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**BUSINESS EDUCATION QUALITY EXCELLENCE**

## Shear Excellence Hair Academy

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2800 N. MacDill Avenue

Tampa, Florida 33607

License #5426



3244 Lithia Pinecrest Road

Valrico, Florida 33594

License #5427



3663 West Waters Avenue

Tampa, Florida 33614

License #2847

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Florida Department of Education

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Table of Contents	Page
Statement from the Director	4
How to use this catalog	5
Mission Statement	6
The Academy	6-7
Address of Governing Body/Accreditation	7
Description of Academy Facility and Equipment	7-10
List of Faculty	10-13
Hours	13
Lockers/Academy Policy on the Handicapped/School Policy on Rehab Serv.	13-14
Admission/Entrance Requirements	14-15
Admission Requirements	15-16
Credit for Previous Education/Training (Transfer)	16-17
Re-establishment of Status	17-18
Non-Discrimination Statement	18
Academy Policy on Recruitment/Academy Calendar/Constitution Day	18-19
Hours of Operation/Class Schedule	19-21
Make up Hours/Orientation Schedule/Citizenship	21-22
Financial Aid for Students	22
Applicant Information	22-23
Financial Need/Eligibility	23
Eligibility Restriction due to Drug-Related Offense	23-24
Verification Procedures for Federal Financial Aid	24
Subsidized/Unsubsidized Stafford Loan	24-26
Cost of Attendance Budgets	26
Pell/FSEOG	26-27
Students Who Do Not Want Title IV Assistance	27
Scholarships and Fee Waiver Policy	28
Veteran's Benefits/FL Prepaid College Tuition Plans	28
Alternatives Student Loans/Special Circumstances	29
Cancellation and Refund Policy	29-31
Student Financial Aid Release	31-32
Federal Return of Title IV Funds Policy	32-33
Consumer Information for Title IV when a student withdraws	33-35
Entrance & Exit Counseling	36
Deadlines/Payment/Collection Policy	36-37
Arbitration Agreement and Waiver of Jury Trial	38
Equity in Athletics	39
Satisfactory Academic Progress Policy/Attendance Progress Evaluation	39
Attendance Progress:1200 Hour Cosmetology Program	39
Attendance Progress:1200 Hour Restricted Barber Program	40
Attendance Progress: 300 Hour Nail Tech Program	40
Attendance Progress: 310 Hour Facial Specialist Program	40
Academic Progress Evaluation/Leave of Absence	41-44
Incomplete/Repetition / or Non Credit Remedial Courses	45
Withdrawal/Re-establishment of Status/ Termination Policies	45-46
Reinstatement of Financial Aid	46

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Under the Care of a Physician	46
Make-up Policy/Schedule Change Policy	47-48
Between Programs within the Academy/Academy Goals	47-48
Academy Code of Ethics/Student Rights	48-49
Student Consumer Rights and Responsibilities	49
Student Right-To-Know Act	49-50
Students Rights & Privacy Act	50
Student Records/Rights to Access	51
Disclosures in Response to Subpoena or Court Order	51
Disclosure for Other Reasons/Insurance/Workman's Comp	52
Housing / Advisement/Field Trips/Social Network Policy	52-53
Cosmetology Course Outline/Descriptions/Kits/Book/Tuition	53-59
Nail Technician Course Outline/Descriptions/Kits/Book/Tuition	59-65
Res. Barber Course Outline/Descriptions/Kits/Book/Tuition	65-70
Facial Specialist Course Outline/Descriptions/Kits/Book/Tuition	70-75
Fees & Charges (Books/Kits/Supply & Product Fees)	75-76
Policy of Extra Instructional Charges/Career Opportunity	76-78
Rules and Regulations/Attendance Policy	78-80
Tardiness/VA Attendance Policy	80-82
Time Clock Procedures/Dress Code/Professional Ethics/Practical's	80-83
Clinical Service Sheet Policy/Reception Desk/Cause for Dismissal/Sanitation	83-87
Graduation Requirements	87-88
Exit Procedures for Graduates/Job Placement	88-89
Placement and Employment Statistics/Academy Outcome/Career Planning	89-90
Employment/Job Outlook/Earnings/Continuing Education	91-92
Reciprocity/Adult Model Release	92-93
Copyright Infringement Policy	93
Voter Registration	94
Parking	94
Privacy Act	94
Internal Academy Grievance Procedure	94-95
Campus Security Report Drugs & Alcohol Abuse Report	96
Student Health and Safety/Anti-Hazing	96-97
Hate Crime Report/Bullying, Harassment and Discrimination Policy	97-98
Weapons on Campus	98
Disaster Procedures/Academy Closure to Emergency	98-99
Emergency Response & Evacuation Procedure/Fire	99
Annual Security Report, Security Policies and Security Procedures	99-103



## A Statement by the Director...


With pride and enthusiasm, let me welcome you to Shear Excellence Hair Academy. Please think of this catalog as an introduction to the unique learning experience you will receive here at Shear Excellence Hair Academy.

If you want to achieve permanent, sustainable success, you must acquire vast reserves of inner strength, determination and desire. In this world of educational enlightenment, the future belongs to those who strive to be different, those who long for knowledge and those who insist on perfection. At Shear Excellence, we take pride in the highest standards we've set for your education and carry a deep respect for the high expectations you have set for yourself.

If you are one of these unique individuals, then I invite you, through this catalog, to consider Shear Excellence Hair Academy as the road to a successful future for you.

I, Rosita Donaldson "Certify true and correct in content and policy".

Mrs. Rosita Donaldson  
Director



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## How to Use This Catalog

Academy catalog (sometimes called a record, bulletin or calendar) is an official publication providing a comprehensive, detailed listing of programs, services, rules, requirements, courses, administrators and faculty for one academic year. A catalog is an authoritative document, yet may not be taken as a contract between the academy and a student. As a general rule, the catalog for the academic year during which you are first enrolled will determine the requirements for your program completion and graduation.

Students sometimes simply use this Academy catalog solely as a reference—a much-needed guide to course requirements and deadlines. This catalog also has other far-reaching uses as well.

The many hours you spend earning a diploma at Shear Excellence make the catalog your academic hometown. Browsing through this catalog may yield information as varied as the following:

1. Part-time evening classes.
2. Information about the academy and its programs.
3. Services for students range from academic advisement to placement.

The catalog is organized into the following sections: an overview of the academy and its programs, admissions, financial assistance, student services, academic information, course descriptions and lastly, faculty and administration listings.

A table of contents is available to help you locate information quickly. The current academic calendar is located in the catalog to help you plan your year and “Where to Write or Call”, to help you find the fastest way to get your questions answered accurately. This catalog can be an invaluable tool in planning your time at Shear Excellence Hair Academy. Keep it handy and use it often.

**Right To Change:** The Academy reserves the right to modify its rules and regulations, curriculum, dress code, or any other policies at its discretion.



## Mission Statement

Shear Excellence Hair Academy offers an incredible teaching curriculum and practical training to prepare students for a career in cosmetology, restricted barber, nail technician and related fields. Students enjoy mentorship designed to motivate, inspire, challenge and improve the quality of life for those who want not just a job, but a satisfying career.

We create an atmosphere that is conducive to learning with specialized individual “hands-on” instruction in both theory and practical training that includes working on mannequins and clients for the clinic floor.

### **We have three main objectives:**

- To educate our students in detailed business development that allows comprehensive industry knowledge.
- To work with our students as a strategic partner in assisting them to be empowered in their chosen field of cosmetology, nail technician, facial specialist and restricted barbering.
- To provide an opportunity for students to complete the program with confidence and professionalism that will foster employment opportunities in the beauty industry.


## The Academy

Welcome to the exciting world of cosmetology! At Shear Excellence Hair Academy you will obtain training in the beauty field of your choice. With us, you will enter a learning experience that will give you the opportunity to be successful in the beauty industry. Shear Excellence Hair Academy will well prepare you to experience those opportunities.

You will learn to various types of hair textures, skin and nails. In addition, you will obtain the essential skills for salon management. With these acquired skills, you will be in control of your future. Professional cosmetologists play an important role in society by helping their clients look and feel good about themselves.

Whether you are looking to begin a career in cosmetology, restricted barbering, nail technician, facial specialist or just need to brush up on the basics, our program will provide the fundamental skills you need to reach your professional goals. Our program offers personalized attention and the director is always available for assistance. This program of instruction qualifies each student to take and pass the Florida State Board of Licensing Examination. Nail Technicians and Facial Specialists are not required to take the State Board Licensing Examination. They are required to take a final exam at Shear Excellence Hair Academy and pass.

The Academy is equipped with classrooms and a large working salon. We have created an atmosphere conducive to learning in order to help students obtain the highest level of professionalism. Our goal is to provide quality training in the fields of Cosmetology, Nail Technician, Facial Specialist and Restricted Barber in a professional manner. Convenient



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payment plans allow our students to easily afford the required skills to make a flourishing career in hair design.

As a cosmetology, nail technician, facial specialist or restricted barber student, you will be expected to maintain an image and an attitude that represents the Shear Excellence Hair Academy. Certain academic, personal and professional standards are required and must be agreed to upon enrollment. This student agreement has been designed especially for you. As a member of this class, you will understand what your instructor expects of you. By signing this Agreement, all parties acknowledge that all have come to an agreement (i.e., students, instructors).

## Governing Body

Shear Excellence Hair Academy is owned and operated by:  
Rosita Donaldson, President  
Howell E. Donaldson, Vice President

The corporate address is 3663 & 3679 West Waters Avenue, Tampa, Florida 33614  
Telephone: (813) 933-2468 Fax: (813) 933-2470

Shear Excellence Hair Academy is licensed by:  
The Commission for Independent Education  
The Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education at:  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll-free telephone number (888) 224-6684  
School License number 2847, 5426 & 5427

Approved by the State of Florida, Department of Veteran's Affairs,  
P.O. Box 31003 St. Petersburg, Florida 33731  
727-319-7406

## Accreditation

Shear Excellence Hair Academy is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302. Phone (703) 600-7600.

Shear Excellence Hair Academy has no articulation agreements with any other institutions. That means that any transfer of credits is at the discretion of the accepting institution if the student chooses to transfer.

## Description of Academy Facilities & Equipment

Shear Excellence Hair Academy is located at 3663 W. Waters Avenue, Tampa, Florida 33614. The facility has everything a student needs. Handicapped parking for guests and students is



available. Convenient public transportation and ample parking accommodations are available adjacent to the Academy.

For specific needs or questions on physical abilities, please contact the School Director.

### **Clinic Area**

The Academy consists of 6695sq feet. This area hosts the majority of the salon space for students and guests.

This large space flourishes with thirty six styling stations in one clinic area and twenty styling station in clinic area two, with fifty six styling chairs, fifty six styling mirrors, one wax machine and seven shampoo bowls with five shampoo chairs, four nail tables, with four nail chairs. Two large pedicure spas, ten waiting area chairs, one receptionist desk and a large closet for all beauty and nail supplies. As a student you will have opportunity to perform a wide spectrum of hair, skin, and nail services in an exquisitely constructed virtual salon setting under the supervision of your instructors. The service portion of your education is designed to provide perspective and appreciation of your clients and gain an understanding of the importance of tremendous customer service.

### **Classroom**

Individual classrooms provide a quiet area for instruction. Each of the three classrooms are set up to accommodate the different phases of our curriculum. The classrooms are equipped with eight (8) student desk and twenty four chairs for each student in one classroom. Eight (8) student desk and twenty four chairs in classroom two. There are three computers for tutorial studying.

There are four (4) restroom facilities two male and two female.

In addition to the administrative offices and classrooms, the academy maintains a designated area for a library with visual aids, TV, VCR, DVD and cassette player. There is no on-site lunchroom but microwaves and refrigeration for students to prepare and store their lunch are available.

