-one coaching
- Guest artists and industry professionals
- Required Materials: Milady Standard Cosmetology textbook and CIMA digital learning platform
- Assessment: Students are evaluated through chapter tests, homework assignments, and CIMA activities, with a minimum passing grade of 80%. Practical skills are assessed based on technical execution, sanitation, and safety compliance to ensure industry standards are met.

**Course Schedules****Full-Time (Day) Schedule 31.5 hours per week**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM - 3:00 PM	9:00 AM - 3:00 PM	9:00 AM - 3:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM

(Program weeks may vary due to holiday closures.)

**Program Acceleration & Attendance Policy**

Students may not exceed their contracted hours due to California State Board of Barbering and Cosmetology regulations. However, students are encouraged to make up any missed days to stay on track for timely completion.

**Upon successful completion, graduates will be able to:**

- Demonstrate professionalism, confidence, integrity, and appropriate grooming habits.
- Communicate effectively with clients and colleagues.
- Provide high-quality cosmetology services, including hair styling, haircutting, coloring, texture services, skincare, and nail care.
- Analyze client needs, make informed recommendations, and incorporate industry trends in their work.
- Career Success Long-term success in the cosmetology industry requires continued education. Graduates are encouraged to stay up to date with new techniques, emerging trends, and professional development opportunities to enhance their careers.

\*Cosmetology 1,200-hour approved however not offered at this time.

# Esthetics Program

## Program Objective

The Esthetics program at Academy for Salon Professionals consists of 600 hours of training, which can be completed in approximately 18 weeks full-time or 37.5 weeks part-time. Graduates receive a certificate of completion along with any earned certifications. This program provides classroom theory, hands-on practical training, and industry exposure to prepare students for state licensure and career success in the beauty industry.

Students learn through classroom lectures, facilitator demonstrations, hands-on training with mannequins and live models, group projects, one-on-one coaching, and guest artist workshops. The Milady Standard Esthetics textbook and CIMA digital learning system are required materials, and students are evaluated through chapter tests, homework, and CIMA activities. A minimum passing grade of 80% is required. Practical skills are assessed based on technical execution and sanitation standards.

The program is divided into three phases, with students required to pass all practical and written exams before progressing to the next phase. Each phase includes an outline of subjects, classroom expectations, testing schedules, and homework deadlines, which is provided at the beginning of each new phase.

## Phase 1: Fundamental Training

**Duration: 8 weeks (Day Full-Time) | 10 weeks (Part-Time Night)** \* Program length may extend beyond 10 weeks due to scheduled holidays, closures, and varying start dates.

Phase 1 focuses on core esthetics principles and hands-on skill development. Training covers skin analysis, skincare products, facials, facial massage, facial machines, hair removal, topical treatments, and sales techniques. Students split their time between the classroom and spa floor, working with models and being evaluated on both practical and theoretical knowledge. Attendance and performance are strictly monitored. Students in Phase I are subject to stricter attendance requirements. During this period:

- Students may not miss **three (3) consecutive scheduled school days**.
- Students may not miss **more than five (5) total scheduled school days** in Phase I.
- Students must maintain **at least 80% attendance** at all times.

Whichever of these limits is reached first will result in **dismissal from the program**. Students who are dismissed are considered **permanently ineligible for re-enrollment** at the Academy.

## Phase 2: Advanced Techniques & Professional Development

**Duration: 11 weeks (Day Full-Time)** \* Program length may extend beyond 11 weeks due to scheduled holidays, closures, and varying start dates.

**Duration: 12 weeks (Part-Time Night)** \* Program length may extend beyond 12 weeks due to scheduled holidays, closures, and varying start dates.

Phase 2 expands into histology of the skin, microdermabrasion, acne treatments, makeup (lash extensions are not included), career opportunities, professional image, infection control, anatomy, physiology, chemistry, electricity, and nutrition. Students split their time between theory-based learning and practical spa services. They must bring in models for evaluation and are graded on practical skills, chapter tests, homework, and final projects.

## Phase 3 (Part-Time Night Only): State Board & Career Readiness

**Duration: 15.5 weeks** \* Program length may extend beyond 15.5 weeks due to scheduled holidays, closures, and varying start dates.

Phase 3 night or (Phase 2 Day continuation) focuses on State Board licensure preparation, career development, and business skills. Training covers written exam preparation, the history of skincare, career opportunities, professional image, and salon business management. Students continue practicing spa services while reinforcing technical knowledge and business acumen. Students are evaluated through practical exams, chapter tests, homework, and final projects.

### Academy Curriculum

- Skin Science
- Introduction to Medical Esthetics
- Professional Communication
- Goal Setting & Career Building
- Professional Ethics
- Sales & Retail Skills
- Client Relations & Consultation
- Salon Ownership & Management
- Building & Maintaining a Clientele

Subject	Theory Hours	Operations
Health & Safety Considerations	100	—
Disinfection & Sanitation	75	—
Skincare	190	150
Hair Remove, Lash and Brow Beautification	35	50
Make-Up	—	45
Salon Business Systems, Development & Management	15	—
Total Hours Needed:	415 Theory	185 Clinic
Program Total:	600 Hours	

### Full-Time (Day) Schedule 31.5 hours per week

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM - 3:00 PM	9:00 AM - 3:00 PM	9:00 AM - 3:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM

### Part-Time (Night) Schedule 16 hours per week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	X	X	X

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

### For Newly Licensed Professionals in California

New estheticians often start in spas, salons, or med spas performing facials, waxing, and basic skincare treatments. Many work as assistants or commission-based employees before building a clientele. Specializing in lash extensions, brow services, or advanced skincare treatments can provide an edge in competitive markets like Los Angeles. Continued education in chemical peels, microdermabrasion, and product knowledge helps new professionals expand their skills and career opportunities.

