



# PROTÉGÉ

*Academy*

## SCHOOL CATALOG



TIGI

CREATIVE SCHOOL

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East Lansing



Mt. Pleasant

## School Contact Information and Locations

### East Lansing Campus

4960 Northwind Dr.  
East Lansing, MI 48823  
Phone: (517) 324-3388  
Fax: (517) 324-8925  
Email: admin@protegeacademy.com

### Mt. Pleasant Campus

4884 E. Pickard/M20  
Mt. Pleasant, MI 48858  
Phone: (989) 317-8260  
Fax: (989) 317-8264  
Email: mtpadmin@protegeacademy.com

### Website

[www.protegeacademy.com](http://www.protegeacademy.com)

### Accrediting Agency

National Accrediting Commission of  
Career Arts & Sciences (NACCAS)  
3015 Colvin St.  
Alexandria, VA 22314  
(703) 600-7600

### U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D. C. 20202  
1 (800) 872-5327

### Department of Labor & Economic Enforcement Division

P.O. Box 30018  
Lansing, MI 48909  
(517) 241-9202

### Michigan Department of Licensing and Regulatory Affairs

P.O. Box 30004  
Lansing, MI 48909  
(517) 373-1820  
[www.michigan.gov/lara](http://www.michigan.gov/lara)

### Protégé Academy, Inc.

Lynn Seegraves, CEO/Founder  
Scott Comer, COO, FSA Administrator  
Calvin Stier, Admissions Director

### Mount Pleasant Campus

Katherine Spillers, Campus Director

### East Lansing Instructional Staff

Melisa Cooper, Director of Education  
Jennifer Wamsley, Theory/Clinic Floor Instructor  
Amber Rudd, Theory/Clinic Floor Instructor  
Lennon McCuen, Theory/Clinic Floor Instructor  
Kristyn Carpenter, Theory/Clinic Floor Instructor  
Jenny Baldwin, Clinic Floor Instructor

### Mt. Pleasant Instructional Staff

Kristyn Carpenter, Lead Instructor  
Victoria Greenwood, Theory/Clinic Floor Instructor  
Jennifer Brown, Theory/Clinic Floor Instructor

## Introduction/ History

Welcome to Protégé Academy. The beauty industry has come to expect a high standard of proficiency and excellence in the skill and professionalism of cosmetology graduates. Protégé Academy is a TIGI creative school that has developed and conducts an advanced curriculum designed for student's success in a career within the beauty industry. Our entire educational system is administered in a safe and relaxing learning environment that will allow you to reach your full potential.

Protégé Academy opened its state-of-the-art facility in East Lansing in 2005, with a solid commitment to teach our students the newest products and developments in the cosmetology field. One way we accomplish this is by offering our senior students and recent graduates a Study Abroad Program that starts with an overall introduction to the hair fashion world of TIGI products and education in either their Italy or London institutes. All our senior students are also offered the opportunity to participate in advanced academy classes held at TIGI's SoHo, New York Institute.

Protégé Academy is committed to preparing our students for an advanced career in the thriving field of cosmetology. You will learn from our knowledgeable and professional staff the most current styling trends, techniques, the latest nail technologies and more.

## Mission Statement

Protégé Academy's mission is to provide our students with a specialized education from qualified instructors and professionals in each program. In accordance with the Michigan State Board of Cosmetology our goal is to bring the highest standards in business, ethics, and techniques to our Cosmetology, Manicuring, and Student Instructor programs.

## Approval Disclosure Statement

Protégé Academy complies with the Michigan State Board of Cosmetology. This means that the institution maintains compliance with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions.

## Accreditation

Protégé Academy of East Lansing and Mount Pleasant are both fully accredited institutions by the National Accrediting Commission of Career Arts and Science or NACCAS, and participate in Veterans Education Benefits. NACCAS is a national accrediting agency that is recognized by the U.S. Department of Education for postsecondary schools and programs of cosmetology arts and science. Contact information is as follows:

NACCAS

3015 Colvin St.

Alexandria, VA 22314 Phone (703) 600-7600. Or e-mail [naccas@naccas.org](mailto:naccas@naccas.org)

Approved are the following programs:

Cosmetology	SOC Code 39-5012.00	1500 Clock hours
Manicuring	SOC Code 39-5092.00	600 Clock Hours
Student Instructor	SOC Code 25-1194.00	500 Clock Hours

In the Cosmetology Program at Protégé Academy you will learn: sanitation and patron protection, facials, hairdressing, scalp and hair treatments, hair coloring, chemical hair-restructuring, applied

chemistry, applied anatomy, manicuring, pedicuring, artificial nails, and the laws and rules of cosmetology.

Completion of the Cosmetology Program may lead to licensing and possible employment at the entry level. Employment may include job opportunities in the field, of Hairstylist, Color technician, Salon manager.

**Cosmetology Curriculum 1500 clock hours**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/Patron protection; Laws and Rules; Personal hygiene; Salon management Mechanical and Equipment Safety	90	40	0	130	585  (Sanitation and patron protection shall be included in all services)
Facials; Skin Analysis and care; Manipulations massage; Electricity; Removal of hair by the use of wax, tweezers, or depilatories; Makeup; and eyebrow arch	35	80	0	115	40  (a minimum of 5 services in each category)
Hairdressing; Arranging; Cutting; Pressing; Artificial hair; Finger waving; Natural hair cultivation	125	400	0	525	300  (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair coloring Temporary; Semi permanent; Bleaching; Dimensional coloring; Color mixing	40	170	0	210	80  (a minimum of 8 services in each category)
Chemical hair restructuring; Straightening and relaxing	40	180	0	220	80  (a minimum of 15 services in each category)
Applied chemistry/occupational safety and health administration as related to skin, hair,	20	10	0	30	5
Manicuring/pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
<b>TOTALS</b>	<b>425</b>	<b>965</b>	<b>110</b>	<b>1500</b>	<b>1160</b>

In the Manicuring Program at Protégé Academy, you will learn: sanitation and patron protection, anatomy and disorders, artistic principles, occupational safety and health administration, manicuring and pedicuring techniques, chemistry, artificial nails/extensions/repairs, and laws and rules. Completion of the Manicuring Program may lead to licensing and possible employment at the entry level. Employment may include job opportunities in the field, as a, nail technician, nail salon owner, sales represented.

Manicuring Curriculum 600 hours total

400 Clock hours plus additional 200 hours

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/ patron protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	50	50	0	100	100  (Sanitation and patron protection shall be included in all services)
Anatomy and disorders	25	0	0	25	0
Artistic disorders	10	0	0	10	0
Manicuring/pedicuring techniques	20	50	0	70	40
Chemistry/occupational safety and health administration	15	0	0	15	0
Artificial nails/extension/repairs	25	105	0	130	50
Unassigned hours	0	0	50	50	0
<b>Totals</b>	<b>145</b>	<b>205</b>	<b>50</b>	<b>400</b>	<b>190</b>

Protégé Academy Approved Additional Hours

200 Clock Hours

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Artistic Principles	10	20	0	30	0
Artificial Nails/extensions/repairs	25	85	0	110	0
Unassigned Hours	0	0	30	30	0
Business Management	30	0	0	30	0
<b>TOTALS</b>	<b>65</b>	<b>105</b>	<b>30</b>	<b>200</b>	<b>0</b>
<b>COMBINED TOTALS</b>	<b>210</b>	<b>310</b>	<b>80</b>	<b>600</b>	<b>190</b>

In the Student Instructor Program at Protégé Academy you will learn: introduction to teaching, review of the cosmetology curriculum, course outlining and development, laws and rules, and teaching (both academic and practical).

Completion of the Student Instructor Program may lead to licensing and possible employment at the entry level. Employment may include job opportunities in the field, as a, Cosmetology Instructor, Educator for beauty supply company, or Platform artist.

