

**SUMMIT SALON ACADEMY
ANDERSON**

Catalog and
Consumer Information
April 2017

Summit Salon
ACADEMY



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SUMMIT SALON ACADEMY
CATALOG AND CONSUMER INFORMATION
 Revised April 2017
TABLE OF CONTENTS

MISSION STATEMENT	2
FACILITIES AND EQUIPMENT	2
OUR POINTS OF DIFFERENCE.....	2
ADDITIONAL INFORMATION	3
TUITION & FEES 2016	3
CLASS SIZE	4
HOLIDAYS.....	4
STAFF	4
CAREER PLANNING.....	5
JOB DEMAND IN COSMETOLOGY/RELATED FIELDS.....	5
ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS	6
PLACEMENT	7
RECIPROCITY	7
LICENSING REQUIREMENTS.....	7
ADMISSIONS REQUIREMENTS	8
VACCINATION POLICY	8
POLICY ON EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS	8
TRANSFERS	9
COST OF ATTENDANCE BUDGETS (COA).....	9
FEDERAL ASSISTANCE PROGRAMS	9
ELIGIBILITY OF TITLE IV AID	10
HOW TO APPLY FOR TITLE IV FEDERAL FINANCIAL AID.....	10
DEPENDENCY STATUS	12
DEPENDENCY OVERRIDE	12
PROFESSIONAL JUDGMENT.....	12
VERIFICATION	12
CONFLICTING INFORMATION	13
ENTRANCE LOAN COUNSELING	13
EXIT LOAN COUNSELING	13
CODE OF CONDUCT.....	14
ORIENTATION, STUDENT SERVICES, HOUSING, COUNSELING	14
APPAREL CODE.....	14
SCHOLARSHIPS	15
SATISFACTORY ACADEMIC PROGRESS POLICY.....	15
GRADUATION REQUIREMENTS	18
SUSPENSION	18
TERMINATION.....	18
GRIEVANCE PROCEDURE.....	19
ACADEMY STUDENT POLICIES	19
OVER CONTRACT CHARGES	22
LEAVE OF ABSENCE POLICY	22
PROGRAMS OF STUDY/COURSE INFORMATION	22
OWNERS	32
ORGANIZATIONS/LICENSURE/ ACCREDITATIONS	32
RIGHTS AND PRIVACY	32
DRUG ABUSE PREVENTION	32
STATE AND FEDERAL PENALTIES AND SANCTIONS	33
OSHA REQUIREMENTS	36
POLICY FOR SAFEGUARDING STUDENT INFORMATION	36
NON-DISCRIMINATION.....	37
VOTER REGISTRATION.....	37
CAMPUS SECURITY ACT INFORMATION DISCLOSURE.....	38
CRIME STATISTICS	40
EMERGENCY PROCEDURES	40
COPYRIGHT INFRINGEMENT POLICY.....	45
COMPUTER USE	45
REFUND POLICY	45
RETURN OF TITLE IV FUNDS	46
CRIME CONVICTION AND OBTAINING STATE LICENSURE	49
PRE-ENROLLMENT AND CONSUMER INFORMATION.....	50
RIGHT TO KNOW: CONSUMER INFORMATION	53
WORKPLACE VIOLENCE POLICY	54
DOMESTIC VIOLENCE IN THE SCHOOL.....	57

Welcome

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group. The Academy is located in Anderson, Indiana. There are nice parks and public facilities in addition to great living, dining and shopping areas. Anderson has a population of 60,000 and there are many great places to visit within minutes of the Academy.

Mission Statement

Summit Salon Academy's objective is to produce highly trained, well prepared graduates for salons and spas. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

Facilities and Equipment

The Academy is a 6,000 square foot educational facility with state-of-the-art equipment and spacious hair care, nail care, and skin care classrooms/areas, 30 individual styling stations, student salon, student lounge, reception and office areas. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere.

Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.

Our Points of Difference

- We focus on training cosmetologists, estheticians and nail techs for top salons and spas across the country.
- We are the exclusive Academy sponsored by Redken 5th Avenue New York.
- We train students in the critical business skills necessary for salons and spas to ensure their success after school.
- We limit class sizes for better education.
- We make the privately held salon where incomes are greatest a primary target for placement after graduation.
- We have contacts for placement with more than 7,000 Redken Club 5th Ave salons in all 50 states. We place students in more than 500 KRS Summit Salons across the nation.
- We know how crucial it is for students to have real world practice while in training and we provide that experience.
- We have spa, salon and hair studio owners who serve on our advisory board and recruit from our Academy.
- We hire school industry consultants from The Summit Consulting Group to develop excellence in our students, educators and owners.
- The Academy is owned and operated by successful salon and spa owners.
- We have the help of Michael Cole, Randy Kunkel, Peter Mahoney, the Summit Salon Business Center, and other industry leaders who will lend their expertise to the Academy.
- We are accredited by NACCAS, National Accrediting Commission of Career Arts and Science and can accept Federal Financial Aid for those who qualify.
- We are a veteran friendly Academy and can accept veteran education benefits.

Additional Information

Additional information about Summit Salon Academy may be found at www.andersonsalonacademy.com.

Class Dates 2017*

Cosmetology Full Time 1500 hours (11 months)

Monday, January 23, 2017
Monday, March 20, 2017
Monday, May 15, 2017
Monday, July 17, 2017
Monday, September 18, 2017
Monday, November 13, 2017

Cosmetology Evening 1500 hours (15 months)

Monday, November 13, 2017

Esthetics 700 hours (7 months)

Monday, February 27, 2017 (Day)
Monday, May 8, 2017 (Evening)
Monday, October 23, 2017 (Day)

Nail Tech 600 hours (6 months)

Monday, April 17, 2017 (Day)
Monday, December 11, 2017 (Evening)

Beauty Culture Instructor 1000 hours (6-12 months)

Future dates TBD

*All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes.

Tuition & Fees 2017

Enrollment Fee \$100 is due to secure spot in class and/or when enrollment agreement is signed.

Cosmetology 11 months (full time); 15 months (evening)

\$16,299 (\$13,800 Tuition/\$2499 Books, Tool Kit and iPad)

Esthetics 7 months

\$9,899 (\$8283 Tuition/\$1616 Books, Tool Kit and iPad)

Nail Tech 6 months

\$6,499 (\$5343 Tuition/\$1156 Books, Tool Kit and iPad)

Beauty Culture Instructor 10 months

\$8100 (\$8100 Tuition/\$0 Books and Kit)

Because many future students visit and tour our facility months before they enroll, please be aware that our prices are subject to change. The course tuition will reflect the pricing at the time of your actual enrollment, not necessarily the time of your Academy visit.

Books, Kits and Miscellaneous Expenses

The Student will receive appropriate books and supplies used in training from the Academy at the appropriate time. Students are responsible for their own stationary type supplies. Students purchase professional apparel and shoes that meet Academy requirements.

Extra Education

Extra educational events are available for students at the Academy.

Hours

The Academy is open Monday through Saturday including evenings. Hours of attendance depend on the schedule assigned.

Cosmetology students in the 11 month program attend 34 hours per week begin with a schedule of four days a week 9 a.m. to 4:30 p.m. and one day per week 9 a.m. to 3:30p.m. After basics each student has one day a week in class and four days in the salon area. The student's floor schedule is given on the first day of classes.

Evening Cosmetology, Esthetics and Nail Tech students attend 24 ½ hours per week and meet Monday, Tuesday, Wednesday and Thursday evenings 4:45 p.m. to 9 p.m. and Saturday 9 a.m. to 5 p.m.

Day Esthetics and Nail Tech students attend 24 hours per week and meet Monday through Thursday from 1p.m.-7p.m.

Class Size

The Academy limits the class size for all courses. Early enrollment is encouraged.

Holidays

The Academy is closed for the following holidays: New Year's Day, Dr. MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The school reserves the right to close additional days with posted notice.

Staff

Owners: Jean Rice
Courtney Mitchell
Nicole Eicks
Julie Conwell

Educators: Courtney Mitchell - Cosmetology
Wendy Taylor – Cosmetology and Esthetics
Melissa Wright - Esthetics and Nail Technology
Queque Huffman - Cosmetology
Cova Wilkerson – Cosmetology
Charity Brewer - Cosmetology
Brandi Street - Cosmetology
Stevie Davidson- Cosmetology

Financial Aid :Julie Conwell
Admissions: Nikki Hollingsworth
Support Staff: Angela Robinette
Kaitlin Whiteley
Wil Foster

Career Planning

Career Opportunities

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- COSMETOLOGIST: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- ESTHETICIAN: Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist.
- MANICURIST: Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

Job Demand in Cosmetology/Related Fields

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Indiana plan to hire 5,394 new employees in the next twelve months. The average annual salary for a salon professional in Indiana is \$35,458. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 38,297 professionals employed at Indiana's 6,877 salons. 61% of salons in the state are employer-owned, and 14% are booth-rental salons. The other 25% are a combination of the two. 63% of Indiana salons are classified by their owners as full-service salons; 13% are listed as haircutting salons. Barbershops make up 5% of the total. Nationally, 58% of salons are listed as full-service, meaning that Indiana has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2014) job information at <http://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 US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	2016 National Mean Hourly/Yearly Wage	2016 Indiana State Mean Hourly/Yearly Wage
Cosmetologists (Hairdressers)/39-5012	\$14.23 / \$29,590	\$12.05 / \$25,060
Estheticians (Skin Care Specialist)/39-5094	\$16.91 / \$35,160	\$11.95 / \$24,850
Manicurists/Pedicurists/39-5092	\$11.70 / \$24,330	\$10.04 / \$20,880
Instructors (Vocational Education)/25-1194	\$26.80 / \$55,730	\$23.51 / \$48,900

ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at www.onetonline.org.

