

Student Catalog

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OWNER: HI-NRG ACADEMIES, LLC

MANAGING MEMBER:
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www.saloninstitute.edu

Main Campus
Toledo Campus
3034 Wilford Drive
Toledo, Ohio 43615
419-866-4489

Columbus Campus
50 Powell Road
Lewis Center, Ohio 43035
614-233-4323

Price and schedule are subject to change at any time without prior notification.

Welcome to the Salon Institute!

Mission

The mission of the Salon Institute is to educate and produce highly desirable and employable graduates, cultivating the hairdressing profession as a whole.

Objective

The objective for the Salon Institute is to surpass the criteria necessary for students to meet the state guidelines and pass the state exams required to obtain an Ohio State Board of Cosmetology license. Our hair, skin and nail curriculum are designed to impact fundamental and advanced current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

State Commission and License

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123
614.466.6880 | www.cos.ohio.gov

Membership

American Association of Cosmetology
Schools 15825 N. 71st St. Suite 100
Scottsdale, Arizona 85254
1.480.281.0431
www.beautyschools.org

Agency

The United States Department of
Education
400 Maryland Ave., S.W.
Washington, D.C. 20202
202.401.2000 | <http://www.ed.gov>

National Accreditation

National Accrediting Commission
of Career Arts & Sciences (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
703.600.7600 | <http://www.naccas.org>

To obtain or review documents describing approval or licensing, please request them from the Institute director.

Non-discrimination Policy

Salon Institute does not discriminate based on race, color, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, disability, age, religion, medical condition, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal law in admission or access to its programs and activities or any aspect of employment.

The following person has been designated to handle inquiries regarding Salon Institute's non-discrimination policies or related to accessibility services for students:

Karen Reichardt, Director
419-866-4489
karen.reichardt@saloninstitute.edu

Salon Institute – Main Campus
3034 Wilford Drive
Toledo, Ohio 43615
Facilities & Equipment

Salon Institute – Columbus Campus is located at 50 Powell Road in Lewis Center, right off action-packed US-23; the Salon Institute is excited to bring its fashion-focused flavor to the Columbus area with its Lewis Center campus. The Columbus Campus is housed in a 13,000 square foot space designed to feel like an open, high-end salon.

Salon Institute -Toledo Campus is a beautiful 13,624 sq. ft. education facility located at the intersection of US-475/23 and West Central Avenue in Toledo, Ohio. With its interesting architecture and high end build out, you are sure to feel as if you are in NYC!

Both campuses provide locked trolleys and double-sided mirrored workstations. Each classroom is set up monthly to ensure there are sufficient tables and chairs as well as workstations and trolleys based on the number of students participating in each individual class at that time. Each student is assigned their own lockable trolley for their use during the duration of their education. Each student also is assigned their own mirrored workspace for each phase of their program. There are pedicure chairs and manicure stations that serve the needs of the nail portion of the Cosmetology Program and Advanced Cosmetology Program. There are two dedicated facial rooms to accommodate the esthetics portion of the Cosmetology Program and the Advanced Cosmetology Program.

Products and supplies needed for laboratory work are provided for student use through their student kits, dispensary, and back stock.

Both campuses offer a high-energy, fast-paced salon education environment that makes learning fun and exciting. With a strong emphasis on hands-on experience and a real-life salon environment, students are well-equipped upon graduation to enter the exciting world of the hair fashion industry.

Administrative Staff and Faculty

Columbus Campus:

- Brittanie Reichardt – Institute Director
- Gracelynn Smith – Admissions Coordinator
- Kelly Bellfy – Customer Service Specialist
- Matt Reichardt – Financial Aid Director
- Tiffany Pentello -- Instructor
- Kaila Cook – Instructor
- Angie Hager – Instructor
- Victoria Terry -- Instructor
- Peggy Neal – Instructor
- Mary Oldfield -- Instructor

Toledo Campus:

- Karen Reichardt –Institute Director/ Regional Institute Director
- Stephanie Davenport- Regional Admissions Director
- Tracy Rollins- Financial Aid Director
- Pam Klump – Customer Service Specialist
- Amanda Cousino– Customer Service Specialist
- Amanda Bersinger – Customer Service Specialist
- Allie Shroyer – Customer Service Specialist
- Lindsay Hutchisson – Instructor
- Ryan Morton – Instructor
- Kris Lyons -- Instructor
- Alayna Roth -- Instructor
- Kaitlyn Sigurdson -- Instructor
- Brittany Osenbaugh -- Instructor

Education Objectives

- To provide the highest level of performance and professionalism in the beauty industry.
- To provide instruction to students in all facets of the field of hair design and cosmetology arts and sciences including ethics and business practices.
- To provide an organized course of study leading to the fulfillment of the Ohio State Board of Cosmetology education requirements necessary for licensure.
- To maintain a maximum ratio of 1 licensed instructor for every 20 students.
- To teach sound fundamental techniques for all phases of the curriculum.
- To provide students the opportunities to learn advanced techniques as they progress and master the fundamentals.
- To maintain a well-supervised and well-equipped school
- To invite licensed professionals into the school for continuing education opportunities.
- To provide a forum for continuing education involving multiple manufacturer's products and techniques.
- To prepare students for state licensing exams and employment using effective teaching techniques.
- To assess school effectiveness through student achievement, completion, licensure, and employment placement rates.
- To assist the student in suitable job placement.

Career Facts

- About 93,800 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade.
- Hair Dressing, Hair Styling and Cosmetology are growing faster than the average industry in America.
- Continuing and varied opportunities are available to highly skilled professionals in the industry.
- Flexible work hours provide opportunities for many avenues of career development.

Reasons to Explore the Fields of Hairdressing and Cosmetology

- Daily opportunity to meet new and interesting people.
- Stimulating, creative and artistic work.
- Scheduling flexibility.
- Potential to own you own successful business.
- Extensive advancement and growth opportunities.

Methods of compensation vary and may include straight salary, salary plus commission or booth rental. Tips often are earned in addition to the regular compensation. The Bureau of Labor Statistics, as of April 2021, lists “Hairdressers, Hairstylists and Cosmetologists” as having an average hourly wage of \$14.26.

The Bureau of Labor Statistics, in its Occupational Outlook Handbook, 2021 Edition, says that, in reference to 2021 to 2031, “Employment of hairdressers, hairstylists and cosmetologists should increase by 11 percent” much faster than the average for all occupations. The Bureau further identifies that in 2021 there were 558,700 “Hairdressers, Hairstylists and Cosmetologists” employed.

The U.S. Department of Labor provides current (2021) job information at <https://www.bls.gov> This Website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

As reported by the Bureau of Labor Statistics 2021 wage data, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Mean Hourly/Yearly Wage	State Mean Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39- 5012	\$14.26/ \$29,670	\$13.69/ \$28,480
General and Operations Managers / 11-1021	\$47.10 / \$97,970	\$45.60 / \$94,840

Career Considerations

Cosmetology jobs (1) are physically demanding due to long hours standing with hands at shoulder level or sitting over a nail technician’s table or esthetician’s chair, (2) may result in allergic reactions from exposure to various chemicals and fumes, (3) require the practice of safety and sanitation when working with scissors, razors and other sharp implements, (4) require an understanding of chemical applications and a knowledge of safe practices and an awareness of and willingness to follow manufacturers’ directions, (5) require awareness of electrical hazards and an understanding of how to avoid them, (6) understand health and sanitation codes, and practice them regularly.

Students interested in pursuing a career in hair design, cosmetology or a related field should consider all aspects of such a decision.

The following characteristics need to be considered. Will you or do you:

- Enjoy dealing with the public?
- Listen carefully and follow direction meticulously?
- Have a strong commitment to the educational process and required training and testing?
- Exhibit good finger dexterity and a sense of form and artistry?
- Keep up with fashion and beauty trends and techniques?
- Exhibit self-motivation?
- Commit to working long hours to build the clientele needed to earn a desired income level?
- Demonstrate a willingness to learn skills needed to operate a personal business?
- Have the stamina to work long hours on your feet?
- Desire to continue learning and advance your education?

Career Opportunities

Hair Design

Professional Stylist
Hair Color Specialist
Platform Artist
Salon Owner
Product Representative
Salon Manager
Image Consultant
Cruise Ship Stylist

Skin Care

Skin Care Specialist
Makeup Artist
Image Consultant
Product Representative
Salon Owner
Platform Artist
Theatrical Makeup Artist
Retail Specialist

Manicure

Nail Care Specialist
Nail Salon Owner
Nail Salon Manager
Product Representative
Retail Specialist Educator

Course Descriptions

Hair Design Program -- 1,200 clock hours*

The Hair Design course of study consists of 1200 clock hours of instruction covering all phases of cosmetology except nails and skin. The course is designed to prepare students to pass the Ohio State Board of Cosmetology Hair Design licensing examination and to help the student obtain the knowledge and skills needed to begin a career in the hair fashion industry.

The curriculum for students enrolled in the Hair Design course shall consist of 1200 clock hours of technical instruction (non-clinic) and practical operations (clinic) as mandated by the Ohio State Board of Cosmetology.

Technical instruction means instruction given by lecture, demonstration, classroom participation, or examination. Practical operations shall mean actual performance by the student of services on another person or a mannequin.