Cosmetology Instructor Curriculum 500 clock hours

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
Orientation and review of the Cosmetology Curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching Aids Developing, administering, and grading examinations	80	85	165	20  (a minimum of 5 services in each category)
Laws and rules Record keeping School administration	15	10	25	70
Teaching Assisting in the clinic and theory classrooms	0	75	75	15
Practice teaching in the clinic and theory classrooms	0	130	130	25
<b>Totals</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>150</b>

All Protégé Academy students who successfully complete a course of study will be awarded a certificate of completion for that course of study.

Prospective students are mandated to visit the facilities of the school and to discuss personal educational and occupational plans with school administration prior to enrolling or signing the enrollment agreement contract.

### Earnings and Employment

Cosmetologist and Manicurist may earn income through different career choices. Occupations include hairstylist, nail technicians, esthetician, platform artists, state board examiners, sales representatives,



makeup artists, as well as careers in the movie and photography industry. As with any profession the amount of earnings one can achieve in the cosmetology field is a direct reflection of the amount of effort one applies to this career. For information on earnings a graduate may reasonably expect, go to [www.payscale.com](http://www.payscale.com).

### Job Placement Policy

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review, as well as on the school's website, [www.protegeacademy.com](http://www.protegeacademy.com); graduates are given a password upon course completion to access available opportunities. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### Statement of Compliance and Liability

Although every effort has been made to assure the accuracy of the information in this Catalog, students and others who use this Catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. The administration of Protégé Academy reserves the right to alter curriculum, schedules, tuition, fees, and requirements at any time without prior notice.

### Non-Discrimination Policy

In compliance with federal, state, and local government requirements, Protégé Academy does not discriminate against any individual based on age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its admissions, educational programs, and school administered programs and publications, or employment practices.

### Americans with Disabilities Act

Protégé Academy follows the guidelines established by the Americans with Disabilities Act. Protégé does not discriminate against qualified individuals with disabilities. The school does provide reasonable accommodations for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship. Such hardship might exist if providing said reasonable accommodations results in financial difficulty, unduly extensive or disruptive operations, or would fundamentally alter the nature or operation of the school or its classes.

### Drug Free School Policy

Protégé Academy prohibits any unlawful distribution, possession, or the use of any illegal drugs and or alcohol by its students and employees. This policy pertains to on campus, the parking lot, and any off-campus activity affiliated in any way with Protégé Academy.

- An annual drug awareness program sponsored by Protégé Academy will be held for all attending students and faculty.

- Protégé Academy distributes drug awareness, substance abuse, and financial aid penalties literature to all the students and staff on an annual basis. All new students will receive these handouts as part of their Orientation package.
- The Institution has posted on student board a list of service centers offered in the tri-county area for substance abuse and detox counseling.
- Protégé Academy enforces a zero-tolerance drug policy. Students caught using or under the influence of an illegal substance may be terminated and be reported to the authorities.

### Federal Student Aid Penalties for Drug Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal grants or loans during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled Substance	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

### Academy Facilities

Protégé Academy is carefully designed to simulate a salon & spa environment for the sole purpose of beauty & health education. It is equipped with modern visual and teaching aids and possesses the type of professional equipment used in the top salons & spas in America.

Protégé Academy campuses are modern facilities, devoted to teaching the science and arts of beauty & health programs. The facilities include an introductory classroom area for lectures and practical training, and an audio/visual center, which can accommodate videotapes, DVD, CD, and whiteboard demonstrations. There are extensive salon and spa amenities for students enrolled in each program. The facility is fully air conditioned, well lit, and furnished in a highly attractive manner. A reference library is maintained on-site and an administrative and advising office is also on location. The facility also contains lockers\*, restrooms and a break room area.

Protégé Academy's East Lansing campus measures 4200 square feet, and is in residence with an occupancy level accommodating up to 43 students at any one time. The Mt. Pleasant campus measures 3,765 square feet and is in residence with an occupancy level accommodating up to 45 students at any one time.

\*You will be assigned one student locker when you start school. This locker is assigned to you for your personal possessions. Protégé Academy is not responsible for any personal items or possessions left in the school. A school official has the right to access and inspect your locker at any time.

### Class Schedules

Protégé Academy offers classes for the following scheduled days:

- Monday, Tuesday, Wednesday, Thursday, Friday

Hours are as follows:

- Daytime 8:30am-4:30pm
- Evening 4:00pm-9:00pm
- Saturdays (optional) 8:30am-4:30pm

Protégé Academy may, at its discretion and in the best interest of the student and the school, close the campus for repairs, teacher training days, outside educational class trips, emergency constructions, or inclement weather.

#### 2018 Cosmetology Day Class start dates:

January 22<sup>nd</sup>      February 26<sup>th</sup>      April 2<sup>nd</sup>      June 11<sup>th</sup>      August 20<sup>th</sup>  
October 29<sup>th</sup>      December 3<sup>rd</sup>

#### 2018 Cosmetology Night Class start dates:

January 22<sup>nd</sup>      April 30<sup>th</sup>      June 18<sup>th</sup>      September 24<sup>th</sup>      November 12<sup>th</sup>

#### Manicuring Day Classes Only

Not offering classes at this time.

#### Holidays

Protégé Academy is closed in observance of the following recognized Holidays: Memorial Day Weekend (Friday-Monday), Fourth of July, Labor Day Weekend (Friday-Monday), Thanksgiving Day, Christmas Eve Day (December 24) through New Year's Day (January 1).

#### Scholarship Policy

Scholarships are financial aid assistance that does not need to be repaid. They may be awarded based on need, excellence in academics, and excellence in attendance, or a combination of both. The aid may be given by the federal or state government, by Protégé Academy, or by a private donor.

Protégé Academy periodically offers scholarships which may be used to offset tuition and fees. Scholarship agreement must be determined before the enrollment agreement is finalized. When Scholarships are offered, they are available to all individuals who enroll in a specific class or during the time frame specified in the offer, or who meet the specialized criteria if applicable.

#### Appeal Policy

Any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so in writing by completing an appeal form and indicate which policy is being appealed. Attach any applicable documentation and submit to Administration. The appeal will be reviewed by appropriate personnel and a determination will be made. All appeals must be made within 10 days of the negative determination, and the student must submit documentation on what has changed in their situation. All decisions on appeals are final. Appeal documentation will be placed in students file regarding determination of appeal.

#### Student Complaint Policy / Grievance Procedure

The Board of Cosmetology, under the State of Michigan Department of Licensing, sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Licensing examinations. Students who experience problems with the school or its employees or who have any complaints are encouraged to bring the problem to the attention of their instructor. Requests for further action should be brought to the attention of the administrator. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to

register a complaint at any time. Evidence of final resolution of all complaints will be retained in the student's files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- The student first if applicable should speak with their Instructor and or Administration to handle the complaint.
- The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to Administration
- The complaint will be reviewed by management and a response will be given in writing to the student within 30 days of receiving the initial complaint.
- The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint, interviews with appropriate staff members and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## Admissions Policy

- Applicants for admission must submit a completed application for admission form.
- Applicants for admission must have an interview with the administrator.
- Applicants for admission must submit a copy of U.S. High School Diploma, GED, copy of Transcripts, or have evidence of completion of home schooling that state law treats as a home or private school, if the state issues a credential for home schooling.
- Applicants for admission must submit a copy of a valid form of Government issued ID.
- Applicants for admission must submit a letter of recommendation.
- Applicants for admission must submit a letter of intent.
- Applicants for admission in the Student Instructor course must submit a copy of a valid cosmetology license.
- Applicants for admission must submit a signed Student Enrollment Agreement/Contract.
- Applicants for admission with non-Protégé Academy previous credit hours wishing to enroll in a program at Protégé Academy must submit written Proof of Training/Transcripts and a record of withdrawal signed from their previous school. Applicants must complete a written test and a practical examination based upon the number of hours the applicant is transferring in prior to enrollment given by Protégé Academy for acquiring an aptitude for placement in the program. Protégé Academy administration will make the final decision based on the above information. Transfer students will be charged a registration fee of \$200.00, and a prorated tuition amount for the hours needed to be completed multiplied by the corresponding hourly rate.  
Transfer students must have kit and books equivalent to Protégé Academy's. Equipment or books may be purchased from Protégé Academy at listed price.

