



# **Course Catalog and Student Handbook**

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87 West 600 South  
Payson, UT 84651

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West Valley City, UT 84119  
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Effective November 14, 2017



### **Our Mission**

To seek out future professionals serious about a career in Cosmetology or Barbering, enroll them in our comprehensive programs, and provide training necessary to succeed in the world of professional salons and spas.

We are committed to supporting our students from enrollment through completion of the requirements for licensure and assisting them in their placement goals.

Our team culture is based on integrity, quality and respect. We are dedicated to uplifting those with whom we come in contact.

### **Our Facilities**

Our Payson Campus is located at 87 West 600 South in historic, downtown Payson. Our 2600 sq. ft. facility was designed specifically with you, the student, in mind. Our fun, new atmosphere, contemporary design, and functional layout are just a few of the things you'll find here. From spa and nail equipment to the latest in hair tools and supplies, our professional designers have worked hard to put together for you the finest and freshest academy of its kind. With 16 styling stations on the clinic floor and 5 more in the freshman classroom, we are prepared to offer you plenty of hands-on experience.

Our Salt Lake Campus is located at 3695 South Redwood Road, Suite 9 in West Valley City. This is a 6,000 sq. ft. facility with plenty of room to spread out as we grow. This campus currently has 20 styling stations on the clinic floor with more in the freshman classrooms. In addition, we have the latest in professional hair tools and supplies and barber equipment as well as nail and spa equipment. You will certainly feel professional as you learn and practice in this environment.

### **Our Staff**

Jan Barker, Director of Operations, Owner  
Jeff Barker, Physical Facilities, Owner  
Holly Amusu, Payson Director of Education  
Annie Talbot, Payson Student Support Director  
Ray Francom, Salt Lake Campus Director  
Annette Flores, Salt Lake Director of Education  
Heather Powers, Financial Aid Director

## **Course Offerings**

American Beauty Academy offers complete programs for Utah State Cosmetology/Barber and Barber\* licensure. These comprehensive programs include instruction in hair, nails, and esthetics. As a graduate of American Beauty Academy, you will have many career opportunities including the following:

Hairstylist, Barber, Make-up Artist, Nail Technician, Manicurist/Pedicurist, Color Specialist, Salon Manager, and Salon Owner, as well as educational opportunities, for example: Cosmetology Instructor, Product Representative, Apprentice Trainer, and Platform Artist. You may also choose to become involved in work for film, theatre, fashion or print.

\*Barber program offered at Salt Lake Campus only.

## **Expected Compensation**

A graduate of American Beauty Academy who is serious about entering the field of Cosmetology and Barbering can expect to earn from \$8 to \$50 per hour and up depending on his/her choice of work environments. Stylists can earn an hourly rate plus incentives and commissions in corporate-owned salons, commissions of 40% to 60% in private salons, or if they choose to pay booth rent in private salon and promote themselves they can earn as much as their ambition will allow. We have many classes and assignments on this topic, so you can decide where and how you want to work.

## **Physical Demands**

Cosmetology can be a physically demanding profession. Stylists and barbers are on their feet a lot, estheticians have services that may cause back strain and there is a lot of sitting for nail technicians. During your classes at American Beauty Academy you will be taught proper posture and given many opportunities to build your muscles and stamina so that you are able to perform services comfortably.

## **Safety Requirements**

The Cosmetology and Barbering field is a very safety-conscious industry. From sanitization to tool-handling, we prepare our students to be as safe as possible in their work environment. The state licensing exams focus strongly on safety and sanitation so that when graduates are licensed they have shown they are qualified to perform services safely.

## **Counseling Services**

American Beauty Academy has a Student Support Director who is available to visit with any student to discuss things pertinent to a career in Cosmetology or Barbering.

## **State Requirements for Licensure as a Cosmetologist/Barber**

1. Graduate from a school of cosmetology/barbering with at least 1600 hours
2. Pass State administered written and practical exams.
3. Make application and pay fee.

According to Utah State Law, an applicant may be disqualified from becoming licensed for the following: criminal conviction for certain sex offenders, crimes against a person, crimes against property, any offense involving controlled dangerous substances or conspiracy to commit or any attempt to commit any of the above offenses. An applicant who has a criminal conviction for a felony involving a controlled substance may be considered ineligible for licensure for a period of five years from the termination of parole, probation, judicial proceeding or date of incident, whichever is later. An applicant who has a criminal conviction for a misdemeanor involving a controlled substance may be considered ineligible for licensure for a period of three years from the termination of parole, probation, judicial proceeding or date of incident, whichever is later. For complete state licensure restrictions, please see code R156-11 a-302.