The Hair Design program shall provide education and training in the following subject area:

- Sanitation & Bacteriology - 50 hours
- Salon Operations & Communication Skills - 100 hours
- Scalp Care - 80 Hours
- Cosmetology Laws and Rules – 20
- Hair Cutting & Styling - 400 hours
- Elective - 50 hours
- Hair Coloring & Chemical Treatments - 500 hours

Hair Design Program educational objectives include: Ability to perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.

Grading Procedures

Students are required to complete units based on state mandated curriculum. These units include theoretical knowledge, practical skill development, and clinic services. Theoretical knowledge is evaluated through a combination of assignments and examinations.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Theory and practical units will be graded according to the following scale:

96 – 100 %	Exemplary Performance
88 – 95%	Excellent Mastery of course content and concepts
80 – 87%	Good Mastery of course content and concepts
Below 80%	Unsatisfactory progress.

**The State of Ohio requirements are 1000 clock hours*

Cosmetology Program -- 1,500 clock hours

The Cosmetology course of study consists of 1500 clock hours of instruction covering all phases of cosmetology. The course is designed to prepare students to pass the Ohio State Board of Cosmetology "Cosmetology" licensing examination and to help the student obtain the knowledge and skills needed to begin a career in the field of cosmetology.

The curriculum for students enrolled in the Cosmetology course shall consist of 1500 clock hours of technical instruction (non-clinic) and practical operations (clinic) as mandated by the Ohio State Board of Cosmetology.

Technical instruction means instruction given by lecture, demonstration, classroom participation, or examination. Practical operations shall mean actual performance by the student of services on another person or a mannequin.

The Cosmetology program shall provide education and training in the following subject area:

- Sanitation & Bacteriology - 65 hours
- Nails – 156.75 hours
- Scalp Care – 100.5 Hours
- Skin – 149.75 hours
- Lashes – 6 hours
- Hair Cutting & Styling – 428.75 hours
- Salon Operations
& Communication Skills – 114.75 hours
- Hair Coloring
& Chemical Treatments – 459.25 hours
- Cosmetology Laws and Rules – 19.25 hours

Cosmetology Program educational objectives include: To be able to perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

Grading Procedures

Students are required to complete units based on state mandated curriculum. These units include theoretical knowledge, practical skill development, and clinic services. Theoretical knowledge is evaluated through a combination of assignments and examinations.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Theory and practical units will be graded according to the following scale:

96 – 100 %	Exemplary Performance
88 – 95%	Excellent Mastery of course content and concepts
80 – 87%	Good Mastery of course content and concepts
Below 80%	Unsatisfactory progress.

Advanced Cosmetology Program -- 1,800 clock hours

Salon Institute offers the Advanced Cosmetology Program to individuals seeking licensure as advanced hairdressers. The Advanced Cosmetology Course introduces and guides students in the areas of modern haircutting, coloring, and hairdressing, as well as esthetics, nails, and business training. This program teaches techniques to help students meet the level of proficiency in cosmetology and advanced cosmetology as required by the State of Ohio.

The Ohio State Board of Cosmetology does not require an Advanced Cosmetology License in order to obtain an independent contractor's license or work alone in a salon; in these instances, a Cosmetology license is sufficient.

The Advanced Cosmetology Program is comprised of the following components:

The Cosmetology phase consists of 1,500 clock hours of instruction covering all phases of cosmetology. The cosmetology phase is designed to prepare the student to pass the Ohio State Board of Cosmetology "Cosmetology" licensing examination and to help the student obtain the knowledge and skills needed to begin a career in the field of cosmetology.

The curriculum for the Cosmetology phase shall consist of 1,500 clock hours of technical instruction (non-clinic) and practical operations (clinic) as mandated by the Ohio State Board of Cosmetology. Technical instruction means instruction given by lecture, demonstration, classroom participation or examination. Practical operation shall mean actual performance by the student of services on another person or mannequin.

The Cosmetology phase shall provide education and training in the following subject areas:

- Sanitation & Bacteriology - 65 hours
- Nails – 156.75 hours
- Scalp Care – 100.5 Hours
- Skin – 149.75 hours
- Lashes – 6 hours
- Hair Cutting & Styling – 428.75 hours
- Salon Operations
& Communication Skills – 114.75 hours
- Hair Coloring
& Chemical Treatments – 459.25 hours
- Cosmetology Laws and Rules – 19.25 hours

The Advanced Cosmetology phase consists of 300 clock hours of instruction covering the subject areas required to allow a student to obtain the Ohio State Board of Cosmetology “Advanced Cosmetology” license.

The curriculum for the Cosmetology phase shall consist of 300 clock hours of technical instruction (non-clinic) and practical operations (clinic) as mandated by the Ohio State Board of Cosmetology. Technical instruction means instruction given by lecture, demonstration, classroom participation or examination. Practical operation shall mean actual performance by the student of services on another person or mannequin.

The Advanced Cosmetology phase shall provide education and training in the following subject areas:

- Cosmetology Laws and Rules – 50 hours
- Public Health and Safety – 50 hours
- Advanced Techniques (Hair Cutting, Hair Coloring and Salon Operations) – 200 hours

Advanced Cosmetology Program educational objectives include: Ability to perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, nail care, hair extensions, eyelash extensions, and business.

The above listed clock hours, broken down by subject area, are “core curriculum” hours as identified by the Ohio State Board of Cosmetology and are subject to modification within the allowances prescribed by the Board.

Grading Procedures

Students are required to complete units based on state mandated curriculum. These units include theoretical knowledge, practical skill development, and clinic services. Theoretical knowledge is evaluated through a combination of assignments and examinations.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Theory and practical units will be graded according to the following scale:

96 – 100 %	Exemplary Performance
88 – 95%	Excellent Mastery of course content and concepts
80 – 87%	Good Mastery of course content and concepts
Below 80%	Unsatisfactory progress.

All courses offered by Salon Institute are taught in English.

Salon Institute does not offer an “English as a Second Language” course.

Course Tuition, Fees, and Length

Course Tuition, Fees, and Length (Both Campuses)							
Course	Tuition (1)	Application Fee (2)	Registration Fee (2)	Student Kit (Including Sales Tax) (3)	Total Cost (4,5)	Course Length (in clock hours)	Over Contract Charge
Hair Design Program: Columbus	\$17,244	\$50	\$100	\$2,792.70	\$20,186.70	1,200 hours	\$14.37 per hour
Hair Design Program: Toledo	\$15,840	\$50	\$100	\$2,715.45	\$18,705.45	1,200 hours	\$13.20 per hour
Cosmetology Program: Columbus	\$21,555	\$50	\$100	\$3,531.00	\$25,236.00	1,500 hours	\$14.37 per hour
Cosmetology Program: Toledo	\$19,800	\$50	\$100	\$3,354.00	\$23,304.00	1,500 hours	\$13.20 per hour
Advanced Cosmetology Program: Columbus	\$25,866	\$50	\$100	\$3,923.69	\$29,939.69	1,800 hours	\$14.37 per hour
Advanced Cosmetology Program: Toledo	\$23,760	\$50	\$100	\$3,747.45	\$27,657.45	1,800 hours	\$13.20 per hour
As of June 1, 2023							

1. Tuition is refundable as outlined in the Refund Policy.
2. Application Fee and Registration Fee are non-refundable per the Refund Policy.

Applicants not accepted by the Institute are entitled to a refund of all monies paid to the Institute less the \$50 application fee which is non-refundable.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing within three (3) business days of signing the Enrollment Agreement, all monies collected by the Institute shall be refunded, except the \$50 application fee which is non-refundable, whether the student has started classes.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing after three (3) business days of signing the Enrollment Agreement, but prior to starting classes, all monies collected by the Institute shall be refunded except for the \$50 application fee and the \$100 registration fee which are non-refundable. The Cancellation Date shall be the postmarked date if mailed, or the delivery date, if delivered to the Institute in person.

3. Due to sanitary consideration, student kits are non-refundable under any circumstances. Once the kit is issued and accepted by the student, all contents of the kit become the property and responsibility of the student.
4. Total costs include Application Fee, Registration Fee, Student Kit (including sales tax) and Tuition. Other costs which may apply to each individual student such as: transportation costs, room and board costs, childcare costs, over contract costs and so on, are not included in this Total Cost.
5. Incidental costs may be incurred throughout the program for additional student specific supplies including but not limited to; supplies for Fantasy Head Project, paper, binders and other organizational supplies, and Ohio State Board of Cosmetology examination bag contents, and are not represented in this Total Cost.

Potential additional fees may be incurred during a student's contract period as follows:

A Student who withdraws or is terminated prior to program completion will be charged a withdrawal/termination fee of \$150. Non-tuition costs, such as student kit, \$50 application fee, \$100 registration fee, non-returned Institute property and any other incurred student specific supply costs are non-refundable (above exceptions excluded). Student kits are non-refundable and non-returnable once issued and accepted by Student.

Any student who misses any portion of a regularly scheduled class the day before a scheduled holiday, two days before a scheduled holiday, and the day after a scheduled holiday or two days after a scheduled holiday will be charged a fee of \$100 per occurrence in addition to any other course fees.