- Currently Protégé Academy does not accept any secondary students and does not recruit students attending or admitted to another school offering a similar program of study.
- Student re-entering a program after they have redrawn, within 180 days will return under the same S.A.P status.

### Transfer within Protégé Academy Schools

Protégé Academy allows any student making Satisfactory Progress to transfer from one Protégé Academy School to another Protégé Academy School. If the student wants to move from one Protégé Academy Owned School that is recognized by the U.S. Department of Education and the School's Accrediting body (NACCAS) as the Protégé Academy main campus or an additional location the student may transfer. The student's current satisfactory academic progress standing and Attendance evaluation follows through his/her new school when the student transfers. Tuition and other fees will be charged upon the hours and equipment needed.

### Transfer to non-Protégé Academy Schools

A student wishing to transfer out of Protégé Academy must first submit a written request to the school administrator and complete an exit interview. Should the student still wish to withdraw, the administrator will process the withdrawal per procedure including completion of the refund calculation. Once all balances due to the school are paid in full, the school administrator will release the Proof of Training Transcripts and the Record of Withdrawal to the student. If receiving financial aid a student is required to participate in loan exit counseling at [studentloans.gov](http://studentloans.gov) with administration.

### Transfer from non-Protégé Academy Schools

Applicants for admission with non-Protégé Academy previous credit hours wishing to enroll in a program at Protégé Academy must submit written Proof of Training/Transcripts and a record of withdrawal signed from their previous school. Applicants must complete a written test and a practical examination based upon the number of hours the applicant is transferring in prior to enrollment given by Protégé Academy for acquiring an aptitude for placement in the program. Protégé Academy administration will make the final decision based on the above information. Transfer students will be charged a registration fee of \$200.00, and a prorated tuition amount for the hours needed to be completed multiplied by the corresponding hourly rate. Transfer students must have kit and books equivalent to Protégé Academy's. Equipment or books may be purchased from Protégé Academy at listed price.

### Re-Enrollment (Re-Entry)

Generally, most students who enroll in the school are making satisfactory progress during their initial evaluation period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure. The school will charge a \$200.00 re-enrollment fee for all students wishing to re-enroll 30 days past the school's official termination date.

### Requirements for Students Requesting Financial Aid Assistance

- Applicants for Student federal aid assistance must submit a completed Free Application for Federal Student Aid by mail or at [FAFSA.ED.GOV](http://FAFSA.ED.GOV).
- Applicants that submit a FAFSA and are selected for verification must complete a verification worksheet and submit proper documentation to Protégé Academy.
- Applicants that are awarded federal loans must first sign a master promissory note and complete a loan entrance counseling interview.
- Students who have received federal loans must complete loan exit counseling interview.

- Applicants for federal student aid assistance may not be eligible to receive aid if they have a felony drug conviction.

### Verification Policy

All students selected for verification must provide to the Financial Aid Administrator the following information/documentation:

- Copy of tax transcripts from the I.R.S. (Transcripts can be requested from the IRS website [www.irs.gov](http://www.irs.gov)) / or log onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and upload the tax information off of the IRS website using the data retrieval tool.
- Completed and signed verification worksheet.
- Other additional information may be required to be submitted based of the type of verification the student is selected for. This information will be disclosed to you on a verification worksheet.

Documentation must be received and verified before any Federal Aid is awarded. Administrator must receive all documentation within 30 days from students start date. If a student is unable to provide verification documents within the time frame, the student must meet with the Financial Aid Administrator to request an extension.

If a student fails to provide verification documentation within the guidelines set forth in the paragraph above, Federal Financial Aid will not be awarded or disbursed. If the students (EFC) changes because of the verification and results in a change in the award, the student will be notified by meeting with the Financial Aid Administrator. If any of the student's information is found to be incorrect, the school will electronically process the corrections.

The Department of Education regulation require schools to refer to the Department's Office of Inspector General any creditable information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his/her FAFSA application. The school will report any suspected fraud to OIG @1-800-MISUSED.

### Graduation Requirements

Graduates must be meeting the minimum Academic requirement of 75%, and the minimum Attendance requirement of 80% to be considered eligible for graduation. The student must complete the required clock hours within the maximum time frame of 125% of published length of course. Students exceeding the maximum time frame of 125% of published length of course will be subject to extra instructional charges, billed at \$8 an hour. Extra instructional charges must be paid to obtain course completion. Upon completion of these requirements, the student will receive a Certificate of Completion/Diploma certifying his/her graduation. (The school will assist the student in completing the documents necessary to file for the Michigan State Board or other designated regulatory requirements.) Students who received any federal loans over the course of attendance at Protégé Academy must complete exit loan counseling. This must be completed at [www.studentloans.gov](http://www.studentloans.gov). All tuition, fees and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

To graduate from Protégé Academy, Cosmetology and Manicuring students must meet the following requirements:

- Complete all State required clock hours for respective course (1,500 Cosmetology) (600 Manicuring)
- Complete all state required minimal practical applications (MPA's)
- Federally funded students and non-federally funded students must complete the required number of course hours within the maximum timeframe of 125% of published length of the course, or be subject to extra instructional charges

- Students must have a minimum attendance of 80% or higher
- Students must have a minimum grade point average of 75% or higher
- Satisfy all financial responsibilities to the school
- Complete an Exit Interview
- Students who received any federal loans must complete exit loan counseling at [www.studentloans.gov](http://www.studentloans.gov)

To graduate from Protégé Academy, Student Instructor students must meet the following requirements:

- Complete all State required clock hours for course (500 Student Instructor)
- Complete the required number of course hours within the maximum timeframe of 125% of published length of the course, or be subject to extra instructional charges
- Students must have a minimum attendance of 80% or higher
- Students must have a minimum grade point average of 75% or higher
- Students must pass the written final exam with a 80% or higher as required by the state testing service.
- Satisfy all financial responsibilities to the school
- Complete an Exit Interview

Satisfactory Academic Progress (S.A.P.) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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. Protégé Academy requires all students to maintain satisfactory progress in both their academic (Qualitative terms) and attendance (Quantitative terms) performance. To meet satisfactory academic progress, a student must maintain a minimum cumulative average of 75%. To meet satisfactory attendance progress, a student must attend a minimum of 80% of their accumulated scheduled hours at each evaluation point throughout the course. Students who are not meeting both the academic and/or attendance requirements will be placed on a warning.

NOTE: Students receiving funds under any HEA Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds. Satisfactory Academic Progress Policy applies to every student enrolled in a NACCAS approved program.

Academic Achievement

Academic Achievement includes grades for academic tests and assignments (written and practical) with applied effort. The Programs were developed to support different learning styles; incorporating lessons, demonstrations, media and activities to enhance the process. Any questions regarding daily lessons should be directed to the supervising instructor.

Being prepared for daily lessons and assignments is critical. This includes bringing the books and equipment necessary to perform academic assignments and clinic assignments. We encourage new students to have advanced study partners (mentors) to help establish positive study habits and assist with some of the challenges of being a new student.

Attendance Standard

Attendance will merit a grade of either "Satisfactory" or "Unsatisfactory." Students must attend a minimum of 80% of their accumulated scheduled hours based on student's enrollment agreement to receive a satisfactory grade.

Cosmetology Students = at time of evaluation, students must be at or below maximum scheduled hours.