## Cosmetology/Barber Course Curriculum

According to state laws and rules, a cosmetology/barber school shall consist of 1600 hours of instruction in the following topics:

<b>Cosmetology/Barber Curriculum</b>		<b>Hours</b>
History of cosmetology and barbering		5
Overview of curriculum		5
Business and salon management, including developing clientele, professional image, professional ethics, professional associations, public relations and advertising		60
Personal, client and salon safety including aseptic techniques and sanitary procedures, disinfection and sterilizations methods and procedures.		20
Health risks to the cosmetologist/barber		5
Human immune system		5
Bacteriology, sanitation and sterilization, and decontamination and infection control		20
First aid and CPR		10
Anatomy and Physiology		10
Science of cosmetology and barbering		20
Analysis of the skin, hair and scalp		20
Chemistry of cosmetology/barbering		20
Legal issues including malpractice liability, regulatory agencies and tax laws		10
Utah Cosmetology/Barbering Exam Review		15

<b>Hair Curriculum</b>		
Properties of the hair and scalp		10
Implements, tools and equipment for cosmetology and barbering		10
Hairstyling, including wet and thermal		80
Hair coloring		240
Permanent waving		50
Chemical hair relaxing and thermal straightening		40
Draping, shampooing, rinsing and conditioning		20
Haircutting, including men and women		240
Scissor cutting for men		10
Razor cutting for men		5
Shaving		5
Mustache and beard design		5
Clipper variations		5
Wigs and artificial hair, including hair extensions		20
Elective topics		80

<b>Esthetics Curriculum</b>	
Science of basic esthetics	15
Analysis of the skin	15
Chemistry for basic esthetics	15
Implements, tools and equipment for basic esthetics, including heat lamps and high frequency or galvanic currents	5
Electricity and light therapy	10
Limited chemical exfoliation, including pre-exfoliation consultation, post-exfoliation treatments and chemical reactions	10
Packs and masks	10
Skin treatments with and without machines	40
Aromatherapy	5
Temporary removal of superfluous hair	10
Waxing	40
Make-up application	40
Chemistry of cosmetics	10
False eyelashes/eyelash extensions	15
Eyebrow arching	15
Eyebrow and eyelash tinting	10
Pedicuring, including massage of the lower leg and foot	40
Manual lymphatic massage of the face, neck and scalp	10
Natural manicures and pedicures	10
Elective topics	50

<b>Nail Curriculum</b>	
Implements, tools and equipment for nails	5
Nail structure and growth	5
Disorders of the nail	5
Skin and disorders of the skin	5
Basic manicuring with hand and arm massage	20
Pedicuring, including massage of the lower leg and foot	40
Artificial nail techniques: wraps, gels, tips and acrylic nails	80
Nail art	10
Elective topics	10
<b>1600 Total Hours Instruction</b>	

## State Requirements for Licensure as a Barber

1. Graduate from a school of barbering with at least 1000 hours
2. Pass State administered written and practical exams
3. Make application and pay fee.

According to Utah State Law, an applicant may be disqualified from becoming licensed for the following: criminal conviction for certain sex offenders, crimes against a person, crimes against property, any offense involving controlled dangerous substances or conspiracy to commit or any attempt to commit any of the above offenses. An applicant who has a criminal conviction for a felony involving a controlled substance may be considered ineligible for licensure for a period of five years from the termination of parole, probation, judicial proceeding or date of incident, whichever is later. An applicant who has a criminal conviction for a misdemeanor involving a controlled substance may be considered ineligible for licensure for a period of three years from the termination of parole, probation, judicial proceeding or date of incident, whichever is later. For complete state licensure restrictions, please see code R156-11 a-302.

## Barber Course Curriculum

According to state laws and rules, a barber school shall consist of 1000 hours of instruction in the following topics:

<b>Barber Curriculum</b>	<b>Hours</b>
History of barbering	5
Overview of barber curriculum	5
Business and shop management, including developing clientele, professional image, professional ethics, professional associations, public relations and advertising	60
Personal, client and shop safety including aseptic techniques and sanitary procedures, disinfections and sterilization methods and procedures	20
Health risks to the barber	5
Human immune system	5
Bacteriology, sanitation and sterilization, and decontamination and infection control	20
First aid and CPR	10
Anatomy and physiology	10
Science of barbering	20
Analysis of the skin, hair and scalp	20
Chemistry of barbering	20
Properties of the hair and scalp	10
Implements, tools and equipment for barbering	10
Hairstyling, including wet and thermal	80
Basic hairstyling and hair cutting	280
Clipper variations	5
Scissor cutting	10
Draping, shampooing, rinsing and conditioning	20
Shaving and razor cutting	180
Mustache and beard design	100
Elective topics	80
Legal issues including malpractice liability, regulatory agencies and tax laws	10
Utah Barbering Exam review	15
<b>1000 Total Hours Instruction</b>	

## **Admission Requirements**

American Beauty Academy does not discriminate based on sex, age, race, color, religion, or ethnic origin and admits students without discrimination of any circumstances and/or processes. The Academy admits high school graduates, GED holders and ATB students. Applicants must be at least 16 years of age. High school students may be admitted under a training agreement with the school district. American Beauty Academy gladly accepts, but does not recruit, students currently enrolled in similar programs of study. All students must have an interview prior to enrollment.

## **Re-Entry Policy**

If a student withdraws from American Beauty Academy and wishes to re-enroll, he/she may contact the Director of Operations or Campus Director to notify them of the desire to return. If it has been less than 6 months since the withdrawal, and the student can prove their intent to finish school to the satisfaction of the Director, the student will be reinstated under the original contract with an addendum containing the new dates for graduation and any other conditions or terms required. If it has been more than 6 months, the student must reapply and will be considered a transfer student for purposes of the contract and the placement in the class. See Transfer Student Policy for details.