AWARD YEAR: July 1, 2015 – June 30, 2016	Cosmetology 1500 hours	Esthetics 700 hours	Nail Technology 600 hours	Instructor 1000 hours
Total Tuition and Fees for completing program in normal time.	\$13,900	\$8383	\$5443	\$8200
Total cost for books and supplies or miscellaneous costs	\$2499	\$1616	\$1156	\$0
Normal time to complete program.	49 or 69 weeks	33 weeks	29 weeks	52 weeks
On Time graduation rate for students completing during this award year	29%	75%	88%	0%
Total number of students completing in the award year.	49	16	8	1
Total number of students with loan debt as a result of attendance.	47	14	7	0
Job placement rate for students completing in the award year.	82%	63%	63%	100%
Median Title IV loan debt for students completing in the award year.	\$9833	\$7389	\$6333	\$0
Median private or alternative loan debt for students completing in the AY.	\$0	\$0	\$0	\$0
Median Institutional Finance Plan debt for students completing in the AY.	\$0	\$0	\$0	\$0

NACCAS 2015 Outcome Rates for all programs combined:

Graduation Rate	Placement Rate	Licensure Rate
70/96 = 72.92%	66/70 = 94.29%	70/70 = 100.00%

Essential Career Considerations / Requirements

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with

- hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
 3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
 4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
 5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Placement

The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

Reciprocity

Licensed cosmetologists, estheticians and nail techs from Indiana may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Licensing Requirements

- To become licensed in **cosmetology** in Indiana, students must complete 1500 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school.
- To become licensed in **esthetics** in Indiana, a student must complete 700 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school.
- To become licensed in **nail technology** in Indiana, a student must complete 450 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school. The Academy requires an additional 150 hours of practice training hours to graduate for a total of 600 hours.
- To become a licensed **beauty culture instructor** in Indiana, students must complete 1000 hours of approved training, pass the state board exam, complete Academy requirements, graduate from an approved school, pay all tuition and fees, and have six months of work experience with their cosmetology, esthetics, or nail technology license.

Important Information for all Programs

How to Apply

Schedule a visit and tour. Meet staff and students. Learn about curriculum, books and kits, apparel code and payment plans. Submit FAFSA (if applicable). Submit items needed for enrollment, sign enrollment agreement and pay enrollment fee. Meet with the Financial Aid Administrator.

Educational Requirements

A student must have a high school diploma or G.E.D., or HSE certificate. Students are admitted on the basis of educational background, aptitude and commitment. The Academy does not admit ability-to-benefit students.

Admissions Requirements

The following are required for admission to all programs at the Academy:

- 1) **Completed Enrollment forms:** Enrollment Application, Student Information Form, and References Form.
- 2) **Proof of age** –Government issued Driver’s License or ID card, Birth Certificate, Passport, or U.S. Military ID.
(Students must be 18 years of age by contracted graduation date)
- 3) **Proof of graduation** –High School Diploma, High School Transcript showing graduation date, GED or HSE Certificate, or College Transcripts. For home schooled students a state issued credential is required.
The Academy does not accept ability-to-benefit students.
- 4) **Enrollment Fee-** (\$100.00)
- 5) Instructor program – all of the above are required as well as proof of state licensure and six months experience in the field for which they hold the license.

Vaccination Policy

Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance to the Academy.

Policy on Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma.

The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Transfers

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis. No more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning. All transfer hours accepted are applied at the end of training. Certification of transfer hours must be submitted and accepted prior to the completion of the Enrollment Agreement. State required progress, up to 20%, will be accepted and applied as long as it is officially documented and is also submitted prior to enrollment. Acceptance of transfer hours is at the discretion of the school. We do not recruit students already attending or admitted to other schools offering similar programs.

Transfer hours from another Salon Professional Academy or Summit Salon Academy may be accepted above 20% upon careful evaluation by the Admissions Director and Academy owners and with a valid, official transcript from the previous Academy. Tuition cost may be based on a dollar per hour rate.

Payment Plans

The Academy has Federal Financial Aid for those who qualify. See Programs of Student/Course Information for specific criteria on cash payment options.

Cost of Attendance Budgets (COA)

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

Dependent student:

Room & Board	Transportation	Miscellaneous	Other	Total
\$728	\$229	\$391	Case by Case	\$1348

Independent student:

Room & Board	Transportation	Miscellaneous	Dependent Care (Optional)	Total
\$1086	\$342	\$583	\$536	\$2547

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. Cosmetology and Esthetics 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 for undergraduate and graduate students 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 step-parent 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.

Eligibility of Title IV Aid

To be eligible for Title IV Aid, the student must:

- Have a High School Diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with the Academy Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR Social Security match successful or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Be a citizen or eligible non-citizen
- Have resolved any drug conviction issues

How to Apply for Title IV Federal Financial Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers

- students complete a web FAFSA. To complete a web FAFSA, the student will complete the application on the website www.fafsa.ed.gov. Be sure to follow all instructions when completing the FAFSA. List the School Code for Summit Salon Academy in Anderson, Indiana (041667, REM SPA, Inc.) This will allow disclosure of information from the FAFSA to the Academy. In the case of a dependent student, both the student and parents will need to complete and sign the FAFSA application in order to be eligible for financial aid.
2. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
 3. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The Academy will be sent an ISIR (Institutional Student Information Record) for all students who list their School Code. All verification and/or corrections must be completed prior to qualifying for aid. The DOE selects one in every three students for verification. If the student is selected, the student will receive the Academy verification policy and verification worksheet from the Academy financial aid office that must be completed. The student will also be required to provide copies of most recent signed tax returns and those of the student's parent, if parent information is listed on the FAFSA. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new EFC (Expected Family Contribution) number which could affect aid in the form of a Pell Grant and unmet need.
 4. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's Career Investment Costs per academic year. These costs include tuition, applicable fees, textbooks and kit items (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
 5. Summit Salon Academy utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the students need or unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
 6. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or E-MPN online at www.studentloans.gov.
 7. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of the dependent student must complete a Parent Plus loan application.
 8. Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
 9. Students will complete the process for the 1st academic year and 2nd academic year.
 10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov.
 11. A student is required to notify the Academy Financial Aid Administrator if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported

throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

Dependency Status

A student is considered independent if they answer yes to at least one of the following questions:

- Are you at least 24 years of age?
- Are you married as of the day submitting the FAFSA?
- Are you currently serving on active duty in the US armed forces?
- Are you a veteran of the US armed forces?
- Do you have children who will receive more than half their support from you during the academic year?
- Do you have legal dependents (other than your children) who live with and you and receive more than half their support from you during the academic year?
- At any time since you turned age 13, were both your parents deceased or were you in foster care or a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?

Dependency Override

Students who do not meet the federal definition of independent status but have extenuating circumstances beyond their control can appeal their dependency status. Students must provide written documentation explaining their situation and must provide three letters from professional persons other than family substantiating the appeal.

Professional Judgment

Circumstances beyond the student's control that have affected their (or their family) income during the academic year could result in a reduced EFC. Successful appeals may result in an increase in the student's eligibility for aid. Students with special situations should contact the financial aid office. Those determined eligible will be required to fill out a Professional Judgment form.

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 financial aid 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 financial aid 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 financial aid office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The financial aid office will notify the student 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

The Academy understands that 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.

Entrance Loan Counseling

Entrance Loan Counseling for Direct Loans can be found at www.studentloans.gov. Additionally, Summit Salon Academy discusses Title IV loan counseling with students and/or parents when working with them privately prior to starting classes. Loan counseling and student rights and responsibilities are reviewed again during orientation. Orientation is conducted on the first day of class.

Required Elements of Entrance Counseling

- Go over Budget Management Worksheet
- Review deferment
- Reinforce the importance of repayment
- Review the importance of keeping financial aid papers
- Stress the importance that loan repayment is required even if the student does not finish their education
- Default and its consequences
- How to use the MPN or E-MPN
- Explain interest and capitalization
- Provide sample monthly repayment amounts and the importance of not over borrowing
- Explain NSLDS and how to access the system
- Contact information for questions
- Notification of change of name or address
- Withdrawal from the program and how the withdrawal will affect the student

Exit Loan Counseling

All students at the Academy must complete an Exit Interview. The students can review Exit Loan Counseling for Direct Loans at www.dlenote.ed.gov. The students must also complete the Exit Interview process in the Academy financial aid office. All students receive exit loan counseling from the Financial Aid Administrator.

Required Elements of Exit Counseling

- Review information concerning loans from entrance interview
- Review repayment options
- Provide a copy of repayment schedule and provide the average monthly repayment amount based on students borrowing history at the Academy

- Provide information on loan consolidation
- Provide pros and cons
- Discuss debt management strategies
- Hand out Exit Interview Budget Management Worksheet
- Provide information on forbearance, deferment and cancellation options
- How to access the NSLDS website and availability of FSA Ombudsman's office
- Help the borrower understand their rights and responsibilities concerning loan repayment
- Collect updated personal contact information for the borrower

Code of Conduct

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

Orientation, Student Services, Housing, Counseling

All courses have a complete orientation on the first day of classes which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

Apparel Code

Students must look professional.

A name tag is provided and must be worn at all times. If the name tag is lost, it must be replaced. (\$10.00 charge to the student)

Shoes should be clean and in good condition. No sandals, flip flops or open toed shoes shall be worn. Shoes of any color are acceptable.

Tops and bottoms must be solid black. A Level 2 may add grey, Level 3 may add white and Level 4 may add red. A student's top must meet his or her bottom. Clothes must be in good condition, clean, pressed and fit properly. Replace lost buttons, repair torn seams and repair hems that are out. Tops may be sleeveless. Avoid low cut tops exposing cleavage. Tank tops and strapless tops are permitted provided that bra straps are not showing. Dresses, capris, skirts (knee length) are permitted. Tights and leggings may be worn under dresses or skirts, not as pants. Sweat shirts and sweat pants are not permitted. State law forbids denim.

Any outerwear worn during theory class or on the salon floor must be black or the student's level color.