The student's tuition may be paid by cash, check, money order, credit card (check with Academy for acceptable cards), or through financial aid programs or financial plans available through private lenders when available. All credit cards more than \$500 are subject to a 3% credit card processing fee. Student training may be interrupted if his/her account is not kept current. The Academy

can, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The school may make institutional loans available to students who (a) do not qualify for, or choose not to utilize, federal financial aid assistance, (b) are unable to pay the full amount in cash, (c) can provide a co-signer and credit worthiness to the satisfaction of the business office. Loan amounts paid during the student's active enrollment period shall be assessed as a finance charge at the discretion of the institution. The student's final payment must be paid in cash, money order or credit card. No personal checks will be accepted for the final payment.

The Academy, in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

Financial Aid may be available to those who qualify; however, any student's ability to obtain financial aid is not guaranteed.

Student Kit Description

Cosmetics

Item	Qty Kit Contains
Make-up Kit (1500/1800 clock hour programs)	1
Babe Hair Extension Kit (1800 clock hour program)	1

Nail Kit (1500 and 1800 clock hour programs)

Item	Qty Kit Contains
Orangewood sticks	2
Nail files	2
Nail Brush	1
Nail Bowl	1
Nail polish kit	1
Nippers	1
Clippers	1
Tweezers	1

Mannequin heads/other

Class Distributed	Qty to be Received
Core	4
Advanced Color	1
Advanced Cut	2
State Board	1
Name Tag	1

Item	Qty Kit Contains
Roll Bag	1
Clippers	1
Flat Iron	1
Curl Stick	1
Blow Dryer	1
Sectioning Clips	2 packs of 4
Shears	1
Texturizing Shears	1
Feather Razor	1
Large Color Brush	1
Color Bowl	1
Medium Color Brush	1
Small Color Brush	1
Timer	1
Cape	1
Color Apron	1

Handheld Mirror	1
Water Bottle	1
Cutting Combs	6
Hand Comb	1
Vent Brush	1
Large Round Brush	1
Medium Round Brush	1
Large Paddle Brush	1
Small Round Brush	1
Foiling Comb	2
Rat tail comb	1
Marcel Curling Iron	1
Bio-Elements Facial Kit	1
Milady Book	1
Denman Brush	1

The student kit contents are subject to change without notice and at the discretion of the academy administration.

Requirements for Graduation

Salon Institute has set forth minimum standards for graduation from each course of study offered. These include:

- Completion of the course requirements as set forth by then Ohio State Board of Cosmetology and the laws of the State of Ohio including required clock hours.
- Achieve an 80 percent or higher-grade point average on all course work.
- Achieve an 85% or higher attendance rate.
- Completion of all required exams and test-out's
- Pass the Salon Institute State Board preparation class with an 80% or higher.
- Pass the State Board Theory and Practical exam with an 80% or higher.
- Fulfillment of all practical assignments & models
- Flex students must complete all required Saturday hours based on your program's stipulations (12 Saturdays for the Hair Design Program, 15 Saturdays for the Cosmetology Program, and 18 Saturdays for the Advanced Cosmetology Program). Students enrolled in a 5-days-per-week schedule must complete alternating Saturdays per their set schedule. Any student who is absent will need to schedule an additional required Saturday after the first occurrence. Any additional Saturdays missed will result in the make-up of two scheduled Saturdays.

- Adherence to all rules and regulations as established by the State of Ohio and the Institute
- Completion of the program within 1.17 times the contract length or alternative per enrollment contract.
- Obtain all required signatures from appropriate staff on the Graduation Requirements checklist.
- Completion of the exit interview
- Payment of all tuition and fees to the school, or arrangement of an acceptable payment plan

Upon meeting all requirements for graduation, a diploma will be issued, and student transcripts will be made available. The student will then be a graduate of the Salon Institute.

Admissions Enrollment Process

Salon Institute does not recruit students already attending or admitted to another hairdressing or cosmetology school. Students who withdraw or are terminated from a Salon Institute program are not eligible for re-enrollment. Salon Institute does not accept transfer students who previously attended another local cosmetology school.

All applicants must be 17 years of age. Regular and transfer students must have a VALID high school diploma or General Education Degree (GED). Dual-enrollment students must have completed their junior year of high school (11th grade) and submit transcripts that show they are on-track for graduation in the next year. Dual enrollment students also must submit a high school diploma, final transcript with graduation date, or GED prior to their graduation from Salon Institute. Salon Institute does not accept Ability-to-Benefit (ATB) students. Students must submit a copy of their high school diploma, or high school transcript that shows completion of high school graduation (or projected graduation date in the event of a dual-enrollment student), or GED (high school transcripts are preferred); their birth certificate or social security card; and a government-issued driver's license. Salon Institute does not accept Ability-to-Benefit (ATB) students. In order to receive Title IV, the students must be beyond the age of compulsory school attendance in the State of Ohio. Refer to 34 CFR 600.4(A)(2)

Students must submit a copy of their high school diploma, or high school transcript that shows completion of high school graduation (or projected graduation date in the event of a dual-enrollment student), or GED (high school transcripts are preferred); their birth certificate or social security card; and a government-issued driver's license. Must have a valid high school diploma, and Salon Institute reserves the right to check the validity by calling their high school, and requesting a sealed copy of their transcripts, international diplomas must be transcribed using Validential Corp, the cost incurred for this shall be paid by the prospective student.

Foreign high school diplomas are acceptable if the diploma is equivalent to a U.S. high school diploma. Students must have their credentials evaluated and/or translated by a company that offers such a service (i.e., International Language Source, Inc.). The Salon Institute does not provide evaluation and translation services.

Students younger than 18 must have a legal guardian present to sign all legal documents. The admissions and enrollment process are the same for all programs and involves the following steps:

- (1) Career Planning and Professional Interview
- (2) Entrance Application
- (3) Registration and Enrollment
- (4) Orientation

Salon Institute believes that proper career planning is a key element to educational success. Each prospective student must meet with an Admissions Representative to review career opportunities, school offerings, school expectations and student goals. Salon Institute makes admissions decisions based on each applicant's interests, aptitude, and ability. Salon Institute does not discriminate based on sex, age race, color, ethnic origin, religion, national origin, marital status, sexual orientation, physical handicaps, or financial status.

Students who do not complete the enrollment process within three (3) months of submitting their application to the school and who wish to re-apply for admission must repeat the application and enrollment processes, including paying an additional Application Fee and Registration Fee.

The registration and enrollment process are comprised of two steps as follows:

1. *Pre-registration* — The student identifies (1) those classes in which he or she would like to enroll and (2) his or her desired start date.

Pre-registration allows the student to be officially identified with a starting class; however, the student is not guaranteed a place in the class until:

- a. Registration is finalized (see below) and if
- b. There are openings available in the class.

2. *Registration* — The registration process is finalized when:

- a. All Enrollment Agreement documents are complete, submitted and verified
- b. All required supporting documentation is submitted and verified
- c. All fees and costs, per the Application and Enrollment Agreement, have been submitted and verified

It is possible for a class to reach its maximum number of students and therefore be “closed” to additional students even if the “closed out” student has pre-registered for the class.

A student may change his or her paperwork and move to a different start date within a month of completing the registration process, as long as space is available in the class to which he or she wishes to move. The Registration Fee the student paid will remain valid in holding his or her place in the class to which the student is moving.

The student will be notified of their Orientation date once their registration is finalized and the student has been registered into the class. Attendance at the Orientation is mandatory.

Summary of Admission and Enrollment Steps – Regular Student

1. Career Planning Session
2. Application Completed
 - a. \$50 Application Fee
3. Pre-register for Classes
4. Enrollment Agreement Completed
 - a. \$100 Registration Fee
- b. Support documents submitted
- c. Appropriate fees and costs submitted

Applicants not accepted by the Institute are entitled to a refund of all monies paid to the Institute less the \$50 application fee which is non-refundable.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing within three (3) business days of signing the Enrollment Agreement, all monies collected by the Institute shall be refunded, except the \$50 application fee which is non-refundable, whether or not the student has actually started classes.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing after three (3) business days of signing the Enrollment Agreement, but prior to starting classes, all monies collected by the Institute shall be refunded except for the \$50 application fee and the \$100 registration fee which are non-refundable.

The Cancellation Date shall be the postmarked date if mailed, or the delivery date, if delivered to the Institute in person.

5. Registration Finalized
6. Attend Orientation
7. Start Class

Summary of Admission and Enrollment Steps – Transfer Student

1. Career Planning Session
2. Application Completed
 - a. \$50 Application Fee
3. Skill Assessment Tests Taken
4. Pre-register for Classes
5. Enrollment Agreement Completed
 - a. \$100 Registration Fee – Non-refundable

b. Support documents submitted

c. Appropriate Fees and Costs submitted

Transfer students are accepted on a case-by-case basis and are not guaranteed admission, nor transfer of hours if accepted. Salon Institute does not accept transfer students who previously attended another local cosmetology school. Applicants not accepted by the Institute are entitled to a refund of all monies paid to the Institute less the \$50 application fee which is non-refundable.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing within three (3) business days of signing the Enrollment Agreement, all monies collected by the Institute shall be refunded, except the \$50 application fee which is non-refundable, whether the student has started classes.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing after three (3) business days of signing the Enrollment Agreement, but prior to starting classes, all monies collected by the Institute shall be refunded except for the \$50 application fee and the \$100 registration fee which are non-refundable.

The Cancellation Date shall be the postmarked date if mailed, or the delivery date, if delivered to the Institute in person.