If a student is terminated from American Beauty Academy and wishes to re-enroll, he/she may contact the Director of Operations or Campus Director to notify them of the desire to return. Depending on the circumstances of the termination, the student may be accepted back under the same terms and conditions as in the above paragraph. American Beauty Academy retains the right to disallow students to return if their conduct has not been satisfactory.

## **Ability-to-Benefit**

American Beauty Academy does admit Ability-to-Benefit students who are enrolled in a career pathway program. Contact the admissions office for information.

## **Application**

The applicant must complete an application form prior to registration. All forms may be obtained from American Beauty Academy. Each prospective student must be approved during a two-interview process. The first interview is an opportunity for you to tour the academy and visit classes, meet our staff, hear about our curriculum, learn about our beliefs and attitudes, and for us to learn more about you. When you have decided to attend American Beauty Academy, you will turn in your completed application, with the application fee of \$50, reserving your space in the class you have chosen. This application fee is not included in the cost of tuition and is non-refundable. On your second interview, terms of payment are agreed upon, the Enrollment Contract is signed, and you are ready to begin classes. At some point during this process, we encourage you to bring your parents, guardians, or spouse to visit American Beauty Academy. We like the people you care about to know where you are considering spending a year of your time and effort. Students are admitted based on first-come, first-served. We reserve the right to do a background check.

## **Enrollment Contract**

The Enrollment Contract fully outlines the obligations of American Beauty Academy to the Student and the Student to American Beauty Academy. You will have the opportunity to ask questions during the two interviews prior to signing the Enrollment Contract. The Enrollment Contract also states that the Course Catalog has been read and understood.



## Additional Requirements

The following items are needed to begin your education at American Beauty Academy:

- 1 head and should photograph (wallet size) unless photo identification is provided.
- High School Diploma, transcript, GED or ATB unless enrolled under a High School training agreement
- Completed application form with \$50 application fee
- Financial Aid award, if applicable
- Complete Enrollment Contract and High School contract, if applicable
- Copy of Drivers License, Birth Certificate or State issued identification

## Transfer Students

The following requirements must be met by students who will transfer to American Beauty Academy from another cosmetology school.

1. A certified transcript of hours and requirements previously completed. Transfer students must earn a minimum of 500 hours, and Barber students a minimum of 300 hours, at American Beauty Academy.
2. Completion of standard entrance requirements.
3. An evaluation conducted by the Academy Director to determine if the transfer student is on an equal footing with American Beauty students with similar hours. If so, then all hours, up to the maximum, will be accepted. If not, then only the amount of hours that puts the transfer student at the same level of proficiency will be accepted. Transfer hours more than 5 years old may not be considered.

## Class Starting Dates and Holidays

At American Beauty Academy, full-time cosmetology classes begin approximately every 3 weeks, part-time classes approximately every 6 weeks. Barber classes begin approximately every 4 weeks. See the website for a list of starting dates for the current year.

American Beauty Academy is closed on the following major holidays: Memorial Day, Independence Day, 24<sup>th</sup> of July, Labor Day, Thanksgiving Weekend, and for the Christmas Holidays during the same dates as the local public schools. We are also closed for Spring Break March 30-31, 2018 and the week of Independence Day for our summer break. The Salt Lake campus is also closed for fall break during UEA weekend. (2018 dates TBA)

## Class Schedules

Our Payson Campus implements a flexible schedule. Students must commit to 20-25 hours part-time or 35-40 hours full-time. Both schedules have a set-schedule Freshman class, with flex schedule beginning when students graduate from chosen Freshman class.

### Freshman

Full-time (6-week program, Monday through Friday  
Approx. 260 hours)

8:30 – 9:45	class
9:45 – 10:00	break
10:00 – 12:00	class
12:00 – 1:00	lunch
1:00 – 2:30	class
2:30 – 2:45	break
2:45 – 5:00	class

Part-time (12-week program, Monday-Thursday  
Approx. 240 hours)

5:00 – 8:00	class
8:00 – 8:30	break
8:30 – 10:00	class

**Juniors and Seniors**

## Full-time:

Tuesday and Thursday	8:30 – 9:45	class
	9:45 – 10:00	break
	10:00 – 12:00	class
Saturdays	8:30 – 12:00	student salon floor
	12:00 – 1:00	lunch
	1:00 – 5:00	student salon floor

## Part-time:

Monday and Wednesday	7:30 – 10:00	class
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The remainder of hours to complete schedule will be chosen from the following student salon floor hours:

Monday	1:00 – 7:00
Tuesday	1:00 – 9:00
Wednesday	8:30 – 12:00
	1:00 – 7:00
Thursday	1:00 – 9:00
Friday	8:30 – 12:00
	1:00 – 5:00

All students are also expected to attend on their assigned photoshoot days. These dates and times will be posted in advance. Note: Part-time students may select Saturday hours if there is room in the student salon.