New cosmetologists typically start in salons, spas, or studios as hairstylists, colorists, or assistants, building experience and clientele. Many begin with commission-based roles or assisting positions before transitioning to booth rental or freelance work. Opportunities in bridal styling, extensions, or men's grooming can offer early specialization. Major markets like Los Angeles are competitive but provide strong demand. Continued education in techniques and business management is key to growth.

### For Seasoned Professionals in California

Experienced estheticians can advance into spa ownership, management, education, or medical aesthetics. Many pursue certifications in advanced treatments like chemical peels, dermaplaning, lash extension and brow lamination. Others become brand educators, skincare specialists, or instructors. Income potential varies based on specialization, business structure, and clientele, with experienced professionals benefiting from higher pricing and repeat customers. Ongoing education and industry networking are essential for long-term career success.

Experienced cosmetologists can advance into salon ownership, management, education, or media styling for TV, film, and fashion. Some become brand educators, product developers, or instructors, while others specialize in advanced color, extensions, or scalp treatments. Income potential depends on clientele, pricing, and business structure, with established professionals benefiting from repeat clients and industry recognition. Ongoing education and networking are essential for long-term success.

### Industry Opportunities & Job Outlook Cosmetology:

The beauty industry is expected to grow by 8-11% over the next decade, according to the U.S. Bureau of Labor Statistics (BLS), with California leading the market in beauty trends and employment opportunities. Cosmetologists can pursue careers as hair stylists, salon owners, brand educators, product representatives, and celebrity stylists. Licensed professionals in California earn between \$35,000 and \$60,000 annually, with top earners making \$100,000+ with an established clientele or specializing in high-end services.

### Cosmetology Nature of Work & Work Environment:

Cosmetologists provide a wide range of beauty services, including hair cutting, coloring, styling, chemical treatments, skincare, nail care, and makeup application. This profession requires creativity, technical expertise, and strong interpersonal skills to deliver personalized services and build client relationships. Cosmetologists work in salons, spas, resorts, freelance settings, and entertainment industries, with opportunities to specialize in areas such as hair extensions, bridal styling, or advanced color techniques.

### Industry Opportunities & Job Outlook Esthetician:

The skincare industry is projected to grow by 17% over the next decade, driven by increased demand for anti-aging treatments and wellness services. In California, licensed estheticians have opportunities in day spas, medical spas, dermatology clinics, beauty education, and product sales. Salaries range from \$35,000 to \$80,000 per year, with top professionals and business owners earning over \$100,000 annually. Those with additional training advanced facial treatments can command higher salaries and expand their career opportunities.

### Esthetics Nature of Work & Work Environment:

Estheticians focus on skincare treatments, including facials, waxing, makeup application, chemical peels, and non-invasive skin procedures. The work requires attention to detail, knowledge of skincare science, and excellent client communication skills. Estheticians work in spas, salons, medical offices, resorts, and wellness centers and may specialize in medical aesthetics, lash and brow treatments, or advanced skincare technologies.

Both cosmetologists and estheticians benefit from continuous education, industry networking, and business development to maximize earning potential and long-term success in the growing beauty industry.

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

## Placement Assistance

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

# Cancellation And Refund Policy

## STUDENT'S RIGHT TO CANCEL

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

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

## Refund Policy

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

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

If the student cancels the agreement, the school will refund any money that was paid, less any deduction for the non-refundable registration fee and equipment received. If the student withdraws from school after the cancellation period, the refund policy described above will apply. If the amount paid is more than the amount owed for the time attended, a refund will be made within 45 days of the official withdrawal date. If the amount owed is more than the amount already paid, the student will be required to arrange payment for the outstanding balance. The official withdrawal date is based on the student's notification or the school's determination.

## Determination Of Withdrawal from School

### Withdrawal Policy

#### Determination of Withdrawal from School

A student will be considered withdrawn from the Academy on the earliest of the following:

- The date the student notifies the Financial Aid Office in writing of intent to withdraw. Only the Financial Aid Office is authorized to accept notification of withdrawal.
- The date the Academy terminates enrollment due to academic failure, violation of school policy, or failure to meet attendance requirements.
- The date the student fails to attend classes for **14 consecutive calendar days** (including weekends and holidays) without notifying the school, in which case the withdrawal is determined on the **15th day of absence**.
- The date the student fails to return as scheduled from an approved Leave of Absence (LOA).  
The withdrawal date shall be the last date of recorded attendance. The date of determination is the date the school identifies the student as withdrawn.

