

# W

ACADEMY

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of salon + spa

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## MISSION STATEMENT

W Academy of Salon + Spa is dedicated to providing high quality professional education delivered with passion and technical excellence by preparing students with the knowledge and skills required to secure employment and enjoy a successful career in the Salon & Spa Industry.

## SCHOOL INFORMATION

Prospective Students are encouraged to review this catalog prior to signing an enrollment agreement, review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

OWNER: WASSIM INC., Wassim Kaddura, President

## ACCREDITATION AND APPROVALS

**W Academy of Salon + Spa is Accredited by NACCAS and approved by the following agencies:**

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**

4401 Ford Ave., Suite 1300, Alexandria, Virginia, 22302

Telephone: (703) 600-7600 Fax: (703) 379-2200

Website: [www.naccas.org](http://www.naccas.org)

**US Department of Education**

Federal Student Aid Program Compliance

San Francisco / Seattle School Participation Division 50 Beale Suite 9800, San Francisco, CA 94105 –1863

Telephone: (415)486-5367 Fax: (415) 486-5676

**Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Telephone: (916) 431-6959 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**California Board of Barbering and Cosmetology (DCA)**

1625 Market Blvd., Suite N 112,

Sacramento, CA 95834

Telephone: (916) 574-7570 Web site: [www.dca.ca.gov](http://www.dca.ca.gov)

**Veterans Affairs**

1111 Howe Ave #390

Sacramento, CA 95825-8543

Telephone: (916) 556-430 Website: [www.va.gov](http://www.va.gov)

Vocational Rehabilitation

1485 Enea Court , Suite 1100



Concord, CA 94520-5228  
Telephone: (925) 602-3953

## APPROVAL DISCLOSURE STATEMENT

W Academy of Salon + Spa is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Bureau approval means compliance with minimum standards set forth.

W Academy of Salon + Spa is Accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education.

The following accredited programs are offered by W Academy of Salon + Spa:

- **Cosmetology**     **1600 Hours**
- **Esthetician**     **600 Hours**

A graduate of these programs will be eligible to sit for the applicable licensure exam in the state of California and other states where the hourly requirement has been met.

California Department of Consumer Affairs requires completion of the state course requirements at minimum and after completion of hours and curriculum you must take and pass the state exam with 75% minimum to receive your state license. Instruction is in residence with occupancy level accommodating 60 students at a time using oscillating schedule times. The Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate to verify completion.

## POLICY & PROGRAM CHANGES

W Academy of Salon + Spa reserves the right to make changes to any portion of this catalog including amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, calendar and other dates and other provisions of any sort. The school also reserves the right to make changes to instructional materials, to modify curriculum, and when curriculum permits, to combine classes to provide meaningful instruction, training and contribute to the level of interaction among students.

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary with approval of the Department of Consumer Affairs if required. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

## CAREER OPPORTUNITIES

The curriculum is designed to offer training for entry-level positions in the Salon & Spa profession. However, W Academy of Salon + Spa cannot guarantee job placement upon graduation. Career opportunities could include:

- ASSOCIATE STYLIST
- HAIR STYLIST
- COLORIST
- MAKE-UP ARTIST
- SKINCARE SPECIALIST
- PLATFORM ARTIST
- FASHION WEEK PARTICIPANT
- EDITORIAL PHOTO SHOOTS
- RUNWAY SHOWS
- BRIDES/ WEDDINGS
- SALON OWNER / MANAGER
- SPA OWNER
- INDUSTRY PRODUCT REPRESENTATIVE
- MEDI SPA
- SCHOOL OWNER

## PHYSICAL DEMANDS & SAFETY PRECAUTIONS

Prospective students are advised that students and graduates can expect to be on their feet a substantial amount of time. They will also be expected to develop good hand eye coordination and dexterity. They must also exercise proper posture at all times in order to prolong their ability to remain in the profession. Students and graduates must at all times exercise safe practices such as wearing gloves while handling chemicals, wear protective apron and closed toe shoes to prevent injury.



## STUDENT SERVICES

W Academy of Salon + Spa's Career Services are a vital part of the educational program. Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee employment or a level of income or wage rate to any Student or graduate.

The purpose of career services is to actively assist students in obtaining desirable employment. Career Services assist students and graduates, in a range of career planning and advising to include:

- Assist graduates in obtaining employment in various possible options in the salon and spa industry field.
- Coach on interviewing skills and follow-up.
- Provide career search skills to graduates to better enable them to network and research potential employers.
- Maintain a posting area where successful salons in the area can post job openings for new employees
- Listen to employers and their input regarding the necessary skills and aptitude needed for our students to become successful.

## ENROLLMENT AND CLASS START SCHEDULE

Academy of Salon + Spa reserves the right to change entrance dates and class schedules within the limitations of the facility. Start dates for all programs are:

- |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| • 07/11/2017 | • 10/03/2017 | • 01/02/2018 | • 04/03/2018 | • 07/10/2018 |
| • 08/01/2017 | • 11/07/2017 | • 02/06/2018 | • 05/01/2018 | • 08/07/2018 |
| • 09/05/2017 | • 12/05/2017 | • 03/06/2018 | • 06/05/2018 | • 09/04/2018 |

## HOLIDAYS AND SCHOOL CLOSURE POLICY

W Academy of Salon + Spa is closed on the following days:

- |                  |                  |                |                 |
|------------------|------------------|----------------|-----------------|
| • New Year's Day | Independence Day | • Thanksgiving | • Christmas Day |
| • Memorial Day   | • Labor Day      | • Veterans Day |                 |

**2017 Summer Break:** 07/01/2017 to 07/05/2017; **Thanksgiving Holiday:** 11/23/2017 to 11/26/2017;

**Christmas and New Year Holiday:** 12/23/2017 to 01/01/2018

The W Academy of Salon + Spa may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are observed and respected.

The school reserves the right to postpone training in the event of natural disasters, (such as fire, flood, and earthquake), labor disputes, equipment failure, for a maximum of 30 days.

## STUDENT SCHEDULES

W Academy of Salon + Spa has set out a complete description of the education provided. The Enrollment Agreement outlines the expectations the student must adhere to. The following schedules are now available:

### COSMETOLOGY FULL-TIME SCHEDULE:

9:00 a.m.-5:00 p.m. Tuesday-Saturday, 37.5 hours per week

### COSMEMOLOGY PART-TIME SCHEDULE:

9:00 a.m.-2:30 p.m. Tuesday-Saturday, 27.5 hours per week

### COSMETOLOGY PART-TIME (EVENING) SCHEDULE

5:00 p.m. – 10:00p.m Monday-Thursday, 20 hours per week

### ESTHETICIAN FULL TIME SCHEDULE:

9:00 a.m.-5:00 p.m. Tuesday-Saturday, 37.5 hours per week



**ESTHETICIAN Part time SCHEDULE:**

9:00 a.m.-2:30 p.m. Tuesday–Saturday, 27.5 hours per week

**ESTHETICIAN PART-TIME (EVENING) SCHEDULE**

5:00 p.m.-10:00 p.m. Monday-Thursday, 20 hours per week



## ADMISSIONS POLICY AND PROCEDURE

Listed below are the specific admission requirements and procedures established for all programs:

- Must be a minimum of 17 years of age and provide proof of age such as driver license or birth certificate.
- Complete and sign an enrollment agreement, (any student under the age of 18 must have a parent or legal guardian sign the enrollment agreement).
- Provide proof of high school or equivalent completion via one of the following:
  - High School Diploma
  - Sealed and signed high school transcript
  - GED
  - High school equivalency certificate
- Academic transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Pay a non-refundable \$100 application fee upon enrollment
- Provide Social Security Card
- Complete Enrollment Application

Student must determine form of payment method when enrolling. W Academy of Salon + Spa accepts cash, check, money order, Visa and MasterCard.

