



Summit Salon ACADEMY



STUDENT CATALOG

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Accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) located at
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone number: 703-600-7600.
All programs of study are included in Accreditation by NACCAS.

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REDKEN PREMIER SCHOOL

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Mission Statement

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

Summit Salon Academy is a Redken Premier School. The Academy uses Redken 5th Avenue NYC retail and professional products. Redken provides education for the staff and students. Redken does not have an ownership interest in The Academy. The Academy's corporate name is J.E.J. Enterprises, Inc.

History

Summit Salon Academy – Gainesville began its first cosmetology class on March 19th, 2007 and was formerly called The Salon Professional Academy. The owners of the academy, Joni Jarrell and Michael Nikolas formed the corporation J.E.J. Enterprises, Inc. in May of 2005. The first cosmetology class graduated in December 2007. Our operating DBA is Summit Salon Academy – Gainesville.

Community

Summit Salon Academy - Gainesville is located in Gainesville, Florida. Gainesville is located in Alachua County, which has a population of 218,000. It is situated in the heart of North Florida and is home to the University of Florida Gators. The community has a wide variety of recreational and cultural activities as well as the beautiful Florida climate.

Facilities and Equipment

Summit Salon Academy is a 10,000 square foot facility. It includes a spacious salon, nail area, skin care department, student lounge, classroom and offices located in The Tower Centre Shopping Center, 6915 NW 4th Blvd., Suite B, Gainesville, Florida 32607. Our telephone number is 352-331-2424.

Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. **Summit Salon Academy** reserves the right to change policies and/or to revise curriculum.

IMPORTANT INFORMATION FOR ALL PROGRAMS

How to Apply

1. Send completed application form to **Summit Salon Academy**.
2. Send a copy of proof of education certificate to **Summit Salon Academy**.
3. Schedule a visit and tour. Meet staff and students. Learn about curriculum, books, kits, uniforms and payment options.

Educational Requirements

A student must have a high school diploma or G.E.D, high school transcript which list the graduation date. Home schooled students must have a diploma certified by the State of Florida or the school district the student was home schooled in.

Students are admitted on the basis of educational background, aptitude and commitment. **Summit Salon Academy** does not admit ability-to-benefit students.

Due to the increase of illegitimate diploma's/ General Equivalency Diplomas received by our admissions department, **Summit Salon Academy** has adopted a policy as of October 15, 2010, therefore, will only accept four-year, traditional high school diploma's, home school diploma's overseen by local school/school board or General Equivalency Diploma's received after successful completion of testing at an approved testing center under the guidance of the Florida Department of Education.

VERIFYING HIGH SCHOOL DIPLOMAS

- 1) All students must have a verifiable high school diploma or G.E.D. certificate.
- 2.) The Academy **does not** accept online diplomas or online GED's.
- 3) There is not an appeal process for any diplomas/GED's that are not verifiable.
- 4) Home School Diplomas are recognized by the Department of Education, therefore are accepted at **Summit Salon Academy** based on any applicable state law requirements.
- 5) The Academy does not admit ability-to-benefit students.
- 6) The Department of Education requires students who receive Title IV funding to have a valid high school diploma.
- 7) If a student is admitted and is found to have an invalid high school diploma or GED, the student must be dismissed from **Summit Salon Academy** immediately and all Title IV aid disbursed for the student must be returned to the Department of Education.
- 8) The student can be readmitted only after providing a valid GED certificate.

HOME SCHOOLING

1. Home-schooled students, are self-certified and for eligibility purposes.
2. If the state requires home schools to be registered, The Academy will only accept diplomas from state certified home school environments.
3. **Summit Salon Academy** considers home-schooled students to be beyond the compulsory age if the state in which the student was home-schooled does not consider the student truant once he or she has completed the home-schooled program.

Admissions Requirements

The following are required for admission to all programs at **Summit Salon Academy**:

1. Enrollment application
2. Registration fee
3. *Copy of proof of education
4. Copy of the student's social security card or birth certificate
5. Copy of the student's driver's license or other proof of age
6. Signed completed enrollment agreement

***Additional verification, including an official translation and verification of credential, will be required for all non U.S. diplomas**

Admissions Procedures

Students are given an academy tour and interview with the Career Advisor. Prospective students are provided with an academy catalog and ample opportunity to ask questions regarding the program. Students are informed about the nature of training. Students will receive an Occupational Qualifications Fact sheet to inform them of the skills necessary to complete training. Katherine Bajorek, the Academy Financial Advisor is available to discuss financial arrangements prior to enrollment. Federal Financial Aid assistance is available for those who qualify. Federal Financial Aid assistance is **NOT** available for the Cosmetology 1500 hours or Skin Care Specialist 310 Clock Hours.

Transferability of Credits

Transferability of credits earned at an institution is determined by the receiving institution. It is the Student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Transfer of credits earned shall not be derived from any combination of transfer, examination or experimental learning; however credits earned by active U.S. Military are excluded from this requirement due to the transient nature of the service. Transferring credits shall not exceed 75% of the units required for completion of program. Transfer of credits to hours will be calculated per the Academy's policy.

Transfer Policy for Cosmetology Students

A student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis.

Students transferring from another Summit Salon Academy location:

- Students transferring from another location of Summit Salon Academy will be placed into an existing class based on their level of completion recorded on their transcript.
- Students from another location of Summit Salon Academy can be granted up to 100% of hours transferred. The **maximum number of hours accepted by Summit Salon Academy in a transfer is 900.**

Students transferring from a Redken Premier School:

- Student transfer hours from Redken Premier Schools will be based on transcripts, curriculum used and testing out of Redken curriculum with hours granted based on results of the testing
- Students from Redken Premier Schools can be granted up to 50% hours transferred. The **maximum number of hours accepted by Summit Salon Academy in a transfer is 900.**

Students transferring from other Cosmetology Schools:

- Students transferring from other Cosmetology Schools will be granted transfer hours based on transcripts
- Maximum hours transferred for these students are 30% of our program total
- All transfer hours are applied at the end of the student's training
- Transfer students will pay \$11.25 per hour for the remaining hours to fulfill graduation requirements
- Transfer students will still be subject to over contract fees if applicable.

To figure \$ per hour to charge transfer students:

1. Take full tuition divided by the number of hours your state requires
2. Then take that hourly figure and multiply times the number of hours the student will be completing at your Academy to fulfill graduation requirements.

Procedure for accepting a Transfer student:

1. Collect cosmetology transcripts from any student wishing to transfer
2. Evaluate student transcript based on GPA and attendance and services performed.
3. Calculate grades, Attendance hours and services performed that will be transferable by using the above transfer policy criteria.
4. Admissions will have a formal meeting with prospective student to inform student of hours and course work that will be accepted as transferable and enroll student if the student and academy agree on an acceptable academic plan that will provide the student with all curriculum requirements to graduate in Satisfactory Academic Progress.
5. Enrollment Contract will be signed by transferring student and academy admissions office.

