



# STUDENT CATALOGUE

**TONI & GUY**  
HAIRDRESSING ACADEMY

464 N. FAIRFAX, LOS ANGELES, CA 90036 | PHONE: (310) 451-0101 | [LOSANGELES.TONIGUY.EDU](http://LOSANGELES.TONIGUY.EDU)

ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, INC. (NACCAS)

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## Welcome

We're pleased to welcome you to TONI&GUY Hairdressing Academy located at 464 N. Fairfax Ave. Los Angeles, CA 90036, where you will take all classes and the first steps toward your new career in one of the most exciting industries imaginable. Our Spotlight™ Culture helps us deliver outstanding educational experiences and the same legendary excellence in hairdressing education upon which our company has built a worldwide reputation. We are honored that you have chosen to start your career here, and we look forward to helping you reach your goals as a professional hairdresser.

Sincerely,



Zak Mascolo  
CEO  
TONI&GUY USA, LLC

## Mission

Use our passion for excellence to prepare graduates for employment as well as create very satisfied and loyal graduates, clients, and salon owners who recommend family and friends to experience our outstanding education programs, services, and products.

## Objective

The objective for the TONI&GUY Hairdressing Academy basic cosmetology course is to surpass the criteria necessary for students to meet the state guidelines and pass the state exam required to obtain a cosmetology license. TONI&GUY Hairdressing Academy reserves the right to modify its admissions and other policies and criteria as we determine appropriate. Our cosmetology course is designed to impact standard, as well as current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

## State Licensure Disclosure

TONI&GUY Hairdressing Academy is a private institution which is approved to operate by the **California Bureau for Private Postsecondary Education**, under the Department of Consumer Affairs at:

1747 North Market, Suite 225, Sacramento, CA.

Phone: 916.431.6959/ Toll free: 888.370.7589.

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) / Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Approval to operate means compliance with state standards as set forth in the CEC and 5,CCR.

## The Spotlight™ Culture

TONI&GUY Hairdressing Academy is committed to providing outstanding educational experiences for individuals who want to pursue the field of cosmetology. To help deliver this commitment, we have created the Spotlight Culture, a vibrant environment focused on our students. You experience the Spotlight Culture from your first point of contact with us, through graduation and beyond. Our goal is to train you in the technical and interpersonal skills that will help you reach your personal and professional goals.

During your time with us, we will place you in the Spotlight, ensuring that we offer you a solid foundation for your career and an outstanding educational experience. You will see evidence of our Spotlight Culture in many ways, big and small including:

- Instruction in TONI&GUY methodology and terminology
- On-going lessons in goal-setting and personal and professional development topics, including the interpersonal and non-technical skills required for success as a professional
- Interactive, hands-on classes taught in a supportive, dynamic environment
- Talented, seasoned professional instructors with years of experience behind the chair and in the classroom
- State of the art facility
- Professional quality tools in your student kit
- Full-colour educational materials to supplement your State Board and basic cosmetology instruction
- Participation in our annual Student Soirée Hair Show and the TONI&GUY Photographic Awards, both excellent opportunities to display your talent and education
- Ample experience with clinic floor clients in a supportive, coaching environment
- Free haircuts and reduced chemical services for you and your immediate family members while you are enrolled
- Continual enhancements to our programs based on your feedback

## Ownership

This TONI&GUY Hairdressing Academy located in Los Angeles, CA is owned by International School of Cosmetology, Inc. (“ISOC”) and does business as TONI&GUY Hairdressing Academy. The Los Angeles location is considered the main campus.

## History

More than four decades ago, the first TONI&GUY salon opened in suburban London. With a focus on continuous education and a desire to elevate the industry, Bruno Mascolo and Brothers Toni, Guy, and Anthony built the TONI&GUY name into a globally respected brand. In 1990, the first TONI&GUY Hairdressing Academy opened, offering future hairdressers an opportunity to study in an environment devoted to quality education and cutting-edge style.

Today the TONI&GUY network includes salons and academies stretching from Massachusetts to California, from Washington State to Florida. We look forward to welcoming new students into our family as we continue to grow and enhance our programs while constantly honoring our legacy and history of excellence and passion for this exciting industry.

## The Facility

Welcome to TONI&GUY Hairdressing Academy, located in Los Angeles, California, at 464 N. Fairfax Avenue, Los Angeles, CA 90036. TONI&GUY Hairdressing Academy is conveniently located near ample housing, dining, entertainment, and recreation.

The facility occupies approximately 9,233 square feet of educational space that is designed to optimize student learning. The space contains five separate educational classrooms and theory areas as well as a large clinic floor featuring stainless steel stations and fixtures, ceramic porcelain floors, glass walls to both classrooms and offices, and sound systems throughout. In addition, there are several flat screen televisions in classrooms, labs to view educational videos and each student is provided with their own station and lockable trolley/locker. Our clinic floor also hosts special events including Advanced Education Hairdressing Courses offered to licensed stylists from all over the world.

The TONI&GUY Hairdressing Academy clinic floor looks and runs like a real salon, giving you a salon-like experience while in school. The clinic area includes a large dispensary for shampoos, conditioners, styling products, hair colours, and developers. You will also have the opportunity to learn valuable retail skills in our

expansive retail area, featuring a full line of TIGI hair care products. For your comfort, we provide a sizeable student break room, equipped with a refrigerator, soda machine, microwaves, and coffee makers. The facility also offers men’s and women’s restrooms, including wheelchair accessible restrooms, for student, staff, and client use. TONI&GUY Hairdressing Academy is handicapped equipped (wheelchair access).

## Faculty and Staff

TONI&GUY Hairdressing Academy instructors are talented, seasoned hairdressing professionals with remarkable experience. We choose instructors who love the profession and want to help us continue to raise the standards of the industry. All of our team members are dedicated to providing outstanding educational experiences to every student. The TONI&GUY Hairdressing Academy team includes many full and part-time members who play an integral role in the Spotlight Experience for our students, including the following:

|                           |                  |
|---------------------------|------------------|
| CEO                       | Zak Mascolo      |
| President TONI&GUY USA    | Samantha Finley  |
| Academy Director          | Shraddha Mamtora |
| Recruiter / Admissions    | Katie Teevin     |
| Financial Aid Coordinator | Vanessa Astorga  |

A list of faculty and their qualifications is attached to this catalogue as Addendum A.

## Becoming a Student

### Entrance Requirements and Procedures

TONI&GUY Hairdressing Academy considers applications from students who are at least 17 years of age and who have completed a high-school level education, supported by a high school diploma, HISET, GED, or transcripts or other sworn or duly authenticated documents stating the school attended and the high-school education level, and graduation date. Applicants will not be denied admission on the basis of race, sex, color, ethnic origin, religion, age, religious preference, national origin, marital status, or disability.

All prospective students must complete an interview and tour of the facility with our Recruiter. This process allows you to understand our expectations of our students and helps you better understand our program. After the tour, you will take an entrance exam. The entrance exam is a pass/fail scored test. Once you pass the exam, you may be invited to enroll in TONI&GUY Hairdressing Academy.

The school is accepting applicants for admissions as regular students once the following criteria have been met:

To complete the registration process, you must present a proof of a high-school level education as described above, a United States federal or state issued photo identification, and a United States birth certificate, Individual Taxpayer Identification Number (ITIN), or social security card. We are not able to accept a social security card that indicates it is not valid for work in the United States. Our policy is to confirm that every diploma or transcript is valid by checking the NCES listing at [www.nces.ed.gov](http://www.nces.ed.gov) for the validity of the high school.

If the high school diploma is from a foreign school (any institution outside of the U.S.), then you will need to obtain the services of an officially recognized agency to perform a foreign credential evaluation service. This evaluation of your high school diploma or transcript for the credential awarded and the U.S. equivalency is required for admission approval. The evaluation must clearly identify the equivalency of your education to be that of a U.S. high school diploma or greater for admission to the Academy. Acceptance of the foreign

credential is at the sole determination of the Academy. You should understand that you are responsible for the evaluation fee and the translation fee, even if your diploma is determined by the Academy to not be sufficient or to not meet U.S. equivalency. TONI&GUY Hairdressing Academy does not offer any Visa services or sponsor students and will not vouch for a student's legal status in the United States.

Your enrollment date will be determined after we receive all required documents and registration fees.

Admission Test: TONI&GUY Hairdressing Academy uses the Wonderlic Basic Skills Test that is scored pass/fail to determine the student's ability to be trained in the courses offered. The admissions personnel will provide applicants with additional information as to how to arrange for the test. Students must take and pass the test before being admitted into school by signing the enrollment agreement and before the first day of class.

TONI&GUY Hairdressing Academy courses are taught in English; and does not offer ESL instruction. Prospective students must be proficient in the English language and must pass the Wonderlic Basic Skills test before being accepted into the program. Proficiency in the English language will be verified with proof of high school diploma, GED, California High School Proficiency Examination or its equivalent and by passing the Wonderlic Basic Skills Test.