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### Voluntary Withdrawal

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

1. **Written Notice:** Students must complete and submit a Voluntary Withdrawal Form to the Administration Office. The date the form is received will serve as the official withdrawal date.
2. **Waiting Period:** A minimum of 180 calendar days must pass before the student is eligible to reapply.
3. **Re-Enrollment Fee:** A \$250 non-refundable re-enrollment fee is due at the time of re-entry.
4. **Academic & Attendance Records:** Students will re-enter with the same GPA and attendance percentage they held at the time of withdrawal. Prior suspensions do not carry forward. No additional 30-hour grace period will be granted.

5. **Financial Aid Review:** Eligibility for financial aid will be re-evaluated and re-certified in accordance with current U.S. Department of Education regulations. Federal financial aid is not guaranteed upon re-entry.
6. **Contract Adjustments:** A revised enrollment contract will be issued, and tuition, fees, and program costs will be assessed at the rates in effect at the time of re-entry.
7. **Course Placement:** Returning students will be placed into the curriculum phase most appropriate for the hours completed and progress demonstrated at the time of withdrawal. If a significant period of time has passed since the student's last attendance, the Academy reserves the right to assess the student's current skill level and knowledge. Based on this assessment, the student may be required to repeat earlier phases of the program—including starting at Phase I—regardless of previously accumulated hours, to ensure competency and successful progression.
8. **Satisfactory Academic Progress (SAP):** Students will return with the same SAP status held at the time of withdrawal (see SAP Policy for details).
9. **Discretion of the Academy:** Re-enrollment is **not automatic or guaranteed**. Approval for re-entry is at the sole discretion of the Academy and is subject to available space, satisfactory prior conduct, and compliance with current school policies and tuition rates.

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#### **Involuntary Withdrawal (Termination)**

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

## **Course Cancellation and School Closure Policy**

- If a course is canceled after a student's enrollment but before instruction has begun, the school shall, at its option:
  - Provide a full refund of all money paid, or
  - Provide for completion of the course at schools in the neighborhood.
- If the school closes after a student's enrollment but before instruction has begun, the school shall, at its option:
  - Provide a full refund of all money paid, or
  - Provide for completion of the course at schools in the neighborhood.

## **Return Of Title IV Funds**

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

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

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

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

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

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



# Student Access to Personal Records Policy

Academy for Salon Professionals is committed to ensuring students have access to their academic and financial records while maintaining the privacy and security of their information.

Student records are **permanently retained**, with hard copies kept for a **minimum of five years**, in accordance with **BPPE and NACCAS requirements**. Upon enrollment, students receive copies of all signed registration documents. Additionally, students can access their **grades, hours, and enrollment details** through the student portal.

Students have the right to **inspect and review** their educational records by submitting a **written request** specifying the information they wish to access. The institution will provide access to the requested records **within 15 days**. If a student believes their records contain inaccuracies, they may request **corrections** in writing. If a dispute arises, students may request a meeting to resolve the issue.

In compliance with the **Family Educational Rights and Privacy Act (FERPA)**, the institution will not disclose student records to any third party without the student's **written consent**, except as permitted by law. Students must submit a **release form** for each third-party request. The institution grants its **accrediting agency** access to school records as required for accreditation and regulatory purposes.

## Student Tuition Recovery Fund (STRF) Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to protect students who are California residents or enrolled in a residency program in California. The STRF provides reimbursement to students who have prepaid tuition but are unable to complete their education due to the closure of their institution or other covered circumstances.

To be eligible for STRF reimbursement, a student must have:

- Paid into the STRF at the time of enrollment.
- Suffered an economic loss due to one of the following:
- The school closed before completing the program.
- The student withdrew from the program within 120 days of the school's closure.
- The student was unable to obtain a refund of prepaid tuition.
- At this time, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges. This rate is subject to change per BPPE regulations.

**For more information or to file a claim, students may contact:**

Bureau for Private Postsecondary Education  
(BPPE) 1747 N. Market Blvd, Suite 225,  
Sacramento, CA 95834

Phone: (888) 370-7589 | Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

By including this required disclosure, your catalog will be compliant with BPPE regulations and ensure students are informed about their rights under STRF.

## Consumer Information & Financial Aid Policies

### Consumer Information Disclosure

Academy for Salon Professionals provides consumer information to assist students in making informed decisions about their education. This includes details on financial aid, program costs, graduation and job placement rates, licensure requirements, and student rights under FERPA. Consumer information is available upon request and on Academy's website [www.academyla.com](http://www.academyla.com)

### Determining Financial Need

Financial need is assessed using the Free Application for Federal Student Aid (FAFSA). The U.S. Department of Education determines a student's Expected Family Contribution (EFC), which is subtracted from the Cost of Attendance (COA) to determine eligibility for grants, loans, and other aid.

### Cost of Attendance (COA)

The COA represents an estimated total cost for one academic year and includes:

Tuition and Fees

Books, Supplies, and Kits

Room and Board (Housing & Food)

Transportation

Personal Expenses

The COA may vary depending on a student's enrollment status and living situation (e.g., living at home vs. living independently). Award Concept, Selection of Recipients & Packaging Criteria

Academy for Salon Professionals awards financial aid based on need, availability of funds, and student eligibility. Federal aid is offered in the following order:

Pell Grants (for eligible students)

Federal Direct Subsidized and Unsubsidized

Loans Parent PLUS Loans (for dependent students' parents)

Financial aid is packaged to cover educational expenses up to the student's COA while ensuring compliance with federal aid limits.