\*The Library will be open to student during academy hours. (8:30 a.m. to 9:00 p.m.)

### **2800 N. MacDill Avenue, Tampa, Florida 33607 #5426**

Shear Excellence Hair Academy is located at 2800 N. MacDill Avenue, Tampa, Florida 33607. The facility has everything a student needs. Handicapped parking for guests and students is available. Convenient public transportation and ample parking accommodations are available adjacent to the Academy.

For specific needs or questions on physical abilities, please contact the School Director.

### **Clinic Area**

The Academy consists of 5000 sq. feet. This area hosts the majority of the salon space for students and guests.





This large space flourishes with e twenty six (26) styling stations with twenty six (26) styling chairs, twenty six (26) styling mirrors, one wax machine and three shampoo bowls with three shampoo chairs, four nail tables, and four nail chairs. Four large pedicure spas, ten waiting area chairs, one receptionist desk and a large closet for all beauty and nail supplies. As a student you will have opportunity to perform a wide spectrum of hair, skin, and nail services in an exquisitely constructed virtual salon setting under the supervision of your instructors. The service portion of your education is designed to provide perspective and appreciation of your clients and gain an understanding of the importance of tremendous customer service.

## **Classroom**

Individual classrooms provide a quiet area for instruction. Each of the two classroom are set up to accommodate the different phases of our curriculum. The classrooms are equipped with eight (8) student desk and twenty four chairs for each student in one classroom. Eight (8) student desk and twenty four (24) chairs in classroom two. There are three (3) computers for tutorial studying.

There are four (4) restroom facilities two male and two female.

In addition to the administrative offices and classrooms, the academy maintains a designated area for a library with visual aids, TV, VCR, DVD and cassette player. There is no on-site lunchroom but microwaves and refrigeration for students to prepare and store their lunch are available.

\*The Library will be open to student during academy hours. (8:30 a.m. to 9:00 p.m.)

## **Description of Academy Facilities & Equipment**

### **3244 Lithia Pinecrest Road, Valrico, Florida 33594 #5427**

Shear Excellence Hair Academy is located at 3244 Lithia Pinecrest Road, Valrico, FL 33594. The facility has everything a student needs. Handicapped parking for guests and students is available. Convenient public transportation and ample parking accommodations are available adjacent to the Academy.

For specific needs or questions on physical abilities, please contact the School Director.

## **Clinic Area**

The Academy consists of 5650 sq. feet. This area hosts the majority of the salon space for students and guests.

This large space flourishes with thirty styling stations in the clinic area, with thirty (30) styling chairs, thirty (30) styling mirrors, four wax machine and three shampoo bowls with three shampoo chairs, three nail tables, with three nail chairs. Three large pedicure spas, ten waiting area chairs, one receptionist desk and a large closet for all beauty and nail supplies. As a student you will have opportunity to perform a wide spectrum of hair, skin, and nail services in an exquisitely constructed virtual salon setting under the supervision of your instructors. The service portion of your education is designed to provide perspective and appreciation of your clients and gain an understanding of the importance of tremendous customer service.



## Classroom

Individual classrooms provide a quiet area for instruction. Each of the two classrooms are set up to accommodate the different phases of our curriculum. The classrooms are equipped with eight (8) student desk and twenty four chairs for each student in one classroom. Eight (8) student desk and twenty four chairs in classroom two. There are three computers for tutorial studying.

There are four (4) restroom facilities two male and two female.

In addition to the administrative offices and classrooms, the academy maintains a designated area for a library with visual aids, TV, VCR, DVD and cassette player. There is available an on-site lunchroom with microwaves and refrigeration for students to prepare and store their lunch

\*The Library will be open to student during academy hours. (8:30 a.m. to 9:00 p.m.)

## List of Faculty

### THE PRESIDENT

Rosita Donaldson is an acclaimed cosmetologist with over eight years of creative, instructional and managerial experience. Having owned and operated salons throughout the country, Mrs. Donaldson shares her passion for the industry with up and coming cosmetologists, nail technicians, facial specialists and restricted barber entrepreneurs. She encourages all program participants to hunger for success and perfection and uses her skills to assist the admissions process.

### STAFF/INSTRUCTORS

Our accomplished staff of instructors and office personnel bring over 46 years of skill and experience. Professional, patient and compassionate, cosmetology instructors and barber instructors provide students basic, specialized and experiential instruction, while the dynamic president/director provides leadership skills and customer service training.

All Instructors are licensed as instructors in their field of practice by the State of Florida. Shear Excellence Hair Academy are required to attend additional classes, seminars, workshops, and professional conference in order to ensure the quality of their expertise as licensed professional and instructors. All instructors assist with clinic floor coverage and classroom instruction and supervision.

President/CFO/ Director/ Instructor

#### **Rosita Donaldson**

25 years of Cosmetologist/Management Experience

Carolina Beauty College

Cosmetology Diploma

License # CL0211129

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Vice President/Operational Manager /Student Services/Admission Counselor

**Howell Donaldson**

30 Years of Management Experience  
Shear Excellence Hair Academy  
Restricted Barber License# 4541

Finance Office

**Belgica Pride**

12 Years in Financing and Financial Aid

Administrative Assistance/Academic Advisement

**Carmen Rivera**

University of Puerto Rico School of Law  
Juris Doctor – Law Degree  
6 Years in customer service and office administration

Admissions Counselor

**Gwen Robinson**

10 Years in customer service

## **Main Campus Instructors**

### **Cosmetology Instructors**

**Aracelis Acevedo**

Manhattan Hair Academy  
Cosmetology Diploma  
License# CL0217454

**Brunilda Nunez**

Manhattan Hair Academy  
Wilfred Academy of Beauty Culture  
Barber Diploma  
Cosmetology Diploma  
License# BB8896179  
License# CL1180050

**Lourdes M. Alvarez**

Manhattan Beauty School  
Cosmetology Diploma  
License #CL0100630

**Yaneisis Viel**

Shear Excellence Hair Academy  
Cosmetology Diploma  
License#CL1252938

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## **Barber Instructors**

### **Martin Beckham**

Shear Excellence Hair Academy  
Barber Diploma  
License# BR1224

### **Luis Oliveras**

Shear Excellence Hair Academy  
Barber Diploma  
License #BR2381

### **Elias O. Hernandez**

Shear Excellence Hair Academy  
Barber Diploma  
License# BR2416

## **Nail Technician Instructor**

### **Lisvania Zeballos**

Beauty School of America  
Cosmetology Diploma  
License #CL0202002

## **Facial Specialist Instructor**

### **Karoline Diaz**

Facial Specialist Diploma  
License #FS878675

## **Other campuses**

### **Melinda D. Camp**

#### **Instructor for MacDill #5427**

New World College  
Cosmetology Diploma  
License#CL0213023

### **Darin Doucette**

#### **Instructor for Valrico #5427**

Shear Excellence Hair Academy  
Barber Diploma  
License #BR2482

### **Helen Donaldson**

#### **Instructor for MacDill #5426**

Roffler  
Barber Diploma  
License #BB8896803



**Lora A. Townsend**  
**Instructor for MacDill #5426**  
Cosmetology Diploma  
License #CL1253352

**Personal advisement will be referred out to an Agency within the community.**

## Hours

The Shear Excellence Hair Academy is designed to provide each Nail Technician student 300 hours of instruction, each Facial Specialist student 310 hours, each Cosmetology student 1200 hours of instruction and each Restricted Barber student with 1200 hours of instruction, as required by the Florida Department of Business and Professional Regulation, and be qualified to take the Cosmetology and Restricted Barber State Licensing Examination. Nail Technicians and Facial Specialists are not required to take the State Board Licensing Examination. They are required to take a final exam at Shear Excellence Hair Academy and pass. Upon completion of the program an application will be sent to the state for licensure. The time schedule in which this can be completed will vary depending on the Academy's schedule.

## Student Lockers

A locker is available to each student during academy hours. No deposit is required. (Should a locker shortage occur, no more than two students will share a locker). Each student will be required to maintain his or her locker in good repair while enrolled at Shear Excellence Hair Academy. Should damage occur, the student will receive an itemized statement of costs to repair. No graduation or licensing paper work will be completed until any locker damage charges have been paid in full. Shear Excellence Hair Academy reserves the right to enter any student's locker with or without the student's permission should the Academy deem it necessary. Students are discouraged from sharing or trading lockers. To do so means the students run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates.

## Academy Policy on the Handicapped

It is the policy of Shear Excellence Hair Academy to respond to request for reasonable accommodation in accordance with Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C 794) or section 202 of the Americans with Disabilities Act of 1990 (2 U.S.C 12132), which states in part, no qualified individual with disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity, or be subjected to discrimination by any such entity."

Reasonable accommodation shall refer to modification or adjustment to a job, academic program, or work or learning environment to enable a qualified individual with a disability to enjoy an equal employment or educational opportunity. An equal employment or educational opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment or education available to similarly situated staff, faculty, or students without a disability.



The Americans with Disabilities Act requires reasonable accommodations in three (3) aspects of employment and education:

1. To ensure equal opportunity in the application process
2. To enable a qualified individual with a disability to perform the essential functions of a job or to benefit from an educational program
3. To enable staff, faculty, or students with disabilities the opportunity to enjoy equal benefits and privileges of employment and education.

Shear Excellence Hair Academy is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services only to the known limitations of an otherwise qualified individual with a disability. It is the responsibility of the individual with a disability to inform school staff and to provide documentation (from an appropriate professional) of a disability and demonstrate or document how the disability limits participation in employment programs, services, or activities at the time of admission.

When a qualified individual with a disability requests an accommodation, the Academy will make a reasonable effort to provide an accommodation, adjustment, and /or auxiliary service that is effective for the individual. Appropriate accommodations or modifications will be provided to ensure that the evaluation of performance represents achievement rather than reflecting the impact of disability.

Shear Excellence Hair Academy defines *accommodation* as “measures taken to supplement or modify instruction during the student’s tenure at the Academy.

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

1. Notify the Academy Director in writing of the type of accommodation needed, documentation of the nature and extent of the disability, and need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed. You may contact the Compliance Coordinator if you have any questions.
2. The Compliance Coordinator will respond within two (2) weeks of receiving the request.

## School Policy on Rehabilitation Services

In order for Shear Excellence Hair Academy to offer a quality educational program and for the student to be successful in their chosen career we find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for Shear Excellence Hair Academy to obtain the history of the applicant in order to fulfill our objective. Therefore it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to Shear Excellence Hair Academy.

## Admission/Entrance Requirements

Shear Excellence Hair Academy welcomes students who wish to pursue a Post-Secondary-level program of study. The office of admissions works hard to make the admissions process, an easy one. Service to students is our priority and academic achievement is expected,



nurtured and rewarded. If you have any questions about admissions policies, please call us at 813-933-2468. We look forward to hearing from you and wish you well in your Academy studies.

**Shear Excellence Hair Academy has the following admissions policy:**

Shear Excellence Hair Academy admits students who hold a high school diploma or G.E.D. and must also be beyond the age of compulsory education (16 years of age). This is in line with the Florida State Board of Cosmetology & Barbering. Proof of education is required BEFORE start of class .A copy of high school diploma, GED Certificate, or official transcript (high school, college, or GED) showing graduation date is acceptable.

**ABILITY TO BENEFIT POLICY**

(The ATB test option ended effective 7/1/2012, per U.S. Department of Education for those students who are seeking Title IV funding to pay for their program. However, the ATB test option can be used for enrollment if the student passed an ATB test prior to 7/12/12 and received Title IV Funding).