Re-Entry to a Program:

Students requesting to re-enter a program to which they have previously been enrolled will be granted credit for courses pending the student received an 85% or higher average in the course. Students must be able to meet Satisfactory Academic Process by the first designated academic checkpoint as it applies to the program requested in order to be considered for re-entry. This request must be within 2 years of the student's withdraw/or failure to return from a Leave of Absence. All students who are approved for re-entry will enter with the

same Satisfactory Progress as when they were terminate, withdrew or did not return from an approved leave of absence.

Orientation

All programs have a complete orientation before enrollment agreement is signed.

Class Size

Summit Salon Academy limits the class start date size to 20 students per educator for all programs

Hours

Summit Salon Academy is open Monday through Saturday plus evenings. Hours of attendance depend on the schedule selected.

A class hour is defined as a 60 minute hour with a minimum of 50 minutes of instruction in the presence of an educator.

Cosmetology 1200 Hours Full time students begin with a schedule of Tuesday through Saturday 9:00 a.m. – 5:00 p.m. for eight weeks (35 Hours per week) and then begin a schedule of 30 hours per week including some days and some evenings. Evening cosmetology students in the 20 month program attend Tuesday and Thursday 5:30 p.m. - 9:00 p.m. and every Saturday 9 a.m. - 5:00 p.m.

Cosmetology 1500 Hours Full time students begin with a schedule of Tuesday through Saturday 9:00 a.m. – 5:00 p.m. for eight weeks (35 Hours per week) and then begin a schedule of 30 hours per week including some days and some evenings.

Skin care specialist program is 14 hours per week for 24 weeks and is offered Tuesday and Thursday evening 5:30 p.m.-9:00 p.m. and every Saturday 9 a.m.-5 p.m.

Full Specialist program (Skin & Nail Care) is 14 hours per week for 44 weeks and is offered Tuesday and Thursday evening 5:30 p.m.- 9:00 p.m. and every Saturday 9 a.m. – 5 p.m.

Class Starting Dates 2016

- **Cosmetology 1200 Full Time Day Classes:** February 2nd, April 26th, May 24th, June 21st, July 19th, August 16th, September 13th, October 11th, November 8th and December 6th
- **Cosmetology 1500** has the same start dates as the Cosmetology 1200 hours Full Time Day.
- **Cosmetology 1200 Evening Classes:** February 2nd, June 21st, November 8th, and March 28th 2017.
- Full Specialist(Skin Care & Nail Care) 600 Hours April 19th, 2016
- **Skin Care Specialist 310 Hours** has the Same Start as Full Specialist April 19th 2016.

Scholarship information is available on academy website.
Summitsalonacademygainesville.com

Books and Kits

The Academy books and kit items are available through suppliers that sell to licensed professionals/cosmetology colleges only. The Academy pays wholesale costs for these textbooks and kit items and then passes those savings to the student. The textbook and kit items are non-refundable. The Academy reserves the right to change books and kit items as needed. Costs for textbooks and kit items are listed under each Program of Study. The Student Salon Area Classroom also serves as your equipment; therefore it must stay clean and neat at all times. You will be responsible for daily sanitation duties that will be checked and graded by an educator before leaving each day. Failure to get this grade at the end of the day will result in a loss of 20% on a daily grade.

Uniforms

Students wear school-approved professional apparel and shoes.

Holidays

Summit Salon Academy is closed for the following holidays:

New Year's Day	1/1/2016
Memorial Day	5/30/2016
Independence Day	7/4/2016
Labor Day	9/5/2016
Thanksgiving Day	11/24/2016
Christmas	12/24, 25, 26/2016
Educational Training	1/16, 17, 18/2017

Graduation

Diplomas are awarded for Cosmetology 1200 Hours, Cosmetology 1500 Hours, Skin Care Specialist 310 Clock Hours, and Full Specialist (Skin & Nail Care) 600 Hours. After a student completes the hours, services, exams and fulfills all financial obligations to the academy, a diploma is awarded.

Completion Time

Students complete the full time day 1200 hour program in 10 months, the 1200 evening program in 20 months, the full time 1500 hour program in 12 months. The skin care program in 6 months and full specialist program in 10.2 months.

Maximum time frame for completion of all course work and hours required for each program is as follows:

Cosmetology 1200 Hours – 1416 hours	Cosmetology 1500 Hours – 1770 hours
Skin Care Specialist – 366 hours	Full Specialist (Skin & Nail Care) -708 hours

Completion time depends on the number of hours the student attends weekly.

Housing

Contact the admissions staff for assistance in locating housing.

Extra Education

Extra educational events are available for students at **Summit Salon Academy**.

Over Contract Charges

If the student does not complete training by the estimated completion date according to the student's contract, the student will be charged **\$11.00 per hour over contract date** to complete their course.

Payment arrangements must be agreed upon by the Academy and the student at that time. All over contract fees must be paid in full prior to completion of hours/credits. Student transcripts are not released until all over contract hours are paid in full.

Student Files

Student (or parental guardian if the student is a dependent minor) can have access and review their personal student file. Student is to make the request in writing to the Director of the Academy and will be given an appointment in which to meet and review students file. Request to review any documents by anyone other than the student personally must be accompanied with a FERPA release, signed by the student, with a specific outline of materials requested for review.

CAREER PLANNING

Placement

Summit Salon Academy works hard to maintain relationships with salon owners. Periodically salons are visited as well as asked to come in and speak to students via jump parties and classroom visits.

We are always seeking new salons via the Internet and contacts. During the final six weeks of each program, job placement is aggressively spoken about and salon visits are taken.

We encourage the students to start looking well before graduation for the new career they will be starting. We promote a proactive approach in seeking employment. Additionally we promote a professional interview via preparation, appearance, thank you letters and follow-up calls.

If a student is not placed prior to graduation, they are frequently contacted and given leads. Students are invited to the Academy post-graduation to pursue opportunities.

Summit Salon Academy does not guarantee placement; however, follow-up on graduates is consistent to help prepare new students for future job placement.

Reciprocity

Licensed cosmetologists, skin care specialists, and full specialists from Florida may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Licensing Requirements

To become licensed in **cosmetology** in Florida, students must complete the hours contracted (Minimum 1200 hours) graduate from an approved school, and pass the state board and state law exams.

To become licensed in **skin care** (skin care specialist) in Florida, a student must complete hours contracted from an approved school and pass the final exam. (Minimum 280 hours)

To become licensed in **full specialist** (nail and skin) in Florida, a student must complete the hours from an approved school and pass the final exam. (Minimum 500 hours)

Career Opportunities

There are many opportunities open to licensed cosmetologists, skin care specialists, and nail care specialists.

Summit Salon Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/educational representative, a distributor sales consultant, salon owner, school owner or educator, Cosmetic consultants, stage and screen artists, and platform artist, to name some of the opportunities.

COURSE NUMBERING SYSTEM

CS - Cosmetology 1200 Hours and Cosmetology 1500 Hours

- 101 thru 121 define class description of instruction for all Cosmetology.
- 122 define additional class description of instruction for Cosmetology 1500 Hours.