Prospective students are required to visit the physical facilities of the school to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. In addition, as a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Transfer Students

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at TONI&GUY Hairdressing Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology is at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TONI&GUY Hairdressing Academy to determine if your credits or diploma will transfer. TONI&GUY Hairdressing Academy does not have a transfer agreement with any other academy.

TONI&GUY Hairdressing Academy may accept up to 1150 transfer hours from other accredited cosmetology institutions on a case by case basis with the approval of the Academy Director. All Cosmetology transfer students must attend a minimum of 450 hours at TONI&GUY Hairdressing Academy, to complete the TONI&GUY culture and education program. If transferring from another TONI&GUY Hairdressing Academy, all transfer hours will be accepted.

Credits will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the TONI&GUY Curriculum. Other factors to be evaluated will include the prior institution and/or program approval/accreditation, the syllabus of the course, the grade achieved by the student, and the length of time intervening. An appeal may be made in writing to the Academy Director for another evaluation of awarded transfer hours if the student is unsatisfied with the amount of hours accepted by TONI&GUY Hairdressing Academy. Proof of previous training must be submitted with appeal.

Minimum Requirements:

- The Student must have earned at least a grade of “C”.
- The course must have been completed within the last 5 years.
- The course must have course content and units of measurement similar to those in the TONI&GUY Hairdressing Academy program.

All transfer hours must be submitted at the time of enrollment and a *Transfer Hours Form* must be completed and authorized by the Academy Director upon signing an enrollment agreement. The student will be charged \$13.06 per hour attended at TONI&GUY Hairdressing Academy. All transfer students will be required to purchase a complete and current TONI&GUY Hairdressing Academy student kit.

Each course of study offered by TONI&GUY Hairdressing Academy is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full or a payment plan has been arranged.

## Re-Enrollment

If you withdraw from TONI&GUY Hairdressing Academy in good standing and wish to return, you must contact the Director. Re-enrollments are reviewed on a case by case basis and are subject to availability. If you are accepted for re-enrollment, you must sign a new contract, pay a nonrefundable re-enrollment fee, and settle all outstanding tuition balances. Students who are approved to re-enroll will re-enter in the same progress status as when they left, including grade point average, and attendance rate. A student who receives a grade of incomplete and who is approved to re-enroll in the program may complete the incomplete subjects. As incomplete subjects are completed, the grade point average will improve.

## Comparing Cosmetology Programs

TONI&GUY Hairdressing Academy has full additional location accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

TONI&GUY Hairdressing Academy is also recognized by the United States Department of Education (USDE) as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant and the William D. Ford Federal Direct Loan Program.

Selected programs of study at TONI&GUY Hairdressing Academy are approved by the Workforce Training and Education Coordinating Boards State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Academy Director.

You may obtain information on comparable Cosmetology program lengths and tuition charges and address unresolved complaints by contacting:

STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS  
EXECUTIVE OFFICE, 1625 North Market Boulevard, Suite S-308, Sacramento, CA. 95834  
Telephone 916.574.8200/ [www.dca.ca.gov](http://www.dca.ca.gov)



Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free number (888) 370- 7589 or by fax (916) 263 – 1897.

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)  
3015 Colvin Street, ALEXANDRIA, VA 22314 Telephone 703.600.7600

### Financial Aid

TONI&GUY Hairdressing Academy has provisional accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), making financial aid funds available to students who qualify. We participate in the Federal Pell Grant Program and the Federal Direct Loan Programs. We offer various alternative loans to help you meet educational costs. If you need more information regarding these programs or have questions about Financial Aid, please contact the Financial Aid Coordinator.

### Cosmetology Course 1600 Clock Hours\*

Standard Occupational Classification: SOC 39-5012.00

Three (3) day B schedule: (53 Weeks/ 12.18 months/ 30 hours per week)

Three (3) day C Schedule: (67 Weeks / 15.42 months/ 24 hours per week)

**TONI&GUY HAIRDRESSING ACADEMY** offers a Basic Cosmetology program to individuals seeking licensure as hairdressers. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology course introduces and guides beginning students in the areas of modern haircutting, colouring, and hairdressing. Our program teaches these techniques to help you meet the level of proficiency in cosmetology required by the State. The program is designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the cosmetology field.

Our program is divided into five levels. Each level consists of at least one section. Some levels may have two or three sections; each section lasts one month. You will begin the program in Fundamentals I + II. During the Fundamentals I + II levels, theory and practical sessions entail all aspects of cosmetology, as well as classic haircutting and colouring required by **TONI&GUY**. The Fundamentals I + II levels focus on theory and practice on mannequins and models. After successful completion of this component, you advance to the Intermediate Cut and Colour, Advanced, State Board Prep, and Salon Professional levels where you receive an emphasis on practical applications with clients. State Board Prep also complete State Board applications to prepare for the Mock State Board Exam, which includes written and practical portions. You will take this exam upon completion of approximately 1,000 hours. Passing the exam is a requisite to graduating from TONI&GUY Hairdressing Academy as well as obtaining a Cosmetology License. Salon Professional may receive certain privileges associated with this level, including client appointments taken at any time of the school day.

### Course Format

The curriculum for students enrolled in a cosmetology course shall consist of 1,600 clock hours of theory, technical instruction and practical operations as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Course Levels:

- Fundamentals I + II

Skills Learned: cutting methodology/terminology, handling cutting/styling tools, body position, head sheets, shampooing, and cutting/styling eleven (11) classic cuts. Colouring methodology/terminology, basic colour theory, TIGI colour product knowledge, nine (9) TONI&GUY classic colouring techniques, perm, relaxer, up-do, clinic floor operations, and begin taking clients.

- Intermediate Cut and Colour  
Skills Learned: match cut and colour to create “Total Concept Look”, personalizing techniques, razor cutting, clipper cutting, fringe, alternative styling, natural hairstyling, and begin taking haircut only clients half day. Advanced colour theory, lighting, toning, customer service, specialty styling, avant garde hair concepts, and begin taking haircut and colour clients half day. Begin taking cut and colour clients all day, practice state board practical, blow drying, and make-up application (optional).
- Advanced  
Skills Learned: fundamentals of state board procedures, take cut and colour clients all day, and advanced styling.
- State Board  
Skills Learned: first half day review state board procedures, second half take cut and colour clients, and must pass mock state board.
- Salon Professional  
Skills Learned: salon business, portfolio building, resumes, photo shoots, and take cut and colour clients all day, and local salon tours.

#### Teaching/Instruction Methods Used

The cosmetology course is taught using the following methods: discussion, Q&A, demonstration, group study/ group projects, interactive lecture, student/ group presentations, educational games, lab, salon activities, and hands on lessons. TONI&GUY Hairdressing Academy courses are taught in English.

#### What to Expect

We will cover the following topics in each area of the curriculum:

#### Course Contents:

The curriculum for the cosmetology course consists of 1600 clock hours of theory, technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

|   | Theory Hours | Operational Hours |
|---|--------------|-------------------|
| Hairstyling.....65                                  |              | 200               |
| Wet Hairstyling.....                                |              | 40                |
| Permanent Waiving and Chemical Straightening.....40 |              | 105               |
| Hair Coloring and Bleaching.....60                  |              | 50                |
| Haircutting .....20                                 |              | 80                |
| Laws and Regulations.....20                         |              | 0                 |
| Health and Safety Considerations.....45             |              | 0                 |
| Disinfection and Sanitation.....20                  |              | 30                |
| Anatomy and Physiology .....15                      |              | 0                 |
| Manual, Electrical and Chemical Facials .....25     |              | 40                |
| Eyebrow Beatification and Make-up.....25            |              | 30                |
| Manicuring and Pedicuring.....10                    |              | 25                |
| Artificial Nails and Wraps .....25                  |              | 120               |

Additional Hours .....

510

**TOTAL 1600 hours***\*One hour is equal to sixty (60) minutes*

1. The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

All students shall have completed the specified minimum required hours and operations upon completion of the sixteen hundred (1600) hour course. When warranted, additional hours may be utilized to correct individual student deficiencies.

**Educational Goals****Performance Objective**

- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.
- Acquire retail sales techniques which will prepare the student for a salon environment.

**Skills to Be Developed**

- Learn the proper use of implements relative to all cosmetology services
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all cosmetology services.
- Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

**Attitudes and Appreciations to Be Developed**

- Be able to appreciate good workmanship common to cosmetology.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

**School Calendar****Three (3) Day B School Hours**

In order to excel in the Basic Cosmetology Program, you will need to attend all scheduled classes. Attendance is mandatory for all students. Class hours are Monday, Tuesday, and Wednesday, 8:30 a.m. – 7:00 p.m. and Theory class runs Monday, Tuesday, and Wednesday from 8:30 a.m. to 9:30 a.m. Students are responsible to clock themselves in and out. Generally, time clock adjustments will only be made in the circumstance of a time clock failure or any other extenuating circumstances that may arise, as approved by the academy Director at their sole discretion.