Belts, scarves and jewelry of any color are acceptable.

Students shall wear makeup. Nails must be clean and filed. If wearing polish, it must not be chipped.

Students' hair must be clean and styled. Hair accessories and hats are acceptable.

Scholarships

The Academy provides scholarship opportunities to qualifying high school seniors. To qualify for this scholarship, students must be graduating from high school and begin at the Academy in the July class of their graduating year. Scholarship applications can be found at The Academy's website, which is www.andersonsalonacademy.com.

The scholarship award will be posted on the student's ledger at the first satisfactory academic checkpoint. At this time, the student must:

- Be maintaining an 85% or above in both attendance and grade average.
- Not have any suspensions.

The student must complete the course, maintain an 85% in attendance and grade average and not have any suspensions. Otherwise, the terms of the scholarship will be void and full tuition will be due.

The Academy also gives US Military Veterans a scholarship for the Enrollment Fee (\$100).

Satisfactory Academic Progress Policy

Satisfactory Progress Policy

The satisfactory progress policies apply to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report. This report notifies the students of any evaluation that may impact the student's eligibility for Title IV aid.

Attendance Progress

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during basics. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of 75% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame.

The maximum time frame is equal to 1.33 times the published length of the course. The maximum time frame for Cosmetology is 1995, Esthetics is 931, Nail technology is 798, and Beauty Culture Instructor is 1330 hours. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA.

Academic Progress

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Determination of Progress

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress until the next scheduled evaluation. The FAA office evaluates SAP daily using SMART software. The student will be informed by the FAA office and will sign his or her satisfactory progress report at the scheduled intervals. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
Cosmetology	450, 900, 1200, 1500
Esthetics	350, 700
Nail Technology	300, 600
Beauty Culture Instructors	500, 1000

Warning

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status. When a student is placed on warning status, he or she is given a warning notification and it is kept in the student's file.

Probation

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. The Academy may allow for the status of probation if it is determined that SAP standards can be met by the end of the subsequent evaluation period. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeal Procedure). 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. A student may be placed on Probation Status for one payment period. The Academy will develop an academic plan for the student

that, if followed, will ensure that the student is able to meet satisfactory academic progress requirements by a specific point within the student's maximum time frame.

Appeal Procedure

If it is determined a student is NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation including what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian, if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. All documentation regarding the appeal is kept in the student's file.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses are not offered, therefore have no effect on the institution's Satisfactory Progress Policy.

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance is the last day the student was physically in attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The withdrawal date is the last day of documented attendance.

Reentry Students/Interruptions

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students must pay the drop fee of \$150 to re-enroll. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days the student will pay for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be

evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

A student re-entering the Academy but enrolling in a different program will be considered a new student and Satisfactory Progress from the previous program will not be carried over to the new program, thus not affecting the student's SAP.

Transfers

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. An official transcript from the previous school is required for the acceptance of transfer hours. SAP evaluation periods are based on actual contracted hours at the Academy.

Graduation Requirements

The graduation requirements for all courses are as follows: 1) Completed the required hours of training within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 75 %. 4) Fulfill all financial obligations to the school. 5) Passing the Indiana state board written examination 6) Completion of an exit interview and required exit paperwork. Upon graduation, a diploma will be awarded. Certification of hours and state licensure will not be obtained until all tuition charges have been paid in full.

Suspension

Students may be suspended for absence, tardiness or inappropriate behavior. If a student is suspended, the student will be counseled about the problem and what the student must do to correct the problem. It is the intention of the Academy to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of the Academy to inform the student and to tell the student how deficiencies could be corrected.

Termination

The Academy may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5)

Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return. In the case of termination by the Academy, the Student will receive a refund, according to the Refund Policy (a part of the enrollment agreement) and this catalog.

Grievance Procedure

A staff member will meet with the student in a private area away from other students. The complainant will be asked to put in writing to the school owner/director an outline of the allegation or complaint. A school representative will meet with the student within 10 days of receipt of the written complaint. The meeting will be documented. A written record will be given to student. If the problem has not been resolved through discussion, the complaint will be referred to the schools complaint committee. The committee will meet within 21 calendar days of receipt of the written complaint. The school complaint committee will review all allegations. The committee will respond and may request additional information from the complainant. The request for additional information will be in written form.

A letter will be sent to the complainant within 15 calendar days of the committees' receipt of the complaint. The letter will clarify what the starting steps are to resolve the problem, or if the allegations were not warranted or based on fact.

Documentation and records of the grievance will be kept in the student's permanent record.

The contact information for NACCAS (The National Accrediting Commission of Career Arts and Sciences) is also available for the student if the student wishes to contact them should the matter not be resolved first through the school.

Academy Student Policies

Policies

With the signing of the enrollment agreement, the student confirms that he or she has read the catalog and consumer information, and agrees to abide by the student policies stated therein. Policies include standards for student conduct, appearance, attendance, and courtesy.

Standards

Students at the Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at the Academy. Lack of basic honesty and integrity will result in termination.

Policies

These policies are important to your success at the Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. Be pleasant and smile!

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services. Refusal

of a ticket will result in suspension of the remainder of the day.

Appearance

Students are required to follow the Apparel Code.

Personal Services

Students in good standing will receive a monthly student service voucher after basics.

Standards

Students at the Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at the Academy. Lack of basic honesty and integrity will result in termination.

Conduct

Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest.

Attendance

Attendance is the responsibility of the student. We expect students to attend their full contracted schedule to complete the hours of state-approved training.

- If a student finds it necessary to be absent, it is the student's responsibility to notify the educators at the Academy of the absence before the beginning of the student's scheduled start time the day of the absence.
- To report an absence please dial 649-5555 **extension 107**
- Students may request time off or brief absences in advance. This will not allow an extension of the contract hours.
- Students should not plan to leave the Academy once the day has begun except for meal breaks.
- When absent the day of an exam, a zero will be given until the test has been taken. Missed tests should be made up as soon as possible. Exams can be taken in advance for a planned and excused absence.
- Makeup hours may be permitted at the discretion of the Academy.
- If a student falls behind by 200 or more hours, the student may be moved to the class behind them and will be placed on a new schedule.

The following **Attendance Policy** applies to all students:

- If a student has excessive absences the student may be **dropped from the program**.
- If a student falls below 80% in attendance (scheduled vs. actual hours), the student may be placed on a final warning. Continued absences without documentation, or any violation of the attendance policy, will result in termination.
- After three suspensions the educator will inform the Director. After the Director meets with the other owners, it may be determined that the student is not a good fit for the Academy which would result in termination.

A student will be suspended for one day for being absent without notifying the Academy.

*Please remember that taking time off may put you over your contracted graduation date and result in additional charges. It may also keep you from receiving financial aid if you are not making satisfactory progress.

Tardiness

A student will be suspended for one day after the student has been tardy five times in one month.

Care of Texts, Kits, and Equipment

Your texts and kits are provided. Have them in the Academy every day. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost.

Borrowing is not allowed. Lock up your professional tools. Your texts are your personal,

professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. The Academy equipment is not to leave the Academy at any time.

Resource Center

A resource center is provided for your use. It is located in the educator's office. Please see an educator to take books or DVD's home over night. Computers are also available for use.

Hours

The Academy hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The Academy holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. The Academy reserves the right to close additional days with posted notice.

Smokers

If you are a smoker, please smoke outside in back of building. Smoker's sanitations will be required. You must sign out at the front desk before leaving the building and sign in upon your return.

Lockers

Each student will use a locker to store personal items. Students are provided with a padlock that must be returned in working condition or a fee will be charged. Keep your locker clean.

Grades

All training must be completed with a 75% average. Any student, who does not earn a 75% GPA at a satisfactory academic progress (SAP) checkpoint, will be given a warning until the next SAP.

Suspension

Students may be suspended for poor performance, tardiness, no call/no show, or inappropriate behavior. If a student is suspended, the student will be advised about what the student must do to correct the problem. It is the intent of the Academy to prepare professional people for a career. Employers ask about attitude, attendance and levels.

Food and Beverages

Please keep all eating and drinking in the lounge. Beverages are allowed in the classroom during class. Beverages on salon floor are allowed if kept in styling stations. No food is allowed on salon floor.

Parking Area

Please park away from the building. This leaves room for our guests to park close by and walk into the Academy.

Interruptions

When a class is being held in any room of the Academy, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam about interrupting other students in training.

Educator in Charge

When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility for that area.

Over Contract Charges

If the student does not complete training by the contracted graduation date, an additional fee of ten dollars per scheduled hour will be charged until the required hours are completed. A grace period of three weeks is added to each student's contract and is reflected in the student's graduation date. An absence, regardless of whether it is requested time off, call-in, or suspension, is considered time missed and is part of the grace period of three weeks.

Leave of Absence Policy

A student who must take an approved leave of absence may return to the program with no loss of satisfactory progress if the student was making satisfactory progress when the student took the LOA. A student may be granted a Leave of Absence for circumstances beyond the control of the student. The LOA must be requested and approved in writing prior to the leave occurring. In addition the student is required to list the reason for the leave. An emergency LOA, without prior written request, may be granted provided the student provides the school with a request and documentation via email, fax, or calls the FAA with a verbal request. The student would complete all necessary paperwork upon the student's return to school. Complete documentation and certain conditions are needed to support this request (i.e., jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under The Family and Medical Leave Act of 1993). The maximum time frame for a leave is 180 calendar days. The School permits more than one leave provided the total number of days of all leaves does not exceed 180 calendar days in a 12 month period. On the day the student returns from the LOA the student is required to inform the FAA of their return. The student's contract will be extended for the same number of days the student was on the LOA without any penalty to the student. If the student is on financial aid, no federal loan payments will be distributed during the LOA. If the student does not return from the LOA within the 180 days, the loan will go into immediate repayment. A student who has been granted a LOA will be considered withdrawn if the student does not return to school at the end of the LOA. In said cases the withdrawal date will be the last day of recorded attendance at the Academy.