FS - Full Specialist (Skin & Nail Care) 600 hours

- 401 thru 426 define class description of Instruction for Full Specialist.

SC - Skin Care Specialist 310 Hours

- 201 thru 215 define class description of Instruction for Skin Care Specialist.

Column 3 of the program outline denoted hours dedicated to subject area.

Column 4 of the program outline denoted services required to perform prior to graduation.

PROGRAMS OF STUDY

Program Title: Cosmetology 1200 Hours

Theory Hours 500+Lab Hours 700 + *Services 700

Tuition and books & kit fees are as follows:

Registration Fee:	\$150
Tuition:	\$13,245
Textbook & Kit:	\$ 1,590
Total	\$14,985

Program length: 10 months (41 weeks) days or 20 month (88 weeks) evenings

Payment plan:	\$2967 down 30 days before class starts
10 month	\$1186.80 due the first of each month until paid in full
20 month	\$593.40 due the first of each month until paid in full

Cash, checks, or credit cards are accepted for any payment. No interest is charged on payment plans paid directly to the Academy. Loan information is available.

Description

The 1200 hour Cosmetology training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform all aspects of the cosmetology program. Training two types of learning, the theoretical knowledge, and the practical experience to build the skills needed to be successful in the profession. All course work is taught in English.

Objectives

Prepare the student for the Florida State Board of Cosmetology Examination to become a Licensed Cosmetologist and enter the field of beauty.

The grading scale for all academic work is as follows:

- 100 - 94% is Honor roll
- 93 - 89% is Above Average
- 88 - 85% is Average
- 84% and below is unsatisfactory

*The amount of services listed below represents the minimum required to graduate from Summit Salon Academy Cosmetology 1200 hour program. Students are encouraged to exceed these minimum standards to enhance their practical skill level prior to graduation.

1	2	3	4
Course	Class Description	Hours	*Services
CS 101	Orientation & Professional Ethics Overview of the Academy's Cosmetology program and general ethics.	3	
CS 102	Ecology Sanitation, sterilization, HIV, and AIDS The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community.	12	
CS 103	Electricity & safety The use of proper safety precautions with electrical devices.	12	
CS 104	Trichology Hair care, scalp treatments, shampoo & rinses. The use of stimulation to contribute to a healthy scalp and to select proper treatment.	36	95
CS 105	Hairstyling Hair shaping and arranging Instructions in men's, women's and children's hair shaping, and arranging, and the use or various implements and supplies utilized.	319	300
CS106	Nail Manicuring, pedicuring, nail extensions Professional manicuring implements, supplies, and procedures utilized in shaping and polishing nails and the application of all aspects of nail enhancements.	64	30
CS107	Hair Removal General study of hair removal services. Identifying applicable techniques involved in permanent removal of unwanted hair. Methods of temporary removal.	15	20
CS108	Guest Handling Methods for building good customer service skill and proper handling of guest in order to create a well-balanced guest experience	48	0
CS109	Haircutting Instructions in men's, women's and children's hair cutting, and the various implements and supplies used.	212	115
CS110	Chemistry The technology of the chemicals used in hair coloring and chemical rearranging	12	

CS111	Hair Coloring To achieve hair color through the use of semi-permanent, permanent, and lightning procedures	162	65
CS112	Chemical Retexturing (Waving & Relaxing) The use of professional chemicals and implements in waving and relaxing the hair to make it manageable and durable	172	65
CS113	Wigs and Extensions An introduction to the proper use of wigs and hair extension techniques	3	0
CS114	Anatomy & Physiology The application of anatomy and physiology in cosmetology	18	0
CS115	Skin Care, Facials, Make-up The proper use of chemicals and treatments such as facial massage, creams lotions, make-up and other preparations to properly protect the skin	59	10
CS116	Retail & Marketing Basic retail knowledge and marketing implementation	3	0
CS117	Salon Business The basic principles needed to plan and operate a successful salon business in today's business environment.	3	0
CS118	Career Seeking Preparing for employment, resume preparation and training for the interviewing process	6	0
CS119	Florida State laws & regulations An overview of the cosmetology laws, rules, and regulations in relation to consumer protection for both health and economic awareness.	8	0
CS120	Reviews, Finals & Re-Orientation Program review, preparation for exams and section finals .	24	
CS121	State Board Prep Curriculum time set aside to assist the student to prepare for the State of Florida Cosmetology Board Exam	9	
	Total	1200	700

Graduating Students are awarded a Diploma.

Program Title: Cosmetology 1500 Hours

Theory Hours 525 + Lab Hours 975 + *Services 765

Tuition and books & kit fees are as follows:

Registration Fee:	\$150
Tuition:	\$16,245
Textbook & Kit:	\$ 1,815
Total	\$18,210

Program length: 12 months (51 weeks)

Payment plan: \$3,642 down 30 days before class starts

12 month \$1201.50 due the first of each month until paid in full

Cash, checks, or credit cards are accepted for any payment. No interest is charged on payment plans paid directly to the Academy. Loan information is available.

Description

The 1500 hour Cosmetology training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform all aspects of the cosmetology program as well as providing the student with fundamental salon management. Training two types of learning, the theoretical knowledge, and the practical experience to build the skills needed to be successful in the profession.

Objectives

Prepare the student for the Florida State Board of Cosmetology Examination to become a Licensed Cosmetologist and enter the field of beauty and to provide the student with fundamental salon management techniques.

The grading scale for all academic work is as follows:

100 - 94% is Honor roll

93 - 89% is Above Average

88 - 85% is Average

84% and below is unsatisfactory

*The amount of services listed below represents the minimum required to graduate from Summit Salon Academy Cosmetology 1500 hour program. Students are encouraged to exceed these minimum standards to enhance their practical skill level prior to graduation.

1	2	3	4
Program	Class Title	Hours	*Services
CS101	Orientation & Professional Ethics Overview of the Academy's Cosmetology program and general ethics.	7	
CS102	Ecology Sanitation, sterilization, HIV, and AIDS The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community.	12	
CS103	Electricity & safety The use of proper safety precautions with electrical devices.	12	
CS104	Trichology Hair care, scalp treatments, shampoo & rinses. The use of stimulation to contribute to a healthy scalp and to select proper treatment.	36	95
CS105	Hairstyling Hair shaping and arranging Instructions in men's, women's and children's hair shaping, and arranging, and the use of various implements and supplies utilized.	345	300
CS106	Nail Manicuring, pedicuring, nail extensions Professional manicuring implements, supplies, and procedures utilized in shaping and polishing nails and the application of all aspects of nail enhancements.	64	40
CS107	Hair Removal General study of hair removal services. Identifying applicable techniques involved in permanent removal of unwanted hair. Methods of temporary removal	15	30
CS108	Guest Handling Methods for building good customer service skill and proper handling of guest in order to create a well-balanced guest experience	66	
CS109	Haircutting Instructions in men's, women's and children's hair cutting, and the various implements and supplies used.	277	150