Our Salt Lake Campus implements a standard schedule as follows:

**Freshman**

Full-time (6-week program, Monday through Friday  
Approx. 260 hours)

Part-time (12-week program, Monday-Thursday  
Approx. 240 hours)

8:30 – 9:45	class	5:00 – 8:00	class
9:45 – 10:00	break	8:00 – 8:30	break
10:00 – 12:00	class	8:30 – 10:00	class
12:00 – 1:00	lunch		
1:00 – 2:30	class		
2:30 – 2:45	break		
2:45 – 5:00	class		

**Juniors and Seniors**

## Full-time:

Tuesday-Thursday (Fridays class until 10:30)	8:30 – 10:00	class
	10:00 – 10:15	break
	10:15 – 12:00	student salon floor/class
	12:00 – 1:00	lunch
Saturdays	1:00 – 5:00	student salon floor
	8:30 – 5:00	student salon floor

## Part-time:

Tuesday-Thursday (Mondays class until 7:00)	5:00 – 6:30	class
	6:30 – 6:45	break
	6:45 – 10:00	student salon floor/class

## Dress Code

Students are required to wear a black apron, smock or vest (provided by the Academy) and all clothing, including outerwear, must be professional in appearance and in neutral colors (black, white, gray, tan, or cream, etc.) At the Salt Lake Campus, the colors that you can wear are black, white, and gray. Shorts, sleeveless shirts, tank tops, flip-flops, overalls and hooded sweatshirts are not to be worn. Logos and graphics are not allowed. Midriffs and lower backs must be covered, skirts must be knee-length. Pierced ears are acceptable. Other visible piercings (i.e. nose, eyebrows, cheeks, lips) must be discreet and not excessive. It is not our desire to stunt the creativity of our students, only to present a professional, uniform appearance for our clients.

Uniforms will be checked daily. Students shall be in proper dress code, unless approved by American Beauty Academy administration, and are expected to maintain high standards of personal hygiene. Aprons are to be freshly laundered with no spots or tears. Aprons turned in to dispensary to be laundered are done so at the student's own risk. Any students not complying with dress standards may be sent home to change or be subject to disciplinary action.

## Student Kit Rules

All student tools are to remain at the school until released by American Beauty Academy administration. Any students taking kit supplies from the premises without permission from the administration will be subject to disciplinary action. Lost, stolen or broken tools must be replaced within 2 weeks. Each student is responsible for keeping his/her personal belongings and student tools secured in workstations or lockers. American Beauty Academy will not be held responsible for lost or stolen property.

## Cosmetology/Barber Student Tools List (Payson)

The following is a list of tools in the cosmetology student list:

2 Mannequin heads	Clippercide	SV 9 row finishing brush
Male mannequin head	Styptic powder	SV paddle brush
Mannequin stand	2 straight razors	SV large thermal round brush
Mannequin shears	Andis Magnetic guide set	SV small thermal round brush
Cape	Clipper comb	SV brush cleaner
Jumbo boar bristle brush	Hand Mirror	SV 8-piece comb set
Large boar bristle brush	Spray bottle	SV alligator clips
Cricket 8 row styling brush	Manicure brush	SV medium thermal round brush
Cricket 12 row styling brush	Nail brush	
12 cutting combs	Dappen dishes	
12 butterfly clips	Make-up brush set	
2 weave combs	American Beauty Apron	
Hair pick	Tool caddy	
2 color brushes	Nail mani set	
2 color bowls	Milady's Textbook bundle w/ Mind tap	
Applicator bottle	Chromebook	
Andis Master Clipper	Sam Villa (SV) cutting shears	
Andis T-Outliner	SV blending shears	
Andis Detachable clipper	SV shear case	
Andis 1 ½ blade	SV signature razor	
Andis 2 blade	SV ionic blow dryer	
Andis 3 ½ blade	SV Professional straightening iron	
Neck duster	SV 1" curling iron	
Double edge razor	SV ¾" curling iron	
Assorted razor blades	SV styling brush	

### **Cosmetology/Barber Student Tools List (Salt Lake)**

Andis Magnetic Guide Set	Sam Villa (SV) brush cleaner
Case	SV 8-piece comb set
Monsr. Charles Straight Razor	SV clips
Speed O guide clipper comb	SV small thermal round brush
Magic straight razor	SV medium thermal round brush
Double edge razor	SV large thermal round brush
American Beauty T-Shirt	SV paddle brush
Chemical cape	SV 9 row finishing brush
Andis detachable	SV styling brush
Andis 1 ½ blade	SV professional straightening iron
Andis 2 blade	SV ionic blow dryer
Andis 3 ½ blade	SV 10 blades
Butterfly clips	SV signature razor
Hand mirror	SV 30 tooth blender shear
Dappen dish	SV dry cutting shear
Fingernail, nipper, tweezer, pusher	Styptic powder
Toenail clipper	Clippicide
Manicure brush	Assorted razor blades
2 color bowls	Neck duster
2 color brushes	Andis T-Outliner
Make up brush roll	Andis Master
Beauty apron	1" curling iron
Spray bottle	3 mannequin heads
Scalp treatment brush	Milady's Bundle
Weaving combs	Boar bristle brush (large)
Master tech tools	