Programs of Study/Course Information

Cosmetology

Enrollment fee	\$100 due at contract signing
Tuition	\$13,800
Books and Kit	\$ 2499
Program length	Day program 11 months; 49 weeks; 34 hours per week Evening program 15 months; 69 weeks; 24 ½ hours per week

Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify. Financing is also available.

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.

- (0-450) hours=\$6639.00 (451-900) hours=\$4140.00
- (901-1200) hours=\$2760.00 (1201-1500) hours=\$2760.00

Cash Payment Plans

- The Academy accepts cash, check or credit card for payment. There is no charge on interest with the cash payment plans as long as payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.
- Day program \$16,299
 - \$3259.80 down
 - \$1185.38 per month payment until paid in full (11th payment \$1185.40).
- Evening program \$16,299
 - \$3259.80 down
 - \$869.28 per month payment until paid in full (15 months)

Description

Cosmetology training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500 hour training program in cosmetology that meets Indiana state standards including 575 hours of cosmetology theory and demonstration, and 925 hours of supervised practical instruction and sanitation. The program is taught in English.

Goals

The Academy provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as a cosmetologist.

Program Content

Cosmetology training at the Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500-hour training program in cosmetology that meets Indiana state standards

Program Content:	Theory & Demonstration	Sanitation and Actual practice	Total hours
Hair cutting	100	175	275
Sanitation	40		40
Statute & rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow, upper lip & chin area			
Anatomy & physiology	5		5
Skin	5		5

Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture services	70	250	320
Hair styling	70	210	280
Wet & thermal sets, hair waving, hair pressing, hair braiding & finger waves			
Discretionary hours	150		150
Totals	575	925	1500

Students in cosmetology are required to perform at minimum the following number of performances:

Hair styling	400
Hair styling – finger waves	20
Texture services	100
Scalp treatments	25
Facial treatments	30
Makeup applications	15
Haircuts	250
Hair coloring	75
Manicures	25
Pedicures	15
Salesmanship	25
Hair removal	30

Methods

Instruction in cosmetology at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction.

Educators

Licensed cosmetologists/licensed Beauty Culture Instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Texts & Kits (subject to change)

Textbooks and kits are included in tuition and are handed out as the student is trained to use them. Items lost/stolen will not be replaced by the Academy. The student's textbook and kit items are their responsibility. Items should be kept locked in locker when not in use.

Milady Cousemate on provided iPad
 "Over the Top" and "Fast Track Planner"
 The Academy Tote bag
 Blow dryer
 Marcel curling iron
 Jumbo curling iron
 Flat iron
 Shears
 Thinning shears

Razor
 Clipper
 Trimmer
 Manicure kit
 Color apron
 Shampoo cape

*Must have all items daily in order to be prepared for salon training.

References

A comprehensive library is provided in the Academy. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, chemical sales performances, add on services and retail performances.

Esthetics

Enrollment fee	\$100 due at contract signing
Tuition	\$8,283
Books and Kit	\$1616
Program length	Day Program 7 months; 33 weeks; 24 hours per week Evening Program 7 months; 33 weeks; 24 ½ hours per week

Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify. Financing is also available.

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- (0-350) hours=\$5758.00 (351-700) hours=\$4141.00

Cash Payment Plans

- The Academy accepts cash, check or credit card for payment. There is no charge on interest with the cash payment plans as long as payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.
- Day and Evening programs \$9,899
 - \$1979.80 down
 - \$1131.31 per month payment until paid in full (7th payment \$1131.34)

Description

Esthetics training at the Academy includes theory and practical instruction that prepares the student to perform esthetic (skin care and makeup) services on the

public. The school offers a 700 hour training program in esthetics that meets Indiana state standards. The program is taught in English.

Goals

The Academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an esthetician.

Methods

Instruction in esthetics at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

Educators

Must be Licensed Estheticians. Guest instructors with expertise in a specific area may be involved in this program.

Texts & Kits (subject to change)

Textbooks and kits are included in tuition and are handed out as the student is trained to use them.

Salon Fundamentals for Esthetics textbook, workbook and state board review

The Bioelements Manual

Tote bag

Makeup brushes

Tweezers

Apron

References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

Program Content	Theory & Dem	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology & histology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			

(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology,	15	20	35
Disinfection, Sterilization, Sanitation			
(1) Personal hygiene			
(2) Public health			
(3) Sanitation, disinfection and sterilization			
(4) Methods and Procedures			
Introduction to & operation of	20	30	50
Skin care machinery			
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin analysis			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Masks and packs			
(4) Massage and cleansing hands and feet			
(5) Extraction technique			
Makeup	15	40	55
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
(7) Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing & depilatories			
(1) Eyebrow arching			
(2) Lip, chin and face			
(3) Leg			
(4) Body areas			
Introduction to advanced spa techniques	10	15	25
(1) Exfoliation techniques			
(2) Advanced techniques			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Development	20		20
Professional and personality			
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Salesmanship	25	20	45
Marketing, salon management and retailing			
(1) Salon development			
(2) Insurance			
(3) Client records			

State statutes and rules	10		10
Discretionary hours			70
Totals	230	400	700

Students in esthetics are required to perform at minimum the following number of performances:

Skin care analysis/consultations		50
Facial cleansing		100
Massage		100
Facials		125
Acne treatments		5
Hand and foot treatments		25
Makeup applications		50
Eyelash applications – strip or individual		15
Advanced Techniques		10
Waxing		110
Lip, chin face	30	
Eyebrow	40	
Body areas:	25	
Arms, underarms, upper thigh – bikini or back		
Leg	15	
Sterilization, disinfection and sanitation		50
Salesmanship (service or retail)		50

Nail Technology (Manicuring)

Enrollment fee	\$100 due at contract signing
Tuition	\$5,343
Books and Kit	\$1156
Program length	Day Program 6 months; 29 weeks; 24 hours per week Evening Program 6 months; 29 weeks; 24 ½ hours per week

Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify. Financing is also available.

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- (0-300) hours=\$3828.00 (301-600) hours=\$2671.00

Cash Payment Plans

- The Academy accepts cash, check or credit card for payment. There is no charge on interest with the cash payment plans as long as payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.
- Day and evening program \$6,499
 \$1299.80 down
 \$866.53 per month for 6 months (6th and final payment \$866.55)

Description

Nail Tech (manicuring) training at the Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 600 hour training program in nail tech that meets Indiana state standards of 450 hours with 150 additional practice training hours required by the Academy. The additional 150 hours include advanced studies and more hands-on experience benefiting the student's education and career readiness.

Goals

The Academy provides education in all phases of the nail profession. The graduate will be a knowledgeable, skilled professional nail tech (manicurist). The graduate will have the background and skills to pass the state board exams, and to work as a nail tech (manicurist).

Program Content

Nail Technician training at the Academy includes theory and practical instruction that prepares the student to perform nail care services on the public. The Academy offers a 600-hour training program in manicuring that meets Indiana state standards including 195 hours of manicuring theory and demonstration practice, and 405 hours of actual practice. The program is taught in English.

Program Content:	Theory & Demo	Actual Practice	Total Hours
Sanitation	40		40
Anatomy & disorders	25		25
Statutes & rules	10		10
Nail techniques with sanitation	30	160	190
(1) Basic preparation			
Tips			
Sculptures			
Overlays			
(2) Product Application			
Fiberglass			
Gel Nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	45	150	195
Totals	195	405	600

Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report.

Manicures	40
Nail techniques	28
Nail repair	15
Pedicures	15
Salesmanship – service or retail	20
Electric file/drill	20

Methods

Instruction in nail tech at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction.

Educators

Licensed cosmetologists/nail tech/instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Texts & Kits (subject to change)

Milady's Standard Nail Technology textbook, workbook and state board review guide

OPI Nails to go kit

OPI 3000 nail brush

OPI Nail Pusher Plus

Tip clipper

Acrylic nipper

Manicure kit

Dappen dish

Apron

References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

Beauty Culture Instructor Program

Enrollment fee \$100 due at contract signing

Tuition \$8,100

Books and Kit \$0

Program length 6-12 months; 23-55 weeks; 20-40 hours per week

Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify.

Financing is also available.

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- (0-500) hours=\$4050.00 (501-1000) hours=\$4050.00

Cash Payment Plans

- The Academy accepts cash, check or credit card for payment. There is no charge on interest with the cash payment plans as long as payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.
- Program \$8,100
 \$1,620 down
 \$6,480 divided by number of contracted months. (Length of program varies per student and their personalized schedule.)

Beauty Culture Instructor training at the Academy includes theory and practical instruction that prepares the student to teach all aspects of Cosmetology, Esthetics or Nail Technology. The Academy offers a 1000-hour training program that meets Indiana state standards including 300 hours of theory and demonstration practice, and 700 hours of actual practice. The program is taught in English.

Program Content: Hours	Theory & Demo	Actual Practice	Total
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms		150	150
(2) Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1,000

Regulatory Information

Owners

Summit Salon Academy, 1944 E. 53rd Street, Anderson, Indiana 46013, phone 765-649-5555, is owned by Rem Spa Inc., a corporation in Indiana owned by Jean Rice, Nicole Eicks, Courtney Mitchell, and Julie Conwell.

Organizations/Licensure/ Accreditations

The Academy is licensed by the Indiana Professional Licensing Agency, 402 W. Washington St., Room W072, Indianapolis, IN 46204. Phone: 317-234-3031. Email: pla12@PLA.IN.gov.

The Academy is accredited by NACCAS, National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave., Alexandria, VA 22302. Phone: 703-600-7600. Email: webinfo@naccas.org.

Rights and Privacy

It is the policy of the Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right or parent/guardian(if the student is a dependent minor), of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student or parent/guardian of a dependent minor. The school does provide access to student and other school records as required for any accreditation process initiated by the school or by NACCAS. All other third party requests will require written consent from student or parent/guardian (if the student is a dependent minor) for each 3rd party request unless otherwise required by law. The Academy does not sell student information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of 7 years after graduation or termination.