- At 450 hours attended, students must be at or below 562.5 hours scheduled.
- At 900 hours attended, students must be at or below 1125 hours scheduled.
- At 1200 hours attended, students must be at or below 1500 hours scheduled.

Manicure Students= at time of evaluation, students must be at or below maximum scheduled hours.

- At 300 hours attended, students must be at or below 375 hours scheduled.

Student Instructor= at time of evaluation, students must be at or below maximum scheduled hours.

- At 250 hours attended, students must be at or below 312.5 hours scheduled.
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### Academic Standard and Grading System

The following factors will be measured to determine academic progress:

- Academic work (test grades) \*affects GPA
- Practical work (test grades) \*affects GPA

Students must maintain a C grade average minimum of 75% to be considered making satisfactory progress in academics. (S.A.P.)

The following will be used to measure a student's academic progress:

\*NOTE: Incomplete grades adversely affect GPA.

- Academic and Practical work will be graded per the following scale:

<u>Grade</u>	<u>Letter Equivalent</u>	<u>Level</u>
90-100%	A	Excellent
80-89%	B	Good
75-79%	C	Satisfactory
0-74%	F	Fail

### Evaluation Period

\*NOTE: Students will receive a printed copy of all Satisfactory Academic Progress generated at the end of all evaluation periods. Any incomplete grade recorded will adversely affect GPA.

Progress will be evaluated at the end of each evaluation period. Each student is evaluated and apprised of their academic performance, practical skills development and attendance at specific check points by the administration. All evaluation periods are based on actual hours.

Hours at which students are apprised:

- Cosmetology program at 450, 900, 1200 hours.
- Manicuring program at 300 hours.
- Student Instructor program at 250 hours.

Students who meet the 80% attendance standard and the 75% academic standard will be making (S.A.P.) Satisfactory Academic Progress. Students who fail to meet either or both academic or attendance standards will be placed on warning until the next evaluation. Students meeting minimum requirements at evaluation will be making satisfactory progress until the next evaluation. For a student to be considered making satisfactory progress or re-establish eligibility after being placed on warning, he/she must meet attendance minimum standards by attending all regularly scheduled hours, and meet academic minimum standards by following the academic plan established by the



institution at the beginning of the warning period.

### Warning Status

If it is determined that a student failed to meet either or both two progress standards (Quantitative or Qualitative), the student may be placed on warning for the following evaluation period. During periods of warning a student remains eligible for federal financial aid assistance. The institution will advise the student regarding his/her progress, and on what requirements need to be met for the student to bring himself/herself out of warning status. At the end of that evaluation period, if the student has still failed to meet either or both progress standards, the student will be considered as to not making satisfactory progress. Students considered as to not making satisfactory progress will lose eligibility for federal financial aid assistance. It is then the student's responsibility to meet with Protégé's Administration to determine if any alternative options are available for course completion.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at that point of re-enrollment. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on warning for the remainder of that evaluation period when accepted for re-enrollment.

### Withdrawals

Any student who withdraws either officially by written notice to the school, or unofficially by any other form of withdrawal from his/her contracted course, or fails to complete his/her training will have a notice placed in his/her student file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at that point of re-enrollment. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on warning for the remainder of that evaluation period when accepted for re-enrollment.

### Withdrawal and Settlement Policy

Protégé Academy has developed the following cancellation and refund policies in accordance with state and accrediting agency requirements. This policy applies to all terminations for any reason by either party, including student decision, course cancelation or school closure.

### Cancellation Prior to Starting Classes

The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

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

- In the event an applicant is not accepted by the school, the applicant entitled to a refund of all monies.
- The student or legal guardian cancels the contract and demands money back in writing, within three business days after signing the enrollment agreement, regardless of whether the student has actually started training. All monies collected by the school are refunded.
- A student or legal guardian cancels the contract after three business days of signing the enrollment agreement, but prior to starting class. In this case, the student is entitled to a refund of all monies paid to the school.

## Cancellation After Starting Classes

The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

- A \$150.00 termination fee is applied to all students who cancel enrollment after starting classes.
- Kit costs, books, and fees shown in this agreement are considered part of the student's total obligation upon termination.
- Enrollment time is defined as the time elapsed between the start date and the last day of physical attendance in school.
- All outstanding tuition and fees are due upon withdrawal, dismissal, or completion of the program.
- If a Student notifies the institution of his/her withdrawal, or is dismissed after classes have started, the following schedule applies.

\*Note: Refunds are based on scheduled hours only.

Percentage of enrollment time*	Amount of total tuition owed to the Academy
0.01 - 4.9%	20%
5.0 - 9.9%	30%
10.0 - 14.9%	40%
15.0 - 24.9%	45%
25.0 - 49.9%	70%
50% and above	100%

## Refunds:

Refund calculations are performed and refunds are made timely.

- Any monies due to the applicant or student are refunded by the school within 45 days of official cancellation or withdrawal, whether officially or unofficially.
- The formal cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school in person.
- Student's withdrawal date is the earlier of the expiration of a leave of absence (LOA) or the date the student notifies the school he/she will not be returning. If the student fails to return from the LOA, the termination date shall be the last day of physical attendance prior to the LOA.
- Refunds are based on the last day of physical attendance.
- Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.
- The day a student is expelled for any other reason will be considered their formal termination date.

## Program or Course Cancellation Policy

If a course is canceled, after a student's enrollment, and before instruction in the course has begun, the school shall at its option:

- Provide a full refund of all monies paid within 45 days
- Provide instruction of the course or program.

If a course is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide course completion.

## School Closure Policy

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must decide for students. The school shall provide the student with a pro-rata refund.

## Mitigating Circumstances

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

## Collection Policy

All collection procedures reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the Institution itself, banks, collection agencies, lawyers, or any third parties representing the Institution clearly acknowledge the existence of the withdrawal and settlement policy.

## Extra Instructional Charges

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete the program, the school will extend a courtesy period of additional training. Thereafter, an extra tuition charge of \$8.00 per hour will be assessed for the additional time necessary to complete the required hours per program.

## Course Incompletes and Repetitions

A student who withdraws from a class prior to its completion is permitted to repeat that class later. The uncompleted class will have no effect on the student's satisfactory academic progress. Repeating classes however will continue to affect the student's cumulative attendance progress. Students must be able to complete the program within 125% of the normal course length. Continued course repetitions can result in the student no longer being able to complete the program within the mentioned maximum time frame. Once such determination is made, the student will be considered as not making satisfactory progress.

\*Non-credit remedial courses not applicable.

## Appeals (SAP)

Satisfactory Academic Progress policy established by the school may be appealed due to mitigating circumstances (i.e.: disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances). Students wishing to appeal his/her adverse determination must do so in writing by completing an appeal form and attaching any applicable documentation, and submit to administration. The appeal will be reviewed by appropriate personnel and a determination will be made. All appeals must be made within 10 days of the adverse determination. Students prevailing upon appeal will be notified of the school's decision to reinstate. A reinstated student will be considered on Warning and given written minimum requirements to follow until the next evaluation. \*Protégé Academy does not offer a probation period after warning.

## Leave of Absence (LOA) Policy

Occasionally, students may experience extended personal or medical problems which make it difficult to attend class. Protégé Academy may allow a student under such circumstances to take (1) one leave of absence (LOA) from the program. The LOA must be requested in writing by the student and must be pre-approved by the school administrator, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few

weeks to recover, the student would not have been able to request the LOA in advance. Protégé Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for the decision and collects the request from the student at a later date. The written request must include the starting and ending date of the LOA. An LOA may be granted for up to 90 days (in the case of extenuating circumstances that might require additional time, please see the school administration), with a reasonable expectation that the student will return from the LOA.

- No more than 180 combined days of leaves of absence are permitted in a twelve-month period for federally funded and non-federally funded students.
- The twelve-month period reference in these provisions starts on the first day of the leave.
- A leave of absence extends the student’s contract period and maximum timeframe by the same number of days taken in the LOA.