CS110	Chemistry The technology of the chemicals used in hair coloring and chemical rearranging	12	
CS111	Hair Coloring To achieve hair color through the use of semi-permanent, permanent, and lightening procedures	203	75
CS112	Chemical Retexturing (Waving & Relaxing) The use of professional chemicals and implements in waving and relaxing the hair to make it manageable and durable	195	65
CS113	Wigs and Extensions An introduction to the proper use of wigs and hair extension techniques	6	
CS114	Anatomy & Physiology The application of anatomy and physiology in cosmetology	18	
CS115	Skin Care, Facials, Make-up The proper use of chemicals and treatments such as facial massage, creams lotions, make-up and other preparations to properly protect the skin	59	10
CS116	Retail & Marketing Basic retail knowledge and marketing implementation	9	
CS117	Salon Business The basic principles needed to plan and operate a successful salon business in today's business environment.	17	
CS118	Career Seeking Preparing for employment, resume preparation and training for the interviewing process	13	
CS119	Florida State Laws & Regulations An overview of the cosmetology laws, rules, and regulations in relation to consumer protection for both health and economic awareness.	15	

CS120	Reviews, Finals & Re-Orientation Program review, preparation for exams and section finals.	45	
CS121	State Board Prep Curriculum time set aside to assist the student to prepare for the State of Florida Cosmetology Board Exam	14	
CS122	Salon Management	60	
	Total Number of Services Performed		765
	Total Program Hours	1500	

Graduating Students are awarded a Diploma.

Program Title: Full Specialist

Theory 223 + Lab Hours 377 +

Services 235 Registration Fee:

	\$150
Tuition:	\$6,600
Books & Kit:	\$1,174
Total:	\$7,924

Length of Program: 10.2 months (44 weeks)

Payment plan: \$1,554.39 down 30 days before class starts
\$141.34 due Tuesday each week for 43 weeks
\$141.38 due Tuesday night of final week

Description

Full specialist (skin care and nail) training at **Summit Salon Academy** includes theory and practical instruction that prepares the student to perform nail services and skin care services on the public.

Objective

The objective is to prepare the student to qualify for state registration and to become a Licensed Skin Care and Nail Specialist and enter the field of beauty. Training two types of learning, the theoretical knowledge, and the practical experience to build the skills needed to be successful in the profession.

The grading scale for all academic work is as follows:

100 - 94% is Honor roll
93 - 89% is Above Average
88 - 85% is Average
84% and below is unsatisfactory

*The amount of services listed below represents the minimum required to graduate from Summit Salon Academy Full Specialist (skin care & nail care) program. Students are encouraged to exceed these minimum standards to enhance their practical skill level prior to graduation.

Course	Class Title	Hours	Services
FS401	Orientation & Professional Ethics Overview of The Academy's Full Specialist (skin care and nail care) program and general ethics.	3	
FS402	Laws & Regulations An overview of Florida laws, rules, and regulations in relation to consumer protection for both health and economic matters.	5	
FS403	Skin Bacteriology, Sanitation, HIV, AIDS The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community.	14	
FS404	Skin Theory, Diseases and Disorders of the Skin The structure of the skin and nails, function of skin, diseases of the skin, Anatomy	85	
FS405	Facial Techniques and Contraindications Identify skin types and corresponding corrective facial, exfoliation, chemical peels, paraffin masks, products use, muscle toning and light therapy.	66	
FS406	Chemistry and Product Knowledge Earth science, Product type and ingredient for skin.	15	
FS407	Skin Practices & Procedures Consultations, analysis and determining skin types, Facial manipulations, masques, product knowledge, corrective facials.	70	40
FS408	Hair Removal General classification of hair removal; identification of acceptable techniques involved in permanent removal; methods of temporary removal.	11.5	20
FS409	Aging Factors & Cosmetic Surgery Enemies of the skin and the application of cosmetic surgery.	4	
FS410	Make up Application The art of facial shape, skin tones, and make up application for Day Time and Night Time looks. Safety and Sanitation	15	10
FS411	Basics of Electricity Use and Maintenance of facial equipment. Application of galvanic, ultra-violet and infra-red treatments as it applies to facials and guest safety.	9.25	5

FS412	Extractions Proper procedures and practices of performing extractions from the skin	1.25	5
FS413	Lash and Brow Tinting Product knowledge and application of lash and brow tinting products and procedure.	5	10
FS414	Lashes and Extensions Product knowledge and application of strip lashes, individual lashes, and semi -permanent lashes	10	10
FS415	Nail Sanitation Bacteriology Sanitation theory and nail procedures in the workplace.	4	
FS416	Nail Diseases & Disorders Identifying Nail irregularities ,diseases and disorders	85	
FS417	Manicuring Proper manicuring and hand massage.	20	20
FS418	Pedicuring Proper pedicuring and foot massage.	20	20
FS419	Nail Art & Polishing Theory and practices using various materials.	15	20
FS420	Tips & Overlay Extension of nails and the basic types artificial nails.	43.5	20
FS421	Sculptured Nails The basic uses of sculptured nails using a form.	42.5	15
FS422	Wrapping, Mending and Capping Use of various materials to wrap and mend.	10	10
FS423	Nail Fills & Removal Filling re-growth with appropriate technique.	15	15
FS424	Salon Management The basic principles needed to manage a salon as a successful business.	8	0
FS425	Employment Skills Interview training and resume preparation.	3	
FS426	Gel Polish Basic use of gel polish. Proper use of gel product application and removal.	20	15
TOTAL		600	235

Graduating Students are awarded a Diploma.

Program Title: Skin Care Specialist 310 Clock Hours

Theory Hours 148 + Lab Hours 162 + *Services

100 Registration Fee: \$150

Tuition: \$3,910

Books & Kit: \$644

Total: \$4704

Length of Program: 6 month (24 weeks)

Payment plan: \$911.52 down 30 days before class start

\$151.77 due each Tuesday night until paid in full

Description

Skin Care Specialist training at **Summit Salon Academy** includes theory and practical instruction that prepares the student to perform skin care services on the public.

Objective

The objective is to prepare the student to qualify for state registration and to become a Licensed Skin Care Specialist and enter the field of beauty. Training two types of learning, the theoretical knowledge, and the practical experience to build the skills needed to be successful in the profession.

The grading scale for all academic work is as follows:

100 - 94% is Honor roll

93 - 89% is Above Average

88 - 85% is Average

84% and below is unsatisfactory

*The amount of services listed below represents the minimum required to graduate from Summit Salon Academy Skin Care Specialist 310 Clock Hours program. Students are encouraged to exceed these minimum standards to enhance their practical skill level prior to graduation.