**W Academy of Salon + Spa will accept up to a of 500 transfer hours for the cosmetology program and up to 100 transfer hours for the esthetician program. The number of hours allowed are based on the outcome of a technical and practical entrance evaluation.**

**Accepted transfer hours are counted as both attempted and completed for the purpose of determining the maximum allowable program time frame.**

**Please note: The *Pre-Application for Licensing* in the State of California requires each student to disclose any prior convictions of a felony or misdemeanor criminal offense (other than minor traffic violations or outstanding traffic/parking tickets). Please speak with the Owner and/or Director if you have any prior convictions.**

## TRANSFER POLICY

W Academy of Salon + Spa will accept up to 500 transfer hours for the cosmetology program and up to 100 transfer hours for the esthetician program. Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the maximum allowable time frame for the program has been exhausted. Transferring student must pass Phase One test out in all areas before entering Phase Two and performing services in the Student Salon. Students that would like to transfer to another school must submit a Letter of Withdrawal to W Academy of Salon + Spa stating their name, decision to withdraw from W Academy of Salon + Spa and the date.

All fees owed to W Academy of Salon + Spa must be paid in full in order to receive Proof of Training. When full payment has been received and the Letter of Withdrawal have been received, a Proof of Training will be issued within 14 days. The transferability of W Academy of Salon + Spa credits and/or hours is at the complete discretion of the receiving institution.



## RE-ENTER/RE-ENROLLMENT POLICY

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a \$100.00 application fee and a \$150.00 administrative fee. The student will be charged for their remaining hours at the current tuition rate.

## LEAVE OF ABSENCE POLICY

Students may request a leave of absence not to exceed 180 days within a 12-month period. Primarily the LOA must be for Jury Duty, Military Duty, or medical reasons for the student of an immediate family member (an immediate family member is the student's parent, sibling, spouse, or child).

Leave of Absence Request Must:

- Be in advance whenever possible and in writing (use LOA form obtained from the Registrar or Director)
- Have beginning and ending dates
- States the reason for the leave

**Please note the following stipulations:**

- No LOA will include previously missed days unless the student or immediate family member is hospitalized
- The LOA will not reduce the program completion requirements
- The LOA will not be considered in determining the amount of elapsed time for refund calculations or maximum period
- Medical, Military, or Jury Duty leaves do not have to be 180 consecutive days, but may be granted at different intervals within the twelve-month period
- No LOA will be granted if there is not a reasonable expectation that the student will return
- A Student, who is not meeting satisfactory progress when the leave begins, will remain in unsatisfactory status upon returning for the remaining portion of the probationary period.
- The institution may not assess the student any additional institutional charges as a result of the LOA.
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- A Student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

## FILE RETENTION AND ACCESS TO FILES

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- Review their education records
- Seek to amend inaccurate information in their records
- Provide consent for the disclosure of their records

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$.25 per page.

**General Release of Information:** A Student must provide written consent before the school may disclose personally identifiable information from the student's education record. The written consent must:

- State the purpose of the disclosure
- Specify the records that may be disclosed
- Identify the party or class of parties to whom the disclosure may be made
- Be signed and dated

**If a student would like to provide access of their student information to another person, the student must fill out and sign a**





**Release of Information form every time the student requests the information be released.**

**Release of Information to Regulatory Agencies:** W Academy of Salon + Spa provides and permits access to student and other school records as required to the National Accrediting Commission of Career Arts and Sciences (NACCAS), U.S. Department of Education and authorized representatives of the Department, including employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and The National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

## COSMETOLOGY STATE REQUIREMENTS

The chart below shows the California Department of Consumer Affairs curriculum requirements for the cosmetology course

Subject	Minimum hours of technical instruction	Minimum practical operations
The Barbering & Cosmetology Act/State Board's	20	0
Cosmetology Chemistry	10	0
Health & Safety	45	0
Disinfection & Sanitation	20	20
Anatomy & Physiology	15	0
Hair Styling	65	240
Permanent Waving & Chemical Straightening	40	105
Haircutting	20	80
Hair Coloring & Bleaching	60	50
Scalp & Hair Treatments	5	20
Facial	30	40
Eyebrow Beautification & Makeup	25	30
Manicure & Pedicure	10	25
Artificial Nails & Wraps	25	120 Nails
Additional Training	95	385
<b>Total</b>	<b>485</b>	<b>1,115</b>

In addition to the required subjects stated above, W Academy of Salon + Spa includes training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, client services records, building a clientele, resume writing, and interviewing skills.



## Cosmetology Course Description

### 1600 HOURS - COSMETOLOGY COURSE: All Courses are taught in English

The primary purpose of the cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions in cosmetology or related career field.

#### Objectives:

Upon completion of the program requirements the determined graduate will be able to project a positive attitude and a sense of integrity, practice proper grooming and effective communication skills and visual poise. Understand employer employee relationships and respect the need to deliver worthy service and for value received, perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp hair conditioning, facials, manicures, pedicures, and nail extensions. Perform the basic analytical skills to determine proper make up, hairstyle and color application for the client's best overall look. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

## COSMETOLOGY COURSE OUTLINE

The Cosmetology Course is divided into four parts:

**Theory and Lecture:** This is the presentation of the theory, which builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.

**Demonstration:** This is the presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of the course.

**Practical:** Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.

**Professional Clinic Training:** Students will experience an actual salon environment daily by working on guests, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills guests expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and with the discipline necessary to compete with veteran technicians.

\*W Academy of Salon + Spa reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior student notice at the expense of W Academy of Salon + Spa.



**Textbook and Resource Materials:**

**Milady E-Book**

**Milady Text, 2016 Edition**

**Milady Study Guide: The Essential Companion, 2016 Edition**

**Milady Practical Workbook, 2016 Edition**

**Milady Theory Workbook, 2016 Edition**

**Bio-Elements - The Manual**

**Sassoon Theory/Workbook/DVD Bundle**

**Nuts & Bolts Business Series**

**The Four Agreements A Practical**

**Guide to Personal Freedom**

**Redken Certified Haircolorist Study Guide**

**Redken Principal Based Haircolor**

**Redken Art of Consultation**

**Various DVD's by Redken, Milady, Sam Villa, , Behind The Chair, etc.**

**Salon Fundamentals Pivot Point**

**Salon Management by Milady**

**Haircare and Braiding by Milady**

**Beauty and Wellness by Milady**

**Color, Chemical & Texture Services by Milady**

**Anatomy & Physiology by Milady**

**Student Reference Guide by Milady**

**Salon Fundamentals by Pivot Point 2010**

**Pivot Point Teacher Support Materials.**

**Pivot Point Cosmetology Textbook 2010**

**Pivot Point Teacher Study Guide**

**Pivot Point Salon Success**

**Pivot Point Long Hair Design**

**Pivot Point Hair Design**

**Pivot Point Color Design**



**GRADING:**

Achievements are evaluated by means of Quantitative written and Qualitative practical exams. The exams are based on the theory and practice of cosmetology.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstrations of competency for the required comprehension and knowledge of:

- Theory
- Principals
- Practice of Cosmetology

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements. Students are monitored daily during class and/or clinic sessions for progress.