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.

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer

such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

State and Federal Penalties and Sanctions

Possession of a Controlled Substance:

A possession of a controlled substance charge can be pressed when anyone has physical control or dominion over a controlled substance or has access to a controlled substance without proper authority. A controlled substance can be prescription medication that is not theirs, illegal drugs or any other type of material compound or substance that is considered to be restricted or controlled. Driving in a vehicle where controlled substances are found, even if they are not yours, can result in the charge if you know or had reasonable ability to know that the substance was in the vehicle.

Possession of Controlled Substance Penalties:

Although a felony offense in many cases, the courts are not as harsh for first time offenders on this charge than some of the other felony offenses. The amount of substance and if the intent to sell can be established will impact on the penalties possible.

Possible Penalties:

- Jail time
- Probation
- Parole
- Random drug testing
- Community service
- Suspended sentence with guilty plea
- Alternative drug rehabilitation programs
- Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses.

Although penalties vary greatly by case, in the state of Indiana average fines could reach \$10,000. The average jail term is 7 years. Average probation time is 5 years, at times including rehabilitation programs and community service.

Maximum federal fines could reach \$250,000 and up to 25 years in prison.

Intervention Program For Immediate Drug Addiction Treatment:
www.DrugRehabCenter.com

Agencies where the student can get assistance are posted in the student lounge.

Indiana Laws Drug Possession/Trafficking

Indiana Laws regarding drug possession and trafficking can be accessed at the following link:

An applicable code follows.

<http://iga.in.gov/legislative/laws/2015/ic/titles/035/>

- (i) A unit (as defined in IC 36-1-2-23) may not adopt an ordinance after February 1, 2005, that is more stringent than this section.(j) A person who knowingly or intentionally violates this section commits a Class C misdemeanor. However, the offense is a Class A misdemeanor if the person has a prior unrelated conviction under this section.(k) A pharmacy or NPLeX retailer that uses the electronic sales tracking system in accordance with this section is immune from civil liability for any act or omission committed in carrying out the duties required by this section, unless the act or omission was due to negligence, recklessness, or deliberate or wanton misconduct. A pharmacy or NPLeX retailer is immune from liability to a third party unless the pharmacy or NPLeX retailer has violated a provision of this section and the third party brings an action based on the pharmacy's or NPLeX retailer's violation of this section.(l) The following requirements apply to the NPLeX:(1) Information contained in the NPLe X may be shared only with law enforcement officials.(2) A law enforcement official may access Indiana transaction information maintained in the NPLeX for investigative purposes.(3) NADDI may not modify sales transaction data that is shared with law enforcement officials.(4) At least one (1) time per week, NADDI shall forward Indiana data contained in the NPLeX, including data concerning a transaction that could not be completed due to the issuance of a stop sale alert, to the state police department. As added by P.L.192-2005, SEC.9. Amended by P.L.151-2006,SEC.27; P.L.186-2007, SEC.9; P.L.97-2010, SEC.1; P.L.221-2011,SEC.1; P.L.193-2013, SEC.8.IC 35-48-4-15Driving privileges suspension Sec. 15. If a person is convicted of an offense under section 1, 1.1,2, 3, 4, or 10 of this chapter, and the court finds that a motor vehicle was used in the commission of the offense, the court may, in addition to any other order the court enters, order that the person's driving privileges be suspended by the bureau of motor vehicles for a period specified by the court of not more than two (2) years. As added by P.L.67-1990, SEC.13. Amended by P.L.107-1991,SEC.3; P.L.129-1993, SEC.2; P.L.64-1994, SEC.6; P.L.76-2004,SEC.23; P.L.125-2012, SEC.415; P.L.217-2014, SEC.194.IC 35-48-4-16Defenses to charge of selling narcotics near school or park Sec. 16. (a) For an offense under this chapter that requires proof of:(1) delivery of cocaine, a narcotic drug, methamphetamine, or a controlled substance; Indiana Code 2015 (2) financing the delivery of cocaine, a narcotic drug, methamphetamine, or a controlled substance; or(3) possession of cocaine, a narcotic drug, methamphetamine, or a controlled substance; within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present, the person charged may assert the defense in subsection (b) or (c).(b) It is a defense for a person

charged under this chapter with an offense that contains an element listed in subsection (a) that:(1) a person was briefly in, on, or within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present; and(2) no person under eighteen (18) years of age at least three (3)years junior to the person was in, on, or within five hundred(500) feet of the school property or public park at the time of the offense.(c) It is a defense for a person charged under this chapter with an offense that contains an element listed in subsection (a) that a person was in, on, or within five hundred (500) feet of school property or a public park:(1) at the request or suggestion of a law enforcement officer or an agent of a law enforcement officer; and(2) while a person less than eighteen (18) years of age was reasonably expected to be present.(d) The defense under this section applies only to the element of the offense that requires proof that the delivery, financing of the delivery, or possession of cocaine, a narcotic drug, methamphetamine, or a controlled substance occurred in, on, or within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present As added by P.L.17-2001, SEC.29. Amended by P.L.158-201

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

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 work place 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.

Policy for Safeguarding Student Information

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

Non-discrimination

The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

Equal Employment Opportunity

It is the policy of the Academy to provide equal employment and advancement policies without regard to an employee's race, color, creed, sex, religion, national origin, age, veteran status, marital status, status with regard to public assistance, membership or activity in a local commission, sexual orientation, or disability, as defined in the Americans With Disabilities Act (ADA). All employment related decisions are based solely upon legitimate, job related factors such as skill, ability, past performance, and company needs. This policy will be carried out by the company in a manner consistent with good business practices and procedures, and in compliance with all applicable state and federal laws.

Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote. Students are advised at orientation that they can register to vote at www.indianavoters.com.

Safety and Violence Prevention

Summit Salon Academy is concerned with the safety and security of its students, staff and facility as well as guest and visitors. It is imperative that if you see or hear a threat that you report it immediately. The following individuals Comprise the **Safety Committee** and are responsible for any action required, including reporting.

Jean Rice – Director 765 649-5555 ext. 106

Julie Conwell – Director of Financial Aid 765 649-5555 ext. 103

Nikki Hollingsworth – Director of Admissions 765 649-5555 ext. 101

Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, the Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. The Academy keeps a Daily Crime Log. The log is kept online and maintained by our school director. The information collected in the Daily Log is compiled and reported to the Department of Education in our Annual Campus Safety and Security Survey. A Crime Statistics Report Form is kept in our Educators office and in the Directors office to ensure that accurate reporting is being entered in our crime log. The Educators and staff have been instructed on completion of the forms.

Reporting Person:		Phone:	
Classification (See Below):			
		Date:	
Brief Description:			
Did the crime occur in the building Area or in the parking area?		Building	Parking
Did the crime occur at an academy sponsored activity or event?		Yes	No

Crime Definitions:

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)\

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take another of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing dealing weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transport of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations

PLEASE FORWARD COPIES OF THIS REPORT TO:

Jean Rice, Director
 Summit Salon Academy
 1944 E. 53rd Street
 Anderson, IN 46013
 tspa_anderson@comcast.net

Example of Crime Log:

The Salon Professional Academy Crime Log 2015						
Nature (classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Comments

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and employees have keys to the building.

A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local police speakers will be scheduled at least once

annually for all staff and students.

Crime Statistics

Crime Statistics Procedure

Crime statistics are requested from the Chief of Police at the Anderson City Police Department annually by the Academy Director, Jean Rice. Crime statistics are updated by October 1st each year and are posted in the Catalog and Consumer Information and on the Academy website, www.andersonsalonacademy.com.

Crime Categories	2013	2014	2015
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Negligent Manslaughter	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Robbery	0	0	0
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Sex Offense-forcible	0	0	0
Sex Offense-non-forcible	0	0	0
Crime Categories	2013	2014	2015
Hate Crime	0	0	0
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Emergency Procedures

Timely Warning

Notification is provided in a suitable manner to students, staff, and salon area guests or community neighbors if necessary, of an impending or occurring emergency situation.

Emergency Response and Evacuation Procedures

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure Summit Salon Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Summit Salon Academy and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm
- Do not move
- Await instructions from Director or Safety Committee

If instructed to evacuate, use designated emergency exits ONLY.

Emergency Notification

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff has received training on how to handle a pending emergency and trained in the following Emergency Code.

Codes for an Emergency Situation

- Code Lock Down: A lock down situation has occurred. Staff, students and guests are to remain calm and do not leave the academy.
- Code Evacuate Front: Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- Code Evacuate Back: Indicates a need to evacuate through the back entrance only.
- Code Dangerous: Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- Code Hostage: A hostage, criminal or terrorist threat / situation.

Emergency Response Procedures

At the time of an urgent unanticipated event, SAFETY COMMITTEE MEMBERS will assess the situation to determine the significance of an emergency. Without delay, the SAFETY COMMITTEE MEMBERS will take into account the safety of its staff, students, guests and community neighbors.

- The SAFETY COMMITTEE MEMBERS will identify / determine the extent of the emergency and enact appropriate means of notifications.
- The SAFETY COMMITTEE MEMBERS will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.
- The SAFETY COMMITTEE MEMBERS will determine the extent of information that needs to be released and will disseminate to staff, students, and guests / public as appropriate.
- In the event of a dangerous situation and without delay, the SAFETY COMMITTEE MEMBERS will assess the situation and will contact authorities or determine the course of action in order to protect the entire academy population.
- SAFETY COMMITTEE MEMBERS will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the SAFETY COMMITTEE MEMBERS will notify the radio and local television stations.
- **The verbal/written communication will include the type or types of emergency and steps for the emergency situation.**

In the event of an emergency, staff and students will be notified by staff members by either verbal communication (for students currently in the building), or written communication (for students not in attendance) to notify them of the particular situation. For written communication, an attempt will be made to email or text the student using the Smart Management System and/or a message will be posted via the social networking site, Facebook.