1	2	3	4
Course	Class Description	Hours	Services
SC 201	Orientation & Professional Ethics Overview of Summit Salon Academy's skin care program and general ethics.	2	
SC 202	Laws & Regulations - An overview of Florida law and rules and regulations in relation to consumer protection for both health and economic matters.	5	

SC 203	Bacteriology, Sanitation, HIV, AIDS The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community.	14	
SC 204	Skin Theory, Diseases and Disorders of the Skin Structure of the Skin, Function of, Diseases of glands, Recognize lesions. Sun protections and acne procedures, Anatomy	85	
SC 205	Facial Techniques and Contraindications Identify Skin types , corrective facials, exfoliation, chemical peels paraffin masks products, muscle toning and light therapy	66	
SC 206	Product Knowledge and Chemistry Product types and ingredient	16	8
SC 207	Practices & Procedures Facial manipulations, analysis, masques, lash tinting, brow tinting, eye lash application and manual extractions	65	40
SC 208	Hair Removal General classification of hair removal; identification of acceptable techniques involved in permanent removal temporary removal & electrical devices	11.5	20
SC 209	Make up Application The art of facial analysis, skin tones, ethnic, fantasy, photographic, and camouflage makeup; Safety and Sanitation.	15	10
SC 110	Basics of Electricity Use and maintenance of Facial equipment. Application of galvanic, ultra-violet and infra-red treatments as it applies to facials and guest safety	8	5
SC 211	Extractions Proper procedures and practices in executing extraction from the skin	1.25	5

SC 212	Lash and Brow Tinting Product knowledge and application of lash and brow products and procedures	5	10
SC 213	Lash extensions Product knowledge and application of strip lashes, individual lashes, and semi-permanent lashes	10	10
SC 214	Seeking Employment Resume writing, interview training	3	
SC	Retail and Marketing Basic retail knowledge & Marketing implementation	3.25	
	Total	310	100

Graduating Students are awarded a Diploma.

SUMMIT SALON ACADEMY POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

All students attending Summit Salon Academy must abide by the schools satisfactory progress policy during the students enrollment. The SAP policy is given to each student prior to enrollment and is applied with consistency regardless if the student is full time or part time.

The grading scale for all academic work is as follows:

100 - 94% is Honor roll
93 - 89% is Above Average
88 - 85% is Average
84% and below is unsatisfactory

SAP is defined as reaching a check point of training where students are evaluated for satisfactory progress. Each student must achieve a cumulative grade point average of 85% in the theory and practical aspects of the curriculum and complete the course within 118% time frame which calculates to a 85% attendance rate. Maximum time frame includes any accepted transfer hours. Check points are as follows: 140/62, 450, 900, and 1050 actual hour for the cosmetology 1200 hour course, 140, 450, 900, and 1200 actual hours for the cosmetology 1500 hour course. 60, 300 & 450 actual hours for the Full Specialist and 60, 155 and 233 actual hours for the skin care.

Students must achieve both the academic and the attendance requirement to be considered making satisfactory progress. Students who meet both the academic and attendance requirements at each check point will be considered making satisfactory progress until the next check point. Educators meet with student and review progress throughout enrollment and students are apprised of evaluation that could affect eligibility to receive Financial Aid.

Students will be responsible for daily sanitation duties that will be checked and graded by an educator before leaving each day. Proper sanitation is the key to the running of a salon and providing a healthy environment in which to service guests safely. Failure to get this grade at the end of the day will result in the loss of 20% on a daily grade.

WARNING STATUS

Students who do not achieve satisfactory progress in either or both academic and attendance at any evaluation period will be placed on warning until the next check point. During this time the student will continue in the Title IV Financial Aid programs. Student will be notified on a SAP warning sheet of what is need and expected to return to acceptable SAP standards. Students who have not achieved satisfactory progress at the end of the warning period will lose their Title IV eligibility and become cash paying students and be responsible for the remainder of their tuition. The student may also be subject to termination.

PROBATION:

Students who have not achieved satisfactory progress at the end of the warning period may be placed on probation with the right to appeal. If a student wishes to appeal their probationary status, Financial Aid would continue during the pending approval of the appeal. Students who wish to appeal the SAP determination may appeal upon the following conditions:

- The appeal must be in writing.
- The student must appeal within 10 days of the notification of the probation determination
- The student must be able to complete the program with-in the 118% maximum time frame
- The appeal must outline why the student could not maintain satisfactory progress and what conditions have changed that would allow the student to complete the course in the time frame.
- The School will develop a plan to make sure the student can meet SAP by the end of the next check point
- All documents are retained in the student Financial Aid file.

If the student who is attempting to follow the outline of the plan does not achieve cumulative SAP by the checkpoint following the Financial Aid Probation the student will lose all Title IV eligibly. No appeal will be allowed for any student who cannot graduate within the maximum completion time frame. Appeals will be reviewed on a case by case basis.

Appeals may be granted for students due to injury, illness, death of a relative or strong mitigating circumstance. The Academy will notify the student of the results of the appeal as soon as possible, but no later than 5 business days following the decision of an appeal. If the student's appeal is denied the student is placed on Probation and all Title IV Finance Aid will be **terminated**. Student (or parental guardian if the student is a dependent minor) can have access and review their personal student file.

RE-ENTRY

All students who are approved for re-entry will enter with the same Satisfactory progress as when they were terminate, withdrew or did not return from an approved leave of absence. A leave of absence will extend the student's contract the same amount of days as the leave of absence.

COURSE INCOMPLETES

Course incompletes, repetitions and remedial courses have no effect on satisfactory progress at the academy.

LEAVE OF ABSENCE

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to Summit Salon Academy with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any

of the following reasons:

- 1) Medical Issues
- 2) Military Requirements
- 3) Jury Duty
- 4) Mitigating Circumstances beyond the Student's Control
- 5) Financial Hardship
- 6) Personal or Family
- 7) Staff Recommendation

The LOA must be requested and approved in writing prior to LOA occurring. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Summit Salon Academy via mail or in person within a reasonable resolution of the emergency.

The day the student returns from a LOA the student is required to inform the financial aid education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student.

The maximum time frame for a LOA is 180 calendar days. Summit Salon Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12 month period.

If the student is receiving Federal Direct Loans, no aid will be disbursed during the LOA. If the student does not return from the LOA within the 180 days, the student will be dropped from Summit Salon Academy and the student's loans will enter into repayment 6 months from the student's last date of attendance.

VA students will be terminated from VA educational benefits while on an approved leave of absence.

Standards

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

ATTENDANCE

Daily attendance is the responsibility of the student. Expectations are for students to attend their contracted hours and to complete all State mandated requirements by the end of the student's contracted end date stated on the student's enrollment agreement.

In order for students to complete services and to receive the hands on experience required to be proficient in the technical skills required of a salon professional, it is imperative that the student

be in attendance. Students who are not in attendance and fail to provide documentation for an excused absence will receive a zero on salon area grade sheets for the day.

Students must attend at least 100% of their scheduled hours to avoid overtime charges. Make up hours are available to all students who qualify. (See make-up hours policy.)

MAKE-UP HOURS

Students will be allowed to make up hours on non-scheduled days according to availability and student/educator ratios.

Absences that can be excused towards contract time are:

Students on an approved leave of absence
Students who have documentation of illness
Mitigating circumstances beyond the student's control.