**PROGRESS REPORTS:**

Progress reports are issued to students periodically with the exception of Software or computer technical difficulty at which time the progress reports are delivered at the first opportunity of systems up and running properly. Reports include progress in clinic, theory, practical, and accumulated hours.

\*W Academy of Salon + Spa reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior notice at the expense of W Academy of Salon + Spa.

**EVALUATION:**

1. Students are monitored with progress reports monthly to assist in keeping students on track. If students are not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
2. Evaluations are performed for Satisfactory Academic Performance (SAP) at 450, 900, and 1,200 hours.
3. Financial Aid SAP Evaluations for eligibility of financial aid are performed at 0-450, 451-900, 901-1200, and 1201-1600 hours.
4. Prior to completion of the 1,200 hour SAP the Instructor, Registrar, or Director will assure the student is on target to meet graduation requirements by reviewing the current progress report. If progress is on schedule and student's SAP is satisfactory, we may assist the student with pre-applying for their State Board Examination.
5. During final evaluation at 1600 hours the student will hand in their Exit Interview.

Will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.



SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board's Rules & Regulations/Salon Management, Business Techniques, Communication, Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.	75% Minimum Score on Written Exam.
Additional Hours	Beginning at 1400 hours, students will enter the 200-hour employment preparedness part of their program.	This portion of the program will include training both on and off campus. The training will include job interviews, hair shows and classes, weekly state board practical training, professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, guest recordkeeping, desk and reception assistance, and lab/product experience.	75% Minimum Score on Written and Practical Exams. 100% participation.
Cosmetic Chemistry	Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% Minimum Score on Written Exam.



Theory Of Electricity In Cosmetology	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions	75% Minimum Score on Written Exam.
Disinfection, Sanitation	Learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	75% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications.
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body and	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine,	75% Minimum Score on Written Exam.
Wet Hair Styling	Mastering procedural steps necessary to clean and condition hair. Familiarization with equipment and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron.	Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry of shampoos, safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.	75% Minimum Score on Written Exam. 75% Minimum Score on all Practical Applications
Thermal Hair Styling	Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.	75% Minimum Score on Written Exam. 75% Minimum Score on a minimum of 40 thermal styles and 20 Press/Curl Practical Applications.



Permanent Waving	Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.	Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.	75% Minimum Score on Written Exam. Use of proper safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes. 75% Minimum Score on Practical Applications.
Chemical Straightening	Proficiency with hair analysis, the use of chemicals, and production knowledge.	Students will learn to work with different products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety Precautions and Sanitation	75% Minimum Score on Written Exam. 75% Minimum Score on 25 Practical Applications.
Haircutting	Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using scissors and/or razor.	Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.	75% Minimum Score on Written Exam. Use of proper techniques and safety precautions to cut hair in 20- 25 minutes with the razor and 25-30 minutes with scissors. 75% Minimum Score on 75 Practical Applications.
Hair Coloring and Bleaching	Familiarization with hair coloring and bleaching concepts.	Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries, bleaching and toners, color application and special effects.	75% Minimum Score on Written Exam. Use of proper safety precautions, following directions, and application of color to hair. 75% Minimum Score on 50 Color and 20 Bleach Practical Applications.
Scalp and Hair Treatments	Learning the benefits of and performing of scalp and hair treatments. Familiarization with disorders and diseases of scalp and hair.	Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper Sanitation and Safety Precautions.	75% Minimum Score on Written Exam. Perform proper steps for scalp treatment in 30 minutes or less. 75% Minimum Score on 20 Practical Applications.



## ESTHETICIAN COURSE DESCRIPTION

### **600 HOURS – ESTHETICIAN COURSE: All Courses are taught in English**

The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, and proper work habits and desirable attitudes necessary to: 1) achieve competency to pass the state board examination 2) gain the ability to enter the job market in an entry level position in the esthetics or a related field.

#### **Objectives:**

Upon completion of the program requirements, the determined graduate will:

- \* Be able to project a positive attitude, a sense of personal integrity and self-confidence, practice proper grooming and effective communication skills and display visual poise.
- \* Understand employer employee relationships, respect the need to deliver quality service for value received, perform the basic skin care services, work with facial machines, eyebrow beautification and make-up.
- \* Be able to apply theory, technical information and related matter to assure sound judgment, decisions, and procedures.

W Academy of Salon + Spa will grant a Certificate of Graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

## ESTHETICIAN COURSE OUTLINE

**The Esthetician Course is divided into four parts:**

#### **THEORY AND LECTURE:**

This is the presentation of the theories, which builds the foundation that plays an important role in the underlying success of the Esthetician. A thorough understanding of all aspects of esthetics helps develop the practical application that technicians must master before the completion of the course.

#### **DEMONSTRATION:**

This is the presentation of the procedures performed in the professional skin care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

#### **PRACTICAL:**

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic Training portion of their training.

#### **PROFESSIONAL CLINIC TRAINING:**

Students will experience an actual salon environment daily by working on guests, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills guests expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and discipline necessary to compete with veteran technicians.





**TEXT BOOKS AND REFERENCE MATERIALS:**

- Milady Standard Esthetics Practical Workbook, 2012
- Milady Text Book for Esthetics, 2012
- Milady Standard Make-up
- Milady Common Skin Diseases
- Milady Beauty & Wellness Career Transitions
- Salon Management by Milady
- Pivot Point Salon Fundamentals for Esthetics Textbook
- Pivot Point Esthetics Exam Preparation
- Milady Stand Esthetics Theory Workbook, 2012
- Milady State Board Exam Review, 2012
- Milady Beauty and Wellness Dictionary
- Milady Comprehensive Training for Esthetics
- Fitzpatrick Skin Typing & Aging Analysis
- Anatomy & Physiology by Milady
- Pivot Point Esthetics Study Guide
- Bio elements The Manuel
- Nuts and Bolts, various books
- Summit Salon, various books
- Various DVD's

**GRADING:**

Achievements are evaluated by means of quantitative written and qualitative practical exams. The exams are based on theory and practice of cosmetology.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstration of competency for the required comprehension and knowledge of:

- Theory
- Principals
- Practice of Cosmetology

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements. Students are monitored daily during class and/or clinic sessions for progress.

**PROGRESS REPORTS:**

Progress reports are issued to students on a monthly basis with the exception of software or computer technical difficulty at which time the progress reports are delivered at the first opportunity of systems up and running properly. Reports include progress in clinic, theory, practical, and accumulated hours.



**EVALUATION:**

Students are monitored with progress reports. If student is not meeting satisfactory progress, they must retake tests. Evaluation is performed at 300 to assess students understanding of State Board requirements & to assess placement.