If an applicant requesting admission does not have proof of a high school diploma or G.E.D. the applicant must take an entrance examination to attest to tenth-grade reading and math ability. The test is called Wonderlic ATB (Ability of Benefit) test. A student must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration to pass. Both tests are 20 minutes timed tests. The exam is given at the Academy at least once per month by an Independent Tester, who is certified by Wonderlic. The entire entrance test is designed to evaluate those traits and aptitudes required for a successful career in Cosmetology, Restricted Barber, Nail Technician and Facial Specialist.

If an individual fails either part of the tests, or fails to meet the minimum 10<sup>th</sup> grade level standard, they must re-take the entire test again, after five (5) business days. If any part of the test is failed a second time, the candidate must wait 60 days to re-test. The cost of each entrance exam is \$50.00, paid in advance. The fee is forfeited if applicant fails to appear on their scheduled date of exam.

- ❖ Students with ATB admittance are not eligible to qualify for federal aid. ATB students must pay for their education out of their personal funds and cannot receive any title IV federal funding.

## Admissions Requirements

To be admitted, an applicant must have a personal interview with an admissions representative to evaluate the applicant's qualifications and aptitude to pursue a career in cosmetology, restricted barbering, nail technician or facial specialist.

**The general admissions policy is as follows:**

- Prospective students must be the minimum age of 16 years old.
- Official high school transcript showing date of graduation or diploma, or
- Official passing GED scores or Certificate.
- Picture ID and Social Security card with number or other documentations.



- Alien Registration card/INS Proof (if required).

When Shear Excellence Hair Academy has reason to believe that a High School Diploma or GED is not valid, it reserves the right to reject that credential for admission and may require additional information, transcripts, or denial of admission.

Documents must be official and have a date of completion for the student it is regarding. Furthermore, any high school diploma that Shear Excellence Hair Academy deems questionable of from a “Diploma Mill”, or any transcripts and GED’s do not show proper integrity, or appears to have been altered or is questionable, will be subject to the Admission Department policy on “Determining” the Validity of a High School Diploma”. The Admission Director and school Director/President will make the final decision after taking into account the results of the search. Should the diploma or GED certificate be deemed invalid or not verifiable, the student will not be admitted, or if already attending, will be terminated immediately. If the transcript is not in English it must be translated and accompanying translated copy in the student’s file.

**Below are some examples of why a High School Diploma or GED may be rejected:**

- ✓ The document has been issued by a school known to Shear Excellence Hair Academy as a “Diploma Mill”. Shear Excellence will cross check from a list of Diploma Mill Institutions.
- ✓ Documents given for a fee or essay with very little course work or life experience.
- ✓ Programs that can be completed in a short time period not consistent with traditional education.
- ✓ The document’s time and place is inconsistent with other student information.
- ✓ Verification for all GED’s with reasonable doubt will be verified by State of issue.
- ✓ For the State of Florida there is a request form “Request for Diploma Verification” that will be completed in the admission office and faxed or e-mailed at 850-245-0990 or [orverifyflged@fldoe.org](mailto:orverifyflged@fldoe.org). Main office number is 1-877-352-4331.


**Note:** Completing a course or program in languages other than English may reduce employability where English is required. All our programs are taught in English and Spanish, except for locations #5426 & #5427.

I understand that the Program is taught in English: and I represent that I am fully able to participate in the Program in English.

## Credit for Previous Education/Training (Transfer)

A transfer student will be enrolled for the full contracted hours of the program of their interest. The granting of credit hours for previous training or experience will be determined after being evaluated in both theoretical and practical abilities by a designated school official. The transfer student will receive credit for previous training from an accredited cosmetology/barber/nail school with proper documentation (official transcript, diploma, active license) showing hours, services and tests. The maximum hours a student can receive credit for is 500 hours for





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cosmetology, 500 hours for restricted barber program and 100 hours for the nail technician and facial specialist program and are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. The contracted program will then be modified proportionately, not to exceed 500 hours for both cosmetology and the restricted barber program and 100 hours for the nail technician and the facial specialist program required hours of completion as previously stated, and the contracted hours and educational costs adjusted on the student's tuition/ledger card. The acceptance of any and/or all of the transferring hours and services is at the discretion of Shear Excellence Hair Academy, but will not exceed 500 hours of their contracted program hours with at least 700 hours of the program hours being completed at Shear Excellence Hair Academy. A student wishing to apply for enrollment is permitted to attend one class session prior to enrollment. Students are encouraged to attend the class session to determine his/her true interest, financial obligation and level of commitment.

### **Transferring hours, services and grades within our school.**

To receive credit for courses previously completed within our school, students must follow the same policy stated above. However, submission of an academic transcript is not required. Some of our programs contain educational components that are equivalent to one another. Those components may be transferable partially or in its entirety. The final decision resides with the Director. In most cases, there are no prerequisites to the order in which the student takes each phase of the program.


NOTE: The transferability of credit to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

NOTE: The required hours for HIV are not transferable between programs, nor will the grade be credited. You must obtain a new HIV certificate for each program taken. The HIV certificate is only valid for a period of two years

## **Re-establishment of Status**

A student whose program is interrupted due to unsatisfactory progress and who wishes to re-enter may request so after 30 days from their last day of attendance. At this time, the student will be counseled by an appointed administrator, after which a decision will be made regarding the student's re-entry to the academy. A student who is permitted to re-enter must be reinstated in the same progress status as when they left and must maintain academic and attendance satisfactory progress.

Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. A student will re-enter the academy in the same status they left with. Students receiving financial aid will not be disbursed funds until hours previously paid for have been completed with a minimum grade average of 75%. Title IV Financial Aid Students must be enrolled at least part time.



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Students in good standing who withdraw temporarily will be able to re-enter training without loss of credit. A former cosmetology or restricted barber student returning to within five years from their withdrawal date (LDA), will be allowed to use all clock hours and all practical and theory hours toward their educational requirements at Shear Excellence. Students that have been terminated or have willfully withdrawn from our academy will not be allowed to re-enroll for three months from the last day of attendance unless the withdrawal was enforced or mandated by personal medical or family medical emergency documented with doctor or hospital paperwork. The academy reserves the right to alter its re-enrollment policy. This will be done on an individual basis and at the discretion of the academy. A student who is not in good standing may be accepted on a probationary basis dependent on an interview with the Director and Financial Aid Officer.

## Non-Discrimination Statement

Shear Excellence Hair Academy admits students of any sex, age, race, color, religion, national and ethnic origin, disabled and veteran status to all the rights, privileges, programs and activities generally accorded or made available to students at the academy. The Academy does not discriminate on the basis of sex, age, race, color, religion, national and ethnic origin, in its education programs, admission, instruction, scholarship and loan programs, athletic, graduation policies and other activities in accordance with the laws of the United States of America. This practice and requirement of nondiscrimination extends to employment by the administration of student programs and activities operated by the Academy. Any questions regarding Title IX may be referred to the Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights. Please find contact information: Title IX coordinator: Rosita Donaldson (Director) at 813-933-2468 ext. 104 and Carmen Rivera (Administrative) at 813-933-2468 ext. 105. The U.S. Department of Education's Office of Civil Rights Headquarters at 1-800-421-3481, visit [ocr@ed.gov](mailto:ocr@ed.gov) or call to the local OCR office at 404-974-9406 in Atlanta, Georgia.

## Academy Policy on Recruitment

The Academy does not make any efforts to recruit students that are already attending or admitted to another school offering a similar program of study.

## Academy Calendar

Classes are not held on the holidays listed below. Additional holidays may be declared at the discretion of the President.

**The Academy is closed on the following ten (10) legal holidays:** New Year's Day (January), Martin Luther King Day (January), Memorial Day (May), Independence Day (July), Labor Day (September), Thanksgiving Day & the Day after (November), Christmas Break (December).

In the event of an emergency, inclement weather or natural disaster (flood, hurricane, etc.) the Academy will close as determined by the local Public School System.



## Constitution Day

Shear Excellence Hair Academy, Inc. observes Constitution Day on September 17<sup>th</sup> (If 9/17 falls on a Sunday, we will observe the Saturday prior). We are open on this day. A highlight of education regarding the United State of America’s Constitution will be displayed for both the students and guests.

## Hours of Operation/Class Schedule

1200 Hour Cosmetology Program & Restricted Barber Program – Day Time & Night Time

<u>Class Begin</u>	<u>Full Time Anticipated End Date</u>	<u>Half Time Anticipated End Date</u>
01/03/2017	10/13/2017	02/02/2018
02/07/2017	11/16/2017	03/09/2018
03/07/2017	12/18/2017	04/06/2018
04/04/2017	01/23/2018	05/04/2018
05/02/2017	02/20/2018	06/01/2018
06/06/2017	03/26/2018	07/06/2018
07/11/2017	04/27/2018	08/10/2018
08/01/2017	05/18/2018	09/01/2018
09/05/2017	06/20/2018	10/05/2018
10/03/2017	07/18/2018	11/12/2018
11/07/2017	08/23/2018	12/03/2018


300 Hour Nail Technician Program – 310 Hour Facial Specialist Program Day Time & Night Time

<u>Class Begin</u>	<u>Full Time Anticipated End Date</u>	<u>Half Time Anticipated End Date</u>
01/03/2017	03/14/2017	04/08/2017
02/07/2017	04/17/2017	05/13/2017
03/07/2017	05/13/2017	06/10/2017
04/04/2017	06/13/2017	07/10/2017
05/02/2017	07/12/2017	08/07/2017
06/06/2017	08/15/2017	09/11/2017
07/11/2017	09/19/2017	10/14/2017
08/01/2017	10/10/2017	11/04/2017
09/05/2017	11/13/2017	12/19/2017
10/03/2017	07/05/2017	01/15/2018
11/07/2017	01/05/2018	02/19/2018

The business office is open whenever classes are in session:

### **Cosmetology - English Classes are in session:**

- The first 240 MANDATORY BASIC TRAINING hours for day students are as follows: Tuesday through Friday, 10:00 a.m. to 4:30 p.m., Mandatory Saturday Lab 9:00 a.m. to 3:30 p.m.



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- 241-1200 hours are as follows: Monday through Thursday, 8:30 a.m. to 3:30 p.m. Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- Nights: 1-1200 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Cosmetology - Spanish Classes are in session: This course is not offered at the Additional Locations: #5426 & #5427**

- The first 240 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m., Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- 241-1200 hours are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m.; Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- Nights: 1-1200 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Nail Technician - English Classes are in session:**

- The first 60 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 10:00 a.m. to 4:30 p.m., Friday Mandatory Lab 10:00 a.m. to 4:30 p.m.
- 61-300 hours are as follows: Monday through Friday, 10:00 a.m. to 4:30 p.m. Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- Nights: 1-300 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Nail Technician - Spanish Classes are in session: This course is not offered at the Additional Locations: #5426 & #5427**

- The first 60 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m., Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- 61-300 hours are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m. Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- Nights: 1-300 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Facial Specialist - English Classes are in session:**

- The first 60 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 10:00 a.m. to 4:30 p.m., Friday Mandatory Lab 10:00 a.m. to 4:30 p.m.
- 61-310 hours are as follows: Monday through Friday, 10:00 a.m. to 4:30 p.m. Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- Nights: 1-310 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Facial Specialist - Spanish Classes are in session:**

- The first 60 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m., Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.
- 61-310 hours are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m. Friday Mandatory Lab 8:30 a.m. to 3:30 p.m.



- Nights: 1-310 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Restricted Barber - English Classes are in session:**

- The first 240 MANDATORY BASIC TRAINING hours for day students are as follows: Tuesday through Friday, 10:00 a.m. to 4:30 p.m., Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m.
- 241-1200 hours are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m. Friday Mandatory Lab 8:30a.m to 3:30 p.m.
- Nights: 1-1200 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students attends 4:00 p.m. to 9:00 p.m. receive a thirty (30) minute break.