6. Registration Finalized

7. Attend Orientation

8. Start Class

Transfer students are required to provide an official transcript of hours, services and theory classes accrued at another cosmetology school. Salon Institute does not accept transfer students who previously attended another local cosmetology school. Transfer students will perform skill assessment test(s). Based on information from the official transcript, State of Ohio allocated hours and skill assessment test(s), Salon Institute administrative and educational staff members will determine the number of hours which will be accepted and applied toward graduation. Enrollment is available for students wishing to transfer after they have withdrawn from other cosmetology schools both in and out of state, as well as for students who use Title IV funding, GI Bill® funding, or other payment options. The school does not recruit students already attending or admitted to another school offering similar programs of study. All transfer students must meet all regular application and registration requirements. If a transfer student is terminated or withdraws, the school will follow the refund policy as outlined in the Enrollment Agreement and the catalog.

Re-entry Student

Students who withdraw or are terminated from a Salon Institute program are not eligible for re-enrollment.

Course Costs and Payment Options

Specific costs for each course are listed elsewhere in this catalogue or on an enclosed insert.

All courses include an application and registration fee, tuition fee and student kit fee.

Upon completion of each program, separate fees are required by the state for “licensing” and are the responsibility of the student in addition to the above stated costs. All materials and supplies, which the state requires of a student who takes the state licensing exam(s), are the responsibility of the student, both in obtaining the items and the associated costs.

The student’s tuition may be paid by cash, check, money order, credit card (check with Institute for acceptable cards), or through financial aid programs, financial plans available through private lenders or Salon Institute when available. Student training may be interrupted if his or her account is not kept current. The Institute can, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Please contact the Financial Aid Director for information about other available programs.

Additional Costs: Classes are scheduled for completion within an allotted time frame. If a student has not completed their program requirements by the contracted program completion date, the student will be charged an over contract fee for each additional hour they attend the Institute beyond the contracted program completion date. This fee is \$12 per hour for Toledo campus and \$12.50 per hour for the Columbus campus.

Only 1 schedule change is permitted during the duration of a student’s enrollment time frame.

If a student chooses to change from a 3-day program to a 5-day program or from a 5 day program to a 3 day program, a \$100 fee will occur.

A student is only able to increase their program hours per a new enrollment agreement, but not decrease hours.

Any student withdrawing from the program before completion will be charged an additional \$150 withdrawal or termination fee.

Students are responsible for kit contents. If any item is lost, stolen, or broken it is the responsibility of the student to replace the item with like kind and quality at the student’s expense.

The cost for student supplies including but not limited to notebook paper, pens/pencils, colored pencils, and special project supplies are not included in the student’s tuition fee or student kit fee and are the responsibility of the student.

Educational Loan Programs

This institution participates in Federal Title IV Student Financial Aid Assistance Programs. In addition, this institution may make institutional loans available to students who (a) do not qualify for federal financial aid assistance, (b) are unable to pay the full amount in cash, (c) can provide a co-signer and credit worthiness to the satisfaction of the business office. Loan amounts paid during the student’s active enrollment period may be assessed a finance charge at the discretion of the institution.

THIS INSTITUTION RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKEP

PROGRAM CHANGES WITHOUT PRIOR NOTICE. ANY CHANGES WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS.

Cost of Attendance Budgets (COA)

In order to determine a student's level of loan funding, the Department of Education requires Salon Institute to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets for the year.

Living at home with parents (2021-2022): Toledo

Room & Board	Transportation	Miscellaneous	Other	Total
\$578	\$524	\$433	\$190	\$1,705

Living away from home (2021-2022): Toledo

Room & Board	Transportation	Miscellaneous	Other	Total
\$877	\$524	\$530	\$210	\$2,141

Living at home with parents (2021-2022): Columbus

Room & Board	Transportation	Miscellaneous	Other	Total
\$781	\$524	\$433	\$190	\$1,928

Living away from home (2021-2022): Columbus

Room & Board	Transportation	Miscellaneous	Other	Total

\$1,184	\$524	\$530	\$190	\$2,428
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Graduate Student Loan Debt Disclosure

The following information is based on Salon Institute - Toledo data:

• DEBT AT PROGRAM COMPLETION

Number of Graduates between July 1, 2014 and June 30, 2015 61

Number of Graduates at that time with any student loan debt 56

• MEDIAN CUMULATIVE DEBT

Federal Student Loan Debt \$12,000

Private Loan Debt \$0

Institutional Financing Plan Debt \$0

Federal Assistance Programs

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program: These are low interest loans that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or

to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or stepparent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Entrance and Exit Counseling:

Students receiving Federal Direct Loans must complete Student Loan Entrance Counseling prior to disbursement of funds and a Student Loan Exit Counseling within 30 days of graduating or withdrawing from school.

Title IV Credit Balances:

Tuition and fees are charged up front under the terms of the enrollment agreement. Federal student aid is received during payment periods. When Title IV funds received are greater than the charges for the payment period,

A credit balance is created on the student's account. This credit balance will be refunded to the student (or parent in the case of a Parent PLUS loan), within 14 calendar days of the credit balance being created on the student's account.

Verification:

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.

The finance office will notify the students of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Conflicting Information

All conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Return of Title IV Funds

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Subsidized and Unsubsidized Student Loans and Direct PLUS Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the Post withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all the loan funds so that he/she doesn't incur additional debt. The institute must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date. A post withdrawal disbursement of loan funds must be offered to the student within 30 days of the date or the school's determination that the student has withdrawn, allowing the student at least 14 days to respond to accept or decline funds. Post withdrawal disbursements are applied to the students account first and any resulting credit balance will be disbursed to the student as soon as possible and no later than 14 days from the day of disbursement. Title IV credit balances are handled when a student withdraws. A credit balance will be distributed as soon as possible, and no later than 14 days after the calculation of the R2T4. All funds must be returned to the Department of Education within 45 days.

Requirements and Procedures for Official Withdrawal

The Withdrawal Date shall be the date the student signs the “Student Exit Interview – Exit Calculation” form, the postmarked date of a written notification of withdrawal mailed to the Institute, or the delivery date of written notification of withdrawal if delivered to the Institute in person.

Requirements and Procedures for Unofficial Withdrawal

The Termination Date shall be the date of formal termination by the Institute, the last day a student attended a class, or in the case of a Student who does not return from a Leave of Absence, the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the Institute that the student will not be returning (see Withdrawal Date above).

Attendance records are monitored daily to determine in a timely manner when a student withdraws.

All return to Title IV fund returns will be returned to the Department of Education within 45 days.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal Direct PLUS Loan, 4) Federal Pell Grant, (5) Iraq and Afghanistan service grants 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received credit payments of Title IV aid, he/she may be required to refund the aid to the applicable program. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

The federal rules regarding the return of Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

Rights & Responsibilities

As a financial aid recipient, you have a right to:

- Expect that your eligibility for financial aid be determined in an equitable manner consistent with federal regulations and Institute policies
- Be considered for those programs for which you qualify as long as funds are available
- Receive information about how your financial aid eligibility was determined
- Obtain full information about financial aid programs and pertinent regulations, policies, and procedures
- Expect notification of your financial aid offer and any adjustments to it
- Expect that your financial records, your parents' financial records, and your award information be kept confidential in accordance with the Federal Education Right to Privacy Act

As a financial aid recipient, you are responsible for:

- Supplying complete and accurate information on which your eligibility for aid will be based
- Using the aid offered for educationally related expenses as defined in the estimated student expenses
- Completing entrance counseling before you receive your first loan disbursement
- Reporting additional resources of financial assistance such as scholarships, stipends, tuition waivers, etc.
- Maintaining eligibility for financial aid by continuing the same enrollment level throughout the term
- Seeing a financial aid counselor if you withdraw from school. Federal Perkins Loan recipients must see a student loan account representative in the Financial Aid Office.
- Reporting any change in your status. You are responsible to Salon Institute and your loan servicer for changes in your name, address, social security number and graduation date. You must notify your loan servicer if you transfer to another school, withdraw from school, or drop below ½ time enrollment in any term.
- Completing exit counseling to receive information regarding loan repayment when you graduate or leave the Institute
- Repaying any loan, you receive
- Reporting any portion of grants and scholarships that exceed tuition, fees, books, and supplies as taxable income when filing your tax return
- Being aware of your obligations and rights

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid

Information Center at 1-800-4- FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web www.studentaid.gov

Salon Institute Financial Aid Department Contact Information:

Columbus Campus

Matt Reichardt

614-233-4323

matt.reichardt@saloninstitute.edu

Toledo Campus

Tracy Rollins

419-866-4489

financialaid@saloninstitute.edu.

Institute Refund Policy

This policy applies to all terminations for any reason, be either party, including Student decision, course or program cancellation, or Institute closure.

Applicants not accepted by the Institute are entitled to a refund of all monies paid to the Institute less the \$50 application fee which is non-refundable.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing within three (3) business days of signing the Enrollment Agreement, all monies collected by the Institute shall be refunded, except the \$50 application fee which is non-refundable, whether the student has started classes.

If the Student (or in the case of a Student under legal age, his/her parent, or guardian) cancels the Enrollment Agreement in writing after three (3) business days of signing the Enrollment Agreement, but prior to starting classes, all monies collected by the Institute shall be refunded except for the \$50 application fee and the \$100 registration fee which are non-refundable.