Prior to completion of 450 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam and W Academy of Salon + Spa may assist student in completing the Pre-Application form for State Board licensure exam.

Final Evaluation occurs at 600 hours and the student will be provided an Exit Interview.

**TOPICS:**

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act And The State Board's Rules & Regulations	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry.	75% Minimum Score on Written Exam
Cosmetology Chemistry Related to Skin Care Practices	Familiarization with basic structure and purpose of cosmetic skin care, skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, chemical skin peels and the physical and chemical changes of matter.	Students will utilize MSDS sheets, and state laws regarding the care, handling, and storage of hazardous materials; demonstrations on the prevention of chemical injuries, information from agencies regarding laws and health issues when dealing with communicable diseases.	75% Minimum Score on Written Exam

<p>Health &amp; Safety/ Hazardous Substance</p>	<p>Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.</p>	<p>Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions</p>	<p>75% Minimum Score on Written Exam.</p>
<p>Electricity</p>	<p>Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.</p>	<p>Sanitation, and disinfection rules and methods, wet and dry sanitizing, chemical agents used, and safety precautions. Shall entail performing all necessary functions for disinfecting instruments and equipment. Disinfection will be emphasized throughout the training and must be performed before each use of equipment and instruments.</p>	<p>75% Minimum Score on Written Exams</p>
<p>Disinfection Sanitation</p>	<p>Learn necessary sanitary conditions for skin care practice and prevention of infectious/contagious diseases. Definitions, Sanitation, Sterilization, and Disinfection; Implements and product awareness.</p>	<p>Students can receive all of the theory materials from their manicuring book and reinforcement by workbooks. There are miscellaneous handout materials, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues, and organs.</p>	<p>75% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications</p>
<p>Bacteriology, Anatomy, Physiology</p>	<p>Mastering the structure and science of functions of the human and all of its systems; Bacteriology - Types and classifications; Viruses body and Fungus; and Infection and treatment;</p>	<p>Massage theory and effect, motor points, manipulations, skincare fundamentals facial treatments. Proper Sanitation and Safety techniques.</p>	<p>75% Minimum Score on Written Exam.</p>



<p>Facials</p> <ul style="list-style-type: none"> <li>-Manual</li> <li>-Electrical</li> <li>-Chemical</li> </ul>	<p>Mastering manual facials: includes skin analysis, cleansing, scientific manipulations, packs, masks, and product knowledge.</p> <p>Mastering electrical facials: includes use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes (not used to contract). Mastering chemical facials through peels, packs, masks and scrubs.</p>	<p>Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation &amp; Safety issues.</p>	<p>75% Minimum Score on Written Exam. Using proper steps and to give a facial in one hour or less. 75% Minimum Score on 40 Manual, 30 Electrical, and 20 Chemical Facial Practical Applications.</p>
<p>Eyebrow Arching and Hair Removal</p>	<p>Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair.</p>	<p>Cosmetics that are used, preparation, procedures, makeup, corrective makeup, false eyelashes, and skin analysis. Variety of products.</p>	<p>75% Minimum Score on Written Exam. 75% Minimum Score on 10 Hair Removal Practical Applications.</p>
<p>Makeup</p>	<p>Learning the techniques and procedures for complete and corrective makeup and the application of false eyelashes.</p> <p>Learning basic skin analysis.</p>		<p>75% Minimum Score on Written Exam. 75% Minimum Score on 40 Practical Applications.</p>

In addition to the required subjects stated above, W Academy of Salon + Spa includes training of communication skills, professional ethics, salesmanship, decorum, record keeping, building a clientele, resume and interviewing skills.



## GRADUATION & STATE EXAMINATION REQUIREMENTS

### **COSMETOLOGY GRADUATION REQUIREMENTS:**

Upon completion of the following requirements, students will receive a Certificate of Completion, and W Academy of Salon + Spa will submit a *Proof of Training* document to the California State Board of Barbering and Cosmetology (providing ALL tuition and fees are paid in full).

- Successfully complete 1600 clock hours.
- Successfully complete the required practical operations and theory hours.
- Pass all written and practical exams with a minimum 75%.
- Pass written and practical State Board exams including the Mock Board tests.
- Satisfy all financial obligations to the School. All tuitions, fees and/or other charges must be paid in full.
- Complete a Graduate Exit *Interview*.

### **STATE LICENSURE COSMETOLOGY REQUIREMENTS:**

#### **Cosmetologists Admitted to Examination:**

The Board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the Board in proper form, paid the fee required by the chapter, and who is qualified as follows:

- Is not less than 17 years of age.
- Has completed the 10th grade in a public school in this state or its equivalent.
- Holds a license as a barber in this state & has completed a cosmetology crossover course in a school approved by the board.
- Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
- Completed the apprenticeship program in cosmetology specified in Article 4 of The Barbering and Cosmetology Act (commencing with Section 7332).
- Is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act.

#### **Has done any of the following:**

- Completed a course in cosmetology from a school approved by the board.
- Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with the requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph 1 of this subdivision.

Applicants with a misdemeanor and/or felony criminal plea or conviction must complete a Disclosure Statement regarding Criminal Plea/Conviction Form with the following information:

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported).
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/or current employers.



**PASSING GRADES IN EXAMINATIONS:**

Examinations shall consist of a practical demonstration and a written test.

An applicant must obtain a passing score on both the practical demonstration and the written test. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.

**ESTHETICIAN GRADUATION REQUIREMENTS:**

Upon completion of the following requirements students will receive a Certificate of Completion. The Proof of Training Document is issued to the California State Board of Barbering and Cosmetology by W Academy of Salon and Spa.\*

- Successfully complete 600 clock hours
- Successfully complete the required practical operations and theory hours.
- Pass all written and practical exams with a minimum 75%
- Pass written and practical State Board exams including the Mock Board tests.
- Satisfy all financial obligations to the School-All tuitions and fees must be paid in full.
- Complete a Graduate Exit Interview.
- All tuition and fees must be paid in full to W Academy of Salon and Spa before issuing your Proof of Training Document unless other arrangements have been approved.

**STATE LICENSURE ESTHETICIAN REQUIREMENTS:**

The Board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480.
- Has done any of the following:
  - Completed a course in skin care from a school approved by the board.
  - Practiced skin care, as defined in this chapter, outside of this state for a period of time
  - equivalent the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
- Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

Applicants with a misdemeanor and/or felony criminal plea or conviction must complete a Disclosure Statement regarding Criminal Plea/Conviction Form with the following information:

- All misdemeanor and felony conviction, regardless of the age of the conviction, including those which have been set aside and /or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported)
- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/ or current employers.

Passing Grades in Examinations:

- Examinations shall consist of a practical demonstration and a written test.
- An applicant must obtain a passing score on both the practical demonstration and the written test. The Board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.



W Academy of Salon + Spa will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

**EXAM SITE LOCATIONS:**

There are two Exam sites in California.

- Fairfield
- Glendale

Transportation to the examination site is the applicant's responsibility. After receiving your license, you must renew your license every two (2) years. Currently the renewal fee is \$50.00.