**Restricted Barber - Spanish Classes are in session: This course is not offered at the Additional Locations: #5426 & #5427**

- The first 240 MANDATORY BASIC TRAINING hours for day students are as follows: Monday through Friday, 8:30 a.m. to 3:30 p.m., Friday Mandatory Lab 10:00 a.m. to 4:30 p.m.
- 241-1200 hours are as follows: Monday through Friday 8:30a.m to 3:30 p.m. Friday Mandatory Lab 10:00a.m. to 4:30 p.m.
- Nights: 1-1200 hours Monday through Thursday 4:00 p.m. to 9 p.m. or 5:00 p.m. to 9:00 p.m. and Saturday Mandatory Lab 9:00 a.m. to 3:30 p.m. Both day and night students who attend 4:00 p.m. to 9:00p.m receive a thirty (30) minute break

Day sessions (full-time) start every Tuesday of each month with open enrollment. Night session (part-time) starts every Tuesday night of each month with open enrollment. The date of entrance, frequency of attendance and clock hours determine the date of completion. **A clock hour is defined as a period of 60 minute within a minimum of 50 minutes of instructions in the presence of an instructor or period of time.** Students must attend a minimum of five (5) days per week for a total of six (6) hours per day and four (4) days per week for a total of (4) hours per day with (6) hours on Saturday for evening sessions or a four (4) days per week for a total of (5) hours per day with (6) hours on Saturday for evening sessions. Full-time students may earn up to thirty (30) hours per week, completing the program in ten (10) months for both the cosmetology program and for the restricted barber program. Part-time students must earn 22 hours per week, completing the program in thirteen and a half (13 ½) months for both the cosmetology program and the restricted barber program. Students who wish to complete the program sooner than scheduled may attend additional class sessions with prior notice to the instructor. Completion outside the signed contract will constitute additional charges to the student. Special schedule can be given upon requested between 18-20 hours, part time, under special circumstances.

**\*Note: Students are allowed up to a 15 minute break in the morning and 15 minute break in the afternoon. A student cannot take more than 10 minutes in 1 hour.**

Mandatory labs may be made up to avoid overtime charges prior to contract end date. Otherwise, loss of time will not extend the contract expiration date and additional tuition of \$10.00 per schedule hour shall be charged.



## Make-up Hours

Make-up hours are limited and not to be used as a substitute for regularly schedule hours. Students may sign up to make-up hours on Wednesday, Thursday, and Saturday as well as come in one hour prior to their scheduled start time. Friday during the day for Night students. Students may only make up hours they have missed.

## Orientation Schedule

Pre-Orientation is conducted by the Admissions Representative at the time of application for enrollment. Orientation is conducted on or before the first day of class. It is mandatory that you attend. This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the policies and procedures of our school. It will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your first week in class.

## Citizenship

If the future student is not a U.S. citizen or U.S. national, he/she must have the status of: U.S. permanent resident who has an I-151, I551, or I5511C. Resident Alien Card or an Arrival-Departure Record (I-94) stamped Refugee, Asylum Granted, indefinite Parole, Humanitarian Parole, Cuban Haitian Entrant, or Condition Entrant.

## Financial Aid for Students

Shear Excellence Hair Academy participates in the Financial Aid Program to assist students who need money to attend school. Each student's eligibility for assistance is determined by the need of that particular student. Financial Aid is calculated on an individual basis. Each case is different. The Federal Financial Aid Programs which the academy makes available are Pell Grants, Direct Loan Programs and the Supplemental Educational Opportunity Grant (SEOG). The Free Application for Federal Student Aid (FAFSA) is available online and in the Financial Aid Office. Financial aid is available to those who qualify but is not guaranteed. The Student's inability to secure financial aid does not relieve the Student of any of the terms and conditions of this Agreement. I authorize the School to obtain consumer reports on me during my enrollment and while federal student aid I obtained in connection with the enrollment is tracked for purposes of 34 CFR Part 668.

## Applicant Information

### **Applicants for financial aid must:**

1. Enroll or be accepted for enrollment at Shear Excellence for at least half-time.
2. Be a U.S. Citizen or an eligible non-citizen.
3. Show a financial need.
4. Not be in default on a National Direct Student Loan (NDSL), F.F.E.L or PLUS/SLS Loan.
5. Not owe a refund on a Pell Grant and/or Supplemental Educational Opportunity



Grant (SEOG).

6. Sign a statement that you understand how Federal Student Aid funds work and that only Stafford Loans get paid back.
7. Sign a statement of registration status on Form 3 indicating that you have registered with the Selective Service, if you are required to do so. (Male only)
8. Complete and submit other forms as requested by the financial aid office.
9. Make Satisfactory Progress in your program of study (See Satisfactory Progress Statement).

Students can apply for financial aid by filling out the FAFSA and other required school documents before classes start. Students are required to adhere to all regulations and requirements of the program from which they receive assistance and to notify the financial aid office of any changes in status, which may affect their aid eligibility. The student must complete a renewal application or FAFSA to apply for grants and loans every year. Students can apply within the office, by mail or on the worldwide web.

For federal student aid information call, 1.800.433.3243 and request The Student Guide from the U.S. Department of Education or visit their website: <http://www.fafsa.ed.gov>.

## Financial Need

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and the amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

## Eligibility

**In general, you are eligible for Federal Aid if you meet the following requirements:**

1. You must be enrolled at least half-time and working toward a degree or certificate in an eligible program.
2. You are a U.S. Citizen or an eligible non-citizen.
3. You show that you have financial need.
4. You are making satisfactory progress in your program of study (See satisfactory progress statement)
5. You are not in default on a NDSL, F.F.E.L. or Plus/SLS Loan.
6. You do not owe a refund on a Pell Grant and/ or Supplemental Education Opportunity Grant (SEOG)
7. You must sign a statement of registration status on Form 3 indicating you have registered with Selective Service, if you are required to do so. (Male only)

## Eligibility Restriction Due To Drug-Related Offenses

A student is no longer eligible for Title IV funding upon conviction of any offense under Federal or State law involving the possession or sale of a controlled substance. Eligibility may be restated after ineligibility period ends or if the student satisfactorily completes a drug rehabilitation program that complies with Federal criteria or the conviction is reversed, set



aside, or otherwise rendered nugatory. Upon eligibility reinstatement, it is the student's responsibility to certify that the rehabilitation program was completed successfully and answer coordinating questions on the FAFSA.

## Verification Procedures for Federal Financial Aid

Shear Excellence Hair Academy has developed the following policies & procedures regarding the verification of information provided by applicants for federal aid under Title IV Programs.

1. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet, tax returns or other evidence of income and taxes paid, etc. A student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Pell Grant or Federal Loan will be disbursed prior to completion of verification.
3. All students selected for verification will be notified in a timely manner and told what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The Academy gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The academy will notify the student of the result of the verification process and any other documentation needed. The academy will assist the student in correcting any information that is inaccurate and will notify any student whose award changes. The academy will use as its reference the most recent verification guide supplied by the U.S. Department of Education.
4. If the student receives an overpayment due to inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the academy, the academy will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
5. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks are not to be released prior to this date.

## Stafford Loans

The program that Shear Excellence Hair Academy, offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated. Students who do not qualify for this program should speak to the Financial Aid office about alternative funding. These loans are at a higher interest rate and repayment may begin within thirty (30) days of receiving the loan. Repayment varies with each lender.

To apply for a loan, you must first be accepted by the Academy, have processed a FAFSA, signed a master promissory note and completed an entrance interview. Thirty (30) days after starting classes, the academy will certify the loan to the lender. Once the guarantee agency





approval is obtained, the lender will electronically transfer funds to the Academy's account for disbursement to the student's tuition account.

Undergraduate first year students may borrow up to \$9,500 year. There are no application deadlines for these programs.

Federal Stafford Loans - The following loans allow for repayment after graduation. These loans include: Subsidized and Unsubsidized.

Repayment begins six (6) months after the student leaves the Academy or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave the Academy, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect.

### **Subsidized Stafford Loan:**

Available to students who demonstrate financial need

Eligible students can borrow a subsidized Stafford Loan to cover some or all of their need.

### **For a subsidized loan, the U.S. Department of Education pays the interest:**

- While you're in school at least half-time.
- For the first six months after you leave school (referenced as a "grace period").
- During a period of deferment (a postponement of loan payments).

The amount of your subsidized loan cannot exceed your financial need.

Unsubsidized Stafford Loan: Does not require students to demonstrate financial need.

### **The U.S. Department of Education does not pay interest on unsubsidized loans.**

To determine the amount of your unsubsidized loan, your school will use this equation:

#### **Cost of Attendance**

- Federal Pell Grant (if eligible)
- Subsidized Stafford Loan amount (if eligible)
- Any other financial aid you receive
- = Amount of unsubsidized loan you receive (up to the annual maximum loan amount)

Depending on your financial need, you may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit.

### **For an unsubsidized loan:**

- You're responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full.



- You can pay the interest while you're in school or during a period of deferment or forbearance.
- You can allow the interest to accrue (accumulate) and have the interest added to the principal amount of your loan. This is called capitalization. If you choose not to pay the interest as it accrues and allow it to capitalize, this will increase the total amount that you must repay.

## Cost of Attendance Budgets

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending the academy.

The following is the localized COA Budget for the Standard 1200 Cosmetology Program. A copy of the Localized COA Budget for the 1200 Hour Restricted Barber Program can be obtained from the academy's Financial Aid Office.

	<b>Living with Parents with no Dependents</b>	<b>All Others</b>
<b>Tuition and Fees</b>	12,100	12,100
<b>Room and Board</b>	427	1,098
<b>Transportation</b>	163	163
<b>Misc/Personal</b>	237	445
<b>Other Costs</b>	0	0
<b>Kit/Supplies</b>	1,000	1,000

## Pell Grants

Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant.

Using a formula guarantees equal treatment for all applicants. Students may receive a federal grant from \$659 to \$5,645 for the first year and 1/3 of a Pell for the second award year. Eligibility depends upon family income and ability to pay.

The Free Application for Federal Student Aid (FAFSA) is used to determine your eligibility and amount of grant available. When a student qualifies for the Pell grant, the grant does not guarantee full payment of classes. If the student has a balance after receiving their grant, they are responsible for paying the balance. If the grant does not pay full tuition, the student may apply for student loans. Students must have a zero balance prior to receiving any credit balance monies.

**How much you actually receive depends on the following factors:**

1. Your student aid index number.



2. The cost of education at your academy, whether you are a full-time or half-time student.
3. How long you will be enrolled in the academic year.

Shear Excellence Hair Academy will input your application and go over your award letter. Shear Excellence will then receive and credit your award to your account, until the academy is paid in full and the student receipted accordingly. The academy receives the student's award in two payments, one at the beginning of the program, and the second after one-half of the academic year has been completed. Shear Excellence Hair Academy's academic year consists of 900 clock hours, but the student must complete all of their program clock hours to graduate from this Academy.

## Federal Supplemental Educational Opportunity Grant (FSEOG)


Federal Supplemental Educational Opportunity Grants (FSEOG) will be awarded to Pell-eligible students of Shear Excellence Hair Academy, who also demonstrate financial need, with the lowest family contribution. Unlike the Pell Grant Program, SEOG is not an entitlement. The Academy has a specific amount of funds for SEOG and cannot award more funds once the allocation is used up. The Academy has an SEOG Disbursement policy and will select students for their award based on this policy.

**See as following:** Students eligible for the FSEOG will be awarded in the amount of \$100.00 with a school scholarship in the amount \$33.33. Funding will be disbursed after the student's 1st and 451st hour, if the student is maintaining satisfactory academic progress. Shear Excellence Hair Academy will credit the FSEOG funding directly to eligible student's account with an additional campus aid-based scholarship. NOTE: All financial aid will be applied first against the academy charges and any excess will subsequently be paid to the student. See our Financial Aid Department for further information.