### Definitions of Financial Aid Terms

FAFSA: Free Application for Federal Student Aid, required for all federal financial aid applicants. EFC: Expected Family Contribution, calculated by FAFSA and used to determine need-based aid. Subsidized Loan: A federal loan that does not accrue interest while the student is in school.

Unsubsidized Loan: A federal loan that accrues interest while the student is in school.

COA (Cost of Attendance): The total estimated cost of completing one academic year, including tuition, fees, and living expenses. SAP (Satisfactory Academic Progress): The required academic and attendance standards for students receiving financial aid.

### Net Price Calculator

The Net Price Calculator provides prospective students with an estimate of the total costs associated with their education after financial aid is applied. This tool helps students understand out-of-pocket costs before enrollment. The Net Price Calculator is available at [www.academyla.com](http://www.academyla.com) under the Consumer Information Tab.

### FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, students have the right to:

- Inspect and review their educational records by submitting a written request to the School Director. Academy will provide access within 45 days of receiving the request.
- Request corrections to inaccurate or misleading information in their records.
- Limit disclosure of personal information without written consent, except in cases where FERPA permits disclosure without consent.
- Academy may release directory information (such as student name, enrollment status, and program of study) unless a student submits a written request to withhold this information. Requests to opt out of directory information disclosure must be submitted in writing to the School Director.
- FERPA allows Academy to disclose educational records without consent to school officials with legitimate educational interests, including instructors, administrators, accrediting agencies, financial aid providers, and government authorities as required by law. Additionally, records may be disclosed without consent in compliance with subpoenas, audits, financial aid processing, or health and safety emergencies.

For more information on FERPA rights or to request record access, students may contact the School Director or visit the U.S. Department of Education FERPA website at [www2.ed.gov/policy/gen/guid/fpco/ferpa/](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/).

# Orientation Policy

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

## Academic Advising and Student Support

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

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

## Student Portal

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

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

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

## Housing

Academy for Salon Professionals does not offer on-campus or subsidized housing for students and does not have the facilities to assist students in finding housing. However, there are housing options available in the surrounding communities. As of February 2025, the average rent for a one-bedroom apartment in Northridge, CA 91324, is approximately \$1,957 per month.\* as of Feb. 2025 [apartments.com](https://www.apartments.com)

Please note that rental rates are subject to change and may vary based on factors such as location, amenities, and market demand. Students are encouraged to research current housing options and costs to make informed decisions.

## Student Academic Progress Policy SAP

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

Students at Academy for Salon Professionals must maintain a minimum of 80% in Academics (qualitative) and Attendance (quantitative). Students are required to attend a minimum of 80% of the hours possible based on their applicable attendance schedule to be considered as maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Homework grades, laboratory procedures, chapter tests,

exams, and projects completed are used for all evaluations. When a student falls below 80% in attendance or GPA in Phase 1, they will be dropped from the program. They will have the opportunity to re-enroll when ready to commit to the program.

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

Example:

80% attendance rate  $\times$  1,000 hours = 800 hours

1,000 clock hours / 1,250 hours = 125%

Academy for Salon Professionals' current programs use an academic year that is 900 clock hours in length and 29 weeks to determine Title IV eligibility.

Maximum Time Frames for Completion

Cosmetology Program 1,000-Hour

Maximum Hours: 1,000 program hours  $\times$  1.25 = 1,250 hours

Maximum Weeks: 1,000 hours / 31.5 (full-time hours per week) = 32 weeks

Maximum Completion Time: 40 weeks

Cosmetology Program 1,200-Hour

Maximum Hours: 1,200 program hours  $\times$  1.25 = 1,500 hours

Maximum Weeks: 1,200 hours / 31.5 (full-time hours per week) = 39 weeks

Maximum Completion Time: 48 weeks

Esthetics Program

Maximum Hours: 600 program hours  $\times$  1.25 = 750 hours

Maximum Weeks: 600 hours / 34 (full-time hours per week) = 17.65 weeks

Maximum Completion Time: 22 weeks

Students who do not complete the program within the 125% maximum published length will be terminated, and the institutional and R2T4 refund policy will apply.

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

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

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

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

Students' attendance and academic performance are measured at specific SAP checkpoints in their program. Failure to meet 80% at any SAP checkpoint may result in a written warning, probation, loss of financial aid, or expulsion.

SAP Evaluation Checkpoints:

- Cosmetology Program 1,000-Hours: 450 hours 13 weeks, 900 hours 13 weeks, and 1,000 actual hours 6 weeks
- Cosmetology Program 1,200-Hours: 450 hours 13 weeks, 900 hours 13 weeks, and 1,200 actual hours 13 weeks
- Esthetics Program: 300 hours 9 weeks 600 actual hours 9 weeks

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

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

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

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

Appeal documents will be reviewed, and a decision will be made within 30 calendar days. The appeal decision will be documented in the student file. If the student prevails upon appeal, they will be placed on probation, and federal financial aid will be reinstated, if applicable. Acceptable supporting documentation for an appeal includes doctor's notes, obituaries, counseling records, and a personal narrative statement.