**EQUIPMENT EXAM REQUIREMENTS:**

1. The examinee must take the following for your practical:
2. You must reserve your kit 1 week in advance. (See Director of Education for Kit Companies)
3. One mannequin head: No shoulders.
4. Complete State Board Practical Kit

**ENTRANCE IDENTIFICATION REQUIREMENTS:**

1. You must have the following Items:
2. Your Admissions letter:
3. Valid California Driver's License, or Valid California I.D. or Valid Passport
4. Your Social Security card.

**REQUIRED SCORE TO RECEIVE A STATE LICENSE:**

The Examinee must receive the minimum of 75% or better on the State Board written exam and 225 points or better on the practical exam.

The Board of Barbering and Cosmetology requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done through filling out the required Disclosure statement from the State of California.



## ATTENDANCE & TARDY POLICY

Students are required to attend school in clock hours... Students will not be allowed to graduate until they have completed their required clock hours. Classes start promptly at 9:00 a.m.

Students who are going to be late or absent for the day must call W Academy of Salon + Spa and speak with the Guest Service Desk or leave an answer on the voice machine by 8:30 a.m.

Students who arrive after 9:00 am without an approved excuse will be given a warning and an assignment with review questions that must be completed and turned in when clocking in the following day. Students that fail to turn in the review questions will be sent home for the day.

A Student that receives three warnings will be suspended for 48 hours.

It is the student's responsibility to clock in and out. If the student forgets to clock in, the student will NOT receive credit for the hours not clocked in.

Students who are in school for 6 hours or more are required to take a 30 minute lunch break and are required to clock out and back in from the lunch break.

Students who are in school for less than 6 hours are allowed to take two 15 minute breaks. No clocking out or in for breaks is necessary.

**Excessive tardiness or absences can result in enrollment termination.**

## OVERTIME FEES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately six percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free.

The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation unless your contract states otherwise. Students may not be allowed to clock in until applicable daily payments are made or a payment plan has been established.

## MAKE-UP POLICY

All required tests and all minimum practical skill operations must be completed prior to graduation. Students who either did not receive a passing grade or missed tests or assignments are required to make them up prior to graduation. The student must contact the instructor to arrange make-up work.





## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at W Academy of Salon + Spa.

It is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods:

**BASED ON COMPLETED HOURS COSMETOLOGY:**

450 actual hours	900 actual hours	1250 actual hours
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Practical Evaluation Periods will be scheduled at the same hours, based upon a cumulative GPA of written exams & practical exams...

ESTHETICIAN:

300 actual hours
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**ATTENDANCE PROGRESS EVALUATIONS:**

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

**MAXIMUM TIME FRAME:**

The maximum time frame (which does not exceed 150% of the program length) allowed for students to complete their program at **Satisfactory Academic Progress** is stated below:

			<u>Max. Weeks</u>	<u>Max. Scheduled Hours</u>
Cosmetology	1600 hours	Full time (37.5 hours per week)	66 Weeks	2400
Cosmetology	1600 hours	Part Time (27.5 hours per week)	87 Weeks	2400
Esthetician	600 hours	Full Time (37.5 hours per week)	24 Weeks	900
Esthetician	600 hours	Part Time (27.5 hours per week)	33 Weeks	900

**Veteran Benefits will be paid for 100% of approved program length only**

Students exceeding the maximum time frame may remain enrolled; however, extra instructional charges not covered by financial aid may apply.

**Academic Progress Evaluations:**



The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must makeup failed or missed tests. At each evaluation point, the student's cumulative grade average is calculated and will include grades reached in the following manner:

**RETAKES/RESCHEDULED/REVIEW TESTS/INCOMPLETE GRADES:**

Tests must be retaken until at least 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors. Tests must be taken and completed with a passing grade of at least 75% to graduate.

Any missed course work or unfinished course work will be given a (I) for an incomplete grade and must be made up. An incomplete grade, coursework repetition and non-credit work will not be counted in the student's cumulative grade.

**DETERMINATION OF PROGRESS STATUS:**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. W Academy of Salon + Spa is required to notify students of any evaluation that impacts the students Eligibility for financial aid.

**Warning:**

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

**APPEAL PROCEDURE:**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days of the determination. 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 circumstances. The student must submit a written appeal to the School on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student's within (30) calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be the student will be placed on probation and Federal Financial Aid will be reinstated, if applicable.

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

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

**PROBATION:**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period. If the student prevails upon appeal (see Appeal Procedure above). In order to be placed on probation students must have the ability to meet the Satisfactory Academic Progress Policy standards or an established academic plan by the end of the 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 point. If at the end of the probation period the student has still not met both the attendance and academic requirements 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 be deemed NOT eligible to receive Title IV funds and Veteran Benefits and enrollment may be terminated.

**NONCREDIT AND REMEDIAL COURSES:**

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

**TRANSFER HOURS:**

With regard to Satisfactory Academic Progress student accepted transfer hours will be counted both attempted and earned hours for the purpose of determining the allowable maximum time frame has been exhausted. SAP periods are based on actual contracted hours at the institution.

**PROGRESS REPORT:**

Students will receive a progress report at the time of each evaluation indicating their overall progress. The progress report will indicate their progress in theory, practice, and attendance on a cumulative basis. All students are required to sign and date the original progress report which will be maintained in their file.

State funded Financial Aid programs have satisfactory academic progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements.

**LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:**

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



## GRADING POLICY - ALL PROGRAMS

**All students are graded in two main areas:**

1. Written Exams and/or completed work projects.
2. Practical Operations: Work performed on mannequins and guests.

**GENERAL REQUIREMENTS:**

Periodically, the Director of Education will meet with each student to discuss their progress towards a positive attitude, personal appearance, attendance, and grades.

The California Department of Consumer Affairs requires an accumulated score of 70% or higher to pass the State Board Exam. At W Academy of Salon + Spa we want you to score at a minimum of 75% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

**GRADING SCALES:**

Students are graded with the following percentiles:

93-100%	EXCELLENT	PASSING
85-92%	VERY GOOD	PASSING
75-84%	SATISFACTORY	PASSING
74% AND BELOW	UNSATISFACTORY	NOT PASSING

\*NOTE: Students with 74% and below grade point averages must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at W Academy of Salon + Spa.