Students will not be assessed additional tuition charges while on an approved LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held prior to their LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students returning from an LOA must coordinate their return with the Director of Education. Students who fail to return from the LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of the LOA. If a student receiving federal financial assistance fails to return from an approved LOA, a portion or all the student grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment. LOA students must arrange assignments with their instructors.

### Transfer Hours

About Satisfactory Academic Progress, a student’s transfer hours that are accepted are counted as both attempted and complete hours for determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

### Reinstatement of Federal Financial Aid

Federal student financial aid is suspended when a student is considered as not making satisfactory progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum cumulative standards have been met. If the student begins a payment period not making satisfactory progress, and they are not on warning, the student will not be eligible for federal aid for that payment period.

### Maximum Time Frame

The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory progress in attendance will complete the program during the allowable maximum time frame. Students must complete the required number of course hours with the maximum timeframe of 125% of the published length of the course.

Course	Course length	Hours/Week	Maximum Time Frame
Cosmetology Days	1500 hours or 47 weeks	35	58.75 weeks
Cosmetology Evenings	1500 hours or 64 weeks	25	80 weeks

Student Instructor Days	500 hours or 15 weeks	35	18.75 weeks
Student Instructor Evenings	500 hours or 21 weeks	25	26.25 weeks
Manicuring Days	600 hours or 17.25 weeks	35	21.5 weeks
Manicuring Evenings	600 hours or 24 weeks	25	30 weeks

### Return of Unearned Title IV Funds Policy

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled.

This policy affects:

- Students who received or were eligible to receive federal student financial assistance authorized under Awards, or Stafford or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs.
- A recipient of Title IV grant or loan funds who withdrawals from the school after beginning in attendance, the amount of the Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds will be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school is permitted to credit the student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition, fees, and room and board (if the student contracts with the school) up to the amount of the outstanding charges. The school will obtain a student's authorization to credit a student's account with Title IV grants for other than current charges.

The school will notify a student, or parent for a parent plus loan, in writing prior to making any post-withdrawal disbursements of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).

Eligible Title IV federal aid recipients who fail to complete less than 60% of scheduled hours in a payment period or period of enrollment are considered to have not earned all the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned based on hours scheduled to attend as of the students last day of attendance to the U.S. Department of Education. This calculation will be completed before a tuition refund is performed and monies returned within 45 days of the school's official determination date that the student withdrew either officially by written notice to the school, or unofficially by any other form of withdrawal (i.e. student stops attending.) The school's official determination that a student has withdrawn shall be within 14 calendar days of the students last physical day of attendance. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV

aid have been made and the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

### Attendance Policy

Attendance not only ensures graduation on time but without additional instructional charges. Day classes are from 8:30am-4:30pm, Evening classes are from 4:00pm-9:00pm, with Saturdays optional from 8:30am-4:30pm. Day and evening classes are both considered full-time.

The student guidelines for attendance are as follows:

- Satisfactory Progress for attendance is 80% attendance. A student having difficulty meeting this standard should immediately discuss with their instructor and/or the Administrator. A student with unsatisfactory progress due to excessive absences at specified evaluation periods will be placed on Warning. Failure to meet attendance as "satisfactory progress" for one "full" evaluation period may result in enrollment termination.
- Late Arrivals: If a student is to be late that student needs to contact the school prior to the scheduled start time. When that student arrives, student must report their arrival to their respective instructor. Day students may not use Late Arrivals when returning from a lunch break.
- Students are allowed up to 2 late arrivals per month in any combination with Early Leaves. A student with a late arrival the 3<sup>rd</sup> time in one month will not be allowed to receive hours if in attendance for that day.
- Day class students are required to log a Minimum: 5- hours of attendance per day.
- Evening class students are required to log Minimum: 4- hours of attendance per day.
- In the situation that a student fails to clock in or clock out and the student is physically in attendance for that day, the student will only receive the minimum number of hours for that day, unless an alternate determination is made by administration.
- Early Leaves: Students are allowed up to two Early Leaves per month in any combination with Late Arrivals. Students taking an Early Leave must fill out a Time-Off Request Form and have an instructor sign it, or the student's hours will be forfeited for the day. Students using an Early Leave must be in attendance for the minimum class hours to receive their time for the day. Students using an Early Leave may not return to class once they have been dismissed.
- Students are required to pre-arrange all absences. Pre-arranged absences forms must be filled out, signed, and turned in no later than 1 day prior to the absences.
- Students can call in 1 absence per month, prior to class start time, during the enrollment period. If the student exceeds the once a month-call in during their enrollment period, the student will be terminated from the program. If a student fails to notify the school of their absence, it will result in the loss of a call in.
- Saturday Attendance: Students who sign up to attend on Saturdays must give written notice by the Thursday prior to the Saturday the student plans to attend. Students who sign up for any given Saturday and fail to attend that scheduled day lose the privilege to attend Saturdays for 1 month. Students who repeatedly fail to attend Saturdays or no call no show will lose privileges to attend Saturdays indefinitely.
- Introductory Student: (Junior Students) who miss 70 hours or more in the introductory portion of the program may be required to restart the introductory portion, unless all classroom assignments are complete and turned in with a passing grade of 75% or more by the end of scheduled introductory graduation date.
- Students that are ill and cannot take part in learning lessons or curriculum for that day are asked to be absent for that day.
- Being absent for 4 consecutive scheduled days to attend without prior clearance from the administration. If this occurs, the student will be dropped from enrollment and any equipment left at the Academy will become the property of Protégé Academy
- Absences must be reported prior to scheduled start time.

- If a student fails to call in an absence or tardy 4 times during their enrollment, that student may be dropped from enrollment.
- Students are on a contracted enrollment period. As such, there are NO excused absences.
- All students are allowed 8% of missed time per their contract.

Students should not miss school. Missed hours mean students will miss important subject matter and experience. The student must make up training hours that the state requires for licensing, and it also will cost the student additional tuition if the course is not completed by the calculated completion date. If students maintain a good attendance schedule, they benefit from Protégé Academy's training. Students are highly discouraged from enrolling if they cannot maintain good attendance.

### Tardiness and Clocking In

\*\*Student hours are calculated by using full 15-minute increments. All students are required to clock in and be ready for class or clinic at their contracted times.

Tardiness disrupts a good learning environment and is highly discouraged. A "late start" tardy result, when a student does not clock in or report to class by the scheduled start time. "Tardy" is defined as clocking in 1 minute or more after the scheduled start time. Time will be docked to the nearest quarter hour for tardiness. Forgetting or neglecting to clock in on time will still result in a "late start" tardy or forfeiture of hours for that day. Day students that are tardy returning from a lunch break will lose their hours for that day.

- Students are expected to attend classes on a regular basis as outlined in their contract with Protégé Academy.
- Day class Minimum: 5- hours of attendance.
- Evening class Minimum: 4- hours of attendance.

### Late Arrivals

If a student is to be late, that student needs to contact the school prior to the scheduled start time. When that student arrives, student must report their arrival to their respective instructor. Day students may not use Late Arrivals when returning from a lunch break.

Students are allowed up to 2 late arrivals per month in any combination with Early Leaves. A student with a late arrival the 3<sup>rd</sup> time in 1 month will NOT be allowed to receive hours if in attendance for that day.

### Early Leaves

Students are allowed up to 2 early leaves per month in any combination with Late Arrivals. Students taking an Early Leave must fill out a Time-off Request Form and have an instructor sign it or your hours will be forfeited for the day. Students using an Early Leave must be in attendance for the minimum class hours to receive their time for the day. Students using an Early Leave may not return to class once they have been dismissed.

NOTE: Students are only allowed up to, 2 late arrivals OR early dismissals per month. Students are advised to fill out a Time-off Request form as soon as they know they will be absent or tardy. Instructors do have the right to refuse to sign a Time-off Request.