Summit Salon Academy will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events that may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to and do tour and walk through the campus regularly.

At least annually during student training, the staff will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. Annually the Anderson Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all staff and students have been accounted for at the time of the emergency.

For closing and delays, a notification will be reported to Channel 13 news and is posted on their website at www.wthr.com.

Emergency Procedures Due to Criminal or Terrorists Threats

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact the civil authorities to determine appropriate action which may include evacuation of the Academy for a length of time to be determined based on the situation at hand. If necessary, the Academy will post on the outside doors the time class will resume.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- A tornado has been indicated by radar
- Public warning has come over the radio
- The local emergency sirens have sounded

Tornado Warning Procedure

- DO NOT leave the building.
- Move away from the perimeter and exterior of the building.
- Go to an inner hallway or a smaller inner room.
- Vacate any exterior rooms and close the doors to those rooms.
- Stay away from windows.
- Take shelter under tables, if possible.
- Avoid places with wide-span roofs and windows such as salon area.
- Go to the center of the room.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.

- Remain in the shelter location until instructed to return to your previous activities.
- If you have a guest at that time, the guest is your responsibility.

Fire Drills

Fire drills will be practiced annually. A student representative and a member of the Safety Committee will sign and verify the fire drill was practiced and completed. A floor plan with exit routes is posted in each class room and in public areas. All exits must be in working condition and unobstructed.

In A Fire Emergency

- If you smell smoke or see fire, report it immediately to a staff member. A warning will then be given by staff. Do not panic. Proceed as follows:
- Students in the salon area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting the Academy, proceed safely away from the building.
- Support staff at the front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students and staff in the classrooms, student lounge, conference room, restrooms, offices, and spa area should exit through the nearest door, single file.
- When outside, locate the students and guests from the salon area.
- Familiarize yourself with the evacuation route and the location of all emergency and regular exits.
- All exits are shown to students during the tour at orientation.

Violation of fire safety rules puts lives in jeopardy. Tampering with fire alarms or fire equipment can result in fines and possible incarceration according to Indiana state laws.

In case of serious accident or illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure them that help is on the way.

Power Failure

- Remain calm.
- Do not move.
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

First Aid

A first aid kit is located in the laundry room.

Emergency Phone Numbers

Immediate Help (Fire, Police, Rescue Squad):	911
Madison County Sheriff:	765-642-0221
Anderson Police Department	765-648-6711
Anderson Fire Department:	765-648-6600
Poison Control Center	1-800-222-1222

Copyright Infringement Policy

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing is prohibited and may subject students or staff to criminal liabilities. Copyright infringement is the act of violating any of a copyright owner's exclusive rights granted by the federal Copyright Act.

A student or staff member in violation of The Copyright Infringement Policy may be subject to criminal penalties resulting from prosecution. The legal penalties for copyright infringement include: infringer pays the actual dollar amount of damages and profits, the law provides a range from \$200 to \$150,000 for each work infringed, the infringer pays for all attorney's fees and court costs, the Court can issue an injunction to stop the infringing acts, the Court can impound the illegal works, or the infringer can go to jail.

Computer Use

Students are under the supervision of a licensed educator or an Academy staff member at all times while using the Academy computer.

A limited access login is provided for student use.

Students do not have access to the following Academy computers:

- Admissions
- Financial Aid Office
- Owners

Refund Policy

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in writing within three business days of the execution of this agreement, all monies paid herein, including the enrollment fee, shall be refunded by the Academy to the Student. This policy applies regardless of whether or not the student has actually started training.

If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to the Academy, less the enrollment fee of \$100.

In the event the Student begins but does not complete the course, the Student is charged according to the Refund Policy. The Academy will receive or retain tuition as follows:

Percentage of total program represented by hours scheduled	Maximum amount of total tuition Academy shall receive or retain
0 to 4.9 percent	20 percent

5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

If the Student has passed 50% of the scheduled course hours, no refund is due and all tuition is due.

If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee.

Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the Academy, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the Academy that he/she will not be returning. In said case, the withdrawal date will be the last day of recorded attendance at the Academy.

The Academy will comply with all Title IV Refund policy regulations. These calculations are separate from the institutional school refund policy and are regulated by the U.S. Department of Education. Any overpayment made to the Academy with Title IV funds will be returned to the Department of Education within 45 days from the date the Academy determines the student withdrawn. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. An applicant not accepted by the Academy shall receive a refund of all monies paid including tuition and enrollment fee.

If the Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. The Academy's accrediting agency will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.

If the course is cancelled after the Student's enrollment, the Academy shall provide a full refund of all monies or provide for completion of the course. The school reserves the right to reschedule, postpone, or cancel classes.

The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. Kits that are deemed unacceptable for re-issue may not be returned to the school for refund upon termination of enrollment.

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.

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 Grant, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins 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 was scheduled 30% of the total hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has been scheduled more than 60% of the hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The withdrawal date is the last day of documented attendance. An active student is considered officially withdrawn when she/he is dismissed by the school or the student notifies the school they are no longer attending. The withdrawal date is the last day of recorded attendance. The determined withdrawal date is the date the student notifies the school they are no longer attending or the date the school notifies the student they have been dismissed.

If the student did not receive all of 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 of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school. A school 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.

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 of 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) 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 was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for 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.

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 at www.studentaid.ed.gov.

- The "unearned" portion of the *institutional charges* will be returned *by the institution* to the appropriate Title IV program. The college will then bill the student for the amount of *institutional charges* that were returned in excess of the college's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Refunds for students who **do not** receive Title IV aid will be issued in accordance with the School's Institutional refund policy as stated on the school's enrollment agreement.

The school will return Title IV funds, within 45 days, to the following Title IV programs from which the student received aid during the payment period as applicable, up to the net amount disbursed from each source:

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal PLUS/Direct PLUS Loan
- 4) Federal Pell Grant
- 5) Federal SEOG
- 6) Other Federal, state, private or institutional aid
- 7) The student

Crime Conviction and Obtaining State Licensure

If you have been convicted of a crime, the Indiana State Board of Cosmetology will require the following prior to issuing a license:

- Conviction record
- Documents from your probation officer including the date you were released from probation.
 - If your probation officer cannot be contacted and you do not have these documents, you may provide the probation office contact information
- All court fees, probation fees, and restitution must be paid in full.
- In some cases, the board may issue a license on a probationary status. The board may require additional documents and may put your case under review.

In this instance, the issuance of your license may be delayed.

For questions regarding eligibility and requirements from the State Board, please contact them directly at: 317-234-3031.

iPad Agreement

Students in Cosmetology, Esthetics, and Nail Technology at Summit Salon Academy are given iPad's as part of their books and kit. The iPads are given to the student's with access to the Milady Coursemate which is the digital text for the course. Upon graduation, the student will keep their kit and iPad. If the student drops or does not complete the program, the iPad will stay with the student so long as all tuition is paid. In the event the dropped student has a balance with the Academy, the iPad will be recovered by the Academy until the student's balance has been paid in full. A charged and properly working iPad for class is the responsibility of the student. If the iPad is misplaced, stolen, or damaged, it is the student's responsibility to replace it. A paper textbook will be provided until the iPad replacement is made. A bursar account charge can be placed on the student's account, as long as there is a credit balance expected. iPads are to be used for school purposes only while clocked in.

File sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

Pre-Enrollment and Consumer Information

Cosmetology

Below are the statistics about the students who enrolled in the cosmetology program at Summit Salon Academy, formerly The Salon Professional Academy.

This information is based on audit requirements of the reporting time frame of 1-1-2015 to 12-31-2015.

Completion Rate : 63% or 42 of the 67 students in the cosmetology program scheduled to complete the program in 2015 graduated.

Placement Rate : 93%, or 39 of the 42 students who graduated and were eligible for employment also reported finding jobs in the cosmetology industry.

Licensure Rate : 100%, or 42 of the 42 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Cosmetology graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits resulting in higher earnings.

Physical Demands of Cosmetology

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Cosmetology

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Cosmetology in Indiana

To become licensed in cosmetology in Indiana, students must complete 1500 hours of approved training, pass the state board exams, and graduate from an approved school.

Prior to graduation, students are required to take and pass the state written exam. The exam covers cosmetology theory and Indiana law and rules related to cosmetology. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Beauty Culture Instructor

Below are the statistics about the students who enrolled in the Beauty Culture Instructor program at Summit Salon Academy, formerly The Salon Professional Academy.

This information is based on audit requirements of the reporting time frame of 1-1-2015 to 12-31-2015.

Completion Rate : 100% or 3 of the 3 students in the instructor program scheduled to complete the program in 2015 graduated.

Placement Rate : 100%, or 3 of the 3 students who graduated and were eligible for employment also reported finding jobs in the industry.

Licensure Rate : 100%, or 3 of the 3 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Instructor graduates earn from \$20,000 to \$25,000 in salary in an entry-level position depending on the work schedule and the area population. An hourly rate or salary is commonly used to pay instructors. Many schools now offer benefits resulting in higher earnings.

Physical Demands

There are physical demands placed on the body in any career. In this industry, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Beauty Culture Instructors in Indiana

To become a licensed Beauty Culture Instructor in Indiana, students must complete 1000 hours of approved training, pass the state board exams, graduate from an approved school, and have six months of work experience with their cosmetology, esthetics, or nail technology license.

Prior to graduation, students are required to take and pass the state written exam.

Esthetics

Below are the statistics about the students who enrolled in the esthetics program at Summit Salon Academy, formerly The Salon Professional Academy.

This information is based on audit requirements of the reporting time frame of 1-1-2015 to 12-31-2015.

Completion Rate : 94%, or 15 of the 16 students in the esthetics program scheduled to complete the program in 2015 graduated.