## CONDUCT POLICIES

- No smoking in or around the. W Academy of Salon + Spa Please respect the business owners.
- Coffee and other drinks are allowed in theory class only, absolutely no food in the classrooms.
- Only water is permitted on the Student Salon floor.
- Cleanliness, to develop professional work habits, which is part of your training you are responsible for:
  - The cleanliness of your own workstation, mirror and floor at all times.
  - Daily cleanup & setup duties assigned by the Student Salon Manager
- Theft is grounds for immediate termination and legal prosecution.
- No gossiping about students staff or clients is permitted.
- Soliciting of any kind is not permitted by staff or students.
- Damage to W Academy of Salon + Spa property: Is grounds for immediate termination, Student will be responsible for replacement of damage caused to SCHOOL property.
- No cell phone use is allowed during class. Phone calls or texting are allowed outside the Student Salon/Spa service areas.
- No profanity, offending, rude or loud language at any time.
- Student visitors (friends, family, etc.) must have an appointment otherwise they are not permitted on the Student Salon floor, or in any classroom during, W Academy of Salon + Spa hours.
- Professional conduct is expected from all students at all times.
- Please make childcare arrangements, children are not permitted in class or on clinic floor without an appointment.
- Only instructors teach not students.
- Students must work on scheduled operations, check daily for changes to your schedule.
- All operations are to be signed off by an instructor including sanitation and cleanup.
- W Academy of Salon + Spa will not tolerate discrimination of any kind, bullying, harassment, or hazing of any sort .If any student or team member experiences, or witnesses anyone being bullied, harassed, or hazed in any way, will be grounds for immediate expulsion.
- Failure to observe published rules, including those related to attitude, appearance, conduct, sanitation, security and safety.
- Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
- Failure to notify school of intended absences.
- Unprofessional behavior on the floor in the presence of clients.
- Wasting time not working on operations and related theory work.
- Failure to receive initial consultation and final check from instructor.
- Not clocking out when leaving the building at any time.
- Students may not refuse a service or refuse to perform an operation. If there is a valid reason you feel you cannot work on a particular service please discuss it with an instructor in private.
- Deliberate or careless conduct that may result in emotional distress or physical injury to another person.
- Evidence of drug or alcohol use or possession while on school premises.
- Deliberate or careless conduct that results in damage or destruction of property belonging to the school, students or clients.
- Dishonesty of any sort.
- Removal of official documents from school premises.
- Possession of any type of weapon.
- Must abide by the schools Social Media Guidelines provided during Orientation



W Academy of Salon + Spa may terminate enrollment for failure to follow the Conduct Policies at any time.

## UNIFORM DRESS CODE

Students will receive two school logo t-shirts. Additional T-shirts may be purchased from the school. Students are to wear black pant, skirt or leggings and close toed black shoes. In cold weather a black dress jacket or black sweater may be worn. All clothing must be black. At no time are athletic wear, sweatshirt, athletic shoes, canvas shoes, shorts or tank tops of any kind permitted.

Students are expected to look clean and professional at all times.

Hair must be clean and styled and make-up applied prior to arrival at the school. Students who do not show up in dress code with hair and makeup done will be clocked out. During the time clocked the student may be subject to overtime charges.

## HOUSING

W Academy of Salon + Spa does not offer student housing assistance.

## DISCLAIMER/NON-DISCRIMINATION

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, W ACADEMY OF SALON + SPA does not discriminate on the basis of race, religion, creed, sex, age, color, handicap ,medical condition ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status..

W ACADEMY OF SALON + SPA reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at the W ACADEMY OF SALON + SPA.

W ACADEMY OF SALON + SPA reserves the right to revise or amend any of the items contained within this document without prior notice.

## STUDENT BOOKS/EQUIPMENT/SUPPLIES

**Only approved products and equipment assigned in the W Academy of Salon + Spa Student Kits are approved for the Student Salon to perform services on the W Academy of Salon + Spa guests. You are responsible for all of your Student Kit items as well as your personal belongings. Any items that have been lost stolen or broken must be replaced with Standard issue equipment of W Academy of Salon + Spa . You may apply an approved label with your name.**

**W Academy of Salon + Spa policy to maintain a professional salon appearance and offer services with high standards W Academy of Salon + Spa equipment.**

**The W Academy of Salon + Spa is not responsible for the student kits or personal belongings, which are left at the W Academy of Salon + Spa. Upon graduation you must take your equipment with you. All equipment abandoned without approval will be discarded after 24 hours.**

**Once Student kit items have been issued they are not returnable.**



ACADEMY  
of salon + spa

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**PARKING**

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W Academy of Salon + Spa is not responsible for tickets or towing of student vehicles. Students are required to park in the rear parking lot behind the building.

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**FACILITIES**

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W Academy of Salon + Spa provides an ideal environment for learning in our 6100 square foot facility. Clinic Floor

- 32 Stations
- Color Bar
- Equipped Photography Area
- 6 Manicuring Tables
- 12 Hood Dyers

4 Spa Rooms

- 4 Facials Beds
- 4 Magnification Lamp/Steamers
- 4 Towel Warmers
  - 1 Microdermabrasion Machine Diamond Tip/ Ultra Sound Treatment
  - 2 Waxing Equipment

Dispensary

- 2 Washer/ Dryer
- Commercial sink/Sanitizing Area
- Chairs

Make-up Studio Area

- Makeup
- 2 Makeup lines

Classroom 1

- Tables / Chairs
- TV/Video for enhanced learning

Beauty Supply

- Over 12 Manufacture Product
- Providing educational support
- Wall Mounted Projector and Flat

lines Classroom 2

- Tables / Chairs
- Screen TV/Video for enhanced learning

Student library

- Variety of industry books

Administrative Offices

- Admissions Office
- Financial Aid Office
- Student Services Office

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**CANCELLATION/WITHDRAW AND REFUND POLICY**

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Refund calculations are performed for any monies due the applicant or student for any reason, by either party, including student decision, course or program cancellation or school closure, shall be refunded within 45 days of official cancelation or withdraw.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except an application fee.

A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her Enrollment Agreement and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the Enrollment Agreement, whichever is later. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.

A student who cancels his/her Enrollment Agreement after the seventh (7) calendar day of signing the Enrollment Agreement but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100.00.

A student notifies the institution of his/her official withdrawal in writing

A student is expelled by the institution.

A student on an approved LOA notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the LOA or the date the student notifies the school that they will not be returning.

For official cancellations as defined in the previous paragraphs the cancellation date will be determined by the postmark on written notification at the following address: W Academy of Salon and Spa, 520 San Ramon Valley Blvd., Danville, CA 94526, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.

Monies paid for student kits, books and equipment that have been issued are nonrefundable.



Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more scheduled consecutive days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment Agreement.

Monies paid for supplies and equipment is nonrefundable after seven (7) calendar days of signing the Enrollment Agreement contract, but prior to entering classes, whichever is later.

If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.

If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.

If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

A student's account may be sent to collections for non-payment.

(b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

(c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

(d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the Federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance based on scheduled hours.

- Identify all amounts paid for instruction less cost of equipment.
- Subtract Application fee not to exceed \$100.00 (Veterans \$10).
- Apply a pro rata refund based on the percentage of Scheduled hours the student has completed in the period of the program.

Below is an example of a pro rata refund for the period in Esthetician Program : The amount listed is the amount a school may retain based on the percentage of Scheduled hours the student has completed in period of the program.

100% Tuition Amount	10%	25%	50%	60%	61% - 100%
\$5,100.00	\$510.00	\$1,275.00	\$2,550.00	\$3,060.00	\$5,100.00

**Veterans:**

A refund of the unused portion of fees, tuition, and other charges will be made to veterans or eligible persons who fail to enter or complete the course as required by the regulations of the Department of Veterans Affairs. The refund will be within 10% of the exact pro- rata refund. No more than \$10 of the established fee will be retained if a veteran or eligible person fails to enter the course in a non- accredited school.