The required arrival time is 8:00 a.m., in order to be prepared for class by 8:30 a. m. You are considered tardy at 8:31 a.m. The TONI&GUY Hairdressing Academy administration may adjust program hours and days to

allow for holidays or other events warranting schedule adjustment. Students shall be informed of any schedule adjustments by written notice prior to any changes.

### **Three (3) Day C School Hours**

In order to excel in the Basic Cosmetology Program, you will need to attend all scheduled classes. Attendance is mandatory for all students. Class hours are Thursday, Friday, and Saturday, 8:30 a.m. – 5:00 p.m. and Theory class runs Thursday, Friday, and Saturday from 8:30 a.m. to 9:30 a.m. Students are responsible to clock themselves in and out. Generally, time clock adjustments will only be made in the circumstance of a time clock failure or any other extenuating circumstances that may arise, as approved by the academy Director at their sole discretion.

The required arrival time is 8:00 a.m., in order to be prepared for class by 8:30 a. m. You are considered tardy at 8:31 a.m. The TONI&GUY Hairdressing Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment. Students shall be informed of any schedule adjustments by written notice prior to any changes.

### **Holidays**

TONI&GUY Hairdressing Academy observes the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Break
- Winter Break

Any student who is absent the day before or after a designated holiday or break may be suspended. The TONI&GUY Hairdressing Academy administration will announce, in advance, any changes in the schedule for Thanksgiving or Winter Break. The holiday season is always a very busy time in the hairdressing industry. To help you make a smooth transition into a career as a professional hairdresser, we maintain a rigorous schedule throughout the holidays. To help you adapt to the demands of the industry.

### **Closure Due to Inclement Weather**

The TONI&GUY Hairdressing Academy follows the inclement weather closings announced for the local Independent School District. The TONI&GUY Hairdressing Academy will close any time the district closes due to bad weather. Students should always use good judgment when traveling in inclement weather.

### **Three (3) Day B Daily Schedule**

|                   |  |
|-------------------|--|
| 8: 00 – 8:30 a.m. | Clock in and prepare for class. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. When you clock in at 8:00 a.m., prepare your station and tools for clients. Clock in and be seated in the designated room. Roll call begins at 8:25 a.m. Theory class begins promptly at 8:30 a.m. You will be considered tardy at 8:31 a.m. |
| 9:30 a.m.         | Junior and senior students go directly to their stations on the clinic floor and begin their assignments.  |
| LUNCH BREAK       | Every student is required to take a 30 minute lunch break, as scheduled by the TONI&GUY Hairdressing Academy Administration. If you are servicing a client past  |

your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.

3:45 – 7:00 p.m. Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 7:00 p.m. unless servicing a client. Program Start Dates

### Three (3) Day C Daily Schedule

8: 00 – 8:30 a.m. Clock in and prepare for class. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. When you clock in at 8:00 a.m., prepare your station and tools for clients. Clock in and be seated in the designated room. Roll call begins at 8:25 a.m. Theory class begins promptly at 8:30 a.m. You will be considered tardy at 8:31 a.m.

9:30 a.m. Junior and senior students go directly to their stations on the clinic floor and begin their assignments.

LUNCH BREAK Every student is required to take a 30 minute lunch break, as scheduled by the TONI&GUY Hairdressing Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.

3:45 – 5:00 p.m. Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 7:00 p.m. unless servicing a client. Program Start Dates

### Program Start Dates

A new Basic Cosmetology course begins the first Monday of each month. TONI&GUY Hairdressing Academy reserves the right to add or delete any course dates in a calendar year. Prior to beginning class, you will be required to sign an enrollment contract and attend a mandatory New Student Orientation. As you progress through the program you will also attend orientation at the beginning of each new level of the program to help you understand what to expect at each level.

### Special Events

Each year, TONI&GUY Hairdressing Academy students may participate in our Student Soirée. This special event requires many hours of preparation. You may receive field trip hours for your participation only if you meet the following requirements:

- a) Participation throughout the event
- b) TONI&GUY Hairdressing Academy attendance the day before the event
- c) TONI&GUY Hairdressing Academy attendance the day after the event

Other special events such as the TONI&GUY Photographic Awards require you to meet the same conditions in order to earn field trip hours.

## Academic Standards and Policies

### Dress Code

The TONI&GUY Hairdressing Academy dress code helps us set a standard of excellence for our students and gives our clinic floor a degree of professionalism that appeals to our clinic floor clients. When selecting your

school wardrobe, remember that your dress should always convey a sense of professionalism. The wardrobe items you choose must always meet the following dress code guidelines:

- Monday through Saturday all black dress is required
- All clothing must be plain: no patterns, logos, emblems, stripes, plaids, holes of any kind, or writing may appear on the clothing, other than a TONI&GUY emblem.
- No t-shirts of any kind unless it is a TONI&GUY t-shirt, TONI&GUY t-shirts must be clean, pressed, and tucked into other clothing making neat appearance.
- You may wear an approved apron over your clothing at all times on the clinic floor.
- Shoes may be any color but must have a closed toe, closed heel, cleaned, and polished. Sandals, clogs, and workout shoes are not permitted. Tennis shoes worn must be new, clean, and solid color and not shoes that can be worn to the gym. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or “booties” must be worn at all times in the color black. Leggings, tights, and hose must be in dress code (correct color).
- Ties and scarves must be black
- Jewelry, belts, and other accessories must be black or metals.
- Armpits and chest must be covered at all times.
- No bare stomachs. If top rises when arms are lifted and reveals bare flesh, the top is too short.
- Slippers, house shoes, sweat pants, low cut blouses, men’s undershirts, colored undershirts, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- If you choose to wear skirts with a hemline above the knee, you must wear solid leggings underneath.
- Undergarments must be nude or black. Colored undergarments which are visible through clothes will not be permitted.
- Undergarment lines and body suit lines should not be visible through clothing. Slips must be worn when fabric is sheer.
- Hats and sunglasses may not be worn in TONI&GUY Hairdressing Academy.
- Bandannas wrapped on head are not permitted.
- Any student who returns to practice for the State Board must be in proper dress code for that day.

## Attendance Policy

### Tardiness

You are expected to clock in each day by 8:00 a.m. You are tardy at 8:31 a.m. Theory begins each morning at 8:30. Your attendance at Theory is a state requirement. Attending class on time as scheduled helps you demonstrate your commitment to the program and keeps you in good standing at TONI&GUY Hairdressing Academy.

### Attendance

You must maintain a 90% attendance rate during the program at all times to ensure completion of program within the scheduled length. If you do not maintain a 90% attendance rate and require further instruction to satisfy graduation requirements you will accrue over contract fees. TONI&GUY Hairdressing Academy does not have an excused absence policy. This strict attendance policy will help you prepare for the demanding schedule you will face as a hairdressing professional. The Administration will take corrective action against any student who does not maintain 90% or higher attendance. Students who receive corrective action for

attendance must make immediate corrections and maintain the expected level of attendance and punctuality.

### **Make-Up Work**

Absences are not excused for any reason. TONI&GUY Hairdressing Academy will however allow for students to take a make-up test one time only if the following requirements are met:

- If the retaken test falls within the same payment period as the missed or failed test. Once the payment period is closed the test will no longer be eligible for make-up. (Payment periods are 450, 900, and 1250 actual hours.)
- All make-up tests must be scheduled with an instructor within two weeks of its original date. It is the responsibility of the student to schedule the make-up test. Students who miss the scheduled make-up test will no longer have the opportunity for a make-up test.
- Make-up tests will only be administered once, with the highest grade awarded being 80%.

### **Program Schedule Change Policy**

A student must request from the director to change the program schedule in which they are currently enrolled. A \$100.00 schedule change fee and a meeting with the Financial Aid Director are required. All requests will be considered on case by case bases and are to be approved by the Academy Director prior to the schedule change.

### **Grading Policy**

TONI&GUY Hairdressing Academy gives grades for written work, exams, and the Mock State Board exam, weighted evenly. We use the following grading scale to evaluate performance:

|               |                          |
|---------------|--------------------------|
| 100% - 94%    | Exemplary Performance    |
| 93% - 87%     | Very Good Performance    |
| 86% - 80%     | Satisfactory Performance |
| 79% and Below | Not Passing              |

### **Incomplete**

TONI&GUY Hairdressing Academy will assign a grade of Incomplete (I) to a student who withdraws but whom is not entitled to a refund, if the student:

1. Requests the grade at the time of withdrawal; and
2. Withdraws for an appropriate reason unrelated to the student's academic status.
3. Pays any balance due to the school in full.

A student who receives a grade of Incomplete may be eligible to re-enroll in the program during the forty-eight (48) month period following the date of withdrawal provided that the original balance to the school has been paid in full. All re-enrollments are subject to availability and must be approved by the Academy Director.

## Monthly Progress Report

All students enrolled in the cosmetology program will receive a progress report on the first Friday of each calendar month to review their current status in attendance and grade point average. If absent on the day the progress reports are to be received, it is the responsibility of the student to request their monthly progress report from the Academy Director. Those students that are achieving an attendance rate of 90% or higher as well as an 80% GPA or higher will be eligible for the Honors Program.