- Students not meeting SAP may lose Title IV funding unless they are on warning or have prevailed upon appeal.
- Warning: The student will receive a written notice outlining the actions required to meet SAP. If the student fails to meet SAP by the next evaluation, they may be placed on probation and, if applicable, deemed ineligible for Title IV funds.
- Probation: If the student fails to meet SAP after the warning period, they will be placed on probation if they prevail upon appeal. If
- SAP is still not met by the next evaluation, they will be deemed ineligible for Title IV funds and may be dismissed from the program.

### SAP Status Definitions

#### Leave of Absence & Re-Enrollment

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

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

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

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

## Suspension and Termination Policy

Students may be suspended (sent home) or terminated for absences, tardiness, inappropriate behavior, or misconduct, including but not limited to failure to complete assignments, tests, homework, or makeup work; non-compliance with dress code, tool requirements, or class participation; missing deadlines set by the instructor; and engaging in cyberbullying, which includes harassment, threats, or intimidation via social media, text messages, emails, or other digital platforms. Suspended students will receive written notification of the issue along with instructions on how to correct the problem.

# Academy Policies Attendance and Tardiness

When you sign your enrollment contract, you are given an anticipated graduation date. Your tuition covers all fees up to that date. Academy for Salon Professionals will continue to train Cosmetology students for an additional 30 hours at no charge and Esthetics students for an additional 20 hours at no charge. Once a student has exhausted these additional hours, each additional hour will be charged at a rate of \$20 per hour. These extra hours are not applied until all course hours (600 for Esthetics/1,000 for Cosmetology) are completed.

Days off for personal reasons, including sick days, mental health days, personal religious holidays, and similar circumstances, are subject to this charge. However, documented medical emergencies, court-mandated appearances, are not subject to this overage charge with proper documentation. Doctor's notes do not excuse absences unless the absence is three or more consecutive school days to be considered for an excused absence. The note must include the date of the medical visit and the return-to-school date. Doctor's notes must be submitted upon the day you return to school; otherwise, they will not be considered for an excused absence.

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

- Students may not miss three (3) consecutive scheduled school days.
- Students may not miss more than five (5) total scheduled school days in Phase I.
- Students must maintain at least 80% attendance at all times.

Whichever of these limits is reached first will result in dismissal from the program. Students who are dismissed are considered permanently ineligible for re-enrollment at the Academy.

## Tardiness

Punctuality is essential. If you clock in after 9:00 AM or 5:30 PM more than twice within a 30-day period, the third tardy will be recorded as an absence, and you will be sent home. If you arrive after 9:05 AM or 5:35 PM, you will not be allowed to attend class and will be sent home.

## Absenteeism

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

## 14-Day Absence Policy

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

## Friday Absence Policy

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

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

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

## Over-Contract Charges

If a student needs to makeup a missed day beyond the 30-hour allowance for Cosmetology or the 20-hour allowance for the Esthetics Program, a fee of \$20.00 per hour will be charged. This overage fee must be paid in advance and is not covered by any form of Federal Financial Aid.

The 30 hours Cosmetology and 20 hours Esthetician allowed are designated to accommodate illness, personal and religious holidays, and family commitments. Suspensions, undocumented absences, and non-emergency absences are subject to these hours. Excessive absences beyond the allotted hours will result in over-contract charges.

## Emergency Closure

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

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

## Leave of Absence (LOA) Policy

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

Reasons for Approved Leave of Absence (LOA):

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

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

An LOA may be granted to a student who did not provide the request prior to the leave due to unforeseen circumstances, provided Academy documents the reason for its decision and collects the request from the student at a later date. Academy will establish the start date of the approved LOA as the first date the student was unable to attend.

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

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

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

A student granted an LOA that meets the criteria outlined in this policy is not considered to have withdrawn, and no Return to Title IV (R2T4) calculation or Academy refund calculation is required. Upon the student's return from leave, they will continue to earn the Federal Student Aid previously awarded for the period. While an LOA is not subject to overage charges or Financial Aid returns, the student's contract period will be extended by the same number of calendar days taken on the LOA. An addendum to the enrollment agreement must be signed by both the student and the Financial Aid Office, and the student will receive a copy of the addendum with their revised end date.

If the student wishes to return before the 30th day and can immediately resume at the level they left off, they may return early from the LOA. If an LOA needs to be extended beyond 30 calendar days, the student must contact the Financial Aid Administrator (FAA) to request a new LOA before the original LOA ends. The extension must be signed by both the student and the FAA.

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

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

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

Transfer hours will be counted as both attempted and earned hours for SAP calculations. SAP evaluation periods are based on actual contracted hours at the institution

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

## Grading Method

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

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

## Make-Up Work Policy

All make-up work must be approved in advance. If a student chooses not to make up missed hours and exceeds the 30-hour (Cosmetology) or 20-hour (Esthetics) allotted over-contract hours, they will be required to pay \$20 per additional hour. Students may make up hours due to absences by arriving early or staying later than their scheduled hours. To participate, students must sign the make-up log by 9:00 AM (day students) or by 9:00 PM the night before (night students). Make-up hours can be scheduled Monday through Wednesday but may change due to staff meetings, graduations, or training events. If a student leaves early during make-up hours, those hours will be revoked. Hours cannot be traded (e.g., making up hours in advance for future absences is not allowed).