The Cancellation Date shall be the postmarked date if mailed, or the delivery date, if delivered to the Institute in person.

For a student who signs the Enrollment Agreement (or in the case of a student under legal age, his/her parent, or guardian) and begins classes but withdraws or is terminated prior to course completion (after three (3) business days of signing the Enrollment Agreement) the following Schedule of Tuition Earned by the Institute applies.

All refunds are based on scheduled hours.

<u>PERCENT OF SCHEDULED TIME ENROLLED</u>	<u>PERCENT OF TUITION DUE TO THE INSTITUTE</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or more	100%

The Ending Date for refund computation purposes is the last date of physical attendance by the student. Enrollment Time means the total scheduled clock hours that have elapsed between the first day of class and the Ending Date.

Program Length is the length of the program in clock hours as stated on the Enrollment Agreement. Total Tuition is the tuition amount stated on the Enrollment Agreement attributed to the program in which the student is enrolled.

Percent of Scheduled Time Enrolled is calculated by dividing the Enrollment Time by the Program Length, then multiplying by one hundred (100).

The tuition due the Institute is calculated by multiplying Total Tuition by the Percent of Tuition Due to the Institute.

Requirements and Procedures for Official Withdrawal

The Withdrawal Date shall be the date the student signs the "Student Exit Interview – Exit Calculation" form, the postmarked date of a written notification of withdrawal mailed to the Institute, or the delivery date of written notification of withdrawal if delivered to the Institute in person.

Requirements and Procedures for Unofficial Withdrawal

The Termination Date shall be the date of formal termination by the Institute, the fourteenth (14) day of consecutive unexcused absence, or in the case of a Student who does not return from a Leave of Absence,

the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the Institute that the student will not be returning (see Withdrawal Date above).

Attendance records are monitored daily to determine in a timely manner when a student withdraws.

A Student who withdraws or is terminated prior to program completion will be charged a withdrawal/termination fee of \$150. Non tuition costs, such as student kit, \$50 application fee, \$100 registration fee, non-returned Institute property and any other incurred student specific supply costs are non-refundable (above exceptions excluded). Student kits are non-refundable and non-returnable once issued and accepted by Student.

In the event a student wishes to transfer hours from the Salon Institute to another institution, any hours accepted by other institutions is up to the discretion of that institution.

If the Institute closes permanently or ceases to offer instruction after the student begins training, the student shall be entitled to a pro rata refund of tuition based on enrollment time.

If such an event should occur the Institute will submit a list of all students enrolled at the time of the Institute closure, including the amount of each pro-rata refund, to the Institute's accrediting body.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b) Provide completion of the course and/or program; or
- c) Participate in a Teach-Out Agreement; or
- d) Provide a full refund of all monies paid

If the program is canceled after the student's enrollment, but before training begins, the student shall be entitled, at the option of the Institute, to either a full refund of all money paid to the Institute, or completion of the program.

All refunds due the student shall be issued within thirty (30) days of either the Cancellation Date, the Termination Date, or the Withdrawal Date (whether officially or unofficially). Any outstanding financial obligations owed by the Student to the Institute must be paid within thirty (30) days of withdrawal/termination. Outstanding financial obligations will be turned over for collection after thirty (30) days. The student and/or parent/guardian shall pay for any collection or legal fees incurred. Interest accrues at the maximum rate permissible by law.

All financial obligations to the Institute must be met prior to the student's records, including hours, are released to the student or to any third party on the student's behalf. The Institute, in its sole discretion, may provide a refund that exceeds this refund policy.

Termination

A student may be terminated for failure to adhere to the Satisfactory Academic Policy, failure to make a good faith effort to complete the course of instruction, or failure to abide by the Institute's rules, regulations, policies, and procedures as outlined in the catalogue or subsequently published. Students who withdraw or are terminated from a Salon Institute program are not eligible for re-enrollment.

Policy for Safeguarding STUDENT Information

The Salon Institute is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The Salon Institute shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information

Scholarships

Scholarship monies awarded by/from Salon Institute are contingent on a student completing the terms of their enrollment agreement.

Leave of Absence (LOA)

A student may request a Leave of Absence (LOA) for a minimum of ten (10) days and a maximum of ninety (90) days once during the course of their program, for reasons such as: medical issues which affect the student or an immediate family member, military service requirements or jury duty. Students may only take one LOA during their enrollment period. Leave of absence (LOA) request must be made in writing, signed by the student, and approved by a school administrator. An LOA must be made in advance unless there is an

unforeseen circumstance, in which case Salon Institute will collect the request at a later date; in which case, the LOA will begin with the first date the student was unable to attend. All students are required to follow this LOA policy and there must be a reasonable expectation that the student will return. Documentation as to the reason for the requested LOA is mandatory as is an anticipated return date to the program.

Approval of a LOA is not guaranteed. If a LOA is approved the student must return by the specified return date. If the student does not return by the specified date, the student will be considered withdrawn from the program effective the last day of attendance. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Upon withdrawal, the refund policy applies. Approval of the request will be in accordance with the Salon Institute's LOA policy. No additional charges will be assessed as the result of an LOA, nor will a student who meets the LOA requirements be considered to have withdrawn. No refund calculation will be made at that time.

An approved leave of absence will extend a student's contract period and maximum time frame by the same number of days as the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum signed and dated by all parties. Students returning from a LOA will return under the same conditions under which they left. For example, if a student leaves and was not meeting SAP, the student returns not meeting SAP. An addendum to the original contract must be signed by all parties. A student may be granted one LOA. Exceptions will be considered in extreme situations only upon consultation with school administration.

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the Institute and is given to all applicants, in writing, 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.

Salon Institute uses a 900-clock hour academic year.

Minimum Standards for All Students

All students must maintain satisfactory progress in attendance and academic work. Students receiving Federal Title IV financial aid must maintain satisfactory academic and attendance progress to remain eligible for funding assistance. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon the appeal of the determination that has resulted in the status of probation.

Students are considered to be making satisfactory academic progress if they meet all of the following criteria:

- Maintain a minimum cumulative academic average of 80% or higher, including theory and practical (non-clinic and clinic), at the end of each evaluation period.

- o Students are required to complete units based on state-mandated curriculum. These units include theoretical knowledge, practical skill development, and clinic services. Theoretical knowledge is evaluated

through a combination of assignments and examinations. Practical knowledge is evaluated through a combination of practical and clinic floor evaluations.

Theory and practical units will be graded according to the following scale:

96 –100 %	Exemplary Performance
88 – 95%	Excellent Mastery of course content and concepts
80 – 87%	Good Mastery of course content and concepts
Below	80% Unsatisfactory progress.

- Maintain a minimum cumulative attendance level of 85%ofthe scheduled hours, at the end of each evaluation period.

Attendance is evaluated using a time clock. Students must attend a minimum 85% of the scheduled hours to be considered maintaining satisfactory progress.

The maximum time allowed for students to complete the program and still be in satisfactory progress is 117%the published length of the program in which the student is enrolled as follows:

Course Maximum Time Allowed

Hair Design Program (1,200 hours)	1,411 Hours
Cosmetology Program (1,500 hours)	1,764 Hours
Advanced Cosmetology Program (1,800 hours)	2,117 Hours

Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students who fail to complete the program in 117% of the program length will be terminated. The Institutional Refund Policy will apply.

Students who meet the minimum requirements for attendance and academic progress at the end of each evaluation period will be considered to be making satisfactory progress until the next scheduled evaluation.

Frequency of Evaluation

Students will be evaluated for Satisfactory Academic Progress as follows:

- Hair Design Program: 450, 900, 1050, and 1200 actual attended hours.
- Cosmetology Program: 450, 900, 1200, and 1500 actual attended hours.

■ Advanced Cosmetology Program: 450, 900, 1350, and 1800 actual attended hours.

Veteran students receiving GI Bill® funding will be evaluated for Satisfactory Academic Progress every 30 days on a non-cumulative basis.

Transfer students will be evaluated at the midpoint of their contracted hours or the established evaluation period, whichever comes first. Evaluations will be conducted by a school administrator and reviewed with the student. Students may request a hard copy of their Satisfactory Academic Progress determination at the completion of the review. A copy of the Satisfactory Academic Progress determination will be maintained in the student's file.