### Saturday attendance

Students who sign up to attend on Saturdays must give written notice by the Thursday prior to the Saturday the student plans to attend. Students must specify when signing up what time they will be leaving. Students who sign up for any given Saturday and fail to attend that scheduled day forfeit that Saturday and the four (4) consecutive Saturdays following.

## Introductory Student

Junior Students who miss 70 hours or more in the introductory portion of the program are required to restart the introductory portion, unless all classroom assignments are complete and turned in with a passing grade of 75% by the end of scheduled introductory graduation date.

## Dress Code

As you are entering a salon like atmosphere of training, good grooming and hygiene are essential; hair, dress, and make-up should be business professional. Your industry is about image, beauty, and health. We all have our personal beauty and it is important to enhance our assets. In order to gain a client's confidence, you must present your beautiful image, as the client's impression is always made upon first encounter. All students are expected to follow these guidelines for the benefit of all clients, potential students, State Board Inspectors, and visitors to the school.

### All students must follow these dress code standards at all times:

- Students who are not in dress code, or who are not prepared by the scheduled start time (8:30am for day students, 4:00pm for night students) will be sent home unless otherwise approved by an instructor.
- Student apron and name tag identifying student status must be worn at all times.
- Clean hygiene (including use of deodorant and breath mints) is essential for all students. Excessive body odors or smoke odors are not acceptable in the school and professional environment. Students who smoke during a designated break must wash their hands and refresh to dissipate any smoke and odors that may be offensive to others.
- Hair must be clean and styled always. Students' hair must always be dry and styled when entering the school. Class time is not for styling hair or applying makeup, unless it is a designated assignment performed on another student, client, or mannequin. Hair accessories may be worn, but must be consistent with the hairstyle. Manicured hands are important to gain respect as a professional.
- All student apparel must be black from the waist down. Clean, black business casual or dressy pants, leggings, capris, or culottes. Any apparel hanging below the waist must be black – this includes, but is not limited to, sweaters, dresses, tunics, etc. The following types of pants are not allowed: sweat pants, yoga pants, pants with visible logos around the waistband, faded black jeans, pants with holes, rips, or tears, shorts.
- All exposed skin from the waist down must be covered by skin-tone nylons. Nylons or knee-high nylons must be worn with capris.
- Jeans are allowed only on designated jean days, or for charitable causes when the school offers them.
- Shirts must be professional, clean, and modest, and in black, white or gray only. The following types are not allowed: athletic style t-shirts, shirts with visible names or logos, hoodies and sweatshirts, shirts without sleeves, shirts baring midriffs or cleavage, tube tops, shirts with holes, rips, or tears.
- Shoes must be black with a closed heel and toe. The following types of shoes are not allowed: furry boots or slippers (UGG style boots), athletic shoes, open back mule type shoes. It is important to remember you will be on your feet all day – supportive black shoes are recommended.
- Hats are not allowed.

Protégé Academy reserves the right to change the basic dress code to maintain professionalism and reflect the industry standards.



## Special Dress Day

There may be certain events when the school will designate a special theme or dress day. This means the student may not have to wear the required uniform, however their attire still needs to be professional. Aprons or smocks, identifying name tags and close-toed shoes with no open back shoes still need to be worn.

## Special Circumstances

To provide fair and equal opportunity and access to its educational programs for all qualified individuals, Protégé Academy may consider special and mitigating circumstances (under appeal) when applying, changing, or amending its policies, procedures, and rules and regulations.

## Orientation

Student orientation is given to each student the first day of class.

The materials needed for the cosmetology course both academic and practical (clinical) are the following:

- Intro Syllabus Description/Overview
- Advanced Class's Description/Overview
- Professionalism
- Job Opportunities in the Chosen Field
- Course Lengths and Schedules
- Licensure Requirements
- General School Policies
  - Clocking Procedures
  - Lockers
  - Kit List
  - Dress Code
  - Standards of Conduct
  - Campus Security and Crime Awareness
  - Drug Free Workplace Policy
  - Student Grievance Policy and Procedure
  - Leave of Absence
  - Terms of Terminations
  - Counseling Resources and Procedures
  - Reference Materials/Media Center
  - Enrollment Agreement
  - Attendance Policy
  - Graduation Requirements
  - Withdrawal and Settlement Policy
  - School Catalog
  - Michigan Cosmetology Laws and Rules Book
  - Minimum Practical Application MPA data sheet
- Financial Aid Program Review
  - Consumer Information- Directed to [www.protegeacademy.com](http://www.protegeacademy.com) for Current Statistics and Median Loan Debt
  - Satisfactory Academic Progress Policy (S.A.P.) Policy
- Safety and First Aid
  - Evacuation Procedures

- Location and Use of Fire Extinguishers
- Emergency Exit Map

### Study Abroad Program

Protégé Academy may sponsor a study abroad trip to a TIGI Academy. Students are eligible for only one trip and must have completed approximately 50% of their program, and be of senior student status. This program is optional but offered only to those who maintain satisfactory academic progress. The program has an additional charge that will be prorated per current flight charges, educational charges, charges included by the school in any form, and currency exchange at time of travel. This program is not available for manicure students.

\*Protégé Academy waives the right to sponsor any trip whenever ten or fewer participants agree to participate.

### Clinic Services

When a student has completed the 350-introductory portion, they have achieved Senior Student status and may begin performing services on the public under instructor supervision. Cosmetology students will perform services including hair cutting, coloring and styling, facial hair removal, beard trims and treatments, perms, relaxers, Malibu's, braiding, extensions, manicures, pedicures, false eyelashes, and makeup applications. Manicuring students will perform services including manicures, pedicures, and artificial nail enhancements. Students must perform all scheduled services. Refusal of a client service will result in disciplinary action and hours will be forfeited for the day. Students may invite friends and family in during designated weeks to receive discounted services.

### Personal Services

Students may receive personal services if the student is meeting satisfactory progress in academics and attendance. An instructor will check to see that the student is meeting satisfactory progress prior to receiving the service. The instructor will fill out the personal service sheet, the student receiving and the student performing the service will be blocked off the appointment book. It is important to follow up with time management when receiving and performing the allowed service. All services must be paid in full prior to receiving the service.

Students approaching their graduation date are allowed one complimentary personal day. All personal day services must be completed during one scheduled day of attendance. Students are allowed one chemical service on their personal day.

### Student Attitude

The Beauty and Health Industry is about providing customer service and satisfaction. Success in this industry depends on the ability to make a positive impression through professionalism: including appearance, presentation, attitude and demonstrating the skills to encourage customers to return and refer other customers. True success in this industry is treating each customer as if your entire career depended on him/her. The single most important aspect required to succeed in this industry is a Customer Service Attitude. The best skilled hair stylist, esthetician, or manicurist can limit their potential with negativity. Addressing the individual needs of clients, with genuine interest and projecting a positive attitude will secure your personal and professional success. This positive attitude is best developed and practiced in the school environment. It is treating patrons, teachers, staff, and fellow students with courtesy and respect always. It is doing your best to help the customer feel good about themselves and the "Protégé Academy Experience" you create.

## Advising and Counseling

To help students achieve their fullest personal development and make the best use of the instruction offered, the School offers academic guidance and advice beginning with the student's first admissions interview. Protégé Academy offers counseling and advising in the following areas at no additional cost to the student reviewing for state board examination, opportunities for continuing education, referrals for professional assistance, course content and goals, academic issues, financial aid, regulations governing licensure, and career opportunities. Information regarding personal and social counseling agencies within the community is available to students through Administration, Instructors, and displayed on Student information board.