## Students Who Do Not Want Title IV Assistance: (Paying their own way)

Non-Title IV students will still be able to enroll under a form of the ATB policy as long as they are paying their own way.) Students who do not have a High School diploma or GED may request to be admitted under the Ability to Benefit provisions. Students with ATB admittance are not eligible to qualify for federal aid. ATB students must pay for their education out of their personal funds and cannot receive any title IV federal funding.

Student who seek to enter Shear Excellence Hair Academy and **who do not want Title IV assistance** are subject to the same Admission & Enrollment Requirements as those student who request Title IV assistance with the exception that should they fail to have a high school diploma or GED, or their diploma is not verifiable, they may meet the Department of Education requirements of "Last Resort Option to Ability To Benefit." See an Admission Representative for further details.



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## Scholarships & Fee Waiver Policies

The Academy offers scholarships periodically throughout the year, depending on current funding. ACE Grants are designed to help you begin your career in cosmetology, nail technician facial specialist or restricted barber. Scholarships are sponsored by three major beauty industry associations: the American Association of Cosmetology Schools (AACCS), the Cosmetology Advancement Foundation (CAF), and the Beauty and Barber Supply Institute (BBSI). ACE Grants are the first ever industry-wide effort to encourage highly motivated and qualified individuals to join the world of cosmetology, restricted barber, nail technician and facial specialist..

The Scholarship & Fee Waiver Policy is only available to cosmetology and restricted barbers who have completed their first (900.00 hrs). The Scholarship & Fee Waiver Policy is only available to nail technician and facial specialist who have completed their first (225.00 hrs).

How much of a scholarship & fee waiver will be available each year? On July 1 of each year the school will determine and publish the amount that will be available.

The Scholarships & Fee Waiver is on a first come first served basis as long as the student meets the following criteria:

- Write an Essay on why they want to become a cosmetology or restricted barber, nail technician or facial specialist.
- Average attendance rate actual hours vs. scheduled hours of 90%
- GPA of 85%
- If the student meets the following criteria proving that they have demonstrated the qualities needed to be successful in their chosen field, the student will be eligible to receive the following Scholarship & Fee Waiver. This amount will be applied only against the outstanding tuitions and fees the student owes the school at the time it is issued.


## Veterans Benefits

Veterans Education Benefits are awarded through the Veteran's Administration for qualified veterans of the U.S. Armed Forces. Shear Excellence Hair Academy is approved by the State Approving Agency for Veterans and their dependents. Questions should be addressed to the VA Office closest to the student or at 1-888-442-4551 or start the application process with VONAPP at [www.gibill.va.gov](http://www.gibill.va.gov).

## FL Prepaid College Tuition Plans

While the benefits of the FL Prepaid college contract may be used at this academy, the FL Prepaid College Board does not endorse any particular educational institution and terms, conditions and limitations are base on FL Prepaid College.

Note: Shear Excellence Hair Academy does not have any direct say or make decision on who qualifies for FL Prepaid please visit: [www.myfloridaprepaid.com](http://www.myfloridaprepaid.com) for more information



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## Alternative Student Loans

You may be eligible for a private education loan through your local bank or an alternative lender the academy may use. However, you may also qualify for Title IV grants and loans and the terms and conditions of these Title IV loans may be more favorable than the terms and conditions of private educational loans.

## Special Circumstances

**Dependency Override-** Students who do not meet the federal definition of independent status but have extenuating circumstances beyond their control can appeal their dependency status. Students must provide written documentation explaining their situation and must provide three letters from professional persons other than family substantiating the appeal. The final determination of Dependency Override is made by the Financial Aid Director.

**Professional Judgment-** Circumstances beyond the student's control that have affected their (or their family's) income during the academic year could result in a reduced EFC. Successful appeals may result in an increase in the student's eligibility for aid. Students with special situations should contact the financial aid office. Those determined eligible will be required to fill out a Professional Judgment form.


## Cancellations and Refund Policy

In the event a student fails to enter classes, cancels, withdraws or is dismissed/discontinued from instruction; a course or program cancellation or school closure, the following refund policy shall apply uniformly to all students: (Title IV & Non-Title IV) with respect to any funds paid by the student or by others on behalf of the student. (This policy does not determine whether any portion of federal Title IV aid must be returned by the student or the institution which is addressed in the institution's return of Title IV Funds or R2T4 policy below.)

- An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than U.S. Mail.
- If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00 and Application fee of \$50.00.
- For the purposes of calculating the cancellation and refund policy, this institution charges tuition by the pre-set term for each program, which is less than the duration of their entire program; PLUS the amount for a uniform T-shirt, apron and/or jacket which the student is required to purchase from the institution, PLUS the amount for textbooks, kit, supply/product fees and educational materials which the student elects to purchase from the Institution for each term, PLUS the registration fee, and PLUS a termination fee of \$150.00 to cover the administrative costs of closing the student's matriculation and files.

### **GLOSSARY OF DEFINITIONS FOR:**

**Drop/Add Period:** is defined as a period which shall be not less than 10 percent of a program term for which the student is financially committed or one scheduled week, whichever is less and shall apply at the beginning of every new term of a program.



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**Term:** is defined as a specific pre-set length of time individual to each program. Cosmetology and Restricted Barbering have 3 terms. Term 1 and 2 are 450 hours in length and Term 3 is 300 hours in length for a total of 1200 program hours. Nail Technician has 2 terms. Term 1 and 2 are each 150 hours in length for a total of 300 program hours.

**Enrollment Period:** is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school.

**Cancellation:** is defined as to include any notice of cancellation or withdrawal given by the student or any termination of the student's enrollment by the institution for any reason.

- Cancellation after attendance has begun, will result in a Pro Rata refund as follows:
- Cancellation after attendance has begun but before the end of the terms established drop/add period, the student will be refunded all tuition and fees paid to the institution, as well as any funds paid for textbooks, kit, supply/product fees, uniform items and educational materials which can be and are returned to the institution. (ie: credit given for unused supplied, books or equipment only), with the exception of the \$100 Registration Fee and \$50.00 Application Fee which will be retained by the institution.
- Cancellation after the term's established drop/add period, but prior to 20% completion of the program term, will result in the Institution retaining 20% of the term period tuition, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution, PLUS the registration fee of \$100.00, PLUS the application fee of \$50.00 and PLUS a termination fee of \$150.00.
- Cancellation after 20% completion of the program term will result in no refund of tuition and fees and the student owing the school 100% of their program term, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution , PLUS the registration fee of \$100.00, PLUS the application fee of \$50.00 and PLUS a termination fee of \$150.00
- If a student wishes to terminate or cancel training, the student must notify the school Administrator in writing and deliver it in person, by electronic mail or certified mail. The date of postmarked receipt of the notifications, or the date said information is delivered in person to the school Administrator, will become the student's "withdrawal date."
- In the case of termination by the school, the last physical day of attendance, shall become the "withdrawal date", but the date the school determines the student is not returning will become the "date of institutions determination of withdrawal". This is the same in the case of a student not returning from an approved leave of absence.
- The school will refund to the student all monies due under the foregoing policy within the 230 days of the 1] "date of institutions determination of withdrawal date" in cases of students terminating, or 2] "scheduled date of return", for students not returning from a leave of absence, or 3] "withdrawal date" in cases of termination by school.
- Any monies due to an applicant who does not begin attendance at classes shall be refunded within 30 days after cancellation or termination.
- In the case of illness or disabling accident, death in the immediate family or other extenuating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
- If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a refund of 100% of all monies paid. If a program is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.
- Pursuant to the Code of Federal Regulations, 34 CFR Section 668.22 of the Higher Education Act Section 484B, Return of Title IV Funds the School must calculate the amount of Title IV funds the Student has earned at the time of withdrawal or termination from the School. Title IV funds are funds received from one or more of the following

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programs: Pell grant, FSEOG, or Federal Direct Loans. This amount is based upon the number of School hours the Student is scheduled to complete in the payment period. After 60% of the payment period has been completed, 100% of Title IV funds may be retained. The School must return any portion of unearned Title IV funds for which the School is responsible within 45 days. The School will advise the Student of any amount of unearned Title IV grant aid that must be returned by the Student, if applicable.

- The following three (3) payment periods and tuition charges are used for the below Refund Calculation for the Restricted Barber and Cosmetology Program:

Payment Period	Hours in Period	Tuition Charges
1	1-450 hours	\$4,500.00
2	451-900 hours	\$4,500.00
3	901-1200 hours	\$3,000.00

- The following two (2) payment periods and tuition charges are used for the below Refund Calculation for the Nail Technician Program:

Payment Period	Hours in Period	Tuition Charges
1	1-150 hours	\$770.00
2	151-300 hours	\$770.00

- The following two (2) payment periods and tuition charges are used for the below Refund Calculation for the Facial Specialist Program:

Payment Period	Hours in Period	Tuition Charges
1	1-155 hours	\$1120.00
2	155-310 hours	\$1120.00

**NON-REFUNDABLE ITEMS:** Registration fee of \$100.00 and Application fee of \$50.00; textbooks/workbooks that have notes, highlighted or marked pages within the text; kits that have been used and cannot be redistributed due to health and sanitation rules and regulations.

**NOTE:** A student's account may be sent to collections for nonpayment.

## Student Financial Aid Release

The undersigned agrees that Shear Excellence Hair Academy does not guarantee the student loan process in any respect. A Federal Parent Plus Loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus Loan does not guarantee that the parent will receive a Federal Parent Plus Loan. It is critical that the parent be able to pass a credit check when the loan is certified. The academy has no control over the approval or decline of a parent's credit history. Nor does the academy assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

Financial aid is available to those who qualify but is not guaranteed. The Student's inability to secure financial aid does not relieve the Student of any of the terms and conditions of this



Agreement.


I authorize the School to obtain consumer reports on me during my enrollment and while federal student aid I obtained in connection with the enrollment is tracked for purposes of 34 CFR Part 668.

## Federal Return of Title IV Funds Policy

The Academy participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid for federal students financial aid program funds.
2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
3. If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the Academy will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the post-withdrawal disbursement to the student.
4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the Federal Government or the lending institution by the Academy and/or the student. The Federal formula is applicable to an eligible student receiving Federal aid when that student withdraws on or before the 60% point in time in the payment period.
5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned.)
6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
7. If a student unofficially withdraws and has received federal loans, the loans will go into repayment.





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**Note:** A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

**Note:** All non-Title IV student refunds will be made within 30 days of a determination that a student has withdrawn, whether officially or unofficially.

Refunds to the Title IV programs and others will be disbursed in the following order:

1. Federal Direct Unsubsidized Stafford Loan\
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV aid

If applicable, the Student will receive the proportional share of any remaining refunds (after Title IV distribution) from non-title IV programs (i.e state grants, scholarships, other agency grants).

## **Consumer Information for: Treatment of Title IV Aid when a Student Withdraws (R2T4)**

For students who are participating in Title IV programs such as: Federal Pell Grants, Stafford Loans, and PLUS Loans, the Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4) calculation is completed by a financial aid administrator. This policy applies to students who withdraw from Shear Excellence Hair Academy and have received federal financial aid. The circumstances of withdrawal can include those students who officially or unofficially withdraw.

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

### **Examples that will cause R2T4:**

- If a student who did not return from an approved or unapproved Leave of Absence
- If a student was dismissed from enrollment
- If a student chose to withdraw from the program and notified the Academy
- If the Academy is notified by a second party of circumstances beyond student's control.

Shear Excellence Hair Academy tracks all students' attendance. R2T4 calculations are based on the student's last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned and is based on the most recent payment period.

After the student has completed 60% of the payment period, no refund is due. R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.