Students who are continually tardy or miss time will be subjected to termination.

If you are behind hours, have scheduled time off, you may come in during your unscheduled time to make up hours following approval from your educator.

Make Up Time and Assignments

- Make up work will be scheduled by the student and their educator.
- An Additional Hours Request Form must be submitted and approved by your team educator prior to scheduling additional hours. If you are behind hours, or have **scheduled** time off, you may come in during your unscheduled time to make up hours following approval from your educator. You must be in full attendance with no tardiness the week prior to your request to be granted make up hours for the following week. Make up hours are granted one week at a time.
- You can make up time in the student salon area only if a station is available. The following constitutes a station; styling station, manicure station, pedicure station, facial treatment table, front desk, dispensary or laundry. You can make up hours missed in a class if it does not interfere with your current class or student salon area schedule. It must be approved by the educator who is facilitating the class. If you do not follow through with the commitment by not showing up at the arranged times, you can be denied future additional hours request.
- The maximum amount of additional hours that can be granted is 50% of the contracted scheduled time per week. A Full time day students maximum additional hour to be permitted is 15 additional hours or 45 total hours per week. Evening full time students

maximum additional hours permitted to be is 7 additional hours or 21 total hours per week.

- **Addendum to Additional Hours Policy:** In the event that you are absent or tardy the week prior to your request, your additional hours request may be granted only if you have an Excused Absence or tardy **with proper documentation**.

Student Services

Service	Method
Life	List of Counseling Services – available to students at all times. Given to students are orientation and at re-orientation.
Career Development	Monthly One-on-One coaching sessions.
Budget & Personal Financial Planning Skills	Student tracking journal. Reviewed monthly.
Academic Advising	Conducted monthly during coaching sessions – attendance and grade point average. Strategies needed to improve (extra credit or additional hours)
Placement	Interviews conducted with the director of education and or the placement educator. Salon visits and other information available for placement.
Financial Aid	Financial Aid is administered by the Financial Advisor Kat Bajorek. She meets with perspective students, provides assistance during the enrollment process and payment period check points for all students. She is also available for assistance with Entrance and Exit Counseling. She assists both financial aid and cash pay students.

Missing Student Procedure

- A missing student is defined as a student who no-calls / no-shows for class or is a student who does not return from an approved Leave of Absence.
- The Academy does not provide on campus housing for students therefore is not required to establish official notification procedures for a missing student.
- In the event The Academy determines a student is missing, the following procedures will be taken to initiate contact with the missing student.

If no contact is established with the student after Five (5) consecutive school days, this

policy will be applied to define the date of determination for an unofficial withdrawal notification.

Conduct

While at the Academy you must choose your words carefully. Swearing and other improper language will not be tolerated. Physical or verbal aggression toward another student or staff member will not be tolerated and can result in termination from the Academy. Gathering at the front desk, in the student salon area or around a station when another student is working with a guest, is not allowed. You will be under the supervision of an educator at all times. Educators will be available for each step of the service.

Suspension

Students may be suspended for poor performance, absences, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised on what they must do to correct the problem. It is the intention of the academy to prepare people for a career. Employers ask about attitude, attendance and levels.

Termination

A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies of **Summit Salon Academy** as outlined in the policies (a part of the contract) and this catalog.

Terms of Re-entry

A student who must withdraw temporarily may re-enter the school under the following conditions:

1. the student had satisfactory progress academically and in attendance when the temporary withdrawal began;
2. the student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or,
3. the student or the student's family member required medical attention that required the student to temporarily withdraw.
4. Student must meet SAP by next academic checkpoint.

Under any one or combination of these conditions the student will be re-admitted without prejudice within 2 years.

Refund Policy

This policy applies regardless of whether or not the student has actually started training. Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail. Cancellation date is determined by post mark or day student delivers notice in person.

2. All monies will be refunded if the academy does not accept the applicant or if the student (or parent or guardian) cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, **with the exception of the registration fee. NOTE: USED BOOKS and/or OPENED KITS ARE NON-REFUNDABLE.**
4. Withdraw after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours, **with the exception of the registration fee and the books and kits fee. NOTE: USED BOOKS and/or OPENED KITS ARE NON-REFUNDABLE.** Refunds are calculated on actual hours attended, as of last date of attendance
5. Students withdrawing after completion 40% but less than 50% will be responsible for 70% of total tuition. Withdraw after completing 50% of the program **will result in no refund.**

SETTLEMENT FORMULA		
SCHEDULED TIME ELAPSED IN TOTAL PROGRAM		TOTAL TUITION SCHOOL SHALL HAVE EARNED
0.01% to 40 %	prorated refund computed on the number of hours completed	
40.01% to 49.9%		70%
50.0% and over		100%

6. Termination Date: The termination date for refund computation purposes is the date the institution has determined that the student has withdrawn unless written notice has been received.
7. All institutional refunds will be made within 30 days of termination or receipt of cancellation notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.
9. **Students who drop and are receiving veteran's educational benefits shall be refunded their fees based on a pro-rata formula. (*Hours remaining divided by Total Required Hours multiplied by the Tuition Charged*). If the student has completed the program no refund will be issued. Note: USED BOOKS and/or OPENED KITS ARE NON-REFUNDABLE.**
10. **Students using Federal Title IV Funds will follow (#1-#8 above) AFTER the Return of Unearned Title IV Funds Calculation has been made. This calculation often results in the Student owing tuition and fees to The Academy. The Federal Return of Title IV Funds Calculation will be used for students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Stafford Loans or Federal PLUS Loans awarded under the Direct Loan Program. If the enrollment is terminated during the first 60% OF THE SCHEDULED HOURS OF ANY PAYMENT PERIOD, THE Federal Return of Title IV Funds Calculation will apply. If over 60% of the scheduled payment period has elapsed, no refund is due. Students will receive refund within 45 days of termination or receipt of cancellation notice.**

SETTLEMENT FORMULA	
SCHEDULED TIME ELAPSED SCHOOL IN TOTAL PROGRAM	TOTAL TUITION SHALL HAVE EARNED
0.01% to 40 %	prorated refund computed on the number of hours completed
40.01% to 49.9%	70%
50.0% and over	100%

In cases of extreme mitigating circumstances the academy reserves the right to take into account these extreme circumstances and exceed the Tuition Adjustment Guidelines. This policy exception must be presented with documentation of death certificate, military deployment notification, etc.

Family Educational Rights and Privacy Act & Student Files

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. All students have the right to review their education records. All requests to inspect the students file will be handled through the Directors Office. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents / guardians of a dependent minor or eligible student have the right to inspect and review the student's education records maintained by the school and must be provided within 45 days following its receipt of request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information

COMPLAINT PROCEDURE

In the event a student has a complaint that needs to be addressed, first discuss the situation or concern with an educator. If further action is desired, you should submit a signed complaint in writing to the educator outlining the allegation or nature of the complaint. Upon receipt of the complaint, the educator will have 7 school days in which to review the complaint. The student will then be notified as to how the issue will be resolved within 3 school days following the 7 school day review.