### **Barber Student Tools List (Salt Lake)**

Apron	Hair pick	SV larger thermal brush
Andis magnetic guide set	Cape	SV medium thermal brush
3 Clipper combs	Andis Master	SV small thermal brush
Monsr. Charles straight razor	Andis T-outliner	SV clips
Spray bottle	Neck duster	
Magic straight razor	Assorted razor blades	
Double edge razor	Clippicide	
American Beauty T-shirt	Styptic powder	
Metal case	Sam Villa (SV) cutting shears	
Andis Detachable	SV tooth blender shear	
Andis 1 ½ blade	SV signature razor	
Andis 2 blade	SV blades	
Andis 3 ½ blade	SV ionic blow dryer	
Mirror	SV Profession straightening iron	
Scalp treatment brush	SV styling brush	
Milady's Standard Textbook	SV 9 row finishing brush	
Milady's workbook	SV paddle brush	
3 hair cloth clips	SV brush cleaner	
2 mannequins	SV 8-piece comb set	

## **Tuition Costs**

All programs require a non-refundable \$50 application fee.

Tuition for Cosmetology/Barber at Payson Campus:  
\$15,000 plus \$1700 for the Student Tools Kit

Tuition for Cosmetology/Barber at Salt Lake Campus:  
\$15,000 plus \$2500 for the Student Tools Kit

Tuition for Barber at Salt Lake Campus:  
\$10,000 plus \$2500 for the Student Tools Kit

Financial Aid available to those who qualify. Other financial plans available through American Beauty Academy as well as local banks and credit unions. Methods of payment school will accept include, cash, credit cards, money orders, checks, Title IV funds, loans, or private or public scholarship funds.

Scholarships are offered to high school seniors who are selected through an application process made available to the high school's counseling offices. Occasionally other scholarships are available during special events, or times of year. These scholarships are available to any prospective student and are clearly outlined in all notices and advertisements.

## **Cosmetology/Barber Attendance Requirements**

Full-time:

1. The full-time course length is 49 weeks – 1600 clock hours.
2. The required 1600 hours of training must be completed within forty-nine (49) weeks from the student's starting date (35 hours per week, plus additional time for holidays and absences), except as extended by an authorized leave of absence. Leaves of absence will only be granted in accordance with the rules contained herein. When 1600 hours is not completed by the calculated completion date, the student agrees to pay \$9.50 for each hour needed to complete the hourly requirements. A transfer student's calculated completion date will be calculated pro-rata according to hours needed to complete a total of 1600 hours of training.

Part-time:

1. The part-time course length is 86 weeks – 1600 clock hours.
2. The required 1600 hours of training must be completed within eighty-six (86) weeks from the student's starting date (20 hours per week, plus additional time for holidays and absences), except as extended by an authorized leave of absence. Leaves of absence will only be granted in accordance with the rules contained herein. When 1600 hours is not completed by the calculated completion date, the student agrees to pay \$9.50 for each hour needed to complete the hourly requirements. A transfer student's calculated completion date will be calculated pro-rata according to hours needed to complete a total of 1600 hours of training.

## **Barber Attendance Requirements**

### Full-time:

1. The full-time course length is 29 weeks – 1000 clock hours.
2. The required 1000 hours of training must be completed within twenty-nine (29) weeks from the student's starting date (37.5 hours per week, plus additional time for holidays and absences), except as extended by an authorized leave of absence. Leaves of absence will only be granted in accordance with the rules contained herein. When 1000 hours is not completed by the calculated completion date, the student agrees to pay \$10.00 for each hour needed to complete the hourly requirements. A transfer student's calculated completion date will be calculated pro-rata according to hours needed to complete a total of 1000 hours of training.

### Part-time:

1. The part-time course length is 54 weeks – 1000 clock hours.
2. The required 1000 hours of training must be completed within fifty-four (54) weeks from the student's starting date (20 hours per week, plus additional time for holidays and absences), except as extended by an authorized leave of absence. Leaves of absence will only be granted in accordance with the rules contained herein. When 1000 hours is not completed by the calculated completion date, the student agrees to pay \$10.00 for each hour needed to complete the hourly requirements. A transfer student's calculated completion date will be calculated pro-rata according to hours needed to complete a total of 1000 hours of training.

## **Attendance Rules**

- Students may not, under any circumstances, bring their children or pets to school and collect hours for that day.
- Students must take lunch during their assigned time period if possible. Students must inform their instructor and make other arrangements if they are not able to take lunch at this time and notify front desk personnel if necessary.
- Students must attend their scheduled hours.
- Students are not to leave the school at any time, except on approved breaks, without receiving permission from an instructor. If they leave the building for any reason, they must clock out and notify their instructor and front desk personnel.
- If a student cannot attend school, the student must call in and talk to a school official at least one hour before their scheduled shift starts. Failure to do so will result in an unexcused absence and may result in disciplinary action.
- Students must be on time to school, class and clinic floor. Students who are going to be tardy for class and/or clinic floor must notify a school official at least 30 minutes before their scheduled class or floor shift or may be subject to disciplinary action.
- Full-time students may not miss more than two Saturdays per calendar quarter.
- Students are allowed up to three tardies or excused absences in a 30-day period. Four or more may result in disciplinary action.