The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your Academy must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt.

**The calculation for the percent of completion of the payment period is as follows:**

- The Academy will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time.
- The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are excluded from this calculation.

Shear Excellence Hair Academy may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the academy). For all other academy charges, the academy needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some academy ask for when you enroll). You will be offered the funds. However, it may be in your best interest to allow the academy to keep the funds to reduce your debt at the academy. Your Academy must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

If the academy is allowed a post withdrawal disbursement, the academy will advise the student or parent they have 14 calendar days from the date the academy sent notification to accept a post withdrawal disbursement. Any student who qualifies for a post withdrawal disbursement must meet the current award year requirement and time frames for late disbursement. A post withdrawal disbursement for Pell Grants of which the student is awarded will be disbursed within 45 days of the date the Academy determined the student withdrew.

If the Academy is required to return federal funds, it will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The Academy will refund any unearned Title IV aid due within 45 days of the date of determination of withdrawal. The date of determination will be no later than 14 days from the last date of attendance.

Post withdrawal loan funds a student accepts will be made within 180 days from the date the Academy determined the student withdrew.

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



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

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

The Academy must return this amount even if it didn't keep this amount of your Title IV program funds. If your academy is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your academy or the Department of Education to return the unearned grant funds within 45 days. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your Academy may have. This policy is separate from the NACCAS Refund Policy.

All students who have utilized Title IV funding will have the R2T4 Calculation completed prior to calculating the NACCAS Refund Policy. Therefore, you may still owe funds to the academy to cover unpaid educational charges. The Academy will take the returned funds into account when calculating the NACCAS Refund Policy. If the student owes a repayment obligation due to unearned federal funds or from the NACCAS Refund Calculation, the student will be notified in person during an exit interview or in writing in the case of a no show for the exit interview. The Academy may also charge you for any Title IV program funds that the Academy was required to return. If you don't already know what your Academy's refund policy is, you can ask your Academy for a copy. Your Academy can also provide you with the requirements and procedures for officially withdrawing from Academy.

The Academies responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with information contained in this document.
- Identifying students who have withdrawn and will be affected by this Policy.
- Return all unearned Title IV funds in compliance with The Department of Education requirements.

**The student's responsibilities regarding the return of Title IV funds are as follows:**

- Return unearned Title IV funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the Academy in writing of official withdrawal.
- If student rescinds decision to withdraw, the student must notify the academy in writing
- All requests to withdraw or rescinds must be delivered to the academy's Financial Aid Office.

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

\*Note: The Academy recommends that the student's decision to withdraw is made based on an academic decision, but with full awareness of the student's responsibilities of the financial implications or withdrawal.



## Entrance & Exit Counseling

Before the school disburses Direct Loans (subsidized, unsubsidized, or Parent PLUS), regulations require that you complete an entrance counseling session. The counseling session provides information about how to manage your student loans, both during and after college, sample repayment terms, payment schedules, and personal budgeting.

This part of the process can be done with your Financial Aid Director or online at [www.studentloans.gov](http://www.studentloans.gov).

**Important:** Before you drop, withdraw, stop attending classes, or graduate, you must complete an Exit Counseling session. You should meet with the Financial Aid Director to review the effect that dropping or withdrawing will have on your eligibility for financial aid or any balances due as well as to complete the Exit Counseling session. This part of the process will be done with your Financial Aid Director.

## Deadlines

In order for a student to meet the monthly start date deadline, all completed and signed FAFSA are submitted by the 15th of every month. Students who miss this deadline must be prepared to pay their own fees. Students must apply for financial aid every year. Awards are made only for the current year.

## Payment

The first monies received by the Academy by Payment Methods: Cash, Credit/Debit Card, Check, Cashier's Check, U.S Money Order or Loans will go toward payment of the student's obligations to the Academy. There are no exceptions to this rule. Tuition and fees are due and payable in full the first day of class; however, other arrangements can be made to accommodate the student with the approval of the Administrator of the school. Students with monthly/weekly payments may be charged a \$25.00 late fee for each past due payment not made by the next billing cycle. Payment in full is required prior to graduation or other financial arrangements must be made. Any student not completing the prescribed program within the contracted time, other than extenuating circumstances, may be charged additional tuition at the pro rate stated on their contract, times the remaining hours to be completed.

**If a course is canceled, subsequent to enrollment, the Academy has the option to:**

1. Provide a full refund of all monies paid or
2. Provide for completion of the course.
3. Tuition adjustment guidelines
4. The Academy will notify affected students individually of the availability of all arrangements made.
5. A list of all affected students will be sent to NACCAS at the time of closure along with arrangements made for each student to complete his or her education.
6. The Academy shall dispose of school records in accordance with state laws.



Once admitted into the program, the student will meet with the financial office and create a personalized financial plan before orientation.

#### Payment Plan Term and Conditions:

Payment plans become effective on the first day of class. Students are responsible for making payments according to the schedule set forth in their payment plan contract. While students may be eligible for various types of Financial Aid, all financial obligations will be theirs.

The financial plan outlines method(s) of payment to cover tuition and fees.

Tuition may be paid for using one of the following payment methods: Cash, Check, U.S. Money Order Check, Cashier Check, Credit Card, Private Loans, and/or approved Scholarships, Visa, Master Card®, and American Express®, Discover: The Student is required to provide payments for the program by cash, credit, or other arrangement through TFC. Students with monthly/weekly payments may be charged a \$25.00 late fee for each past due payment not made by the next billing cycle. All returned checks will incur a minimum of \$30.00 in returned check charges.

Make all checks payable directly to: Shear Excellence Hair Academy, Inc.  
PO Box 9323  
Tampa, Florida 33674  
ATTN: Finance Department

A student's account may be sent to collections for nonpayment.

#### Returned Check Policy:

All returned checks will incur a minimum of \$30.00 in returned check charges. Students who have been notified by the school that their checks have been returned must pay by cash, money order, cashier's check, debit card, credit card or gift cards (Visa, Master Card®, American Express®, Discover, and gift cards from major credit card companies).

## Collection Policy

If a student fails to pay past debt due, this could result in the debt being referred to a collection agency. Collection fees could be applied to your total debt.

In any legal action or arbitration between the parties arising out of this agreement, the Academy, if it prevails, shall be entitled to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Further, the academy shall be entitled to recover any attorney's or collection fees and interest associated with the collection of delinquent account of the student. A \$50.00 late fee will be charged if monthly payments are received after the 5th of the month.

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## Arbitration Agreement and Waiver of Jury Trial

1. Any dispute I may bring against Shear Excellence Hair Academy, or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which Shear Excellence Hair Academy may bring against me, no matter how characterized, pleaded, or styled, shall be resolved by binding arbitration. Conducted by the American Arbitration Association (AAA), under its Consumer Rules, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act, and under the laws of the State of Florida. Any dispute over the interpretation, enforceability, or scope of this Arbitration Agreement shall be decided by the arbitrator, and not by a court. I explicitly waive any right I may have to a jury trial. I understand that the decision of the arbitrator is binding, not merely advisory.
2. Neither Shear Excellence Hair Academy nor I shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both Shear Excellence and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.
3. The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by Shear Excellence Hair.
4. I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidate action.
5. Any remedy available from a court under law shall be available in the arbitration.
6. Location of Arbitration: The Parties agree that any arbitration under this Agreement will take place at a location within the same county in which I am enrolled or was most recently enrolled as a student at the School.
7. To the extent I have outstanding federal student loan obligations incurred in connection with my enrollment at Shear Excellence Hair Academy, any arbitration award providing monetary damages shall direct that those damages be first paid toward my student loan obligations.
8. I may, but need not, be represented by an attorney at arbitration.
9. Except as specifically required by the laws of the state of Florida, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and AAA. I agree that any actual and threatened violation of this provision would result in irreparable harm and will be subject to being immediately enjoined.
10. If I desire to initiate arbitration, information about the AAA arbitration process and the Consumer Rules can also be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. I shall disclose this document to the AAA.
11. Severability: In case any or more of the provisions contained in this Agreement, shall, for any reason, be held to be invalid, illegal or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Notwithstanding the foregoing, in the event the Class Action Waiver in Section 4 is determined to be invalid, unenforceable or void with respect to any legal claim underlying any Dispute, that claim and only that claim, shall proceed in court and the provisions in section 4 shall remain effective and enforceable with respect to all other legal claims underlying any Dispute. Insofar as any legal claim underlying any dispute is permitted to proceed on a class action, collective action, or representative action basis, it may do so only in a court of competent jurisdiction and not in arbitration.



## Equity in Athletics

Shear Excellence Hair Academy do not offer athletically related student aid.

## Satisfactory Academic Progress Policy


This policy applies to all students enrolled at the academy, both title IV and non-title IV. The grade for each course that comprises the Cosmetology Program, Nail Technician Program Facial Specialist Program and Restricted Barbering Program will consist of Theory, Practical and Program related activities including job keeping grade component. The following factors will be measured to determine academic progress: Theory work (test grades, homework, etc). Practical work, Laboratory work. See grading scale on pages 40, 57, 62, 68 & 73 of the academy catalog.

## Attendance Progress Evaluations

Attendance Progress is evaluated on a cumulative basis. At each pre-set evaluation point the cumulative attendance will be added to attendance from the proceeding months, divided by the scheduled attendance to date, to determine if the student is progressing towards completion and will be able to complete their program within the maximum time frame of 150%. Extra Instructional Charges will be billed to the applicant account once the Schedule Program Length is reached. (Extra Instructional Charges page 77)

## Attendance Progress: 1200 Hour Cosmetology Program

**FULL-TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 60 weeks or 14 months or 1800 scheduled hours. **ATTENDANCE:** Full-time student must attend at least 67% of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 1200 hour Cosmetology Program for students attending 30 hours per week is 40 weeks/10 months. Any student not completing the program within 40 weeks/10 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator. **HALF-TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 90 weeks or 22 months. **ATTENDANCE:** Half-time students must attend at least 67% of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 1200 hour Cosmetology Program for students attending 22 hours per week is 54 weeks/13months. Any student not completing the program within 54 weeks/13months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.



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## Attendance Progress: 1200 Hour Restricted Barber Program

**FULL-TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 60 weeks or 14 months. **ATTENDANCE:** Full-time student must attend at least 67% of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 1200 hour Restricted Barber Program for students attending 30 hours per week is 40 weeks/10 months. Any student not completing the program within 40 weeks/10 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator. **HALF-TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 90 weeks or 22 months. **ATTENDANCE:** Half-time students must attend at least 67% of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 1200 hour Restricted Barber Program for students attending 22 hours per week is 54 weeks/13 months. Any student not completing the program within 54 weeks/13 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.


## Attendance Progress: 300 Hour Nail Technician Program

**FULL TIME AND HALF TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 13 weeks/19 weeks. **ATTENDANCE:** Full and half time students must attend at least 67% of their scheduled hours per month, in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 300 hour Nail Technician Program for students attending 30 or 22 hours per week is 10 weeks/13 ½ weeks. Any student not completing the program within 8 weeks/12 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

## Attendance Progress: 310 Hour Facial Specialist Program

**FULL TIME AND HALF TIME MAXIMUM TIME:** The maximum time a student has to complete this program is 15.5 weeks/23.25 weeks. **ATTENDANCE:** Full and half time students must attend at least 67% of their scheduled hours per month, in order to be considered making satisfactory progress and to complete the program within the maximum time frame. **NOTE:** The contracted length of the 310 hour Facial Specialist Program, Skin Care, Hair Removal & Spa Training Program for students attending 30 or 22 hours per week is 10.3 weeks/13.5 weeks. Any student not completing the program within 10.3 weeks/15.5 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.