## Satisfactory Academic Progress Policy (SAP)

TONI&GUY Hairdressing Academy generally requires a higher standard of attendance and GPA than our accreditor, the state, or the Department of Education.

As a student of TONI&GUY Hairdressing Academy, you must meet consistent and reasonable standards of Satisfactory Academic Progress, including a grade point standard and an attendance standard. This policy applies to all students enrolled in our diploma program and is evaluated in actual hours.

You will be shown a progress report from us at evaluation periods. Students may request a copy of the progress report at any time. Your grade point average includes grades on written work, tests, and the Mock State Board written and practical exams. The results of the Satisfactory Academic Progress evaluation will be filed in the student's academic file.

It is printed in the catalogue 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

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250, 1600 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## Standard for Attendance

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule 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. If the student falls below the 80% at the time of evaluation the student will be placed on a SAP warning. At the end of the SAP warning if the student has failed to reach an 80% attendance rate the student may be terminated from the program. However if the student has made significant advancement with TONI&GUY Hairdressing Academy's standard of 80% and the Academy Director can reasonably determine that the 80% standard can be achieved, the student may then be placed on a probation status after an appeal by the student has been approved allowing the student to continue in the program until the next evaluation period.

## Maximum Time Frame

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at Satisfactory Academic Progress. A student who completes the program with an 80% attendance rate would have completed within 125% of the program length. Students who have not completed the course within the maximum time-frame may request to continue at the institution on a cash



pay bases. All requests will be consider on a case by case bases and are to be approved by the Academy Director.

### Course

### Maximum Time Allowed

|   |          |
|---|----------|
| Cosmetology (Full time, 30 hrs/wk) - 1600 Hours | 67 Weeks |
| Cosmetology (Full time, 24 hrs/wk) – 1600 Hours | 84 Weeks |

Transfer hours from another institution that are accepted up to 1150 hours toward your program are counted as both actual and scheduled hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

### Standard for Grade Point Average

Students must maintain a minimum of an 80% grade point average to graduate from the program and 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. If the student falls below the 80% at the time of evaluation, the student will be placed on a SAP warning. At the end of the SAP warning if the student has failed to reach an 80% grade point average the student may be terminated from the program. However, if the student has made significant advancement with TONI&GUY Hairdressing Academy’s standard of 80% and the Academy Director can reasonably determine that the 80% grade point average, can be achieved, the student may then be placed on a probation status after an appeal by the student has been approved allowing the student to continue in the program until the next evaluation period.

Numerical grades are considered according to the following scale:

|              |                |
|--------------|----------------|
| 94 - 100     | EXCELLENT      |
| 87 - 93      | VERY GOOD      |
| 86 - 80      | SATISFACTORY   |
| 79 and BELOW | UNSATISFACTORY |

### 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 their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### Financial Aid

Students who do not achieve the minimum standard for Satisfactory Academic Progress are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. TONI&GUY Hairdressing Academy will notify students of any evaluation that will impact their eligibility for financial aid.

### Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. The student will remain on Satisfactory Academic Progress warning until the next evaluation period is reached. Evaluation periods can be found on page 16 of this catalogue. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be terminated from the program or placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress, the student will be determined as NOT making Satisfactory Academic Progress and the student will be terminated from the program.

## **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 or probationary period.

## **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 student's 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 the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal. TONI&GUY Hairdressing Academy will assign a grade of Incomplete (I) to a student who withdraws upon request of the grade at the time of withdrawal. However the Incomplete will have no effect on the students GPA or Satisfactory Academic Progress standard. TONI&GUY Hairdressing Academy does not offer repetitions or non-credit remedial courses for the basic cosmetology program.

## **Appeal Procedure**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal 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 circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along 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 within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **Transfer Hours**

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

## **Requirements for Graduation**

TONI&GUY Hairdressing Academy has set minimum standards for completion of the program. In order to graduate you must meet the following requirements:

Satisfy all state requirements, consisting of:

- a. Completion of required state hours

- b. Completion of exams and course requirements
  - c. Passing the Mock State Board for Basic Cosmetology. You may re-take this test if you do not pass the first attempt.
2. Fulfill practical operations required by TONI&GUY Hairdressing Academy and the state.
  3. Comply with all policies in the Catalogue.
  4. Complete the program while maintaining Satisfactory Academic Progress with in each evaluation period.
  5. Make arrangements to pay all tuition and fees to TONI&GUY Hairdressing Academy before graduation day. Final payment must be made in the form of a cashier's check, money order, or credit card. (Personal checks are not accepted.)
  6. Complete a Financial Aid Exit Interview: If you received financial aid funds, you must complete this interview. You are required to report your most current address and telephone number, as well as the name, telephone number, and address of your employer (if employed).
  7. Complete the Graduation Checklist: Obtain the necessary staff / faculty member signatures, and file the checklist with the School Administration.
  8. Turn in all keys and TONI&GUY Hairdressing Academy property. You will be charged a fee for each key that is not returned. This charge must be paid prior to receiving your diploma.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of TONI&GUY Hairdressing Academy. We will report your graduation to the California State Board of Barbering and Cosmetology. You can then contact California State Board of Barbering and Cosmetology to request a state board exam date. Cosmetology Licensing Requirements for the state of California are the following:

1. Complete a course in cosmetology from a school approved by the California State Board of Barbering and Cosmetology
2. Submit an appropriate application and fee
3. Complete the 10<sup>th</sup> grad in the California public school or its equivalent
4. Is not subject to denial pursuant to section 480 or the Business and Professional Code
5. Have a valid SSN or EIN
6. Is not less than 17 years of age;
7. Successfully complete the written theory and state law examination conducted by the California State Board of Barbering and Cosmetology, at the published location. For more information, please visit the California Board of Barbering and Cosmetology at <http://www.barbercosmo.ca.gov/>

Once you successfully complete the course, pass the board exam, and receive a license from the state, you are qualified to become a Cosmetologist.

## **Leave of Absence Policy**

You may request a Leave of Absence (LOA) for a minimum of five (5) calendar days and a maximum of sixty (60) calendar days. The LOA together with any additional leaves of absence must not exceed a total of 60

calendar days in any 12-month period. An LOA will only be approved for medical circumstances or the death of a family member.

You must comply with the Leave of Absence Policy when requesting an LOA from the Academy Director. Approval of an LOA is not guaranteed.

### **Requesting a Leave of Absence**

All LOA requests **must be** submitted in writing on the required LOA Form ***in advance*** to the Academy Director with the reason for requested leave as well as an exact date of return to the program. LOA request forms are to be signed by student at the time of the request. If an unforeseen circumstance prevents you from requesting the LOA in advance, the Academy may still approve the LOA, however you must provide the Academy with the signed LOA request as soon as is reasonably possible. The start date of an LOA for an unforeseen circumstance – if approved – will be the 1<sup>st</sup> day the student was unable to attend due to the unforeseen circumstance.

All LOA requests must be accompanied by supporting documentation which meets Academy approval at our sole discretion. For LOA requests due to a medical circumstance we require documentation from a doctor at the time of the LOA request, as well as written confirmation from a doctor that you are able to return and resume your program at the Academy prior to your return from an LOA. For LOA requests due to the illness of a family member supporting documentation pertaining to the situation will be required. For LOA requests due to the death of a family member, we require an obituary or funeral service program. For LOA requests due to severe circumstances such as safety issues, natural disasters, etc. supporting documentation pertaining to the incident will be required. Vacations, personal days, financial hardships, etc. will not be approved for an LOA.

### **Approved Leaves of Absence**

If the LOA request is approved, the student will return to school in the same progress status with regard to grade point average and attendance rate as prior to the LOA and will not be assessed any additional institutional charges as a result of the LOA. An approved LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Any scheduled hours during the approved LOA timeframe will not be included in the student's cumulative attendance percentage calculation. An approved LOA will be documented on the signed LOA Request Form which will be signed by the student and the school, and which will become an addendum to the enrollment agreement. A student who is granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

You must return by the specified return date on the LOA Request Form.

### **Extensions to Leaves of Absence**

An extension (adding time/ days) to an approved LOA may be requested for approval; however extended LOAs may not exceed the total calendar days allowed in this Leave of Absence Policy. Documentation supporting the reason for the extension must be provided, and approval of the extension is not guaranteed. If an extension is denied you must return by the specified return date on the LOA Request Form or be considered withdrawn from the program.

### **Failure to Return from an Approved Leave of Absence**

A student that takes an unapproved leave or fails to return from the LOA by the specified return date will be withdrawn from the program. The withdrawal process will begin on the date of determination, which is the

earlier of the day the student fails to return from the LOA or the date the student notifies the Academy they will not be returning. The effective date of the withdrawal will be the last date of recorded attendance, with the following consequences:

- a. If you are entitled to a refund, the Academy will pay you within thirty (30) days of the date of determination as described above. Any refund due is based on your withdrawal effective date.
- b. If you received any federal student grants and / or loans, the extent of any unearned grant or loan funds that either you and/or the Academy must return to the federal student aid programs and lenders will be determined using the withdrawal effective date.
- c. If you received any federal student loans, your six month “grace” period will be deemed to begin the first day of the approved LOA period, and all the time in the “leave” period will count against the six month grace period.