Warning / Probation Status

- Students who are not meeting Satisfactory Academic Progress Standards will be advised during the signing of their Satisfactory Academic Progress Report Card.
- Students failing to meet Satisfactory Academic Progress standards at any given evaluation are placed on warning until the next evaluation unless the student was on warning or probation because of their most recent prior evaluation. If the student was not on warning or probation in their most recent prior evaluation then the student remains eligible to receive Title IV financial aid, if applicable, during the warning period.
- Students failing to meet Satisfactory Academic Progress standards at any given evaluation are placed on warning until the next evaluation unless the student was on warning or probation because of their most recent prior evaluation. If the student was not on warning or probation in their most recent prior evaluation then the student remains eligible to receive Title IV financial aid, if applicable, during the warning period.
- Veteran students receiving VA funding who achieve less than an 80% grade point average and/or less than an 85% attendance rate at the first evaluation will be placed on academic probation until the following evaluation. If at the following evaluation the veteran student is achieving at or above an 80% grade point average and an 85% attendance rate, the student is considered to be making satisfactory academic progress, the student will be dismissed from the program. Veteran students are evaluated every 30 days on a non-cumulative basis.
- Students on Warning Status who do not meet Satisfactory Academic Progress standards for grades and/or attendance at the next evaluation will lose eligibility for Title IV funding. The Institute will notify the student of any evaluation that impacts the student's eligibility for financial aid; when students receiving GI Bill® funds on warning status do not meet Satisfactory Academic Progress standards/attendance during the probation, the institute will notify the VA to interrupt the student's educational benefits. When a student who is using GI Bill® funds is terminated from the program due to not meeting Satisfactory Academic Progress requirements by the end of the probationary period, the institute will notify the VA to terminate veteran benefits. The student may appeal this Satisfactory Academic Progress determination by following the appeals process below.
- Students who wish to appeal the school's determination of an unsatisfactory SAP evaluation must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the

student's eligibility for Title IV funding will be reinstated. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed as not making Satisfactory Academic and/or Attendance Progress, will lose any remaining eligibility for student financial aid, will be placed on self-pay, and may be terminated from the school. In the event such students are allowed to continue with instruction, eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and academic standards indicated in this policy.

The Institute may only allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- The Institute determines that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period; or
- The Institute develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's SAP requirements by a specific point within the maximum time frame established for the individual student

Probationary students who meet SAP by the conclusion of the probationary period will be removed from probation and will retain eligibility for Title IV aid.

Appeal Process

Students have the right to appeal an unsatisfactory SAP determination one (1) time during their course of study.

- A student who wishes to appeal an unsatisfactory progress status must submit a written request to the Administrative Director of the Institute. The written request must be presented within five (5) days of non-satisfactory progress status determination and must describe any circumstances that the student believes deserves appeal consideration such as: death of a relative, an injury or illness of the student, or other allowable special circumstances. The student must submit documentation substantiating why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.
- The Director shall evaluate the appeal within five (5) business days and notify the student in writing of his or her decision.
- The decision of the director shall be final. The written appeal and the written result notification will be maintained as part of the student's file.

Reinstatement

A student that prevails upon the appeal process shall be placed on Academic Probation. Satisfactory Progress may be reestablished by increasing GPA to 80% cumulative and/or increasing attendance rate to 85% cumulative as may apply.

- Veteran students receiving VA funding will be evaluated for SAP every 30 days on a non-cumulative basis. If a veteran student receiving VA funding is not making SAP by the third evaluation attempt the student will be terminated. Students who are terminated are not permitted re-entry to the program.

Course Incompletes

Course incompletes, repetitions, and non-credit remedial courses are not applicable to this institution's form of instruction and have no effect on this policy.

Leave of Absence

An approved leave of absence will extend a student's contract period and maximum time frame by the same number of days as the leave of absence (LOA). Students returning from a LOA will re-enter in the same progress status as when they left. For example, if a student leaves and was not meeting SAP, the student returns not meeting SAP. If a student on a leave of absence withdraws following the leave of absence, the date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he or she will not be returning.

Re-entry Students/Interruptions

Students who withdraw or are terminated from a Salon Institute program are not eligible for re-enrollment.

Transfer Students

The transfer hours from another institution that are accepted toward a student's educational program at Salon Institute are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

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

Noncredit and Remedial Courses

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

Summer terms and changes in major do not apply to the Salon Institute.

Employment After Graduation

Salon Institute assists graduates seeking employment by writing letters of recommendation and informing students of known local area and national job openings. The curriculum includes interviewing techniques, resume writing, and portfolio development. The Salon Institute does not, however, guarantee employment.

Salon Institute does not make any warranties, representations or guarantee of obtaining employment for the student upon graduation.

Right to Privacy; Disclosure and Retention of Student Records

It is the policy of Salon Institute to always safeguard all student records.

All student records are confidential, and information is released only by written authorization of the student, with the following exceptions: 1) Law enforcement agencies following proper legal procedures, 2) Parties connected to financial aid and accrediting agencies.

The school guarantees the right of access to the cumulative records under proper supervision and interpretation by a school representative.

Our policy is to comply with the Family Rights and Privacy Act of 1974 (FERPA), regarding student education records. In general, no information can be released without written approval from the student for each request.

Agencies requiring information from school records must file a written request, which will become part of the student's permanent file.

No portion of the file may be removed or reproduced without permission of the Administrative Director of the school, as all materials and records contained therein are the property of Salon Institute.

Transcripts of hours and course work are released upon written authorization, completion of withdrawal requirements, and satisfactory payment of financial obligations.

Student records are retained by Salon Institute for a period not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Records are retained in digital format.

Students have the right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the United States Department of Education at the following address:

Attn: Director
Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave., S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

In order to obtain these records, they may request them from the Institute director.

Make up Policy

Students are required to complete all contracted non-clinic hours, clinic hours, tests, and clinic services before their hours will be released for graduation. Students are required to make-up missing work. Theory (non-clinic) classes cannot be missed without impacting the student's progress. If you miss 25% or more of your scheduled class time, a student will need to retake the entire class.

Counseling

Students who require or request counseling as it pertains to their Institute educational process will receive such counseling from the appropriate staff member(s). If a student requests counseling which is outside the expertise of staff members, appropriate outside counseling services may be suggested to the student (i.e., doctor, lawyer, social organization, etc.).

Any outside counseling services the student should choose to use will be strictly and solely at the discretion and direction of the student.

Facilities and Services Information for Disabled Students

The Salon Institute facilities are handicap accessible. While the Salon Institute does not accept Individualized Education Programs (IEPs) in order to provide a consistent education to all of our students, any student who requires additional academic assistance may request aid from Institute instructors.

Schedule and Calendar

Theory classes (non-clinic) and clinical experiences (clinic) are scheduled based on students' selected class schedule. Students are scheduled to be in class Monday through Saturday, 8:30a.m. to 4 p.m., with individual schedules determined by their program and schedule listed on their enrollment agreement. Students enrolled to attend 5 days per week are scheduled to attend class on alternating Fridays and Saturdays, meaning they will attend class on a Friday one week, and on Saturday the following week. The schedule of Friday/Saturday attendance will be set after a student has started classes and is subject to change at the discretion of the Academy administration. Students scheduled to attend fewer than 5 days per week must fulfill a minimum number of Saturdays in attendance, based on their enrolled program. Salon Institute reserves the right to make changes in class schedules without prior notice.

Classes are scheduled to start at various times throughout the year. Classes typically begin every fifth Monday except when in conflict with a holiday (defined below).

Students may apply for admission at any time.

Salon Institute is open year-round except as identified below.

The school closes for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

The school is open 8:30 a.m. – 4 p.m. Student schedules are determined by their contracted class schedule within those hours.

Any student who misses any portion of a regularly scheduled class the day before a scheduled holiday, two days before a scheduled holiday, and the day after a scheduled holiday or two days after a scheduled holiday will be charged a fee of \$100 per occurrence in addition to any other course fees.

Any student who missed a scheduled/contracted Saturday will be required to schedule a make-up Saturday.

After the first infraction, the student will need to schedule two Saturdays for every one missed.

Additional days off may be determined at the discretion of Academy administrators. In the event of inclement weather students should refer to area news sources, where Academy delays and cancellations will be reported.

Inclement Weather Policy

In the event of inclement weather, students should refer to area news sources, where any weather-related changes in academy schedule will be reported. Delays and closings also will be reported on Facebook. Please like our official social media pages page for updates and we will post any inclement weather-related delays or closings there.

All students are encouraged to use their best judgment in events of inclement weather and should call the Academy Director at his or her specific campus (Toledo -- 419-886-4489 or Columbus -- 614-233-4323) with any questions or concerns. A text or social media message are not acceptable forms of communication in this instance. You must call the academy main line and leave a voicemail or message with a staff member.

Note regarding tardiness: In the event you are calling off school due to weather, please call prior to 9 a.m. to avoid being disciplined as a no call, no show.

Disciplinary Policy

Students who find themselves in conflict with the policies and procedures and standards of conduct at Salon Institute may face the following actions:

Disciplinary Notice:

When an unacceptable situation occurs, the student will be made aware of the problem and given the chance to correct it. If the student fails to correct the problem, he/she may be placed on probation.

In severe situations the student may be terminated from the program immediately.

Disciplinary Probation:

A student will be placed on disciplinary probation for a specific period of time. Note: Disciplinary probation is not the same as the satisfactory academic progress determination of probation status.

If the student does not correct the problem within the specified time of the probation, the Institute may (1) place the student on suspension or (2) terminate the student from the program. While on probation the student must attend all scheduled classes. Failure to attend any class is a violation of probation.

Suspension:

A student will be placed on suspension for a specific period of time. During a suspension the student is not to attend class or be on the school grounds.

All time spent on suspension will be counted toward the contracted time as stated in the student's enrollment agreement. All time spent on suspension will not count toward any contract hours or state hour requirements.

The length of the suspension is determined by a school administrator.

Enrollment may be immediately terminated for any infraction of the Policies and Procedures, Standards of Conduct, or Enrollment Agreement.

Dismissal / Termination:

A student's enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain a positive and/or safe educational environment.