If the problem cannot be resolved through discussion, you will be referred to The Academy's complaint committee consisting of the owner(s), an educator, and an administrative office staff member. The complaint committee will meet within 21 calendar days of the receipt of the complaint and review the allegations. If more information from you is needed, a letter will be written outlining the additional information. If no further information is needed, the committee will send you a letter 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. If you have tried to resolve the issues through the Academy's complaint process and is unsuccessful, you may contact The Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, telephone number 850-245-3200 for further resolution.

The student is required to try to resolve the problem through The Academy's complaint procedure, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from the Academy's accreditation website go to: www.naccas.org under "Member Resources", "Applications and Forms", and select "Complaint Form" or contact NACCAS at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone number: 703-600-7600.

If an educator or employee has a complaint that needs to be addressed, the complainant should address the complaint using the same procedure, with the exception of the educator or employee will go directly to the complaint committee with the issue.

Non-Discrimination

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

Any reduction of tuition offered to a specific criteria of students will be made available to all students in that enrollment period.

REGULATORY INFORMATION

Owners

Summit Salon Academy is owned by J. E. J. Enterprises, Inc.; a Florida corporation. It is located at 1717 SE 5th Street Ocala FL 34471. J.E.J Enterprises, Inc. is owned by Joni Jarrell and Michael Nikolas.

National Accrediting Commission of Career Arts and Sciences

Summit Salon Academy is accredited by the NACCAS located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone number: 703-600-7600. All programs of study are included in Accreditation by NACCAS.

Commission For Independent Education

Summit Salon Academy- Gainesville #3388 is licensed by means of accreditation by the **Commission For Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting The Commission at 325 W. Gaines St. Suite 1414, Tallahassee, FL 32399-0400 (850) 245-3200 or toll-free telephone number (888)224-6684.

United States Department of Education

Summit Salon Academy – Gainesville is recognized by the U.S. Doe. Program eligible for financial aid through the U.S. Doe are Cosmetology 1200 hours (full-time and evening) and Full Specialist (Skin & Nail Care) 600 hours. Financial Aid is available to those who qualify.

Campus Security Act Information Disclosure

The Department of Business and Professional Regulations (DPBR)

Summit Salon Academy – Gainesville students are processed through the Department of Business and Professional Regulation for state licensure purposes. All Cosmetology programs are required to take a state Board exam overseen by the DPBR. All Skin Care and Full Specialists (Skin & Nail Care) are certified through Summit Salon Academy – Gainesville and then licensed by The DPBR.

Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator, director or owner immediately. That individual will assist the student or client in reporting the crime to the police or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

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

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

Advisory Board

The advisory board consists of Summit Salon Academy governing board members, alumni, salon owners, industry representatives and educators.

The advisory board's purpose is to periodically review student questionnaires to provide input on curriculum, and is solicited for input regarding graduates working in their respective salons if applicable. The feedback is garnered and used for Summit Salon Academy's annual institutional improvement plan. 1 advisory board meetings is held per year.

DISABILITIES ACT

If you would like to request academic adjustment or auxiliary aids, please contact the Institute President. You may request academic adjustments or auxiliary aids at any time. The Institute President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The fields of cosmetology, esthetics, and massage therapy require manual dexterity and the physical ability to move around.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Institute President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Institute President by telephone at 352-331-2424 ext. 7.
- The Institute President will respond within two weeks of receiving the request.
- If you would like to request reconsideration of the decision regarding your request, please contact the Institute President within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

Refund to Title IV Sample

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name:	Jane Doe	Social Security #:	***-**-5555
		Date of school's determination that student withdrew:	10/22/14
Period used for calculation (check one):	☒ Payment Period	☐ Period of Enrollment	

Monetary amounts should be in dollars and cents (rounded to the nearest penny).
When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)

STEP 1: Students Title IV Aid Information**Title IV Grant Programs:**

	Amount Disbursed	Amount that Could Have Been Disbursed		E. Total Title IV Aid Disbursed for the Period
1. Pell Grant	2,823.00			A. 2,823.00
2. Academic Competitiveness Grant				+ B. 4,701.00
3. National SMART Grant				= E. 7,524.00
4. FSEOG				
5. TEACH Grant				
				F. Total Title IV grant aid disbursed and that could have been disbursed for the period
	A. 2,823.00	C. 0.00		
	(sub-total)	(sub-total)		

Title IV Loan Programs:

	Net Amount Disbursed	Net Amount that Could Have Been Disbursed		
6. Unsubsidized FDLP / FFELP	2,969.00			A. 2,823.00
7. Subsidized FDLP / FFELP	1,732.00			+ C. 0.00
8. Perkins Loan				= F. 2,823.00
9. PLUS FDLP / FFELP (Grad Student)				
10. PLUS FDLP / FFELP (Parent)				G. Total Title IV aid disbursed and aid that could have been disbursed for the period
	B. 4,701.00	D. 0.00		
	(sub-total)	(sub-total)		

STEP 2: Percentage of Title IV Aid Earned

Last Day Attended: 10/22/14

Determine the percentage of the period**H. completed:**

Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

$$\frac{352.00}{450.00} = 78.2\%$$

Hours scheduled to complete / Total hour in period

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3. H. 100.0%

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

$$100.0\% \times 7,524.00 = 7,524.00$$

Box H Box G Box I

STEP 4: Title IV Aid to be Disbursed or Returned

- If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E).

This is the amount of the post-withdrawal disbursement.

$$7,524.00 - 7,524.00 = 0.00$$

Box I Box E Box J

K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E)

subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

$$7,524.00 - 7,524.00 = 0.00$$

Box E Box I Box K

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional Charges for the Period.	Tuition	
	Room	
	Board	
	Other	
	Other	
Total Institutional Charges (Add all the charges together)		L. 0.00

M. Percentage of unearned Title IV aid

100.0%	-	100.0%	=	0.0%
		Box H	Box M	

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

0.00	x	0.0%	=	0.00
		Box L	Box N	

O. Amount of school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O. 0.00

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs		Amount for School to Return
1.	Unsubsidized FDLF / FFELP	0.00
2.	Subsidized FDLF / FFELP	0.00
3.	Perkins Loan PLUS FDLF / FFELP (Grad Student)	0.00
4.	PLUS FDLF / FFELP (Parent)	0.00
Total loans the school must return =		P. 0.00
6.	Pell Grant	0.00
7.	Academic Competitiveness Grant	0.00
8.	National SMART Grant	0.00
9.	FSEOG	0.00
10.	TEACH Grant	0.00

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

0.00	-	0.00	=	0.00
		Box K	Box Q	

- If Box Q is < or = zero, **STOP**. If > zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

4,701.00	-	0.00	=	4,701.00
		Box B	Box R	

- If Box Q is less than or equal to Box R, **STOP**.
The only action a school must take is to notify the holders

of the loans of the student's withdrawal date.