## **Student Conduct**

We want all of our students to be successful and to have an outstanding educational experience. To meet these goals, we have established a set of guidelines for student conduct. Failure to abide by these guidelines could cause disruption to the learning environment or negatively impact the educational experience for you and other students. Proper student conduct keeps our unique Spotlight Culture strong and helps you build a foundation for success. Students are not employees and will not be paid for providing services to the public, which is part of the course curriculum. TONI&GUY Hairdressing Academy complies with all local, state, and federal laws that apply. We may take corrective action against students who violate the policies listed within this catalogue, who interfere with another student’s work, or who exhibit disruptive behavior. We may also take corrective action, as listed on page 22, against students who violate conduct, academic or attendance policies listed within in this catalogue.

## **Non-Smoking Policy**

We provide a smoke-free environment for all students, staff, and clients this includes all tobacco products and vaping products. Students, staff, and clients may not use any tobacco products inside the school at any time this includes vaping products as well. Violation of this policy could lead to termination from the school. Students may not congregate or loiter in front of the school or in front of or near surrounding businesses at any time.

## **Safety**

In an effort to provide a safe environment for all of our students and staff, we have established the following safety guidelines:

- Walk through the school at all times. Running can lead to slips and falls.
- Keep aisles and work areas free from clutter and obstruction.
- Seek assistance from another person when lifting heavy items: do not lift alone.
- Immediately report any incident that results in an injury.
- Report anything that could cause an injury or place someone in a dangerous situation, such as chipped glass, broken equipment, sharp or rough edges, electrical problems, or water seepage or spills.
- Report any situation which may be suspicious or out of the ordinary.
- Use the fire escape routes in case of fire. Each classroom or area of the building has a designated escape route that must be followed in case of fire. These routes are posted throughout the building. Please inspect

each area for the fire escape plan, as you will be working in various areas of the TONI&GUY Hairdressing Academy.

### **Professionalism**

We are focused on graduating professional hairdressers, thus we work hard to maintain the highest standards of professionalism throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep conversations with clients positive and avoid sensitive topics such as religion, personal business, or gossip. Use of vulgar or profane language is not permitted. Treat your clients, instructors, fellow students, and administration with respect at all times.

### **Daily Duties**

Per state regulations, the break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained. All students will be assigned daily duties which will help prepare students for the daily duties required of them in a salon environment. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly by 4:00 p.m., before you clock out. Before you leave each day, clean and sanitize your styling station and mirror. Remove all personal belongings from the TONI&GUY Hairdressing Academy. TONI&GUY Hairdressing Academy cannot be held responsible for lost, damaged, or stolen items that remain in the building after hours. We provide you access to a locked trolley which may be used for storing items. Bear in mind that the safest place for your belongings is with you.

### **Eating / Drinking**

Eating and drinking are not permitted on the clinic floor. You may enjoy refreshments and meals in one of our Student Break rooms.

### **Telephones**

Cell phones and mobile communication devices are permitted in the building but are to only be used for education purposes while clocked in. Students must ask the instructor for permission before use while clocked in. Cell phone use will be allowed in the break room only if the student is off the clock. No phone calls or text messaging may be conducted on the clinic floor or in the classroom. Emergency phone messages may be routed to TONI&GUY Hairdressing Academy Customer Service Specialists.

### **Reception Desk**

The heart of our clinic floor operations lies at the reception desk. Our receptionists work very hard to keep the clinic floor running smoothly. Please help them provide Spotlight Service to our clinic floor clients by allowing them space to work. Students are not permitted behind the receptionist desk at any time. You will need to work in the reception area when you greet your clients and when assisting them in making product purchases and checking-out. At all other times, you should stay out of the reception area.

### **Client Services**

In order to build proficiency with the new skills and techniques you will be learning in class, you will need to perform practical applications on clients. Our clients expect and deserve your best Spotlight Service. Greet every client in a timely manner and deliver outstanding Spotlight Service until you have assisted them with checking-out. Refusing service to a client or trading tickets with another student will result in corrective action, up to and including termination. When you finish every client service, an instructor should sign off before you take the client ticket to the front desk.

## **Confidentiality Policy**

As your contract is made solely between you and TONI&GUY Hairdressing Academy, the information and details of the transaction are not to be shared with other parties. Additionally, any and all student advisement or conversation between any student and the administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

## **Levels of Corrective Action**

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by TONI&GUY Hairdressing Academy helps us maintain the Spotlight Culture and ensures that every student has a positive educational experience. Should your conduct, attendance, or academic performance require attention, TONI&GUY Hairdressing Academy Administration may intervene with corrective action.

The levels of corrective action could include the following:

### **Verbal Warning**

When a student violates TONI&GUY Hairdressing Academy policies, the student will be verbally informed of the violation that he / she committed. The verbal warning acknowledges the potential consequences for failure to correct the behavior.

### **Written Warning**

Students who violate TONI&GUY Hairdressing Academy policies will be issued a Written Warning which is to be signed by the student. The Written Warning acknowledges the consequences for failure to correct the behavior addressed in the Verbal Warning, which may be suspension and/or termination.

### **Suspension**

Students who violate TONI&GUY Hairdressing Academy policies may be immediately suspended or withdrawn from TONI&GUY Hairdressing Academy. Out-of-school suspension may last for a period of not less than one (1) day but no longer than (30) thirty days.

## **Termination**

The TONI&GUY Hairdressing Academy will terminate students who no longer clock hours due to voluntary withdrawal by the student.

You will also be terminated by TONI&GUY Hairdressing Academy for any one or more of the following actions:

1. Possession or obvious use of drugs and / or alcohol during TONI&GUY Hairdressing Academy hours, including being under the influence after breaks.
2. Smoking or Vaping inside school premises.
3. Bringing firearms or weapons onto campus grounds.
4. Any act of bullying, violence or verbal/physical abuse to other students, instructors, administrators, or clients.
5. Refusal to provide assigned client services.
6. Disruptive behavior.
7. Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
8. Stealing from TONI&GUY Hairdressing Academy, a client, a member of the faculty or staff, or a fellow student.

9. Clocking in or out for another student.
10. Leaving TONI&GUY Hairdressing Academy premises while clocked in.
11. Failure to pay tuition as outlined in your contract.
12. Unsatisfactory attendance preceded by verbal warning, written warning, and / or suspension.
13. Failure to maintain an 80% grade point average or better.
14. Failure to maintain a minimum 80% attendance rate.
15. Misrepresentation of personal information on contracts or documents.
16. Violation of school policies as outlined in this catalogue or any written supplemental notices provided to you.
17. Violation of state regulations applicable to students.
18. Failure to correct behavior as outlined in terms of written warning.
19. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
20. Any act of vandalism to school property.

## Withdrawal

You may voluntarily withdraw from TONI&GUY Hairdressing Academy by providing written notice of your intent to withdraw, as of a particular date, to the Academy Director. If you do not provide such notice, the date of determination of your withdrawal is fourteen (14) calendar days from the last date attended, unless you have received an approved leave of absence. To officially withdraw from TONI&GUY Hairdressing Academy, you must initiate the process with the Administration. The tuition refund policy will apply to withdrawn students.

## Student Complaint / Grievance Policy

We value your feedback about ways that we can continue to improve the education experience for you and your fellow students. We conduct monthly student evaluations in which we request your feedback about your experiences at TONI&GUY Hairdressing Academy.

If you have a complaint that you feel needs more attention, please follow the policy as outlined below.

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

### Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide a way for resolving student grievances of an academic nature or behavioral nature not included in the SPECIAL NOTE below.

### General Guidance

The general grievance procedure as described below is for Academic Grievances. Academic Grievances include those based on items such as classroom procedures, complaints of unfair treatment by an instructor, complaints of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in certain activities. Behavioral Grievances include items that are to do with student conduct in TONI&GUY Hairdressing Academy.

### SPECIAL NOTE:

Any grievance involving a complaint of discrimination or sexual harassment should be directed to the Academy Director, TONI&GUY'S Compliance Specialist at (214) 273-2679 or the Director of Operations at



(214) 273-2216. The student may select his or her preferred contact based on the nature of his or her complaint, and those involved.

### Grievance Procedure

The following procedure is to be used to resolve an Academic or Behavioral Grievance. Generally speaking, once this process has begun, students should follow the procedure and not omit steps in the procedure. However, in extenuating circumstances, students may bring their grievance directly to the attention of the Academy Director or Director of Operations who will work with the student on the grievance to get it resolved. At any point in the procedure below, TONI&GUY may require a written statement of complaint in order to proceed.