Placement Rate : 93%, or 14 of the 15 students who graduated and were eligible for employment also reported finding jobs in the esthetics industry.

Licensure Rate : 100%, or 15 of the 15 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Esthetics graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months.

Physical Demands of Esthetics

There are few physical demands in the area of esthetics. Some services will require standing for a length of time; it is suggested that you wear proper fitting, supportive shoes.

Safety Requirements of Esthetics

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each esthetician to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Gloves should also be worn during waxing procedures.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Esthetics In Indiana

To become licensed in esthetics in Indiana, students must complete 700 hours of approved training, pass the state board exams, and graduate from an approved school.

Prior to graduation, students are required to take and pass the state written exam. The exam covers esthetics theory and Indiana law and rules related to esthetics. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Nail Technology

Below are the statistics about the students who enrolled in the nail technology program at Summit Salon Academy, formerly The Salon Professional Academy.

This information is based on audit requirements of the reporting time frame of 1-1-2015 to 12-31-2015.

Completion Rate : 100%, or 10 of the 10 students in the nail technology program scheduled to complete the program in 2015 graduated.

Placement Rate : 100%, or 10 of the 10 students who graduated and were eligible for employment also reported finding jobs in the nail technology industry.

Licensure Rate : 100%, or 10 of the 10 students who graduated and took the state

board exam, passed the state board exam.

Compensation Expected

Nail Technology graduates earn from \$18,000 to \$22,000 in salary plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay nail technologists resulting in much higher pay after an introductory period of several months.

Physical Demands of Nail Technology

There are physical demands placed on the body in any career. In nail technology, care must be taken to protect your wrists, hands, and fingers. Regular excises and stretches will help strengthen and prevent problems. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Safety Requirements of Nail Technology

Safety requirements associated with this profession would include keeping the chemicals away from your eyes as well as the clients. If a product should happen to get in to your or your clients eyes, flush with water and call a physician immediately. Also refer to the MSDS sheets for the product you are using. Keep small children away from the nail table at all times. A mask may be worn during the filing of artificial nails to aid in keeping dust particles from being inhaled.

Licensing Requirements for Nail Technology In Indiana

To become licensed in nail technology in Indiana, students must complete 450 hours of approved training, pass the state board exams, and graduate from an approved school.

Nail Tech (manicuring) training at the Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 600 hour training program in nail tech that meets Indiana state standards of 450 hours with 150 additional practice training hours required by the Academy. The additional 150 hours include advanced studies and more hands-on experience benefiting the student's education and career readiness.

Prior to graduation, students are required to take and pass the state written exam. The exam covers nail technology theory and Indiana law and rules related to nail technology. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Right to Know: Consumer Information

Completion, Licensure, and Placement Rates

Below are the statistics about the students who enrolled in the **Cosmetology** program at Summit Salon Academy, formerly The Salon Professional Academy. Statistics below are based on the Department of Education reporting time frame of 9-1-13 to 8-31-14.

Completion Rate : 65%, or 41 of the 63 students in the cosmetology program scheduled to complete the program completed.

Placement Rate: 86% or 32 of the 37 students who graduated and were eligible for employment also reported finding jobs in the cosmetology industry.

Licensure Rate : 94%, or 37 of the 39 students who took the state board exam, passed the state board exam.

Below are the statistics about the students who enrolled in the **Esthetics** program at Summit Salon Academy, formerly The Salon Professional Academy. Statistics below are based on the Department of Education reporting time frame of 9-1-13 to 8-31-14.

Completion Rate : 92%, or 13 of the 14 students in the esthetics program scheduled to complete the program completed.

Placement Rate : 76%, or 10 of the 13 students who completed and were eligible for employment also reported finding jobs in the esthetics industry.

Licensure Rate : 100%, or 13 of the 13 students who took the state board exam, passed the state board exam.

Below are the statistics about the students who enrolled in the **Nail Technology** program at Summit Salon Academy, formerly The Salon Professional Academy. Statistics below are based on the Department of Education reporting time frame of 9-1-13 to 8-31-14.

Completion Rate : 100%, or 4 of the 4 students in the nail technology program scheduled to complete the program completed.

Placement Rate : 100%, or 4 of the 4 students who completed and were eligible for employment also reported finding jobs in the nail technology industry.

Licensure Rate : 100%, or 4 of the 4 students who took the state board exam, passed the state board exam.

Below are the statistics about the students who enrolled in the **Beauty Culture Instructor** Training program at Summit Salon Academy, formerly The Salon Professional Academy. Statistics below are based on the Department of Education reporting time frame of 9-1-13 to 8-31-14.

Completion Rate : 67% or 2 of the 3 students in the instructor program scheduled to complete the program completed.

Placement Rate : 100%, or 2 of the 2 students who completed and were eligible for employment also reported finding jobs in the industry.

Licensure Rate : 100%, or 2 of the 2 students who took the state board exam, passed the state board exam.

Workplace Violence Policy

Harassment and Offensive Behavior Policy

Summit Salon Academy believes in taking an active role in protecting its students from all forms of harassment and endeavors to maintain an educational program free from harassment (which includes harassment based on gender, pregnancy, childbirth or related conditions), as well as harassment based on such factors as sex, race, color, religion, national origin, ancestry, age, disability, status with regard to public assistance, member or activity in a local commission dealing with discrimination, marital status, sexual orientation, family or medical leave status, or veteran status. **WE HAVE ZERO TOLERANCE FOR HARASSMENT WHICH VIOLATES STATE AND FEDERAL GUIDELINES.** All such matters will be treated confidentially, and with the utmost discretion. The school will investigate all complaints and take any appropriate disciplinary actions.

1. Sexual Harassment.

Sexual harassment includes any unwelcomed or unwanted verbal or sexual advances; sexually explicit statements; or derogatory remarks made by someone in the workplace or school which are offensive, objectionable to the recipient, cause the recipient discomfort or humiliation, or which interferes with academic environment. For the purposes of this policy the term harassment includes, but is not necessarily limited to slurs, jokes, the display of photos, posters, cartoons or drawings, text messages, e-mails, and any other verbal, graphic or physical conduct relating to any individual's race, color, gender, religion, national origin, age, sexual preference, medical condition, marital status, veteran status, genetic information or disability. Further, harassment also includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. The EEOC defines sexual harassment as, "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational progress, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational progress or creating an intimidating, hostile, or offensive learning environment."

Verbal Harassment / abuse, as used in this policy, means to disturb or persistently irritate through repeated attacks on fellow employees, students and/or Supervisors as to disrupt their learning, work or reputations.

2. Examples of Harassment

- a. Physical harassment is any unwanted touching, fondling, patting, hugging, pinching, or kissing.
- b. Verbal harassment is any comment about a person's sexual behavior, sexually oriented jokes, and comments about a person's body, sexual innuendos, and double meanings.
- c. Non-verbal harassment is displaying sexually suggestive pictures or objects, sexually suggestive text messages or e-mails, leering, ogling in a sexually demeaning manner, gesturing and making lewd motions with one's body.

3. Responsibility

- a. The Employee or Student

- i. Tell the offending individual orally or in writing the conduct in question is offensive. In addition request the behavior "STOP" immediately.
 - ii. If the offending conduct continues or reoccurs, please notify your supervisor and human resources as soon as possible.
- b. School
 - i. With respect to conduct between fellow employees or fellow students the school is responsible for acts of sexual harassment in the school where the school staff and educators (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
 - ii. The school may also be responsible for the acts of non-employees, with respect to sexual harassment in the school, where the school (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
 - iii. Management personnel and Educators who fail to enforce this policy strictly and promptly may also be subject to disciplinary action up to and including termination.
 - iv. To be certain the harassment exists, and is clearly directed toward the person objecting. Whenever possible, witnesses or other substantiating information should be provided.
 - v. The complaint will be reduced to written form by the individual filing the claim.
 - vi. Separate meetings will be scheduled with the Complainant and the alleged Respondent within the immediate timeframe practical. Students participating in the meeting may choose to be accompanied by a, legal counsel; parent or another student, if that is felt to be desirable by the Complainant or the school's Investigator.
 - vii. The school will make every reasonable effort to determine the facts pertinent to the complaint. A written analysis and decision will be provided to the victim, alleged violator, and the owners.
 - viii. The Management team will meet within two (2) weeks of the initial claim for a hearing and to render a final decision. The victim and alleged violator will have the opportunity to make a statement and provide further information if necessary.
 - ix. The school will render a final decision at the closing of the hearing. The school/company's decision will be carried out immediately. At this point the matter will be considered closed,

pending further complaint or additional information. In cases of recurrent complaints or in cases of flagrant unlawful behavior, additional sanctions shall be employed up to and including termination from our schools program.

- x. No form of reprisal will be applied to any person making or witnessing a complaint of harassment including sexual harassment.

Domestic Violence in the School

Summit Salon Academy (hereinafter "the School") is committed to promoting the health and safety of its students. This commitment includes the prevention and reduction of the incidence of domestic violence.

While the School recognizes that both men and women can be victims of domestic violence, the overwhelming majority of victims are women. In fact, domestic violence is the leading cause of injury to women in the United States.

The School recognizes that domestic violence is a school issue. Domestic violence does not stay at home when victims and perpetrators go to school. Victims may be especially vulnerable while they are at school. Domestic violence can compromise the safety of students and directly interfere with the mission of the School by decreasing morale and learning, as well as increasing absenteeism.

For these reasons, the School has established this institutions domestic violence policy. The specific purposes of the policy are to:

- A. Create a supportive learning environment in which students feel comfortable discussing domestic violence issues and seeking assistance for domestic violence situations;
- B. Develop responsive policies and procedures to assist students who are affected by domestic violence;
- C. Provide immediate assistance to victims;
- D. Provide assistance and/or disciplinary action to employees or students who are perpetrators of abuse; and
- E. Offer training on recognizing and responding to domestic violence.