- If Box Q is greater than Box R, Proceed to Step 9.

STEP 9: Grant Funds to be Returned**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

0.00	-	4,701.00	=	0.00
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Box Q Box R Box S

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

2,823.00	-	50.00%	=	0.00
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Box F Box T

U. Title IV grant

From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

0.00	-	0.00	=	0.00
		Box S	Box U	

- If Box U is less than or equal to zero, **STOP**.

If not, go to step 10.

STEP 10: Return of Grants Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant

funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs:

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant

Amount to Return

Post-Withdrawal Disbursement Tracking Sheet

Student's Name:

Jane Doe

Social Security #:

***-**-5555

Date of

10/22/14

school's
determination
that student
withdrew:

I. Amount of Post-Withdrawal Disbursement (PWD)

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws Worksheet

0.00

Box 1

II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Outstanding Charges For Educationally Related Expenses Remaining on Student's Account
(Note: Prior-year charges can not exceed \$200.)

Box 2

III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a Direct Disbursement.

0.00

Box 1

-

0.00

Box 2

=

0.00

Box 3

IV. Allocation of Post-withdrawal Disbursement

Type of Aid	Loan Amount School Seeks Credit to Account	Loan Amount Authorized to Credited to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement
Pell Grant	N/A	N/A		N/A	N/A
ACG	N/A	N/A		N/A	N/A
SMART Grant	N/A	N/A		N/A	N/A
FSEOG	N/A	N/A		N/A	N/A
TEACH Grant	N/A	N/A		N/A	N/A
Unsub FFEL/FDL					
Sub FFEL/FDL					
Perkins					
FFEL/FDL Grad Plus					
FFEL/FDL Parent Plus					
Totals	0.00	0.00	0.00	0.00	0.00

V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on

Deadline for student and/or parent to respond

☐

Response received from student and/or parent on

☐

Response not received

☐

School does not accept late response

VI. Date Funds Sent

Date Direct Disbursement mailed and transferred

Grant

Loan

WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET

Student Jane Doe Date of Refund 01/01/2015
Address 1515 Mickey Street City, State, Zip Orlando FL 34451
Phone 555.555.5555 E-Mail: lovetosing@gmail.com
Course Cosmetology 1200 hours Hours Contracted 1200 Hours
Start Date 08/01/2014 Last Day Attended 12/25/2014
Hours Clocked 498 hours Hours Elapsed 535 hours
Percent Program Elapsed 41.5% **50% or More Elapsed:** Yes X **No**
Date of Withdrawal Determination 12/27/2015
Reason for Withdrawal. Relocating to another state

CONTRACT COSTS

Registration Fee: \$150.
Tuition: \$13,245.
Books/Kit: \$1,590.
Misc./Other: \$0.
TOTAL COSTS: \$14985.

SETTLEMENT FORMULA

**SCHEDULED TIME ELAPSED
IN TOTAL PROGRAM**

**TOTAL TUITION SCHOOL
SHALL HAVE EARNED (Circle percentage)**

0.01% to 40%
40.01% to 49.9%
50.0% and over

pro rata refund computed on the number of hours completed
70%
100%

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*:

Cash: \$150.
Other: \$6498.
\$ 0.00

AMOUNT EARNED:

Tuition X % Earned in Program: \$9271.50
Registration Fee: \$ 150.
Books/Kit/Unreturned Property: \$1590.

Schedule Change fee \$ 0.

Total Paid: \$6648.

Total Earned: \$11,011.50

AMOUNT REFUNDED (If applicable):

Total Paid to School \$ 6648.
Total Earned by School \$-11011.50
Total Refund Due = \$ 0

AMOUNT OWED TO SCHOOL:

Total Earned by School: \$ 11,011.50
Total Paid to School: \$-6648.
Total Owed to School = \$ 4363.50

COMMENTS:

Student to make pmts of \$100.00 a month for 43 months and one pmt \$63.50 until paid in full.

VA POLICIES

Summit Salon Academy - Gainesville Veteran's Attendance Policy

Students exceeding 20% absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

A half day absence will be recorded if a student arrives one hour late or leaves one hour early. Three tardies will be equal to one absence.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rata will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

FACULTY / STAFF

Governing Board Members

President/Secretary Joni Jarrell is a licensed Cosmetologist in the State of Florida, issued by the Department of Business and Professional Regulation, Former Salon Owner for 23 years, Academy owner and substitute educator, and is the Academy Director. Ms. Jarrell received her Cosmetology Diploma from Mueller's School of Beauty Culture, Waukegan, IL. And received Salon Business education from Summit Salon Business Group, Minneapolis, MN

Educators

All educators have salon experience and are licensed cosmetologists and/or barbers, skin care specialist or nail specialists.

Paulette Stinson (Lead Educator)	Cosmetology	Career Institute of Lehigh Valley Easton, PA
Shirley deTreville (Lead Educator)	Cosmetology	Columbus Vocational Technical Columbus, GA
Susan Porterfield	Cosmetology	Debbie's Alabama Beauty College Birmingham, AL
	Cosmetology Instructors License	Southeastern School of Cosmetology Birmingham, AL
Gina Delano	Cosmetology	Indian River State College Stewart, FL
Wendy McCleskey	Cosmetology	Summit Salon Academy Gainesville, FL
Anastassia Grzywa	Cosmetology	Summit Salon Academy Gainesville, FL
Crystal Poplin	Cosmetology	Bellefonte Academy of Beauty Russell, KY

Dual Instructors

	License Cosmetology/ Esthetics	Bellefonte Academy of Beauty Russell, KY
Nikki Jordan	Skin Care Specialist	Blys School of Cosmetology Gainesville, FL

Substitutes

The academy reserves the right to utilize substitutes when needed to support the curriculum schedule. All substitutes have salon experience and are licensed cosmetologists and/or barbers, skin care specialist or nail specialists. Substitutes are familiar with academy curriculum and salon area grading procedures as they are former educators, or graduates.

Joni Jarrell	Cosmetology	Mueller's School of Beauty Culture Gainesville, FL
Melissa Greenwell Ryder	Cosmetology	Summit Salon Academy Gainesville, FL
Christina Jardine	Cosmetology	Ridgewater Technical College Willmar, MN
Katherine Mayton	Nail Care Specialist	Puttin' On The Tips Ocala, FL
	Cosmetology	Summit Salon Academy Gainesville, FL

Career Advisor/Admissions

Carlos Soria	Master of Arts in Mass Communications	University of Florida Gainesville, FL
	Bachelor of Arts In Communications	Florida Gulf Coast University Fort Myers, FL
	Associate of Arts In Business	University of Phoenix Online Campus

Financial Advisor

Katherine A. Bajorek

BA Art History
of PA

Edinboro University

Edinboro, PA

Support Staff

Ann-Carol Hopkins

Administrative Assistant/
Cosmetologist

Summit Salon Academy
Gainesville, FL

Carol Velasques-Jackson

Customer Service
Management

Webster College
Gainesville, FL