## Campus Security Policy

Protégé Academy does not have a campus or security department of any kind. Protégé has no relationship with any state or local law enforcement agency and have no authority to arrest anyone. Protégé Academy students, employees, and other's visiting Protégé, whether victims or witnesses of crimes are encouraged to voluntarily, promptly and accurately report all criminal activity to Protégé officials and the appropriate law enforcement agencies. Students and others are directed to report occurrences involving crimes on Protégés premises to the school director; or, in case director is not available to any other Protégé staff member. Reporters of crimes are asked to fill out and file an incident report with Protégés administrative office. Upon receipt of any report of a medical or criminal emergency, Protégé may offer to contact medical and/or security professionals for the persons affected. The method used to notify the campus community of the crime is dependent upon the nature of the crime and the immediate threat to personnel safety. Following a reported incident involving a crime, Protégé may require the reporting persons to confirm in writing the details of the crime and may contact and apprise local law enforcement agencies. Protégé does not have any policies or procedures that: allow victims or witnesses to report crimes on a voluntary confidential basis; or encourage pastoral counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the crime statistics contained in the Report.

Protégé Academy releases an annual Campus Security Report on or before October 1<sup>st</sup> each year. This report is posted on the school's website [www.Protegeacademy.com](http://www.Protegeacademy.com) or obtained upon request from the school's administrative office.

## Sexual Harassment

It is the policy of the school to provide a work and study environment free of sexual harassment. All students and employees should be aware that Protégé strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken. Managers and supervisors have an obligation to maintain a positive and productive work environment for students. They are expected to halt any harassment by calling attention to this policy or, if necessary, by taking more direct disciplinary action. When a situation involving sexual harassment is discovered, corrective action must be taken immediately, up to and including termination of employment or school enrollment. All sexual assaults must be reported to the Protégé Academy administration. Un-welcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's continuation or a grade in a class or other activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for an employee's decision affecting such an individual, or (3) such conduct as the purpose or effect of unreasonably

interfering with an individual's performance or creating an intimidating, hostile, or offensive study environment.

The written procedures regarding the following items are available at the office:

- Reporting requirements and options available to victims.
- Services available to victims.
- Procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceeding in connection with a sexual assault (the results of any disciplinary action or appeal) and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
- Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, or parents.

### Access to Information in Student Files (FERPA) Policy

Students and/or parent/legal guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to an administrator of Protégé Academy. The student will be granted supervised access to their records within 48 hours from the day of request. Any third-party request for information will require written authorization from the student or parent/legal guardian of a dependent minor. Protégé Academy requires a release form to be completed for each third-party request of information. Protégé Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official, or unless required to do so by law or a government agency. The institution maintains a record of all release forms and requests for information. These records may NOT be removed from the school.

### FERPA RESPONSIBILITIES AND STUDENT RIGHTS

A school is required to—

- Annually notify students of their rights under FERPA;
- Include in that notification the procedure for exercising their rights to inspect and review education records; and
- Obtain a signed release each time information is released in the students file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to—

- Inspect and review any education records pertaining to the student;
- Request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, because the records are inaccurate, misleading, or violate the rights of the student.

All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Protégé Academy to comply with the requirements of FERPA.

All necessary student records will be retained for seven years by Protégé Academy.

### Student Confidentiality

Protégé Academy is an adult education facility. As such, all information regarding students' whereabouts, schedule, or availability shall remain confidential. No information regarding a student's attendance will be released. Protégé Academy books referral services for students with regards to this confidentiality policy.

## Physical Demands

Prospective students should be aware of the physical demands required of a cosmetologist or manicurist. Cosmetologist occupations generally require continued standing and constant use of the upper-torso, shoulders, arms, wrist and hands, upper back, and neck. Manicurist occupations generally require constant sitting, which can lead to backaches, and wrist-and-hand problems. Certain individuals may have allergies and sensitivity to chemical products used in either profession. A student must be physically capable of performing all required activities conducted at Protégé Academy. Standing for prolonged periods of time is a necessity for beauty and health education at Protégé Academy.

## Licensing and Vocational Programs

The State of Michigan requires that any person desiring to conduct business as a cosmetologist or manicurist must 1<sup>st</sup> complete the state required curriculum at a certified school and 2<sup>nd</sup> pass the state-licensing exam. Protégé Academy programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the student's capability to pass the exam, while at the same time prepare the student to actually work in the industry.

The Michigan Board of Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. For Licensure Requirements and State-required Information (Michigan Cosmetology Laws and Rules) go to [www.Michigan.gov/dleg](http://www.Michigan.gov/dleg).

## Applied Effort

Every student enrolled at Protégé Academy must be in APPLIED EFFORT while attending school. This Applied Effort policy is designed to better prepare the student for real working conditions after graduation. This means the student must always be working on daily assigned activities pursuant to school policy even though minimum required levels may have been exceeded. If a student refuses or is not physically capable of being in Applied Effort, the student may NOT attend classes. If a student does not complete class assignments on schedule the student will not be meeting applied academic class effort, and will be sent home for the day until they can return with completed assignments.

While attending school at Protégé Academy, the student will be doing so in an atmosphere similar to the industry in the real world. Although the enrollee is a student and not an employee, the student will be trained by performing work in a salon/spa simulated school environment designed to teach industry skills while providing industry knowledge and educational credit.

Accordingly, many of Protégé Academy's policies are structured to provide this same salon/spa-simulated atmosphere. For instance, students in training at Protégé Academy are expected to attend their scheduled classes timely and consistently without excessive tardiness or absences, as this is the same attendance behavior which all employers expect from employees in the cosmetology service industry.

## Health and Safety

Within the fields of cosmetology and manicuring there is exposure to certain product ingredients, sharp implements and equipment that if is used improperly, the cause of caustic reaction, sharpness or extreme temperature may be considered a safety or health hazard. All programs provide instruction for the proper handling, usage, and disposal of chemicals and use of mechanical and electronic equipment. Protégé Academy complies with the state MIOSHA standards.

## Vaccination Policy

Protégé Academy does not require its students to be vaccinated prior or upon enrollment. However, students need to be aware that there is potential health risks involved with working in close quarters with the general public. It may be in a student's best interest to become up to date with all vaccines before or upon enrollment. Protégé Academy will post up to date vaccination information provided by Mid-Michigan District Health Department on the student information board on a yearly basis. Students may also contact their local county health department for additional information.

## Make-Up Policy

A student must be responsible to request any missed work from the instructor. The student is responsible for completing all missed work. A make-up exam may be given on the first-class day the student has returned unless it is the practical portion of state boards, which then must be coordinated with another class. The highest possible grade the student can receive on any make-up work, missed test, or exams is a 75%. Students who take make-up tests or exams are not allowed any re-takes.

## Re-Take Examination Policy

Throughout the program a student is permitted to Re-Take any exam for which they received lower than 75%. A student must wait one school day before retaking any failed exam. The Re-Take exam grade will be averaged with the original exam grade to determine the final grade awarded. Students are only allowed one re-take per exam. There are no re-Takes on missed exams.

## Class Repeats

Only a student with an approved valid and verifiable circumstance may request to repeat a class. The highest grade received for the class will be counted toward the student's GPA. Students who request to repeat a class may be charged additional tuition for that class.

## Course Costs

Students are expected to contribute from their own family resources toward the student's educational expenses. Students who qualify may receive federal financial assistance authorized under Title IV of the Higher Education Act, i.e., Federal Pell Grants, Direct loans, and PLUS loans. Students may apply for federal financial assistance at [fafsa.ed.gov](http://fafsa.ed.gov). Payment plans are available from private lenders and also through Protégé Academy. Payment methods available are cash, credit card, check, Title IV, loans, private loans, etc. The in-house payment method requires a pre-determined down payment amount (determined by course tuition) and monthly installments made to the school until the balance is paid at 0% interest. Also available are TARFF Loans and VA Benefits, and scholarships.