1. **The Offending Person** – the student should first make contact with the offending person to resolve their differences within five school days.
2. **The Instructor** – if the complaint is not resolved in the informal conference with the offending person, the student may then discuss the matter with their instructor. The instructor may schedule a conference with the student and the other involved parties, or the instructor may bring the issue to the attention of the Education Director.
3. **The Education Director or Academy Director** – if the grievance is not resolved by the instructor, the student may request a meeting with the Education Director or Academy Director.
4. **The Director of Operations** – if the grievance is not resolved by the steps above, the student may request a meeting with the Director of Operations by calling (214) 273-2216.

Schools accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the National Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)  
3015 Colvin Street, ALEXANDRIA, VA 22314, Telephone 703.600.7600

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academy Director. Records of complaints and their resolution, as applicable, are retained by the school in accordance with the school's record retention policy.

### Student Services

As part of our Spotlight Culture, we provide a range of student services to support you in your education and to benefit you during your coursework.

#### Housing

TONI&GUY Hairdressing Academy does not provide on-campus housing and is not obligated to provide housing; however, we may assist you with a list of local housing communities. The Academy Director has a list

of local housing available in the area within 2 miles of the academy with the price ranges from \$800- \$2, 500 per month.

### **Student Advisement**

Our administrators maintain an Open Door policy. Student Services and advisement are generally overseen by the Academy Director, but several other departments or individuals may be involved including but not limited to Admissions and Financial Aid. You are always welcome and encouraged to seek out the advice of the school administrators. We want to support you in your program and in reaching your educational goals. Where possible, we will assist you with issues that relate to your success in the program. TONI&GUY Hairdressing Academy does not provide psychological assessment or counseling to students in any manner or capacity. If you are in need of advice on personal issues, faculty or administrators may refer you to a licensed counselor. In such cases, we will provide you with a list of counselors published by the local school district to help you seek out the professional of your choice. The Resource Directory we provide is for informational purposes and serves only as a guide to you. We do not endorse, sponsor, or promote any of the resources/facilities provided.

### **Library/Resources**

The bulk of academic material required for each course is covered during regular theory hours. We also maintain library resources to enhance your education. These resources consist primarily of teaching DVDs, trade magazines, specialty books, and may include online web-based information. You may review the resources available at designated areas in the school during school hours with permission from an instructor. All materials are to stay within the designated areas of the school unless permission is given by the Academy Director.

### **Career Placement Services**

TONI&GUY Hairdressing Academy does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board of Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to TONI&GUY Hairdressing Academy for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

## **Student Benefits**

### **Personal Services**

We offer free hair cuts and a reduced cost for chemical services while you are enrolled at TONI&GUY Hairdressing Academy. You may receive services only upon approval from the Education Director. We service clients before we approve any student services. You are required to pay product costs which will be collected the same day the service is performed. Technical services require a minimal fee to cover the cost of the chemicals used. Refusal to make payment on the day services are performed will result in revocation of this privilege.

### **Family Services**

Haircutting services for immediate family members (spouse, children, parents, siblings, and grandparents) are available at no charge (chemical services require a minimal fee) as long as you perform the services for your family members. All other family members are charged the regular price for all services.

## **Voter's Registration Rights**

As per the Department of Education requirements, TONI&GUY Hairdressing Academy encourages students to register to vote. You can go to the following website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

## **Constitution Day – September 17th**

As per the Department of Education requirements, TONI&GUY Hairdressing Academy provides a class to all students about the United States Constitution. All students are required to attend this class.

## **Career Coaching**

TONI&GUY Hairdressing Academy will spend significant time preparing you for a career as a successful hairdresser, but we do not guarantee employment. To help prepare you for success in the hairdressing industry, we provide the following services:

### **Personal and Professional Development**

Our curriculum includes a focus on the non-technical skills required for you to excel in the industry. You will receive training and information to help you develop the habits, attitudes, and beliefs that will help you reach your career goals after you leave TONI&GUY Hairdressing Academy. This material will also provide helpful information about the industry including knowing your job options, comparing salons, interviewing salons, choosing the best position, and more.

### **Interview Training and Resume Development**

We may assist you and provide recommendations for preparing your professional resume and offer interview training as part of our curriculum.

### **Career Representatives**

TONI&GUY Hairdressing Academy cannot and does not guarantee employment to any student, but the Student Services Office will endeavor to identify employment opportunities and place students in employment positions. We encourage students to seek employment in the industry with the salons and companies of their choice and local salon representatives are invited to speak with students regarding employment opportunities on a regular basis. It is TONI&GUY Hairdressing Academy's practice to maintain employment information on its alumni, and you are requested to provide such information to the Placement Office following your departure from TONI&GUY Hairdressing Academy.

## **Drug Abuse Prevention Program**

The school makes the following information available to its students, staff and instructors. Any individual associated with **TONI&GUY Hairdressing Academy** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agency:

National Council on Alcohol & Drug Dependence/South Bay  
1334 Post Ave., Torrance, CA  
310- 328-1460

## **Costs**

### **Tuition**

Tuition and fees are your responsibility as a student. All tuition is due on the first Tuesday of each month, with the exception of the first payment, which is made on or before the first day of school. Tuition will be

considered late on the first Friday of the month, and you may be assessed a late fee. Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination. Payment shall be made by credit card, personal check, cashier’s check, or money order. The TONI&GUY Hairdressing Academy does not accept cash payments. The final payment must be made by cashier’s check, money order, or credit card. Returned checks will result in a Non-sufficient Fund Fee (NSF fee) and the refusal of any-future check payments. TONI&GUY Hairdressing Academy reserves the right to change tuition and fees for each course as needed.

In the event a balance due to TONI&GUY Hairdressing Academy becomes overdue, we may contact you to make arrangements to receive the balance in full, or we may send your account to a third party for collections. All efforts to receive a balance due will reflect good taste and sound, ethical business practices. Any third parties engaged to assist with collections will acknowledge the existence of, and comply with, the Cancellation and Settlement policy.

A non-refundable Re-Enrollment Fee of \$100.00 (not considered tuition) will be required for any student requesting a re-entry into TONI&GUY Hairdressing Academy.

### Tuition and Fee Schedule

Charges will continue to be assessed and billed per payment period.

| COURSE      | TUITION <sup>a</sup> | TECHNICAL TOOL KIT                     | ELECTRONIC TEXTBOOKS AND MEDIA KIT | STRF                | TOTAL & ESTIMATED CHARGE FOR FULL PROGRAM | WEEKS <sup>b</sup> |
|-------------|----------------------|--|------------------------------------|---------------------|---|--------------------|
| Cosmetology | \$20,900.00          | \$2,945.00 + \$279.78 tax = \$3,224.78 | \$375.00 + \$35.63 tax = \$410.63  | \$.0 Per \$1,000.00 | \$24,535.41                               | 53 or 67           |

**a** – REFUNDABLE: Cost shown represents cost for the entire course.

**b** – Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

### Exceeding Your Contract

Your Enrollment Agreement is written for a specific time period, and therefore you must complete the course or program within this time frame. If you do not graduate within the time period agreed upon, additional training will be provided at the following cost:

Basic Cosmetology **\$50.00 per day**, regardless of your absence or attendance, including corrective action absences such as suspension, until you fulfill your graduation requirements.

### Books, Equipment, and Supplies

You must purchase the TONI&GUY Hairdressing Academy Student Kit, which includes the required books, equipment, and supplies, as required by your contract. Your Student Kit contains the necessary professional hairdressing tools needed to complement the instruction you receive at TONI&GUY Hairdressing Academy. The items in the kit may change from time to time, at the discretion of TONI&GUY Hairdressing Academy and without notice to students. TONI&GUY Hairdressing Academy has done its best to outline itemized costs in your contract; however, we do not claim that the costs listed will be the only expenses that you incur as a student at TONI&GUY Hairdressing Academy.

A Student Technical Tool Kit is \$2,945.00 + tax and the Student Electronic Textbooks and Media Kit is \$375.00 + tax (effective February 1st, 2020) both are required to be paid by every student attending the Basic Cosmetology Program. You may add Paper Textbooks for a \$50.00 fee. Please inform the Academy Director at the time of enrollment if you wish to add Paper Textbooks. All Paper Textbooks are non-refundable once opened. The Student Kit payment is refundable in full if the Student Kit has not been opened or damaged in any way and is returned to the Academy Director no later than three (3) business days from the date of your withdrawal or cancellation. If the Student Kit has been opened, the items listed within the Student Kit as returnable may be refunded if they are unopened with any seal intact and not damaged in new condition (See Catalogue Addendum A for list of Student Kit Items). The Warehouse Manager must receive and approve of the item's condition before any refund is permitted. These items can be returned to the Academy Director no later than three (3) business days from the time of withdrawal. You will be responsible for a shipping fee up to \$50.00 for returning unopened Student Kit items to the Academy warehouse for restocking. The shipping fee must be paid directly to the Academy at the time of returning the items to the Academy Director. The amount must be paid by money order, cashier's check or credit card. Personal checks will not be accepted. If a Re-Enrollment Student is not required to purchase a complete Student Kit, kit items may be purchased separately if necessary.

### Other Costs

You will need to pay other fees and costs for program requirements including **State Registration fees** and **State Board exam fees**. You will pay these fees directly to the state and the testing agencies and not to the Academy.