W Academy of Salon + Spa does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time .If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a Application Fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

**REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes.**

**If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Department of Consumer Affairs, Consumer Information Division: 1625 North Market Blvd, Suite N112, Sacramento, CA 95834, (800) 952-5210.**



## RETURN TO TITLE IV POLICY

For first-time students receiving Title IV Funding I, a RETURN OF FEDERAL FUNDS calculation will be made first and then the Institutional policy for a refund will be calculated. The calculation is based on Federal Financial Aid earned and the number of hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); i.e., for Cosmetology 0-450, 451-900, 901-1250, and 1251-1600 hours; and for Esthetician. 0-300 and 301-600 Students are responsible for any outstanding balance owed to W Academy of Salon + Spa.

- Refunds for each payment period are exact pro-rata based upon scheduled hours as required by Federal Regulations. Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.
- Return of Title IV policy is completed first. Once a student has passed the 60% of the payment period in Scheduled Hours then they have earned 100% of their FA for that payment period AND the school will use their Institutional Refund Policy.
- The effective date of termination will be the date the W Academy of Salon + Spa receives written notice of the student's intention to terminate from Institute or the date the student violates published school policy that provides for termination.

All refunds due the student will be made within 30 days after the effective date of termination or cancellation. Federal Return to Title IV

Funds will be made in the following order:

- a. Direct Unsubsidized Loans
- b. Direct Subsidized Loans
- c. PLUS loans
- d. Federal Pell Grant
- e. Federal Supplemental Educational Opportunity Grant (FSG)

## STRF FEE

### STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: (1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and (2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: (1) You are not a California resident, or (2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: (1) The school closed before the course of instruction was completed. (2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. (3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. (4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. (5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. **This fee is currently 0.00.**

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Phone: (916) 431-6959 Web site:  
[www.bppe.ca.gov](http://www.bppe.ca.gov)



## FINANCIAL AID

### **Financial Aid Philosophy:**

W Academy of Salon + Spa believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

W Academy of Salon + Spa believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

### **WHAT IS FINANCIAL AID?**

Financial Aid funds are sources of aid provided, or awarded to students, who qualify, which includes, but are not limited to:

- Federal Title IV programs
- State funded programs (BIA, VA, Voc Rehab, etc.)
- Institutional Scholarships and/or loans

Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid such as scholarships, grants, and loans.

### **AVAILABLE STAFF**

W Academy of Salon + Spa has a full time Financial Aid staff. The office is open to students Tuesday through Friday, 9:00 a.m.-4:00 p.m. If you have any questions or need any assistance with the application or forms, please contact the W Academy of Salon + Spa to set up an appointment.

### **FINANCIAL AID PROGRAMS AVAILABLE**

W Academy of Salon + Spa has the following financial aid programs available:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (Pending)
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran's Administration Benefits
- Vocational Rehabilitation
- Personalized In-School payments

### **THE APPLICATION PROCESS:**

When applying for financial aid, you are responsible for completing the forms required by the programs and the W Academy of Salon + Spa. The following are the required procedures:

1. All students applying for any kind of financial aid must complete the following: Admissions Application, Admissions Questionnaire, FAFSA, Entrance Counseling for Funding. These forms are obtained in the Admissions Office.
2. If you are applying for Direct Loans, in addition to the above forms, you must complete a Promissory Note along with Entrance exam and upon completion of the program and Exit Counseling for your loans. You will take these on line when you apply for your Pell Grant.

### **WHERE DO I SEND THE FORMS?**

Since many families have experienced difficulty in completing parts of application forms, we have found it beneficial to have our Financial Aid Office proof-read your financial aid application. This helps to insure accuracy and reduce processing delays due to misunderstandings and errors. In addition, we are equipped to submit applications electronically (see below) which saves in processing time. Therefore, BRING ALL FORMS and PRIOR YEAR FEDERAL TAX RETURNS to the Financial Aid Office. The FEDERAL APPLICATION and PROMISSORY NOTES are electronically transmitted to the U. S. Department of Education.

### **THE ELECTRONIC APPLICATION PROCESS:**

You will be required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in your STATE and to the W Academy of Salon + Spa is listed in the drop down menu on line, select our school. After the CENTRAL PROCESSING SERVICE (CPS) has made the calculations, an INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR) is sent electronically W Academy of Salon + Spa. You will need to complete and verify the information on the FAFSA and sign it at the time application is made. If the application includes parental information, the FAFSA must include at least one parent's signature.





The W Academy of Salon + Spa will verify the information in your financial aid file and finalize your paperwork. When your paperwork is complete and you have started school, the federal funds that a student is entitled to will be requested and credited to your account (**SEE PAYMENT OF AWARDS**).

Each student will receive a copy the FAFSA information at the address provided on the application. Students will review the information for accuracy. If a correction needs to be made, the student can make the correction online. Students can also bring their copy of the Student Aid Report (SAR) to the Financial Aid Office for assistance in making corrections.

**STUDENT ELIGIBILITY REQUIREMENTS:**

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need.
- The student is enrolled on at least a half-time basis in an eligible program as a regular student.
- The student must be a U.S. Citizen or an **eligible non-citizen**.
- The student must have a Social Security number.
- The student must meet the program financial aid eligibility requirements.
- The student must be making satisfactory progress towards completion of their course.
- The student must not be in default on **ANY** Title IV loan.
- The student must be beyond the age of compulsory school attendance (18 in the State of California).
- The student must have a high school diploma, GED.
- The student must follow the anti-drug and alcohol abuse policy.
- The student must meet the requirements for the Selective Service.
- The student must sign a statement of educational Purpose/certification statement on refunds and default.

**PRIOR SCHOOL ATTENDANCE:**

You are required to list all previous schools (**OF ANY TYPE**) that you have attended at the postsecondary level since leaving high school – regardless of how long ago you attended and received financial aid. Prior school attendance is verified through the NSLDS process.

**SATISFACTORY ACADEMIC AND ATTENDANCE POLICY:**

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.

**COST OF ATTENDANCE:**

For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time student per award year:

AWARD YEAR	COSMETOLOGY	
	SINGLE NO DEPENDENTS	ALL OTHERS
DESCRIPTION		
TUTION AND FEES	\$18,500.00	\$18,500.00
BOOKS/EQUIPMENT/SUPPLIES	\$2,700.00	\$2,700.00
ROOM AND BOARD	\$3,726.00	\$9,639.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$1,404.00	\$1,404.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$26,330.00</b>	<b>\$32,243.00</b>

AWARD YEAR	ESTHETICIAN	
	SINGLE NO DEPENDENTS	ALL OTHERS
DESCRIPTION		
TUTION AND FEES	\$10,300.00	\$10,300.00
BOOKS/EQUIPMENT/SUPPLIES	\$ 1,600.00	\$ 1,600.00
ROOM AND BOARD	\$3,726.00	\$9,639.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$1,404.00	\$1,404.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$17,030.00</b>	<b>\$22,943.00</b>



**ADJUSTMENTS IN FINANCIAL AID AWARDS:**

Students who wish to request adjustments in their financial aid award must do so in person with the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted. The financial aid office will evaluate the request and notify the student of the determination within 30 days.

**STUDENT RIGHTS AND RESPONSIBILITIES:**

**ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT:**

- To full disclosure of all loan terms. Typical repayment schedules are included in Entrance Counseling materials.
- To know what aid programs are available and the procedures for making application for the programs.
- To an explanation of eligibility determination.
- To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility.
- To be informed of W Academy of Salon + Spa's student average loan indebtedness.
- To have full access to all records at the W Academy of Salon + Spa.