### Cosmetology Course Costs:

Tuition:	\$ 15,700.00
Registration Fee	\$ 200.00
Kit Fee	\$ 1,600.00
Book Fee	\$ 300.00
GRAND TOTAL	\$ 17,800.00

### Student Instructor Course Costs:

Tuition:	\$ 4,850.00
Registration Fee	\$ 200.00
Book Fee	\$ 150.00
GRAND TOTAL	\$ 5,200.00

### Manicuring Course Costs:

Tuition:	\$ 6280.00
Registration Fee	\$ 200.00
Kit Fee	\$ 750.00
Book Fee	\$ 250.00
GRAND TOTAL	\$ 7,480.00

\*All courses are subject to a late payment fee of \$25.00, if a scheduled payment is not made within seven days of due date.

## Standards of Conduct

Protégé Academy wants you to succeed in your new profession into the customer service based industry of cosmetology.

The following Standard of Conduct will assist in your success and form a good foundation as you graduate, get licensed, and enter your first job.

- Respect instructors, clients, models, and fellow students also establish a work ethic of a salon/spa conduct.
- Be on time every day. If you are going to be tardy due to unexpected circumstances, call the school before class time has started and explain to your instructor and or the School Administrator why you are going to be tardy.
- Students are responsible to show up on time, with their own materials, supplies, and all academic and practical assignments completed at the beginning of each class.
- It is important to follow dress code to ensure professional presentation to clients and maintain State Board Rules and Regulations.
- Do be in applied effort during the hours you are in school, which means that you will be participating in academic class or performing practical operations on a school patron (if not available on a mannequin).
- Chewing gum only during break and lunch times.
- Maintain an attendance record of at least 80% by the end of any evaluation period.
- Maintain at least a 75% standard of academic progress and practical course work by the end of any evaluation period.
- Notify the school of his/her withdrawal.
- Due to the nature of the industry – tattoos and piercings are allowed. However, if any tattoos or piercings are offensive or disruptive, the Academy staff reserves the right to require the student to remove the piercing or cover the tattoo.
- A student who is pregnant will need to notify the staff immediately and take the necessary precautions with the chemicals with which the student will come into contact.
- No drinking, eating or smoking in the classroom or clinic areas. No smoking is allowed anywhere in the building. Students must smoke outside of the building and at least 50 feet away from the entrance of the school and are responsible for cleaning up cigarette butts.
- One fifteen-minute break is allowed each day for all students. Full time students will have one (1) hour break for lunch, that student must report to their respective instructor before taking the break. Students will receive only the hours punched in on the time clock. Hours are posted monthly and should be checked for accuracy. All errors must be reported to the Administration office before the 10<sup>th</sup> of each month.
- Students are required to park in the assigned areas only.
- Protégé Academy does not allow loud, abusive, profane or quarrelsome language.
- Telephone calls, cell phone usage, texting, or pagers are only allowed when a student is on a regularly scheduled break.
- When a guest speaker is present, students will receive hours/ MPAs for any academic and/or practical skills related to the topic.
- Any student who witnesses a crime or any improper act on campus is required to report the incident to an instructor or Protégé administrator's as soon as possible.
- Weapons of any kind are not allowed, whether an individual possess a concealed carry permit or not. Cosmetology instruments presented as a weapon, or posed as a threat are not allowed.
- Students are not allowed to post pictures or comments on any form of social media, of any other Student, Instructor, Staff member, Guest of Protégé Academy, Clients, or any other individual inside a Protégé Academy facility without prior consent of the individual and your authorized instructor.

## Terms of Termination

Failure to comply with the following standards of Terms of Termination will result in immediate termination.

- Showing disrespect to the Administration, Instructors, Clients, Models, and Fellow Students.
- No Clocking in or out anyone other than yourself.
- No drinking, eating, or smoking in the clinic areas. No smoking is allowed anywhere in the building. Students must smoke outside of the building 50 feet away from School entrance and be responsible for cleaning up any cigarette butts.
- Failure to follow dress code to ensure professional presentation to clients and maintain State Board rules and regulations after having been written up and advised.
- Not being in Applied Effort during the hours you are in school, which means you will be participating in academic classes or performing practical operations on a school patron or mannequin after being written up and advised.
- Not following accepted rules of Professional Behavior. Use of profanity and vulgarities is not permitted, nor is causing discord in the school, shouting or discourtesy to any staff, patron or student, extreme and willful disruption of the school environment, physical altercations, aggressive arguments or physical abuse of another person. Threats, harassment, discrimination or persecution of another student, staff, or client or guest of the Schools for any reason including but not limited to race, religion, age sex, sexual orientation, disability, financial status, or country or area of origin or residences is not acceptable and will not be tolerated.
- Being below 80% of attendance at the end of a warning period.
- Being below a 75% Grade point average (GPA) at the end of a warning period.
- Not following the standards and regulations set forth in Protégé Academy's Rules, Policies, and Standards of Conduct.
- Notifying the school of his/her withdrawal.
- Theft of any school or personal property
- Being absent for 4 consecutive scheduled days to attend without prior clearance from the administration. If this occurs, the student will be dropped from enrollment and any equipment left at the Academy will become the property of Protégé Academy.
- If a student exceeds one call per month during their enrollment period.
- Being under the influence of Alcohol or Drugs on Protégé Academy property
- Failing to return from an Approved Leave of Absence on the scheduled return date.
- Any use or sales of alcohol or drugs during course hours or on Protégé property
- If a student fails to call in an absence or tardy 4 times during their enrollment
- Repeated refusal to service clients or failure to follow Instructor's directions.
- Cheating of any kind on tests or any course work.
- Possessing a weapon of any kind, or presenting or posing a cosmetology instrument as a threat.

Protégé Academy provides beauty and health education for adult learners and as such expects our student to interact with staff and other student and patrons in a responsible adult manner. The Standards of Conduct are there to address behaviors that are not responsible. We believe that the best way to resolve issues is to first communicate with each other in a respectful manner and this would be the first approach a School Administrator will take when resolving a difference of opinion between individuals. Issues that cannot be resolved with verbal communication will result in further disciplinary actions, including written disciplinary action, probation, suspension and termination of enrollment, depending on the severity of the behavior. Protégé Academy at its discretion may terminate the enrollment of student if it is deemed to be in the best interest of the school.

All of Protégé Academy's applicable rules, practices, or procedures that apply to students and faculty may not be disclosed in this catalog/handbook. This document and all attached sheets are one agreement and all the information, clauses and covenants in this document are incorporated in the attached sheets as though set out in full therein, however, if any clause, disclosure or covenant in



this document shall differ or be in conflict, then all attached sheets, this document and its covenants shall govern.

### Notice of Student Rights

- You may cancel your contract with Protégé Academy, without any penalty or obligation by the third business day following the signing of the Enrollment Agreement Contract. Read the Cancellation Refund policy for an explanation of your cancellation rights and responsibilities.
- If you lost your Cancellation Refund policy, please ask the school for another copy.
- After the end of the cancellation period, you also have the right to withdrawal from school at any time, and you have the right to receive a refund for the part of the course instruction not received. Your refund rights are described in the contract. If you have lost your contract, please ask the school for a description of its refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Dept. of Labor and Economic Enforcement Division at the address and phone number printed below for information.
- If you have any complaints, questions, or problems which you cannot satisfy with the school contact:

Dept. of Labor and Economic Enforcement Division

P.O. Box 30018  
Lansing, Mi. 48909  
(517) 241-9202

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

Protégé Academy reserves the right to amend or change this documents content including any policies, rules or verbiage at any time without prior notice.

By signing below, I acknowledge that I have read and understand all the policies and regulations contained in this Catalog. I also agree that I will adhere to the policies and regulations contained in this Catalog and understand that non-compliance of any policy or regulation may be grounds for termination of enrollment in Protégé Academy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this Catalog was given to the above-named student. (This is to certify that this catalog is true and correct in content and policy)

Administrator  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_