### Tuition Discounts

TONI&GUY Hairdressing Academy may provide tuition discounts to employees, spouses of employees, and children of employees, after a minimum employment of one year with a TONI&GUY Salon or Academy.

## Cancellation and Settlement Policy

We will provide a full refund of money you have paid toward tuition, fees, and other charges if you:

### 1. STUDENT'S RIGHT TO CANCEL

- You may cancel your contract for school, without any penalty or obligation on or before the latter of (i) the fifth business day following your first class session and (ii) the seventh day after you sign the enrollment agreement as described in your Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the in the Tuition Refund Policy.
- Cancellation: shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish.
- If the school closes before you graduate, you may be entitled to a pro-rata refund of tuition. Contact The **Bureau for Private Postsecondary Education** at the address and phone number printed below for information.

- 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 website at: [www.bppe.ca.gov](http://www.bppe.ca.gov).
2. If we cancel a start date, you can move any monies paid into an alternate start date. The delay could last up to ninety (90) days. We may need to cancel a start date due to the size of the student body, repairs to the facility, or other operational issues. If a course is canceled subsequent to a student’s enrollment, and before instruction in the course has begun, and the school is unable to provide an alternate start date within ninety (90) days, the school shall provide a full refund of all monies paid.
  3. If TONI&GUY Hairdressing Academy terminates you for failure to complete all required coursework in the program within 125% of the stated length of the program or because of failure to comply with the requirements, rules, and regulations outlined in the catalogue, your enrollment will be terminated. The extent of any refund due to you will be determined according to our Tuition Refund Policy.

### Tuition Refund Policy

If you withdraw or are terminated from TONI&GUY Hairdressing Academy prior to completing your academic program, depending upon the point in the program at which your enrollment ended, you may be entitled to a refund of part of the payments you have made (not including Federal Financial Aid funds, which are addressed in our Return of Title IV policy) for tuition, fees, and other charges. A refund is based on your termination date.

If you withdraw from the course of training before your cancellation period expires or are not accepted for enrollment, we will refund the amount you paid to TONI&GUY Hairdressing Academy. The Student Kit payment is refundable if the Kit has **not been opened** or damaged in any way and is returned to TONI&GUY Hairdressing Academy, **unopened**, and undamaged at the time of your withdrawal within five (5) business days.

If you withdraw from the course of training after the cancellation period expires, we will determine your refund amount by calculating the difference between the total payments you made to TONI&GUY Hairdressing Academy prior to your withdrawal and the total program charges which TONI&GUY Hairdressing Academy may retain based on actual hours attended up to your termination date. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the institution will remit a pro rata refund of tuition fees, within thirty (30) days following your withdrawal.

#### Pro Rata Refund

The State of California requires 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.

The pro rata refund will be determined using the following calculations:

1. Divide the total tuition cost for the program (example: \$20,900) by total number of hours in the course (example: 1,600 hrs) to calculate the cost per hour of instruction (\$13.06 per hour).
  2. Multiply the number of hours that the student attended the program by the cost per hour of instruction (from step 1) to calculate the total amount owed.
  3. Subtract the total amount paid for tuition up to time of withdrawal from the total amount owed (from step 2) to calculate the refund to the school or to the student.
- If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within thirty (30) days of the official withdrawal.

- If the amount that you owe is more than the amount that you have already paid then you owe a balance to the school and you must arrange to pay the balance within thirty (30) days. If you fail to pay the balance within 30 days your account will be considered overdue.

Hypothetical Refund Example: Assume that a student, upon enrollment in a 1,600-hour course, pays \$20,900.00 for tuition, and \$3,320.00 plus tax (documented cost to the institution) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$13,064.00 based on the calculation stated below.

|  |              |                     |             |                            |             |
|--|--------------|---------------------|-------------|----------------------------|-------------|
| Total Paid   | \$24, 535.40 | Tuition Cost        | \$20,900.00 | Paid for instruction       | \$20,900.00 |
| Less cost of Unreturnable equipment (includes sales tax) | \$ 3,635.40  | Hours in the course | 1,600       | Hours attended             | 600         |
| Equals Tuition amount paid for instruction               | \$20,900.00  | Hourly charge       | \$13.06     | Tuition owed 600 x \$13.06 | \$7,836.00  |
|  |              |                     |             | Refund due                 | \$13,064.00 |

Any refund we owe you will be paid to you no later than the 30<sup>th</sup> day after the Termination Date. If you are owed a refund and TONI&GUY Hairdressing Academy fails to make the refund payment to you within the refund payment period, we will be obligated to pay you interest on the refund amount at a rate set by the California Board of Cosmetology, beginning the first date the refund period expires and ending the day preceding the date the refund is made, unless the state exempts TONI&GUY Hairdressing Academy from any obligation to pay interest based on our unsuccessful attempts to locate you.

In the event a balance due to TONI&GUY Hairdressing Academy becomes overdue, we may contact you to make arrangements to receive the balance in full, or we may send your account to a third party for collections. All efforts to receive a balance due will reflect good taste and sound, ethical business practices. Any third parties engaged to assist with collections will acknowledge the existence of, and comply with, the Cancellation and Settlement policy.

Your termination date shall be determined using the following guidelines:

1. The withdrawal date shall be the last date of recorded attendance. Unofficial withdraws are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
2. The student would be determined to have withdrawn from institution on the earliest of:
  - The date you notify the Academy Director of your intent to withdraw. Only the Academy Director would be authorized to accept a notification of your intent to withdraw. The date the institution terminates your enrollment due to academic failure or violation of its rules and policies stated in the catalogue. The date you fail to attend classes for 14 consecutive calendar days. If you are absent for 14 consecutive calendar days and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing. Your determination date shall be the last date of recorded attendance. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

TONI&GUY Hairdressing Academy may issue a refund to the student in excess of that described above when mitigating circumstances are present.

## Return to Title IV Funds

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.



Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid TONI&GUY Hairdressing Academy charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

In any case where funds must be returned to the Title IV Programs, the payment of the returned funds will be made within 45 days from the official withdrawal date in the following order: FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## Financial Aid Consumer Information

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Loan: Interest paid by federal government while student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Stafford Unsubsidized Loan: Interest accrues from date(s) of disbursement.
- Private Education Loans
- **Loan Repayment Obligations:** In the event you obtain loans to pay for this educational program, you are responsible to repay the full amount of the loan, plus interest, less the amount of any refund. If you have received Federal Student Financial Aid Funds you are entitled to a refund of moneys not paid from Federal Student Financial Aid program funds. In the event you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur: (i) the federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan, and (ii) you may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Disbursement

PELL Grant disbursements are earned when the student completes the required hours and number of weeks of each payment period. (See Financial Aid Coordinator for more information.)

## **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs. The Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act ("GLBA") requires the TONI&GUY Hairdressing Academy to safeguard the nonpublic personal information of a student on any record handled or maintained on behalf of our company or our company's affiliates, as well as any nonpublic personal information provided by a student's parent. Nonpublic personal information is defined as any personally identifiable financial or other personal information, not otherwise publicly available, that (1) TONI&GUY Hairdressing Academy has obtained from a student or on behalf of a student in the process of offering a Financial Product or Service; (2) has been provided to TONI&GUY Hairdressing Academy by another Financial Institution; (3) TONI&GUY Hairdressing Academy has obtained in connection with providing a Financial Product or Service; or (4) any list, description, or other grouping of students (and publicly available information pertaining to them) that is derived using any information listed above that is not publicly available. TONI&GUY Hairdressing Academy has created and implemented its GLBA Information Security Program, a copy of which shall be provided to each student upon enrollment, which outlines the policies and procedures to protect against the unauthorized use, disclosure, substantial harm or inconvenience to any of its students.

## **Student Records**

TONI&GUY Hairdressing Academy administration maintains all student records. TONI&GUY Hairdressing Academy maintains educational records for all currently enrolled students that consist of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. TONI&GUY Hairdressing Academy maintains an official transcript for all current and formerly enrolled students indefinitely. TONI&GUY Hairdressing Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years as well as all applicable academic and admissions documents. Only TONI&GUY Hairdressing Academy Administrators may have access to these files. If you wish to review your file, you may do so in the presence of an Administrative staff member. We will not release information to any party without your written consent each time a request is made, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to contact you, when allowed by law. If you are a dependent minor, your parents may have access to your file. In such an event, the Administrator will assist your parents in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years. Further questions about your records may be addressed to the California Bureau of Private and Postsecondary Education.

## **Bankruptcy Disclosure**

TONI&GUY Hairdressing Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Student Tuition Recovery Fund Statement (STRF)

(California Residents Only)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in educational in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered and economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program with the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended

by another act of law. However, no claim can be paid to any student without a social security number or taxpayer identification number.