This may include (but is not limited to):

- Immoral or improper conduct
- Any unsafe action or threat that could cause bodily harm to a student, client, or employee
- Willful destruction of school property and/or theft
- Noncompliance with the school's progress policy
- Noncompliance with state laws and regulations, rules of conduct, general policies, or enrollment agreement
- Failure to meet all terms of probation or suspension
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol

Voter Registration

The school encourages its students to be registered voters and to exercise the right to vote. The school maintains information for students on Voter Registration. This information is provided to each student during the enrollment process.

Campus Crime Statistics & Security Information

A handout detailing campus crime statistic is available at www.saloninstitute.edu, and is made available upon written request to the Institute Director or the Marketing & Public Relations Department.

Drug Abuse Prevention

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance. For available state drug abuse prevention services, visit the Ohio Mental Health & Addiction Services Website at <http://www.mha.ohio.gov>.

OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office.

The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Policies, Procedures and Standards of Conduct

Professional conduct is expected of every student and staff member.

Institute rules are developed to provide an atmosphere that encourages and motivates each student in their learning experience and reflect the standards that are required in the salon.

At the time of enrollment and for the duration of his / her training, each student must agree to abide by the rules and regulations as listed. Cooperation is necessary so that a cohesive and professional training environment may be maintained.

At the discretion of the school, rules may be changed and posted.

Any student discipline problems become part of the student's permanent file, as they indicate a potential problem with employability.

Students must sign "release of information" forms which identify who the Institute may contact in regard to issues related to the student's education and who may view student files for each request for information.

Students and staff are expected to maintain a high standard of conduct, exhibit professionalism and a respect for people and property at all times. Nothing less than complete respect for clients, peers and staff will be tolerated.

Attendance and Tardy Policy

Salon Institute desires success for all students in their educational pursuits and their professional career. The first crucial step is consistent attendance. Students are expected to (1) arrive on time and prepare for all theory and clinic classes, and (2) attend all scheduled theory and clinic classes.

Veteran students are evaluated for attendance every 30 days on a non-cumulative basis.

Scheduled attendance is defined as the hours the student has contracted for on his / her enrollment agreement. All absent time, whether excused or unexcused, must be made up.

The following guidelines will help ensure school success:

- There are two types of absence: excused and unexcused.

Excused Absences

There are two types of excused absences.

The first type is when the student notifies a school administrator a minimum of 24 hours in advance of the absence.

If a student is aware of a potential absence, the student must inform a school administrator in person, by written note or by phone. Proper notification does not include sending a text or social media message to an instructor or administrator or sending a message through a fellow student.

The second type is when the student is unable to give acceptable notification due to an emergency. When an emergency arises, the student must inform a school administrator as soon as reasonably possible.

Proper documentation is required for any absence to be considered excused and must be submitted to a school administrator immediately when the student returns to class.

All documentation is subject to review and acceptance by the school administration. All absences are documented and become a permanent part of the student's record.

Unexcused Absences

An absence is considered unexcused when there is a lack of notification and/or documentation.

If a student receives an unexcused absence, he or she must meet with a school administrator upon returning to school to discuss the circumstances which led to the absence and identify remediation steps necessary to prevent a further occurrence. Disciplinary action may be taken for any unexcused absence.

Tardy

- Arriving late to any class or scheduled Institute function indicates a lack of professionalism and reveals possible issues with future employability.
- All incidents of student tardiness are recorded in the student's permanent student record. • Students who are tardy more than two times in any four (4) week training period will be subject to disciplinary action.
- Students who are tardy or absent (excused or unexcused) will be required to make-up all theory (non-clinic) time, clinic time, tests, services, or projects missed.

Time Clock

- Students are clocked in and out by a time clock system.
- Clocked in students are expected to be actively engaged in learning.

Students not engaged in program related activities will be clocked out. Acceptable activities include, but are not limited to, textbook study, report writing, testing, practical skill development, and working on clients.

Unacceptable activities for clocked in students include, but are not limited to, eating breakfast, lunch or snacks; putting on makeup; doing hair for the day; sitting in dryer chairs or shampoo chairs, visiting with other students; and talking, text messaging or engaging in personal social media.

- The Institute is required to maintain accurate hours for licensure. To receive full clock hour credit, students must clock in and out properly. Failure to use the time clock correctly may result in loss of hours. A student should notify an instructor immediately if he or she forgets to clock in or out or has other problems with the time clock.

- When leaving the building for any reason, students must clock OUT. Students who leave the premises without instructor permission and do not clock OUT may face disciplinary action.

Dress Code

The hair fashion industry is very image-oriented, and your appearance is, and will be, constantly evaluated. You determine the clients you attract and the amount of money you can make by the way you present yourself.

- Students must come to school with hair and make-up done in a professional manner.
- The student must be clean and concerned with every aspect of personal and oral hygiene.
- Professional attire is always expected. Students must be in complete uniform when punched in on the time clock.
- All students must dress according to their stated gender on their driver's license.

Dress code dos and don'ts:

Clothing

- All clothing must be clean, pressed, professional in appearance and in good condition with no rips, holes, or fraying.
- All students must wear a professional apron with Salon Institute logo and student's first name
- Female students shall wear professional looking black: slacks, capris, knee-length skirt, or dress with a black top
- Male students shall wear black dress pants and black shirt
- No sweat suits, pants, or tops
- No denim or spandex
- No T-shirts or pajamas
- No tank tops, halter tops, or tube tops without a jacket, sweater, or similar cover
- No hats

Footwear

- All students shall wear black, closed toe shoes
- No open toe shoes, sandal, or open weave shoes

Hygiene

- All makeup shall be applied in a professional, trend-appropriate fashion prior to arriving at school

- All hair shall be clean and styled prior to arriving at school

Any student not complying with these standards will be clocked out and sent home until they meet dress code.

Lunch

If a student is scheduled to be in school more than 5 hours a day, he/she must take a 30-minute lunch break scheduled around his/her theory and clinic classes.

Food

Food and drink are allowed in the lunch/break room only. No eating or drinking will be permitted on the clinic floor, in any classrooms or demonstration rooms, in the dispensary, reception area, etc. The only exception is bottled water which is permitted outside the lunch/break room.

Conversations

Profanity, vulgarity, and inappropriate humor while in school will not be tolerated and are considered grounds for disciplinary action.

Appropriate conversation (not private, easily overheard) includes weather, sports, client's personal interests, current events, TV shows, etc.

Inappropriate conversations include politics, religion, gossip, racial remarks, outside school activities (i.e., boyfriends, parties, drinking, relationship issues, etc.), derogatory comments about students, instructors, or the school, etc.

Visitors

Visitors are NOT permitted in the school during school hours unless approved by an instructor. Students may not bring children to school unless the child is in the role of patron.

All visitors should report to the front desk and the student will be notified. No visitors are permitted outside of the reception area, retail area, or waiting area without instructor approval.

Cell Phones / Air Pods/ Headphones and similar devices

No personal phone calls—except in the case of an emergency—are to be received through the business phones. Students will not be called to the phone except in such emergency situations.

In addition, cellphones are only used for educational purposes on the clinic floor.

Students are requested to ask family and friends to contact them before or after school hours rather than call the school. Students may not use cell phones unless clocked out and in the lunchroom. This policy also applies to text messaging.

Copying Charges

Any request for copies of documents in student files will be charged at the rate of 21 cents per page and \$20 per hour (with a minimum of one hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed.

Parking

Students will park in the areas designated for student parking. The school does not provide security in parking areas.

Smoke Free Campus

Smoking is not permitted in the school building or anywhere on the school grounds. This includes the use of electronic cigarettes.

Vaccination Policy

The Salon Institute does not have a vaccination policy.

Trolleys and Lockers

A student's personal belongings are always the student's responsibility. All student-owned equipment should be marked for identification. It is the student's responsibility to keep his/her implements in good condition. The Institute is not responsible for lost or stolen items. It is the student's responsibility to replace any equipment, as necessary, to complete assignments, if such equipment becomes lost, stolen, or broken.

Students should have all the equipment they might need, to complete any assignment, available at all times. Students without proper equipment will either immediately purchase replacement equipment approved by a school administrator or be sent home. For safety reasons, school management reserves the right to cut off, or access, any trolley locks, or to enter lockers at any time.

Personal effects left at the Institute after a student has terminated, withdrawn, or on a LOA will be removed and held for 30 days. The school assumes no responsibility for these items, and they may be disposed of in any way convenient after the 30-day holding period.

Students are expected to always keep lockers and trolley clean and neat.

Weapons and Threats

Weapons of any type are forbidden in the school building or on the school grounds. Students involved in any form of physical violence or threatening the use of physical violence with another student, staff member, or client may be terminated immediately. All students must show respect for the school, and the requests and decisions of all the staff.

Any student who destroys or steals school property may be terminated immediately.

Sanitation Assignments

- Students must wash their hands before and after each client and upon leaving the restroom.
- Each student must keep his/her individual station, mirror, and trolley clean always. Inspection by a staff member can be conducted at any time.

- Any material or product spilled must be cleaned up immediately. All hair must be swept up and put in a wastebasket immediately following a haircut.
- Shampoo bowls must be washed, wiped off and all loose hair removed from drains immediately after each use. Drain catchers must remain in the sink. The shampoo bar must be wiped down and all used material must be removed. Perm rods must be thoroughly rinsed and put away.
- Students are responsible for cleaning up after themselves in all areas of the school.
- Daily sanitation assignment(s), as directed by an instructor and/or school administrator, are to be completed and recorded in the student's record prior to leaving for the day.