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## Academic Progress Evaluations

The following factors will be used to measure and determine academic progress:

- Theory work (test grades, workbooks, homework, etc.)
- Practical work (hands on mannequin, clinic/live models) (At least 2 comprehensive practical skills evaluations will be considered during the course of study)

Theory and Practical numerical grades are considered according to the following scale:

A = 95-100 Excellent      B = 85-94 Good      C=75-84 Satisfactory  
D= 60-74 Unsatisfactory      F= 0-59 Failing

Student must maintain a “C” grade average (in the above listed areas), in order to be considered making progress. Any tests missed or failed, must be made up. All theory exams and practical exams must be passed with a minimum 75% or the exam must be retaken.

Note: The maximum time allowable for “Satisfactory Progress” in order to receive a diploma from Shear Excellence Hair Academy and to be eligible for Title IV is 1 ½ the length of all programs offered. A program of 10 months could have a maximum time frame of 150%, or 15 months. For a program of 13 months could have a maximum time frame of 150%, or 19 months.

Note: Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the Academy. Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. The administrative office will notify the students of any evaluation that impacts the student’s eligibility for financial aid. The policy complies with guidelines established by NACCAS and the federal regulations established by the US Dept. of Education and is applied consistently to all students enrolled (full or part-time) in their specific program. Satisfactory Progress is established on a formal Evaluation of Progress Report when a student meets the minimum of 75% average in academic work and a minimum of 67% attendance.

### **HOW DETERMINATION OF PROGRESS IS ASSESSED**

In order to be considered making satisfactory progress toward a diploma, a student must maintain a specified grade average as well as proceed through the program at a pace leading to completion in the specified time frame. For purpose of determining Satisfactory Progress, each program is broken down into segments. Each student’s attendance and academic grade average is evaluated at the end of each segment. Formal evaluations of progress will be conducted by the Academy’s Administrative Staff when a student reaches their programs pre-set evaluation periods. For cosmetology and restricted barber students at 450 and 900 scheduled hours. Nail Technicians are evaluated every 150 clock hours. Each student is provided with a minimum of two written Satisfactory Academic Progress Evaluations Reports during their program period. The Satisfactory Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress



based on their percentage of cumulative actual hours to schedule hours. NOTE: Students may receive an informal report card on a quarterly basis that shows academic and attendance progress (every three months). An informal report card is not a formal satisfactory academic progress report.

## ESTABLISHING SATISFACTORY PROGRESS

Satisfactory Progress is established on a formal Satisfactory Academic Progress Evaluation Report when student reaches their evaluation points. Each student receive a numerical grade in both theory and practical work. Student must achieve a 75% average on work attempted in theory and practical to be making satisfactory progress. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining satisfactory academic progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

<b>Cosmetology Students Schedule Hours</b>	450	900
Minimum Hours Required (67% of Scheduled Hours)	302	603
<b>Restricted Barber Students Schedule Hours</b>	450	900
Minimum Hours Required (67% of Scheduled Hours)	302	603
<b>Nail Technician Students Schedule Hours</b>	150	
Minimum Hours Required (67% of Scheduled Hours)	100	
<b>Facial Specialist Students Schedule Hours</b>	155	310
Minimum Hours Required (67% of Scheduled Hours)	104	208

## DETERMINATION OF PROGRESS STATUS

In order for a student to be considered making satisfactory progress as of program mid-point, and/or the end of the payment period/evaluation period, the student must meet both attendance and academic minimum requirements and will be considered making satisfactory progress until the next scheduled evaluation. **PROGRAMS ELIGIBLE FOR TITLE IV FUNDING:**

Cosmetology, Restricted Barber, students failing to meet minimum progress requirements at an evaluation period may be placed on Warning (see below) with the opportunity to meet minimum requirements at their next scheduled evaluation period.

**PROGRAMS NOT ELIGIBLE FOR TITLE IV FUNDING AND STUDENTS PAYING THEIR OWN WAY:**

Nail Technician students or any student paying their own way in any program who fail to meet minimum progress requirements at an evaluation period may have their education interrupted and be placed on warning with the opportunity to meet minimum requirements at their next scheduled evaluation period after making a written plan on how to improve their academic progress and be able to complete their program within the maximum timeframe.

## WARNING

During Warning, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the Warning period the student's



progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be removed from Warning status. Any student failing to meet minimum satisfactory progress for the second consecutive evaluation period will be given the opportunity to appeal the negative progress determination. (See Appeal Process below) If a student loses his/her appeal and they are a Title IV eligible student, it will result in a loss of their aid. These steps apply to both Title IV or Pay Your Own Way students: To continue with their program, 1] other financial arrangements will need to be made if there is an outstanding account balance; 2] If no arrangements can be made then the student may need to terminate from their program, or 3] in the case of a zero account balance, then the school develops an academic plan for the student that, if followed, will ensure that the student is able to complete the institution's requirements by a specific point within the maximum timeframe established for the individual student.

### **APPEAL PROCESS** (as it pertains to academic and attendance progress)

Students who have been placed on Warning and have failed to achieve minimum requirements, may appeal this negative progress determination, requesting the decision to terminate the students Title IV funding should be reversed. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation as to why they failed to make satisfactory academic progress (ie; death of a relative; an injury, illness of the student or other allowable circumstances) and what has changed in the student's situation that will allow the achievement of satisfactory progress at the next evaluation. The student needs to provide sufficient evidence as to why the attendance was below satisfactory level and how it has changed and will stay changed in order to finish within the 150% time frame of the program or how they will improve their academic GPA. This appeal must be received in the Administrative Offices within five (5) business days of the end of the Warning evaluation period. Should a student fail to appeal this decision, the students loss of funding will stand.


(See how to continue their program listed above under "Warning".

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and a school Administrative Staff Member. A decision on the student's appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final. All results, communications, etc, regarding this Appeal will become a permanent part of the students file. Should a student prevail upon his/her appeal, the student Title IV funding will be automatically re-instated.

Please note that the student will only be granted a probation if the institution has determine that SAP can be meet in both academic and attendance by the next evaluation period.

### **PROBATION**

A student who prevails on the Appeal process is placed on Probation status, their Title IV funding is re-established and the student may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of their next scheduled evaluation point. Each warning and probation period is the length of that student's program's pre-set evaluation period. Programs of 1200 hours have a maximum of two (2) evaluation periods, and all other programs have only one (1) evaluation period.



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## Leave Of Absence (Effective 8/1/2011)

Shear Excellence Hair Academy recognizes the need of a Leaves of absence when a medical condition, military commitment, or when the academy administration deems that the student is unable to benefit from his/her education. Leave of Absence must be approved in advance by the President. Leave of absence forms may be obtained from the office.

ONLY DOCUMENTED LEAVES OF ABSENCE WILL BE APPROVED, MUST BE REQUESTED IN PERSON OR IN WRITING, SIGNED AND DATED, OR VIA-FAX OR E-MAIL, SIGNED AND DATED. ANY OTHER TYPE OF LEAVE WILL NOT BE ACCEPTED AND WILL RESULT IN A SCHEDULE SHIFT, OR TERMINATION FROM SCHOOL. SHOULD TERMINATION BE THE RESULT OF THE LEAVE REQUEST, THEN A STUDENT WOULD BE REQUIRED TO RE-ENROLL. STUDENT WOULD RE- ENTER IN THE SAME PROGRESS STATUS AS WHEN THEY LEFT.

Any student receiving Title IV HEA program funds who has been granted an approved Leave of Absence: is not considered to be withdrawn from school; will not be charged any additional fees as a result of the LOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their LOA. The maximum time limit for a student taking a leave of absence is 180 days in any 12-month period. Only a leave of absence that has been documented through a documented note/letter and clearly stating reason for leave and length of leave will be granted. To extend the leave of absent requires new documented note/letter with reason for extension and length of time required. Student's contract period and maximum time frame will be extended by the same number of days in the leave of absence. Students returning after this interruption will enter in the same progress status as when they left. Should a student fail to return from their leave and are a loan recipient, the time frame of the leave may have an adverse effect on the student's loan repayment terms and may affect the student's grace period. Since this academy is required to take attendance the withdrawal date for the purpose of calculating a refund is always the students last day of attendance. Any student receiving VA Benefits who takes an approved Leave of Absence is now considered to be withdrawn from school in the eyes of the VA requirements, their VA benefits will be stopped and VA notified. Upon return from leave VA will be notified of their return.

**If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Progress. If a student misses over 14 calendar days without an official Leave of Absence, his/her contract will be terminated.**

Note: The transfer student will receive credit for previous training from an accredited cosmetology/barber/nail school with proper documentation (official transcript, diploma, active license) showing hours, services and tests. The maximum hours a student can receive credit for is 500 hours for cosmetology, 500 hours for restricted barber program and 100 hours for the nail technician program and are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.



## Incompletes/Repetition/or Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this academy and have no effect upon the academy's satisfactory academic progress standards.

## Withdrawal from the Academy

Withdrawal from the Academy means that a student drops all courses for the current enrollment period. Any student who finds it necessary to withdraw should begin the withdrawal process in the Administration Department. Formal withdrawal from the academy is required to ensure that the student is eligible to return to Shear Excellence Hair Academy at a future date. Any refund to which a student is entitled will be considered on the basis of the date and clock hours earned at the time of withdrawal. In the event that a student withdraws and later re-enrolls, he/she will again be required to meet the minimum requirements in each evaluation period.

## Withdrawals - Interruptions

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


Any student who withdraws 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.

## Withdrawal - Involuntary

A student may be administratively withdrawn from the academy when in the judgment of the Director after consultation with the student's parents and personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which:

- (a) Poses a danger or threat of physical harm to student or person or property of others.
  - (b) Causes the student to interfere with the rights of other members of the Academy.
- Except in emergencies, a student shall, upon request, be accorded a hearing before a final decision concerning his or her continued enrollment at Shear Excellence.

Note: If a first time student or previously enrolled student is dismissed from the Academy or withdraws on their own, at the Academy discretion, the Academy may not consider the student for re-enrollment or returning to the Academy for a minimum period of three (2) months. Furthermore, if a student is allowed to return they may be required to pay a non-refundable re-enrollment fee of a \$150.00 to cover administrative expenses.



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## Termination Policies

A student's enrollment can be terminated at the discretion of the institution if they do not meet the Academy's satisfactory attendance policy, or the Academy's satisfactory academic policy, insufficient academic progress, non-payment of academic costs, or for non compliance with the Academy's rules and regulations and conduct policy, and policies established by the institution as outlined in this catalog and the agreement. The Academy reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the Academy's faculty and/or administration.

A student who is terminated or withdrawal official/unofficial or involuntary full payment of all tuition, fees and costs from enrollment must be met before any unit of "clock hours/or transcripts can be release official or unofficial.

Termination of Enrollment: student's enrollment will be terminated if the Student:

1. exceeds 14 consecutives calendar days of absences (excluding scheduled School breaks);
2. fails to return as scheduled from an approved leave of absence:
3. withdrawals from the Program:
4. fails to make timely payment of tuition; or
5. fails to comply with established School rules and policies.

## Reinstatement of Financial Aid (for those who qualify)

If applicable, Title IV financial aid will be reinstated to qualified students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

## Under the Care of a Physician


In the event that a student goes under the care of a physician with any limitations (support of a written doctor's note), the student will be placed on a voluntary leave of absence. When the student has reached full recovery with written release from their physician, the student will be allowed to resume their contracted course. Upon return of the student, a meeting will be held to consider the best course of action for re-entry to their program.

### REQUIRED COMPLETION RATE (AGA)

A student must satisfactory complete a minimum number of hours (% of work) toward his/her educational goal based on time increments and complete his or her program in no more than 1 ½ times the normal time frame.