## **Leave of Absence**

A leave of absence will only be granted in emergency situations such as health or accident difficulties. Students may apply to the Student Support Director for exceptions. Application for leave of absence must be made in writing in advance unless unforeseen circumstances prevent the student from doing so. Such applications must include reason for the student's request and include the student's signature. If the student is unable to provide the request in advance, he or she must make the request at a later date and provide documentation explaining why the application was not made in advance. In such a case, the beginning date of the leave of absence will be determined by the institution to be the first date the student was unable to attend. There must be a reasonable expectation that the student will return.

Leaves of absence may not exceed 180 days in any 12-month period. When more than one leave is taken, the combined leaves may not exceed the 180 days.

Leaves of absence will extend the student's contract for the same number of days taken in the leave. This extension will be noted in the student's contract as a contract addendum. A leave of absence will not constitute a withdrawal, no additional fees will apply, and no refund calculation is required at that time. All other situations will be considered a withdrawal and additional charges will apply, as outlined in the Refund Policy. If a student does not return from a leave of absence, the student's withdrawal date is the student's last day of attendance. The date of determination will be the date the student failed to return.

## **Makeup-work Policy**

Tests and assignments required for graduation must be made up. Students with missing required work will lose personal service privileges and may be removed from clinic floor duties to complete makeup work. Missed hours may be made up only with permission from the administration, and only during normal school floor hours, outside of the student's own schedule, when they student has a request client.

## **Clinic Floor Rules**

The student salon floor at American Beauty Academy is an integral part of the education. It prepares our students to succeed in the world of cosmetology. In order for our student salon floor to be successful, the rules listed below must be followed.

- Students are not allowed to perform any service on a client or student without a service ticket.
- Client release forms must be completed and signed by the client prior to performing any chemical service.
- Students are responsible for watching the monitor to see when clients arrive.
- In the event that the service provided differs from that listed on the ticket, it is the student's responsibility to ensure that the client is charged correctly.
- Students are responsible for notifying client of any additional charges and that those charges get onto the ticket.
- American Beauty Academy does not do any chemical services on children under 12 years of age.
- Work by students must be checked by an instructor and signed off before the student will receive credit.
- Personal services may only be performed with permission from the floor instructor on the day of the service. Any product to be used must be paid for in advance. Personal services will not be scheduled on Fridays or Saturdays.
- All appointments are to be made by staff only. No changes can be made by a student.
- Students must accept all appointments given to them.
- All hair clippings must be swept up immediately following the service, prior to blow dry styling.
- Students are not allowed behind the front desk or in the dispensary unless they have been assigned to work there.
- Students must not congregate in the reception area or around the front desk.
- Students may not loiter at their stations or anywhere on the clinic floor. Free time must be spent in the breakroom or loft.

- Students who are not working on a client are responsible for applying their efforts towards the study and practice of cosmetology.
- All personal workstations and supplies must be cleaned up at the end of each day and signed off by a staff member.

## **Grading**

American Beauty Academy requires a grade average of 80% or higher to each phase of training to graduate. Theory and practical work are considered of equal importance. Students are graded based upon points earned versus points possible, which then is converted to a percentage. Students will receive progress reports, so they are aware of their standing. Students will have an advising interview at each evaluation point to assess their progress.

## **Satisfactory Academic Progress Policy**

The maintenance of satisfactory academic progress is an eligibility criterion for all students attending American Beauty Academy. All students are to receive this policy, which may be found in the course catalog, prior to enrolling. The school is required in statute and regulation to establish standards for measuring whether a student is maintaining satisfactory progress. The following policy outlines the standards that must be met by students attending American Beauty Academy.

### **Good Standing:**

To be in good standing a student must be maintaining satisfactory progress.

### **Satisfactory Progress:**

Students are required to maintain satisfactory progress both in attendance (quantitatively) and in grades (qualitatively). The progress for attendance requires a maximum time frame in which the student must complete their schooling objective, after which the student is no longer making satisfactory progress. The progress for grades is measured by the Grade Percent Average (GPA). For the Cosmetology/Barber program, American Beauty Academy's first academic year is 900 hours and second academic year is 700 hours. Satisfactory progress is evaluated at 450, 900, and 1250 actual hours. For the Barber program, the academic year is 1000 hours. Satisfactory progress is evaluated at the 500 actual hours. For transfer students evaluations will be conducted at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Students are given satisfactory progress reports upon each evaluation. A copy is kept in the student file. Students may request copies from the student support director if needed.

### **Satisfactory Progress in Grades:**

Satisfactory progress in grades will be monitored each time a student reaches a satisfactory progress evaluation point in actual hours. 0%-79% = unsatisfactory progress, 80%-100% = satisfactory progress.

### **Satisfactory Progress in Attendance:**

Students must complete their program within the maximum time frame for course completion. The maximum time frame for full and part time students to complete the cosmetology/barber program at American Beauty Academy is 150% of the amount of time required to complete 1600 hours without absences. (150% is defined as 2400 clock hours.) The maximum time frame for full and part time students to complete the barber program at American Beauty Academy is 150% of the amount of time required to complete 1000 hours without absences. (150% is defined as 1500 clock hours.)