Clinic Area

In order to maintain a professional environment, the following standards will be applied:

- Students have a responsibility to give their full attention to each patron. The student shall consult with an instructor as required.
- The "professionalism" of all comments and conversations should always be considered.
- Students will complete all assigned services.
- A service ticket will be given to the student performing the service. When the service is finished, the ticket will be returned to the front desk with any other services that have been completed marked on the receipt and have been checked and signed off by an instructor.
- The student will total the ticket. If additional product is needed to complete a service, an instructor needs to be consulted and additional charges will be added to the client's ticket.
- Client release cards must be completed and signed by the client prior to performing any chemical service, facial or hair removal.
- Students will not visit with other students while working on a client. Students are required to stay with their patrons during chemical services.
- An instructor must check all work by students. The student will receive credit after the service is checked and signed off by an instructor.
- Students are not allowed to make changes to the appointment books or move appointments without permission from an instructor.
- Students will accept all appointments assigned to them. No student will book himself/herself "out" or any other student "out."
- Students are only allowed behind the front desk if they have been assigned to work there.
- Stations must be cleaned after each service, including the floor around the station.

Student Responsibilities

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status. If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Salon Institute Section 504 Policy and Grievance Procedures

Salon Institute (the "Institute") is committed to complying with applicable federal, state, and local laws prohibiting discrimination based on disability, including Title II of the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Pursuant to these laws, no otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Institute.

The Institute does not discriminate in admission or access to, participation in, or treatment, or employment in,

its programs or activities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the Institute's programs, activities, policies, and/or practices.

As used in this policy, "an individual with a disability" is a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. With respect to the Institute's vocational education services, a qualified individual with a disability is a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. With respect to employment, a qualified individual with a disability is a disabled individual who, with reasonable accommodation, can perform the essential functions of their job.

COMPLIANCE OFFICER

The Institute's Director, Karen Reichardt, or her successor is designated as the Institute's Section 504 Compliance Officer. The Compliance Officer is responsible for coordinating the Institute's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act. The Compliance Officer will oversee the investigation and resolution of any complaints of discrimination based on disability, which may be filed pursuant to the grievance procedure provided herein. The Compliance Officer and any individual designated to assist with the implementation of this policy shall be appropriately trained in the requirements of Section 504.

A complaint may be submitted by the alleged victim or by any individual who reasonably believes an individual has been subject to disability discrimination or harassment. Any Institute employee who either reasonably believes a student has been discriminated against based on disability or who receives a complaint of disability discrimination or harassment from a student must immediately contact the Compliance Officer.

All complaints regarding harassment or discrimination of students or employees, regardless of whether the alleged offender is an employee, student, or third party, shall be submitted to:

Karen Reichardt, Director
419-866-4489
karen.reichardt@saloninstitute.edu

Salon Institute – Main Campus
3034 Wilford Drive
Toledo, Ohio 43615

If the alleged offender is the Compliance Officer, or the complainant otherwise does not feel comfortable reporting to the Compliance Officer, the complainant may report to the Assistant Director of the Institute.

ACCOMMODATION REQUESTS

The Institute is committed to operating its programs and activities in a manner that makes them readily accessible to individuals with disabilities. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities. The Institute will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, academic adjustments, auxiliary aids and services, alteration of existing facilities and/or construction of new facilities, or

any other method that results in making its programs and activities accessible to students with disabilities. In choosing among available methods for meeting its obligations, the Institute will give priority to those methods that serve students with disabilities in the most integrated setting appropriate.

Requests for accommodation should be made in writing and directed to the Institute's Compliance Officer.

The Institute reserves the right to request appropriate documentation to support the existence of the disability and the need for requested services. If the Institute determines the documentation is inadequate to support the request, the Institute will promptly notify the student with the reasons the documentation is inadequate and provide a reasonable time for the student to provide additional documentation. The Institute will not require information unrelated to the disability for which an accommodation is being sought.

The Institute will engage in an interactive dialogue with the student to clarify the functional effects of the student's disability in relation to the barriers to the student's participation in the Institute's programs and/or activities and the nature and effectiveness of possible services to determine appropriate academic or facility adjustments. The Institute will not provide services or accommodations that would fundamentally alter the nature of the Institute's education program or lower or waive essential course requirements.

Before the Institute denies any requested academic adjustments, it will first convene a committee comprised of individuals knowledgeable about the student's disability, including the Compliance Officer, and staff who are knowledgeable about the particular program or activity to engage in a thoughtful deliberation of the course requirements, whether such requirements are essential, the feasibility, cost, and effect on the course of the requested academic adjustments, and any available alternatives. The committee must determine whether the requested academic adjustments would fundamentally alter the course or lower essential academic standards. The committee must document its conclusions and reasons supporting its conclusions and maintain copies of its decision in the student's file.

The Institute will send any decision denying a requested academic adjustment and/or identifying an alternative academic adjustment in writing to the student and provide an explanation of the reasons for its determination and the student's right to appeal the determination through the Institute's Grievance Procedures. The Institute will also notify the student that they have the option to either withdraw from the course and be reimbursed by the Institute for any documented costs or to proceed in the course without the requested academic adjustments.

The Institute will provide the student written delineation of all specific academic adjustments and maintain a copy of these adjustments in the student's file. If a student subsequently notifies the Institute that any agreed-upon services are not effective, the Institute will work with the student to resolve the problem within a reasonable time and through an interactive process.

GRIEVANCE PROCEDURE

Written Complaint: The grievant should file a written complaint, stating the specific facts of their grievance and the alleged discriminatory act, with the Compliance Officer as soon as possible after the time of occurrence, and within 90 calendar days of the occurrence of the alleged violation(s) of Section 504. Failure of a grievant to comply with any time limitation in the grievance procedure may result in dismissal of the complaint. Dismissal shall not preclude the individual's right to pursue the complaint through other appropriate external agencies.

Informal Resolution: The Compliance Officer shall make all reasonable efforts to resolve the matter informally, if appropriate. Informal resolution may be appropriate when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. Methods for informal resolution may include, but are not limited to, coaching; mediating the dispute with the parties; developing written behavior expectations of the alleged offender to redirect conduct; assisting with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the disability discrimination policies and requirements for compliance. The Director or designee shall document any informal resolution, and a copy of such documentation shall be forwarded to the Responsible Administrator within three days of resolution. Informal resolution is voluntary.

Investigation: Salon Institute is committed to ensuring the adequate, reliable, and impartial investigation of complaints. In the event the complaint cannot be resolved informally, the Compliance Officer will promptly, thoroughly, and impartially investigate the matter and will ensure interested parties can present witnesses and other evidence. If the Compliance Officer is a party to the complaint, the Compliance Officer will ensure the investigation is conducted by an appropriate and neutral third party. The Compliance Officer will maintain documentation of all investigation proceedings, which may include written findings of facts, transcripts, notes, or audio recordings until a final written investigative report is compiled and issued by the Compliance Officer and the Institute acts on the complaint, if necessary, including during any appeals authorized under these Grievance Procedures.

Determination: The Compliance Officer shall provide written notice of the results of the investigation to the grievant and alleged offender within 20 days from the submission of the complaint, or as soon as is practicable thereafter. If it is determined discrimination has occurred, the written determination notice shall include recommendations for ending the discriminator conduct, remedying the discriminatory effects, if any, and the steps the Institute will take to prevent the recurrence of any discriminatory or harassing conduct.

Appeal: The grievant may appeal the determination of the Compliance Officer to the Director in writing within 10 calendar days of the receipt of the Compliance Officer's determination. The appeal shall state with particularity the nature of the disagreement, the reasons underlying such disagreement, and how the outcome would be changed by reconsideration of the determination. The Director shall review of the record to determine whether the preponderance of the evidence supports the determination. The Director may, in its

discretion, convene a hearing at which the parties may present testimony and argument. The Director shall issue a written decision and mail it to the parties within 10 days of receipt of the appeal. The Director's decision is final.

You may file a complaint regarding safety, sanitation and/or licensing issues with this salon by calling the Ohio State Board of Cosmetology at 1-800-686-5780; OR by submitting an online complaint at www.cos.ohio.gov and navigating to the Complaint Tab. This toll-free number and online complaint process is for reporting safety, sanitation, and/or licensing issues. Any service related issues must be handled by the salon.

EXTERNAL COMPLAINTS

Any person who believes a violation of Title II of the ADA or Section 504 has occurred may file a complaint with the U.S. Department of Education, Office for Civil Rights, at any time.

CONFIDENTIALITY

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure may be used during a formal procedure, if initiated. While there can be no assurance of complete confidentiality, complaints under this procedure will be treated as sensitive information not to be shared with others except in limited circumstances.

RETALIATION

Retaliation, including but not limited to intimidating, threatening, coercing, or discriminating, against any individual for the purpose of interfering with any Section 504 right or privilege or because the individual made a complaint of a violation of this policy is strictly prohibited. Retaliation against any individual acting as a witness or participating in any manner in an investigation, proceeding, or hearing is likewise prohibited. Individuals found to have retaliated in violation of this policy shall be subject to the same disciplinary action as other violations of this policy.

DISCIPLINARY ACTION

Employees and students may be subject to disciplinary action, up to and including termination from employment or suspension or expulsion from the Institute, if it is determined that a violation of this policy has occurred.