**RESPONSIBILITIES:**

**ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RESPONSIBILITY:**

- To maintain satisfactory progress.
- To complete an Affidavit of Education Purpose and Statement of Selective Service compliance.
- To make timely and accurate disclosure of their financial status and provide documentation of status when requested.
- To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid.
- To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation.
- To complete exit counseling documentation prior to the student leaving school.

**VERIFICATION REQUIREMENTS:**

Verification is a process of verifying a student/parent/spouse's financial information. The verification process is required by law. Approximately 30% of all aid applicants are selected for verification by the Central Processing Service. In order to verify financial information, the W Academy of Salon + Spa must require that student/parent/spouse provide TAX RETURN TRANSCRIPTS of their Federal tax return(s) from IRS and a verification worksheet (provided when necessary by W Academy of Salon + Spa). If you have been selected for verification, the W Academy of Salon + Spa will inform you of what has to be verified and what documents are required.

**THE FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:**

- The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
- No disbursements will be made until verification is complete.
- If you fail to provide the required information by the deadline, you will be expected to make satisfactory payment arrangements until documentation is received.
- If the results of the verification process indicate that the information provided is incorrect, W Academy of Salon + Spa will make the changes and notify the student of any eligibility changes. If a student's Pell award changes due to verification, a corrected ISIR must be received in the financial aid office prior to the disbursements of any funds.
- If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, you will be notified in writing that the W Academy of Salon + Spa intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions).

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## INDIVIDUAL FINANCIAL AID PROGRAMS

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**FEDERAL GRANTS:**

- Pell Grants are available for qualifying students to assist them with their educational costs. Our Financial Aid Office can discuss and help determine the amount you may be eligible for.
- The FSEOG grant is for students with exceptional financial need. Your eligibility can be determined after review of your Pell eligibility. (PENDING)

**DIRECT LOANS: (Subsidized/Unsubsidized/PLUS)**

- The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in order to qualify. Loan repayment will begin six months from the students last date of attendance. Minimum payments are \$50.00 a month.
- The Unsubsidized Direct Loan is a non-need based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the students last date of attendance. Loan repayment will begin six months from the students last date of attendance. Minimum payments are \$50.00 a month.
- Parent Loan Program (PLUS) is for a dependent student's parents. IN ADDITION, loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed for six months after the dependent student completes the program of study.

**IN-SCHOOL PAYMENTS:**



**Private Pay students:**

**Thirty days delinquent you will not be allowed to continue attendance, until your payments are brought current.  
If your tuition is not paid in full prior to graduation you will not receive your Proof of Training unless other arrangements have been approved.  
Payments in default in excess of 60 days are subject to be turned over to a collection agency.**

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## VOCATIONAL REHABILITATION

Vocational Rehabilitation is a State Funded Program. A potential enrollee is eligible if selected by a Vocational Rehabilitation Agency. Interested students should contact the local office for further information. Specific requirements must be met and students are tested for aptitude to find the specific field of study in which s/he would most likely succeed.

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## VETERANS

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

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## VETERAN'S POLICY STATEMENT 2013 ADDENDUM

**Evaluation of Previous Education and Training: 38 CFR 21.4254(c) (d)**

**W Academy of Salon + Spa will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.**



## **STAFF / FACULTY**

### **OWNER:**

Wassim Kaddura President

### **INSTRUCTIONAL STAFF:**

Patty Barnes Education Director  
Elayne Becker Licensed Cosmetologist  
Tammi Sullivan Licensed Cosmetologist / Floor Director  
Lilian Denmead Licensed Esthetician  
Illean Licensed Esthetician

### **SUBSTITUTE INSTRUCTORS:**

Wassim Kaddura Licensed Cosmetologist  
Patty Barnes Licensed Cosmetologist  
Linda Bertaut Licensed Esthetician

### **STAFF ADMINISTRATION:**

Janet Paradiso Director  
Phuong Nguyen Financial Aid  
Pauline Giles Admission / Registrar  
Tiffany Hatch Registrar  
Kristal Barrientos Registrar / Front Desk / Licensed Cosmetologist  
Alexandra Santos Guest Services  
Ciara Curtis Guest Services



## ESTHETICIAN TUITION

<b>BASIC ESTHETICS COURSE:</b>	<b>600 CLOCK HOURS</b>
<b>PROGRAM LENGTH: FULL TIME</b>	<b>40 WEEKS (40 HOURS PER WEEK)</b>
<b>PART-</b>	<b>25 WEEKS (24 HOURS PER WEEK)</b>
	<b>30 WEEKS (20 HOURS PER WEEK)</b>
<b>PROGRAM COST:</b>	
<b>TUITION</b>	<b>\$10,200.00</b>
<b>APPLICATION FEE (NON-REFUNDABLE)</b>	<b>\$100.00</b>
<b>BOOKS AND EQUIPMENT (KIT ITEMS NON-REFUNDABLE)</b>	<b>\$1,600.00</b>
<b>ADMINISTRATIVE FEE (NON-REFUNDABLE)</b>	<b>\$0</b>
<b>MATERIALS FEE (NON-REFUNDABLE)</b>	<b>\$0</b>
<b>TAX 8.5%</b>	<b>\$0</b>
<b>TOTAL PROGRAM COST:</b>	<b>\$11,900.00</b>
<b>PRICES ARE SUBJECT TO CHANGE, BUT THEY WILL NOT AFFECT CURRENT STUDENTS. SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS.</b>	

The curriculum for students enrolled in a Skin Care course consists of 600 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

**Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, debit/credit card or through non---federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.**



## COSMETOLOGY TUITION

<b>COSMETOLOGY COURSE:</b>	<b>1600 CLOCK HOURS</b>
<b>PROGRAM LENGTH: FULL TIME PART-</b>	<b>44 WEEKS (37.5 HOURS PER WEEK)</b>
	<b>60 WEEKS (27.5 HOURS PER WEEK)</b>
	<b>80 WEEKS (20 HOURS PER WEEK)</b>
<b>PROGRAM COST:</b>	
<b>TUITION</b>	<b>\$18,400.00</b>
<b>APPLICATION FEE (NON-REFUNDABLE)</b>	<b>\$100.00</b>
<b>BOOKS AND EQUIPMENT (KIT ITEMS NON-REFUNDABLE)</b>	<b>\$2,700</b>
<b>ADMINISTRATIVE FEE (NON-REFUNDABLE)</b>	<b>\$0</b>
<b>MATERIALS FEE (NON-REFUNDABLE)</b>	<b>\$0</b>
<b>TAX 8.5%</b>	<b>\$0</b>
<b>TOTAL PROGRAM COST:</b>	<b>\$21,200.00</b>
<b>PRICES ARE SUBJECT TO CHANGE, BUT THEY WILL NOT AFFECT CURRENT STUDENTS. SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS.</b>	

The curriculum for students enrolled in a Cosmetology course consists of 1600 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

**Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, debit/credit card or through non---federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.**



## GRIEVANCE POLICY 26.14

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

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

Student's signature

Date

School official's signature

Date

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