## NOTES

### ADDENDUM (A)

#### FACULTY:

Angela Deleon- Instructor with CA Cosmetology Licenses  
 Stephanie Gomez- Instructor with CA Cosmetology Licenses  
 Martin Piere- Instructor with CA Cosmetology Licenses

Ashleigh Sanders – Instructor with CA Cosmetology Licenses  
 Homer Smith- Instructor with CA Cosmetology Licenses  
 Simone Richardson Warren- Instructor with CA Cosmetology Licenses

Placement Rate: 61.71%  
 Placement Rate: 61.11%  
 Licensure Rate: 91.87%  
 Licensure Rate: 88.37%

#### NACCAS Annual Report 2018 Data:

##### Combined School Data

##### Main School Data (Los Angeles)

Graduation Rate: 76.42%  
 Graduation Rate: 76.06%

### ADDENDUM C: Student Kit 2020

| Item#       | Description                        | QTY per Kit | Price Per item (Not Retail Price) | Total Price | Returnable/ Non-Returnable |
|-------------|------------------------------------|-------------|-----------------------------------|-------------|----------------------------|
| 1KIT740022  | TONI&GUY MANNEQUIN HEADS           | 5           | \$85.00                           | \$425.00    | RETURNABLE                 |
| 1KIT740029  | NAOMI NATURAL HAIR MANNEQUIN HEAD  | 1           | \$35.00                           | \$35.00     | RETURNABLE                 |
| 1KIT541257  | TONI&GUY CLASSICS COLLECTION W/USB | 1           | \$550.00                          | \$550.00    | RETURNABLE                 |
| 1KIT441002  | TONI&GUY MIRROR                    | 1           | \$8.00                            | \$8.00      | RETURNABLE                 |
| 1KIT449557B | TONI&GUY FLAT IRON 1-INCH 9557     | 1           | \$60.00                           | \$60.00     | RETURNABLE                 |

|                  |  |   |          |          |                |
|------------------|--|---|----------|----------|----------------|
| 1KIT446685B      | TONI&GUY BLOW DRYER                    | 1 | \$90.00  | \$90.00  | RETURNABLE     |
| 430432           | TONI&GUY DIFFUSER                      | 1 | \$14.00  | \$14.00  | RETURNABLE     |
| 1KIT4475MB       | TONI&GUY 75M MARCEL IRON 3/4-INCH      | 1 | \$40.00  | \$40.00  | RETURNABLE     |
| 1Kit720011TG     | CHEMICAL TIMER                         | 1 | \$7.00   | \$7.00   | RETURNABLE     |
| CON710017        | TONI & GUY CUTTING CAPE                | 1 | \$15.00  | \$15.00  | RETURNABLE     |
| 1KIT720008       | T&G COLOR ARTIST APRON                 | 1 | \$13.00  | \$13.00  | RETURNABLE     |
| 1KIT740023       | TONI&GUY MANNEQUIN STAND               | 1 | \$125.00 | \$125.00 | NON-RETURNABLE |
| 1-COS COLLECTION | TONI&GUY COS BAG/WALLET/SLEEVE         | 1 | \$250.00 | \$250.00 | NON-RETURNABLE |
| 1k6-441090       | TONI&GUY / BLACKSMITH SHEAR            | 1 | \$250.00 | \$250.00 | NON-RETURNABLE |
| 1k6-441091       | TONI&GUY / BLACKSMITH THINNING SHEAR   | 1 | \$250.00 | \$250.00 | NON-RETURNABLE |
| 1K6-441007b      | TONI&GUY DOUBLE RAZOR                  | 1 | \$8.50   | \$8.50   | NON-RETURNABLE |
| 1K6-441092       | TONI&GUY BLACKSMITH MANNEQUIN          | 1 | \$50.00  | \$50.00  | NON-RETURNABLE |
| 1kit4473075      | TONI&GUY CORDLESS ENVY Li CLIPPER      | 1 | \$75.00  | \$75.00  | RETURNABLE     |
| 1K1 420000TG     | TONI&GUY 8.5 COMB                      | 6 | \$5.50   | \$33.00  | NON-RETURNABLE |
| 1K1-420001TG     | TONI&GUY METAL TIP RAT TAIL COMB       | 2 | \$4.50   | \$9.00   | NON-RETURNABLE |
| 1K1-420002TG     | TONI&GUY WIDE TOOTH COMB               | 2 | \$8.00   | \$16.00  | NON-RETURNABLE |
| 1K1-420003       | RAT TAIL COMB                          | 1 | \$5.00   | \$5.00   | NON-RETURNABLE |
| ZM2441162        | ZAK ZM2 CARBON COMB BLACK LARGE        | 1 | \$15.00  | \$15.00  | NON-RETURNABLE |
| ZM3441162        | ZAK ZM3 CARBON BARBER COMB BLACK SMALL | 1 | \$13.00  | \$13.00  | NON-RETURNABLE |
| ZM4441162        | ZAK ZM4 COMB LARGE WHITE               | 1 | \$15.00  | \$15.00  | NON-RETURNABLE |

|                      |  |   |          |          |   |
|----------------------|--|---|----------|----------|---|
| ZM5441162            | ZAK ZM5 BARBER COMB SMALL              | 1 | \$13.00  | \$13.00  | NON-RETURNABLE                          |
| ZM6-COMB-ROLL        | ZM6 COMB ROLL                          | 1 | \$50.00  | \$50.00  | NON-RETURNABLE                          |
| 1KIT91001            | TONI&GUY Full Brush Belt N(12 BRUSHES) | 1 | \$20.00  | \$20.00  | NON-RETURNABLE                          |
| 1KIT90000            | Dermalogica KIT                        | 1 | \$35.00  | \$35.00  | RETURNABLE                              |
| 1KIT91000            | MAKEUP ASSORTMENT FOR KITS             | 1 | \$250.00 | \$250.00 | NON-RETURNABLE                          |
| ACAD. SHIRT          | Student Academy T-shirt                | 1 | \$10.00  | \$10.00  | NON-RETURNABLE                          |
| HQBUMPERSTICKERTG    | BUMPER STICKER                         | 1 | \$2.50   | \$2.50   | RETURNABLE                              |
| 1KIT VELCROCURLER BX | TONI&GUY ROLL WITH IT VELCRO CURLER    | 1 | \$8.00   | \$8.00   | RETURNABLE                              |
| 1KIT-DIGITAL-MEDIA   | TONI&GUY DIGITAL MEDIA KIT             | 1 | \$375.00 | \$375.00 | RETURNABLE                              |
|                      |  |   |          |          |   |
| 1K2-100002KIT        | <b>HAIR COLOUR MESH BAG</b>            |   |          |          | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K5-480878           | TONI&GUY ALL PURPOSE MESH BAG          | 1 | \$6.00   | \$6.00   | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K2-850010           | TONI&GUY 3 PC COLOUR BRUSH SET         | 2 | \$8.50   | \$17.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| CON331235            | TONI&GUY FLARISOL BOTTLE               | 1 | \$10.00  | \$10.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K2-153001           | TONI&GUY SECTIONING CLIPS              | 1 | \$10.00  | \$10.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1KIT29002            | TONI&GUY SINGLE COLOUR BOWL            | 2 | \$5.00   | \$10.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1KIT153002LL         | TONI&GUY CROC CLIPS                    | 1 | \$10.00  | \$10.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
|                      |  |   |          |          |   |
| 1K3-100003KIT        | <b>BRUSH MESH BAG</b>                  |   |          |          | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K5-480878           | TONI&GUY ALL PURPOSE MESH BAG          | 1 | \$6.00   | \$6.00   | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K3-410064TIGI       | TIGI MEDIUM ROUND BRUSH                | 1 | \$17.00  | \$17.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |

|                |                                      |   |         |         |   |
|----------------|--------------------------------------|---|---------|---------|---|
| 1K3-410065TIGI | TIGI LARGE ROUND BRUSH               | 1 | \$23.00 | \$23.00 | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 410081TG       | DENMAN BOAR BRUSH                    | 1 | \$22.00 | \$22.00 | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1KIT410103DT&G | BRANDED Denmam Small Cushion Brush   | 1 | \$15.00 | \$15.00 | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
|                |                                      |   |         |         |   |
| 1K4-100004KIT  | <b>MANICURE MESH BAG</b>             |   |         |         | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K5-480878     | TONI&GUY ALL PURPOSE MESH BAG        | 1 | \$6.00  | \$6.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-730129     | NAIL SCRUBBER                        | 1 | \$5.00  | \$5.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-730130     | EMORY BOARDS                         | 2 | \$1.00  | \$2.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-730131     | ORANGE STICKS                        | 2 | \$0.50  | \$1.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-730133LL   | TONI&GUY TWEEZERS                    | 1 | \$4.50  | \$4.50  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-730132     | NAIL SOAKER                          | 1 | \$7.00  | \$7.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-280035     | NAIL POLISH - FIRST AND LAST (CLEAR) | 1 | \$7.50  | \$7.50  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
| 1K4-280036     | NAIL POLISH - Scarlet Red            | 1 | \$6.00  | \$6.00  | RETURNABLE IF BAG IS UNOPENED/UNDAMAGED |
|                |                                      |   |         |         |   |