Transfer students will have 150% of the time required to complete the hours listed in their contract. Time off for authorized leaves of absence will not be considered a part of the maximum time frame nor will it be used in calculating attendance overages. Students who do not complete their program within the 150%-time frame



required will be permitted to remain in school, however, Title IV funds will be terminated, and the student will be required to pay by cash any remaining tuition or fees owed.

Satisfactory progress in attendance will be evaluated at the satisfactory progress evaluation points in actual hours but monitored monthly. Full and part time students must earn a minimum of 67% of their scheduled cumulative attendance hours at the evaluation period. Students meeting cumulative minimum requirements at the evaluation will be considered maintaining satisfactory progress in attendance (quantitatively), that evaluation period.

### **Determination of Status:**

Students who meet the minimum academic and attendance requirements are considered to be making satisfactory progress until the next scheduled evaluation. All students will be given a copy of their satisfactory academic progress evaluation results at the time of their evaluation. A copy is also kept in the student file. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning and has prevailed upon appeal resulting in a status of probation. Students will be notified of their status and potential loss of financial aid funds upon evaluation.

### **Warning, Probation and Suspension:**

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

### **Re-establishment of Satisfactory Academic Progress:**

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

### **Appeals:**

Any student has the right to appeal a decision regarding satisfactory academic progress. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a letter to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documentation will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and the decision documents will be retained in the students file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

### **Course Incomplete or Repetitions:**

American Beauty Academy has no course incompletes or repetitions. As such, these will have no effect upon the institution's satisfactory academic progress.

### **Transfer Students:**

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

### **Leave of Absence:**

All Leaves of Absence extend the contract period and maximum time frame by the same number of days taken in LOA. Satisfactory academic progress is also put on hold during Leaves of Absence. Students taking a leave of absence, or students who have withdrawn from the Academy and wish to return, will re-enter the school in the same status as when they left.

### **Graduation Requirements**

1. The student must have an 80% overall academic average.
2. The student must complete all required tests, assignments and practical services.
3. The student must complete at least 1600 hours of training for Cosmetology/Barber, 1000 for Barber.
4. The student must complete 1600 hour or 1000 hour written and practical exams with scores of 80% or higher.
5. The student must fulfill all financial obligations to the Academy or make satisfactory payment arrangements.

Students completing all of the requirements listed above will receive their American Beauty Academy Diploma. American Beauty Academy will provide materials and literature to prepare the student for the State Board Exams, as well as free tutoring until a passing score is obtained. All graduates must pass State Board Examinations to receive a license. Costs related to taking the State Board Examinations and for State Licensure are the sole responsibility of the student.

### **Employment Assistance**

American Beauty Academy does not guarantee employment; however, we maintain contacts in the cosmetology profession to assist students in job placement. Salon owners are encouraged to interview our students upon graduation, although American Beauty Academy can not guarantee an interview. American Beauty Academy will provide students with a list of salons interested in hiring graduates.

### **Access to Records and Right to Privacy**

Students have the right to inspect their school records by making a written request two days prior to the review with a statement defining the purpose. Student records will be reviewed with an authorized school representative. All student records shall be kept confidential and only released upon written authorization of the student with the following exceptions:

1. Law enforcement agencies with proper legal subpoena.
2. Parents of dependent minors may review a student's cumulative records with an authorized school representative present to interpret the records.
3. Student records may be released to applicable financial institutions and accrediting agencies. All reviews must be scheduled two days in advance.
4. All student records will be maintained for three years.

### **Refund Policy**

1. This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
2. An applicant not accepted by American Beauty Academy will be entitled to a refund of all monies paid.
3. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within 3 business days of the date of signing the

Enrollment Contract, all monies collected by the academy will be refunded, less the \$50 non-refundable application fee. The cancellation date will be determined by the postmark on written notification, or the date the information is delivered to American Beauty Academy administration in person. This policy applies regardless of whether or not the student has actually started training.

4. If a student cancels his/her enrollment more than 3 business days after signing the Enrollment Contract, but prior to entering classes, he/she will be entitled to a refund of all monies paid to American Beauty Academy less the \$50 application fee.
5. If a student cancels his/her enrollment after entering classes, or otherwise leaves school prior to graduation, American Beauty Academy will be entitled to retain or receive a tuition amount calculated according to the following table:

Scheduled Clock Hours or Percentage	Amount of Total Tuition the Academy Will Receive or Retain
01-49 Barber, 01-79 Cosmetology or .01% - 4.9%	20%
50-99 Barber, 80-159 Cosmetology or 5% - 9.99%	30%
100-149 Barber, 160-239 Cosmetology or 10% - 14.9%	40%
150-249 Barber, 240-399 Cosmetology or 15% - 24.9%	45%
250-499 Barber, 400-799 Cosmetology or 25% - 49.9%	70%
500 or more Barber, 800 or more Cosmetology or 50% or more	100%

“Scheduled clock hours” is defined as the elapsed time between the actual starting date and the date of the student’s last day of physical attendance in American Beauty Academy. When situations of mitigating circumstances are in evidence, the refund may exceed the amount shown above. Refunds will be calculated based on the student’s last day of attendance.