Students in Phase 1 cannot make up hours outside of scheduled class time. Once past Phase 1, students may make up missed hours through approved activities. If a student misses a class in Phase 1, they may arrange with their Phase 2 instructor to review the missed material. Other approved make-up options include extra credit hours (pre-approved by an instructor), attending a pre-approved manufacturer class outside Academy (classes hosted at Academy count as clocked hours), and externship participation (up to 60 hours for Esthetics students only). Students cannot trade outside hours for school hours, and if absent, they cannot make up hours on the same day. If a student is absent on Thursday night or Friday, they may not submit make-up hours for that weekend or holiday break.



All extra hours must be submitted within 48 hours or by the next scheduled school day, whichever comes first, to receive credit. No make-up hours will be accepted two weeks prior to graduation once students reach 537 hours (Esthetics Day), 568 hours (Esthetics Night), or 937 hours (Cosmetology). Academy for Salon Professionals uses RGM Software and DaySmart to track student participation, attendance, course activities, practical applications, and skills development. Students with questions should contact Danielle Johnson for clarification.

## Incompletes

An incomplete may be assigned when an educator determines that a student is making every effort to learn a skill or subject but requires additional time to complete the work successfully. Educators will establish a deadline for completion and provide a clear description of the required work.

## Inadequate Grades & Academic Advising

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

## Tutoring

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

## Graduation Requirements

A student will be awarded a certificate of graduation upon successful completion of all required theory hours and practical operations with a minimum GPA and attendance rate of 80% or higher. Additionally, the student's tuition account must be paid in full to receive their Proof of Training upon completion.

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

## Library Resources

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

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

## Externship Program

Students at Academy for Salon Professionals are encouraged—but not required—to participate in an externship to gain real-world experience. Esthetics students may begin an externship at 300 hours, provided they meet Academy's academic and attendance standards: 50% at 300 hours, 75% at 400 hours, and 85% at 500 hours. Additionally, the externship spa must be approved by the California State Board of Barbering and Cosmetology.

Cosmetology students are not eligible for externships due to the 1,000-hour theory requirement of the program.

Externships are limited to one student per location and a maximum of 8 hours per week (Sunday-Saturday). All externship hours must be approved by the Manager and documented by the workplace within 72 hours. Late submissions will not be accepted.

Externships may be completed in place of or in addition to school hours. If an externship ends early due to low business volume, students are responsible for reporting to school to avoid losing hours. While externing, students are expected to maintain Academy standards, and all school policies remain in effect. Academy reserves the right to conduct unannounced monitoring of externship sites to ensure compliance.

## Transcripts

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

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

## Change of Contract Policy

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

## Professionalism and Student Expectations

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

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

## Non-Recruiting Statement

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

## Dress Code

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

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

All Cosmetology and Esthetics students are required to wear all-black standard scrubs, with the option to wear black long-sleeve shirts underneath an Academy shirt or scrub top. Outerwear must be Academy-issued jackets only, and additional shirts or jackets may be purchased through the student store. Footwear must be closed-toe and professional-looking, while

UGG boots, slipper-style shoes, athletic shoes, or worn and unprofessional footwear are prohibited. Hair and makeup must be styled appropriately for a professional in the fashion and beauty industry, and students must arrive fully groomed before class begins. Jewelry should be minimal and must not interfere with salon work, while school aprons and name tags must be worn at all times.

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

## Student Work Ethic, Physical Demands & Safety Requirements

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

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

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

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

## Drug and Alcohol Policy

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

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

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

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

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

Students and employees struggling with substance abuse are encouraged to seek help from available resources, including the Substance Abuse and Mental Health Services Administration (SAMHSA) at 1-800-662-HELP (4357), the Los Angeles

County Department of Public Health Substance Abuse Prevention and Control at (844) 804-7500, Alcoholics Anonymous – San Fernando Valley at (818) 988-3001 ([www.sfvaa.org](http://www.sfvaa.org)), and Narcotics Anonymous – Greater Los Angeles Region at (800) 863-2962 ([www.todayna.org](http://www.todayna.org)).

#### Acknowledgment and Compliance

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

## Licensing & Regulatory Information

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

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

Reciprocity allows licensed cosmetologists and estheticians to transfer their license between states, but requirements vary. California requires 1,000 hours for cosmetologists and 600 hours for estheticians, which may differ from other states' standards. Those moving to California may need additional training or to pass the State Board exam if their prior training hours are insufficient.

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

## State Requirements

- Cosmetology License - Requires 1,000 training hours in a Board-approved cosmetology program. Training includes hair styling, cutting, coloring, chemical treatments, skin care, and nail care.
- Esthetics License - Requires 600 training hours in a Board-approved esthetics program, focusing on skincare treatments, facials, waxing, makeup application, and related services.

For more information, students should visit the California Board of Barbering and Cosmetology's official website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

## Campus Safety & Emergency Procedures

#### Commitment to Safety

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

#### Campus Crime Reporting & Clery Act Compliance

In accordance with the Clery Act, The Academy for Salon Professionals compiles an Annual Security Report, which includes:

- Crime statistics from the previous three years for incidents occurring on campus, public property within, or immediately adjacent to the school.
- Reports gathered from Academy records, LAPD reports, and anonymous reporting through the Crime Log located in the Financial Aid Office.