1. DEFINITIONS

- A. Domestic Violence: A pattern of coercive behavior that is used by a person against family or household members to gain power and control over the other party in the relationship. This behavior may include any of the following: physical violence, sexual abuse, emotional and psychological intimidation, verbal abuse and threats, stalking, isolation from friends and family, economic control, and destruction of personal property. Domestic violence

occurs between people of all racial, economic, educational, and religious backgrounds. It occurs in heterosexual and same-sex relationships, between married and unmarried partners, between current and former partners, and between other family and household members.

- B. Batterer, Perpetrator, or Abuser: An individual who commits domestic violence, sexual assault, or stalking.
- C. Sexual Assault: An act of sexual violence whereby a party forces, coerces, or manipulates another to participate in unwanted sexual activity. This behavior may include stranger rape, date and acquaintance rape, marital or partner rape, incest, child sexual abuse, sexual contact, sexual harassment, ritual abuse, exposure, and voyeurism.
- D. Stalking: An unwanted course of conduct by one person directed toward another specific person that is intended to cause that person fear of harm, emotional distress, or substantial inconvenience. Stalking may involve direct or indirect contact and may occur between intimate partners, acquaintances, or strangers. Stalking behaviors include but are not limited to: following a person; appearing at a person's home or school; making harassing phone calls; sending letters or e-mails; leaving written messages or objects; or vandalizing a person's property.
- E. Survivor or Victim: An individual subjected to domestic violence, sexual assault, or stalking.
- F. School: A student is considered to be in the institution or school when the student is involved in School Activities, is in the School owned or leased workspace, is using the facilities or services of the School, leased by the School or its agencies.
- G. School Safety Plan: A strategy developed in collaboration with a victim to implement institution safety options, including, but not limited to: setting up procedures for alerting security or police; temporary relocation of the victim to a secure area; voluntary temporary transfer or permanent relocation to a new classroom; opportunity to repeat course work without penalty, assignment of parking space; escort for entry and exit from school; responding to telephone, fax, e-mail, or mail harassment; and, keeping a photograph of the abuser or a copy of an existing court order in a confidential on-site location and providing copies to designated personnel.

2. STATEMENT OF CONFIDENTIALITY

The School recognizes and respects a student's right to privacy and need for confidentiality and autonomy. To the extent permitted by law

and unless the substance of the student's disclosure demands otherwise, the School will maintain the confidentiality of a student disclosure. Educators or School employees will share disclosures with The Owners. However, unless necessary, the information will not be shared with other employees or students in the School. Whenever possible, the student will be given notice of necessary further disclosures. Further disclosure may be necessary if, in the opinion of the person to whom the initial disclosure is made, an abuser presents a threat to the safety of any person; the employee has expressed homicidal or suicidal intentions; or there is reasonable cause to suspect abuse, neglect, or exploitation of children or incapacitated or dependent adults.

3. EDUCATION AND OUTREACH

- A. This policy will be distributed to all current employees or students. New students will receive the policy during orientation. All employees or students are expected to become familiar with this policy and to attend domestic violence training as provided by the School.

Educators and school employees will attend specialized training, as provided by the School, focused on identifying and responding to issues of domestic violence in the institution.

4. RESPONSE AND ASSISTANCE

- A. Disclosure; Requests for Information, Referral, and Assistance
The School will offer support and referrals for assistance to those employees or students who disclose concerns or request help. The School will also offer support and referrals for assistance to any student whom they are aware or suspect to be a victim or perpetrator of domestic violence. All employees or students wishing to discuss domestic violence issues are encouraged to speak with whomever they are most comfortable.

B. Response to Victims

1. Any person who is concerned about his or her safety at school should speak to an educator or school representative immediately.
2. If domestic violence is occurring in the school, is affecting the performance of the victim or the victim's peers, if the victim requests assistance, or if school staff suspects domestic violence the School will assist the victim. The School recognizes all persons' rights to privacy, autonomy, and safety and the corresponding need to control the process following any disclosure. To the extent that disclosures do not implicate issues

of institution safety and performance, and to the extent permitted by law and this policy, the School's response will be guided by the expressed wishes of the victim but should include the following:

- a. Evaluate for immediate threat to victim;
 - b. Contact a school representative and/or law enforcement;
 - c. Referring individuals to appropriate agencies and services, including local domestic violence advocates, sexual assault centers, legal services, law enforcement, medical and counseling services;
 - d. If necessary obtain a Protective Order and develop an individualized school safety plan in conjunction with appropriate agencies and services.
3. If any person is at immediate risk in the school, the School will follow protocols for notifying law enforcement and follow applicable emergency or safety procedure.
 4. Victims are encouraged to disclose the existence of Temporary and Permanent Orders for Protection from Abuse or Harassment to school representative or educator, especially when the order includes a provision that the perpetrator is not to have contact with the victim school. The School will follow the provisions of this policy with respect to response and assistance to the victim, and address the issue of institution safety plans with the victim as appropriate.
- C. Response to Employees or students Concerned about Domestic Violence
1. If a student has a concern that another student is a victim of domestic violence, the student is encouraged to contact a school representative to discuss the concern. The school representative will work with the concerned student to determine the appropriate response. In addition, the school representative may discuss the matter with the owners if there is an immediate safety risk to anyone in the school, or if the perceived problem has an effect on the school, including but not limited to safety, school performance, learning and morale. The school representative will maintain the confidentiality of the disclosing student to the extent permitted by law and this policy.
 2. If a student experiences or is a witness to violence or threats of violence in the institution, the student should report the incident to a school representative immediately.

3. Students may wish to seek assistance and information from a school representative before speaking with a perceived victim, but this approach is not required. If a student discusses concerns about safety with a victim, the student should only offer help, not judgment. The student should also:
 - a. Refer the victim to appropriate staff, agencies and services, local domestic violence advocates, sexual assault centers, legal services, law enforcement, medical and counseling services;
 - b. Remind the student about this policy; and
 - c. Encourage the victim to seek assistance when addressing personal and school safety issues.

5. DOCUMENTATION

The School will maintain copies of orders for protection from abuse and other documents that demonstrate institution violence in a confidential file. The School will develop necessary protocols related to maintaining records of domestic violence disclosures.

6. SCHOOL PERFORMANCE

In instances where the School is aware that a victim has performance or conduct problems as a result of domestic violence, sexual assault, or stalking, the School will offer support and an opportunity to correct the problems. School staff may develop a progress plan with the student to assist and support the student in meeting performance expectations.

The school staff, in collaboration with the student and any other appropriate agencies, should allow a reasonable amount of time away from school for the student (Leave of Absence) to obtain assistance regarding domestic violence, sexual assault, or stalking.

Nothing in this policy alters the authority of the School to establish performance expectations, counsel employees or students, impose discipline, reassign class time, place a student on leave, or take other action as it deems appropriate.

Information or documents pertaining to a victim's involvement in a domestic violence, sexual assault or stalking situation will be kept in a separate confidential file and will not be considered for purposes of hiring, transfer, or promotion.

7. PERPETRATORS

1. The School encourages employees or students who are perpetrators to voluntarily seek assistance from any of the

community resources, domestic violence centers, sexual assault centers, or batterers' intervention programs.

2. If a student discloses that he or she is or has been a perpetrator of domestic violence, the supervisor should refer the employee to a local Indiana Coalition Against Domestic Violence (ICADV) certified batterers' intervention program. In every situation where an employee makes this disclosure, the supervisor or manager will immediately be included in the discussion related to the disclosure.
3. If an student is concerned that another student is a perpetrator of domestic violence, the student should notify a school staff member. The student shall not confront the other student directly. Instead, the staff member will discuss the issue with the managerial staff who will decide how best to address the situation.
4. Employees or students who, while on duty, engage in behaviors that constitute domestic violence, sexual assault, or stalking will be subject to discipline, and law enforcement will be notified. In some cases, where there is a connection between off-duty conduct of this nature and one's employment with the School, that off-duty conduct may lead to discipline, in accordance with the bargaining agreement.
 - a. On-Duty: Any employee or student who commits domestic violence, sexual assault, or stalking in the institution will be subject to corrective or disciplinary action, in accordance with the bargaining agreement.

The use of Company resources or equipment in connection with domestic violence, sexual assault, or stalking is prohibited. Any employee who misuses any Company resources such as work time, work place telephones, a firearm, facsimile machines, mail, electronic mail, a Company vehicle, Company credit card, or other means to commit domestic violence, sexual assault, or stalking at any time or place, will be subject to disciplinary and law enforcement will be notified.
 - b. Off-Duty: Any student who is: (i) found by the School to have engaged in domestic violence, sexual assault, or stalking; or (ii) arrested, convicted, or named as a defendant in a protective order as a result of domestic violence, sexual assault, or stalking, law enforcement will be notified and student may be subject to disciplinary action when such action has a nexus / connection to their presence in the School.
5. Any student who is a named defendant in a civil or criminal action involving domestic violence, sexual assault, or stalking must

disclose any order regarding protection from abuse or harassment, or any condition of bail or probation applicable to the student that includes:

- a. Conditions that may interfere in any way with the student's ability to perform services with the public;
- b. Conditions prohibiting or limiting contact with other employees or students of their department; or
- c. Conditions prohibiting or limiting contact with the school community employees or students with whom there is a educational relationship.

The student must disclose the above information to their supervisor at the beginning of the employee's next scheduled work day after entry of the order or imposition of applicable condition of bail or probation.

Failure to provide the above information may result in disciplinary action up to and including termination.

8. NON-RETALIATION

No school employee shall take any retaliatory action against a student for making a complaint or observation of domestic violence, sexual assault, or stalking or otherwise asserting rights or responsibilities under this policy or relevant laws. Any manager or supervisor who is found to have taken retaliatory action against an student in violation of this section may be subject to disciplinary action.

9. CONCLUSION

The School is committed to providing a supportive school environment free of domestic violence. The School will work to respond and provide immediate assistance to employees or students affected by abuse.