6. Clock hours are monitored weekly.
7. Withdrawal determination date will occur no more than 30 school days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the documented date of return or the date the student notifies the Academy that he/she will not be returning.
8. In any of the above instances, the cancellation date will be determined by the date of the postmark on written notification or the date the information is delivered to American Beauty Academy administration in person. Any monies due to the student will be refunded within 45 days of a determination that the student has withdrawn, whether officially or unofficially.
9. Additional costs to the student, such as supplies and equipment, will not be considered in tuition refund computations. Supplies and equipment purchased from American Beauty Academy are non-refundable and non-returnable. Supplies and equipment will not be released until all financial obligations have been paid in full.
10. If a student withdraws, or is expelled, from American Beauty Academy prior to completion, a \$100 withdrawal or termination fee will be charged.
11. If American Beauty Academy cancels a program and ceases to offer instruction subsequent to a student’s enrollment and before classes have begun, American Beauty Academy shall, at its option, provide a full refund of all monies paid or provide completion of the program.
12. If American Beauty Academy cancels a program and ceases to offer instruction subsequent to a student’s enrollment and after classes have begun, American Beauty Academy shall, at its option, provide to the student transferring to another school a pro rata refund based on the hours accepted by the receiving school; or provide completion of the program; or participate in a Tach-Out Agreement; or provide a full refund of all monies paid.
13. If American Beauty Academy closes permanently and ceases to offer instruction subsequent to a student’s enrollment and after classes have begun, American Beauty Academy shall, at its option provide a pro rata refund or participate in a Teach-Out agreement.

14. All students have the right to appeal their refund calculations. To appeal a decision a student must submit all pertinent facts and information in writing within 10 days of determination to American Beauty Academy administration. A final determination will be made within 30 days. All decisions will be final.
15. If a student owes money after withdrawal or termination, and refuses to make payments, the student's account will be sent to a collection agency who will then be responsible for collecting any monies owed. The Withdrawal and Settlement Policy will be forwarded to the collection agency for use in correspondence.

## **Standards of Conduct**

At American Beauty Academy we feel that a wholesome, positive environment is essential to a great learning experience. In order to maintain that type of environment, the following standards of conduct must be observed by all students.

- No visitors are permitted in the classroom, student breakroom or on the clinic floor unless approved by the school staff.
- No personal phone calls, except in the case of emergency, are to be received through the business phone. Students will not be called off the floor or out of class for personal calls unless by a daycare, hospital, or police.
- Cell phones are allowed to be used responsibly. No calls or texts allowed in class or on clinic floor.
- Food and drink are allowed in the breakroom only, unless approved by an instructor.
- No smoking is allowed in, or within 20 feet of any entrance to the building.
- Students are expected to show professionalism and respect to people and property.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
- Students involved in any form of physical violence, or threatening the use of physical violence, with another student, staff member or client may be terminated immediately.
- Any student who is disrespectful to another student, staff member or client may be subject to disciplinary action.
- Students must park in designated areas.
- Students are responsible for cleaning up after themselves in the breakroom.
- Students are required to provide their own models for hands-on classes.
- Students are not to leave class until excused by an instructor.
- Students must notify administration of any change in address or phone number.
- Students are not allowed to practice cosmetology outside of school without an instructor present.
- All student kit items must remain on campus until released upon graduation or, in the case of early withdrawal, upon all balances being paid.
- Any student caught stealing will be dismissed immediately and will not be allowed back on school premises at any time.
- Students shall be responsible for knowing and abiding by all rules and standards set forth herein.

## **Disciplinary Policies**

Students must understand that any infraction of the Rules and Regulations, Standards of Conduct, Policies, or the Enrollment Contract could result in any of the following disciplinary actions.

### **Suspension:**

Students are written up for non-compliance with the Academy's rules, regulations and policies. Upon receiving a 4<sup>th</sup> write-up, students will be suspended for a period of one week and must pay a \$50 suspension fee for re-admittance. A second suspension will result in a \$100 suspension fee.

**Dismissal/Termination:**

Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of American Beauty Academy, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements, Standards of Conduct, general policies, and/or the Enrollment Contract.
- Noncompliance with the school's Satisfactory Progress Policy.
- Noncompliance with State laws and regulations.
- Any action which causes or could cause bodily harm to a client, student, or employee of the school.
- Willful destruction of school property or theft.
- Engaging in the manufacture, distribution, dispensing, possession, or use of drugs and/or alcohol.
- Not meeting all terms of a probation or suspension.
- Excessive suspensions.

**For Your Information**

American Beauty Academy is licensed by:  
Utah State Department of Commerce  
Division of Occupational and Professional Licensing  
160 East 300 South  
P.O. Box 45805  
Salt Lake City, UT 84145-1432  
(801) 530-6628

American Beauty Academy is accredited by:  
The National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

**Consumer Information**

According to our latest NACCAS Annual Report, outcomes are as follows:

Graduation rate 80%, Licensure rate 96%, Placement rate 96%

Other consumer information may be found on our website under the Cosmetology or Barber menu button, or at <http://nces.ed.gov/collegenavigator/?q=american+beauty+academy&s=UT&id=459541>