The Annual Crime Statistics Report is available online at [www.academyia.com](http://www.academyia.com) under the Consumer Tab. Interested parties can request a hard copy of the report by:

- Visiting the Financial Aid Office in person,
- Calling 818-701-5799 (Financial Aid Office)
- Emailing [danielle@academyia.com](mailto:danielle@academyia.com)

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

## Emergency Notification & Evacuation Plan

### Emergency Preparedness

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

### Mandatory student orientation (documented for compliance)

If an immediate threat to the health and safety of students or employees arises on school premises, a verbal notification will be made by the director or an appointed staff member to all students and staff on campus. For those not present at the time of the emergency, a notification will be sent via:

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

### Evacuation Procedures

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

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

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

The Academy for Salon Professionals is committed to providing equal opportunities in admissions, education, and employment. Discrimination in any program or activity, including student and employee recruitment, is strictly prohibited based on race, color, religion, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status,

or any other protected classification. For inquiries regarding this policy, please contact the School Director, who oversees compliance.

Academy strictly prohibits discrimination, harassment, and retaliation. Discrimination includes unfair treatment, exclusion, or denial of access based on protected characteristics. Harassment includes unwelcome verbal, physical, or visual conduct that creates a hostile or offensive environment, such as unwanted touching, intimidation, offensive jokes, derogatory remarks, inappropriate materials, cyberbullying, and unwelcome sexual conduct. Retaliation against any student who files a complaint or participates in an investigation is also strictly prohibited. Academy enforces a zero-tolerance policy for cyberbullying, which includes the use of digital media or technology to harass, threaten, intimidate, or harm another individual. This includes harassment via text messages, phone calls, emails, social media platforms, chat rooms, forums, and other online platforms.

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

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

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

If a complaint remains unresolved after exhausting Academy's internal grievance process, students may file a complaint with the Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798-0818, (888) 370- 7589, [www.bppe.ca.gov](http://www.bppe.ca.gov). Students may also file complaints regarding unfair practices or discrimination with the U.S. Department of Education, Office for Civil Rights, at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421- 3481, [www.ed.gov/ocr](http://www.ed.gov/ocr).

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

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

# Graduation, Licensure & Employment Rates

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

## 2024 NACCAS Annual Outcome Rates

Outcome Type	Cosmetology 1,600-hours	Cosmetology 1,000-hours	Esthetician 600 hours	Total	NACCAS Minimum
Completion Rate	100%	100%	98.17%	99.39%	50%
Placement Rate	50%	81.81%	61.04%	64.28%	60%
Licensure Rate	100%	78.57%	95.06%	91.21%	70%

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

## Employment & Licensure

Placement Rates reflect graduates employed in their field of study. While employment is not guaranteed, students receive career support and job referrals.

Licensure Rates measure graduates who successfully pass the California Board of Barbering and Cosmetology licensing exam, which is required to practice professionally.

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

## Financial Aid Options

Academy for Salon Professionals participates in the Free Application for Federal Student Aid (FAFSA) program, which allows eligible students to apply for federal financial assistance. The following financial aid programs are available to those who qualify:

- Federal Pell Grants - Need-based grants that do not require repayment.
- Federal Direct Student Loans (Subsidized & Unsubsidized) - Low-interest student loans available to eligible students.
- Federal Parent PLUS Loans - Loans available to credit-approved parents of dependent students to help cover education expenses.

### How to Apply for Financial Aid:

- Complete the FAFSA application at [www.studentaid.gov](http://www.studentaid.gov).
- Use Academy for Salon Professionals' school code: 041898.
- Contact the Financial Aid Office for guidance on eligibility, loan counseling, and aid disbursement.

### Important Financial Aid Information:

- Federal aid recipients must maintain Satisfactory Academic Progress (SAP) to remain eligible for funding.
- Loan repayment begins six months after graduation or withdrawal from the program.
- Pell Grant eligibility is based on household income and FAFSA application results.

- Notice to the student, should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that may result in liabilities owed by the student and/or institution, if applicable
- 

## Methods of Payment

Academy for Salon Professionals accepts credit/debit cards, cashier's checks, money orders, personal checks, and cash. Since the Academy for Salon Professionals does not maintain a cash drawer, students paying in cash must provide exact change. Personal checks must clear the bank before being applied to any balance. All monthly payment arrangements for monthly tuition must have a credit card authorization on file in the financial aid office.

## Scholarship and Fee Waiver Policy

At this time, we do not offer scholarships or fee waivers. All applicants are required to fulfill the standard tuition and fee obligations as outlined in our payment policies.

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

## ADDENDUM TO 2025 SCHOOL CATALOG

Baseline Catalog Version (Pre-change reference): 2025 catalog in effect prior to May 27, 2025

Catalog footer "Revised" date: update from 08/14/2025 to 08/19/2025 to reflect the most recent edits captured below.

### • May 27, 2025 — Program Addition (page 10)

- 1) Cosmetology 1,200-Hour Program added
  - Academic/program content added for a 1,200-hour cosmetology option (hours/curriculum/SAP checkpoints).
  - Program is approved by BPPE and NACCAS; however, it is not currently offered.

### • July 17, 2025 — Tuition & Financing Updates (4:04 PM) (page 34)

- 1) Financing page updated
  - Added the 1,200-hour program tuition and payment schedule.
  - Tuition increased for the 1,200-hour program from \$15,000 to \$18,000 (hourly rate remained \$15.00/hour).
  - Catalog and website updated on this date/time.

### • August 14, 2025 — Policy Revisions (page 15)

- 1) Withdrawal / Determination of Withdrawal
  - Clarifies official withdrawal triggers and the 14 consecutive calendar days rule; failure to return from LOA is a withdrawal.
- 2) Voluntary Withdrawal (Re-Enrollment after Voluntary Withdrawal)
  - Requires written notice (Voluntary Withdrawal Form).
  - 180-day waiting period before reapplication.
  - \$250 non-refundable re-enrollment fee.
  - Students re-enter with the same GPA and attendance %; prior suspensions do not carry forward.
  - No additional grace period on re-entry (Cosmetology 30 hours / Esthetician 20 hours).
  - Financial aid eligibility is re-evaluated and re-certified at re-entry; federal aid not guaranteed.
  - Contract adjustments at current rates upon re-entry.
  - Course placement may require repeating earlier phases—including Phase I—after a significant lapse, based on assessment.
  - SAP status at withdrawal carries forward at re-entry.
- 3) Re-Entry Policy (General)
  - Re-entry not automatic or guaranteed; dependent on space, conduct history, and current aid eligibility.
  - Contract, tuition, kit/book fees assessed at current rates on re-entry.
  - Course placement determined by hours completed/progress; Academy may require repeating earlier



phases (including Phase I) after extended absence.

• **August 19, 2025 — Consolidation, Cleanup & Cross-References (page 21)**

1) Consolidated duplicate policies

- Suspension and Termination were previously duplicated in separate areas. They are now merged into one unified section to remove redundancy and align with Withdrawal / Voluntary Withdrawal / Re-Entry.
- Table of Contents updated accordingly so the policies appear once under their definitive headings.

2) Final clarifications preserved in one place

- Termination is final and ineligible for re-entry (kept only in the unified policy set).
- Voluntary Withdrawal re-entry rules (180 days, fee, SAP carry-forward, no extra grace hours, placement reassessment) are centralized in one policy section.
- SAP status carry-forward upon re-entry is explicitly referenced with the Re-Entry and Voluntary Withdrawal sections.

3) Footer “Revised” date (page 3)

- Update catalog footer Revised: 08/19/2025 to reflect this consolidation pass.

This addendum must be retained with the catalog and disclosed to all current and prospective students. It may be requested by NACCAS, BPPE, CSAAVE, or DOE reviewers during audits.

**August 19, 2025 — Esthetician Program**

Page updated 12, Phase II part time weeks to read 12 and Phase III part time 15.5

# Academy for Salon Professionals Financing

**ZERO (0%) INTEREST**

Cosmetology

1000 hours	1200 hours
Tuition: \$15,000.00 Registration Fees (Non-Refundable): \$250.00 Supplies (Non-Refundable after cancellation period): \$3,050.70 Other (taxes) (Non-Refundable after cancellation period): \$297.44 STRF (Non-Refundable after cancellation period): \$0.00  <b>Total 1000 hours: \$18,598.14</b>  10% tuition \$1500.00 Supplies, tax, registration fee \$3598.14  <b>Total deposit \$5,098.14 paid 30 days before class starts.</b>  Tuition balance: \$13,500.00. 6 monthly payment of \$1,930.00, and 7 <sup>th</sup> payment of \$1,920.00	Tuition: \$18,000.00 Registration Fees (Non-Refundable): \$250.00 Supplies (Non-Refundable after cancellation period): \$3,050.70 Other (taxes) (Non-Refundable after cancellation period): \$297.44 STRF (Non-Refundable after cancellation period): \$0.00  <b>Total 1200 hours: \$21,598.14</b>  10% tuition \$1800.00 Supplies, tax, registration fee \$3598.14  <b>Total deposit \$5,398.14 paid 30 days before class starts.</b>  Tuition balance: \$16,200.00. 6 monthly payment of \$2314.00, and 7 <sup>th</sup> payment of \$2316.00

## Esthetics

Tuition:	\$9,000.00
Registration Fees (Non-Refundable):	\$250.00
Supplies (Non-Refundable after cancellation period):	\$2,340.60
Other (taxes) (Non-Refundable after cancellation period):	\$228.21
STRF (Non-Refundable after cancellation period):	\$0.00
<b>Total:</b>	<b>\$11,818.81</b>
20% of tuition	\$1,800.00
Supplies (Non-Refundable after cancellation period):	\$2,340.60
Other (taxes) (Non-Refundable after cancellation period):	\$ 228.21
Registration Fee (Non-Refundable):	\$250.00
STRF (Non-Refundable after cancellation period):	\$0.00

**Total deposit \$4,618.81 paid 30 days before class starts.**

Tuition balance: \$7,200.00

Full-Time payment: **\$1,800.00** for each month for 4 months

Part-Time payment: **\$900.00** for each month for 8 months

\*Total charges for a pay period and an estimated schedule of total charges for the entire educational program are the same.

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