#### FOR EXAMPLE

A student attending a 30 hour/week schedule in the 1200 Hour Cosmetology Program is scheduled to complete the program in 40 week (30 hrs/week X 40 weeks = 1200 hours), however must complete 1200 hours in no more than 60 weeks (1 ½ times) with a 75% academic grade average.



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## Make-up Policy

If a student fails to take his/her test on the scheduled test date, then he/she will have one week from the return date to re-test. An "Incomplete" will convert to a "Zero" grade. If the exam or assignment is not made up within one week of the original time frame, failure to take appropriate action to change a grade of "Zero" can affect a student's satisfactory progress. NOTE: We allow make up exams to be done only within the week after the original exam was given a student can never receive a grade higher than a "C" or 75% on any make up exam (unless the reason for missing was a legitimate medical emergency).

## Schedule Change Policy

A student may change their schedule a maximum of 2 times during their enrollment. Students must submit a written request for a schedule change at least two weeks prior to the effective date. All requests must be approved by the Academy. The Academy is under no obligation to approve a schedule change. If a schedule change is approved, there will be a charge of \$50.00 for the first schedule change. There will be a charge of \$100.00 for the second schedule change, if the schedule change is approved a new contract will be completed based on the new schedule. A schedule change approved in writing by the academy, a leave of absence depending on the length the contract will be extended. Other absences may be made up to avoid overtime charges. Otherwise, loss of time will not extend the contract expiration date and additional tuition (\$10.00 per schedule hour) shall be charged.

**Note:** An addendum may be attached to the enrollment agreement to modify the schedule length of program or document changes in program.

## Between Programs within the Academy

A currently enrolled student who wishes to change programs may be charged a \$150.00 program change fee and must: 1) put in writing they wish to change programs and reason for change programs and reason for change and submit to Admission Office. 2) Student is counseled on reasons for seeking a program change. 3) Student is then dropped from current program and necessary refund calculations are completed. 4) If student owes money on dropped program, payment arrangements must be made. 5) Student is sent to Admissions so new contract and all required documents can be signed for the new program. 6) If new program is Financial Aid qualified a re-evaluation of the students financial aid is completed and a new award letter is issued. If the program is not Financial Aid qualified, then a new payment schedule must be completed and necessary deposit is made.

## Academy Goals

**It is our aim to:**

1. Produce skilled and knowledgeable professionals who will be prepared with the necessary fundamentals to enter the Beauty Industry.
2. Create the best learning environment available by emphasizing short term progress, individualized attention, progressive teaching methods and relevant equipment of "Hands-On"



instruction in both theory and practical training that includes working on mannequins and clients for the clinic floor.

3. Assist each student in achieving his or her own professional aspirations by helping to match these aspirations with existing personal, technological and economic conditions.
4. Assist graduates to become employed in the technical areas for which they have been prepared.
5. Respond to the requests of business, industry and other agencies for specific training needs and education programs and to evaluate and revise programs when appropriate.
6. Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

## Academy Code of Ethics

To maintain a high level of effective education by constantly seeking to improve our techniques and our instructor's techniques through training seminars. To abide by the rules and regulations of the Board of Education, to always maintain good relationships with patrons and to extend to them due respect. To advertise truthfully and honestly at all times. And above all, to produce students who will be an asset to this, our most respected and regarded profession. The School assumes no responsibility for negligence, carelessness or lack of skill by students engaged in Program activities (including but not limited to practical exercises or guest services) or for actions by students out of compliance with the school's rules and/or policies.

## Student Rights

**You have the right to ask a school:**

1. The name of its accrediting organizations.
2. Its programs, instructional, laboratory, and other physical facilities, and its faculty.
3. What the cost of attendance is and what its policies are on refunds to students who drop out.
4. What financial assistance is available including information on all Federal, State, local, private, and institutional financial programs.
5. What the procedures and deadlines are for submitting application for each available loan program.
6. What criteria are used to select financial aid and/or loan recipients?
7. How it determines your financial need.
8. How much of your financial need, as determined by the academy, has been met.
9. To explain each type & amount of assistance in your financial aid and/or loan program package.
10. To reconsider your financial aid & loan program, if you believe there is a mistake.
11. How the academy determines whether you are making satisfactory progress and what happens if you are not.





12. What special facilities and services are available to handicapped?
13. What is the interest rate on the loan that you have, the total amount you will have to repay, the length of time you have to repay, when you must start repaying, and cancellation and deferment provisions that apply.
14. If you will be affected by any tuition increase once you officially enrolled by signing the Enrollment Agreement.

This Catalog is current at the time of printing. The Academy reserves the right to make changes in policy, tuition, and equipment as circumstances dictate subsequent to publication.

## Student Consumer Rights and Responsibilities

Education after high school represents a significant investment of both time and money. To help in making a good choice of school, information of the academic programs of a school, facilities, cost of education, refund policy, financial assistance programs, and other relevant information should be considered.

A student wishing to apply for enrollment is permitted to attend one class session prior to enrollment. Students are encouraged to attend the class session to determine his/her true interest, financial obligation and level of commitment.

### **It is your responsibility to:**

1. Review and consider all information about a school program before you enroll.
2. Pay special attention to your application for student financial forms, complete it accurately, and submit it on time to the right place. Errors can delay your application and enrollment.
3. Provide all additional documentation, verification, corrections, and/ or new information requested by either the financial aid office or the agency to which you submitted your application.
4. Read and understand all forms that you are asked to sign.
5. Accept responsibility for the promissory note and all other agreements that you sign.
6. Comply with the provisions of any promissory note and all forms signed in conjunction with financing.
7. Notify the Academy of a change in name, address, or attendance status.
8. If you have a loan, notify the lender of changes in your name, address, or school status.
9. Know and comply with the deadline for application or reapplication for financial aid or loans.
10. Know and comply with your school refund procedures.
11. Failure to attend academy the day that payments are due does not excuse non-payment.
12. Pay for any retail products used or services performed on themselves, other students.
13. Be responsible for all supplies and/or equipment that are checked out to him/her. Unreturned, stolen, abused, or broken items will be billed to the student, and must be cleared before graduation.

## Student Right-to-Know Act

The Amendments of 1998 (U.S. Department of Ed/Federal Regulations) required that Student Right-To-Know disclosures of completion rates and transfer-out-rates, be made by July 1 of each year to current students, prospective students and the public. The rate is based on a



snap shot look at a body of students from 9/01-8/31 each previous year (2008-2009), calculating completion and transfer out rates. However, Shear Excellence Hair Academy does not track Transfer-out Rates.

### STUDENT RIGHT TO KNOW

(09/01/2015 – 08/31/2016)

(U.S. Department of Education Regulations)

(Snap-shot look at a body of full time students – all programs, who completed within 150% of normal time of their program).

- **Completion Rate** ..... 74%
- **Transfer – Out Rate** ..... N/A %  
(This institution does not track Transfer-Out Rates)

### OUTCOMES ASSESSMENT 2015

(NACCAS – Rules of Practice and Procedures)

- **Completion Rate** ..... 82.0%
- **Placement Rate** ..... 75.0%
- **Licensure Rate** ..... 92.0%

2016- 2017 outcomes are not available until 11/30/2017 (Calendar Year)

## Student's Rights & Privacy Act Safeguarding Customer Information & Red Flags Rule

A student (or in the case of a minor, parents or legal guardian), has the right to gain access to their records under the supervision of an administrative staff member. Appointments will be set in a timely manner, but no longer than 45 days from the request day. If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days.

The Academy will not release any educational or non-public personal information unless it is authorized by the student in written consent, a copy of which will be kept on file. To prevent identity theft, a student's non-public personal information, information which is not publically available; such as name, address, social security number, financial institution, account number, enrollment application info, etc. are maintained in locking files and available only to authorized personnel.

The academy does not publish student directory information. Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish. The academy will permit access to student and other academy records as required for any accreditation process initiated by the institution, federal or state agencies, audits, by NACCAS, or in response to a directive of the Commission. Student files are kept in locked, fire-proof file cabinets in the Administrative Offices. Student's enrollment, academic and attendance records will be kept permanently by the academy and financial aid records for five (5) years.



## Student Records/Right to Access

The Academy maintains permanent student records and guarantees the right of students to gain access to their files. A written request is required, in order to guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records. An appointment must be scheduled with the Director to review the records with the student. All grades, services, and hours are recorded and kept on file. The academy recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student or his other parent or legal guardian of minor in the event the student is less than 18 years old. Third Party Access from Law enforcement, Court Officials, and Attorneys must have a subpoena or court order before student record information can be released. With the exception that we provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission or any other Federal or State order.

Although the academy is in a low risk category (per the Red Flag Rules), the academy annually reviews its policies for safeguarding information. The academy will not publish directory information such as student's name, address and telephone number, date and place of birth, major field of study, dates of attendance, degrees and award received, previous school(s) attended, and/or date of graduation from previous school(s), or allow the student or guardian to deny authority to publish one or more of these items. The academy may release student records to accrediting, federal, state, and other agencies authorized by law without student's written consent.

All student records are kept in lockable filing cabinets and will be maintained for five years. Graduate students receive the first transcript free of charge, thereafter a fee of \$10.00 will be charged. Replacement or copy of the Diploma will have a fee of \$5.00. Student's records will be provided to potential employers only after the student has made written request. Personal information from a student's file that is no longer needed is shredded to prevent identity theft. Please find additional information on RED FLAGS RULE in the consumer handbook.

## Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the Academy must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the Academy does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The Academy may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.



## Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31 (a) (13). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the Academy's rules or policies with respect to such crime or offense (34 CFR 99.31 (a) (14).

## Insurance/Workman's Comp

Shear Excellence Hair Academy is not responsible for providing medical insurance for students. As students are not employees of Shear Excellence Hair Academy, they are not eligible for workman's compensation. It is recommended that each student has their own insurance policy during their school enrollment.

## Housing

The Academy does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the facility will be provided to the student who requests housing assistance at the time of enrollment.

## Advisement

### ❖ Personal advisement will be referred out to a Agency within the community

Personal advice is provided during enrollment to motivate, inspire, and challenge as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their maximum potential from their education. Appointments can be scheduled on any school day, by students with the Administrative staff, Financial Aid Department and/or Instructing personnel who are in need of academic advisement, attendance advise, financial aid, etc., in planning and completing their educational program. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention, whether in the classroom, with another student, personal, etc. During advisory sessions such things are discussed as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in School.

The Academy maintains an "open door" policy for the welfare of the student. Positive and/or corrective issues, is encouraged to be discussed during the advisement meeting, whether requested by the student, instructor, or administrator. All advisement forms are required to be signed by both the student and the instructor. Once a month, the Advisor and the student is given the opportunity to make comments on the form. All information will be kept confidential.

## Field Trips

Periodically, field trips may be organized to enhance the educational process. The instructor will supervise the field trip and be presented at the designated location. Students must provide



their own transportation. The academy is in no way responsible for students while they are on the field trip. All students who participate in the field trip must sign a release attesting this fact.

## Social Networking Policy

Shear Excellence Hair Academy respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, MySpace, Twitter, You Tube, Friendster, etc). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Shear Excellence Hair Academy culture.

Shear Excellence Hair Academy does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Shear Excellence Hair Academy student and misrepresent Shear Excellence Hair Academy atmosphere and culture. Shear Excellence Hair Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## Definition of a Clock Hours

**Clock Hour Description:** A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

**Requirements:** Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums.


**Course Numbering System:** The program numbers are comprised of numbers and letters derived from the program title they represent the number of levels in the program.

# COSMETOLOGY-1200 CLOCK HOURS

## Program Objective

The program is designed to train the student in all phases of cosmetology to be prepared to become owners/operators and to specialize in the area of hair, barber and nail care. Students are prepared for State Board of Cosmetology exams and subsequent licensure.

This program will be taught utilizing the following teaching/learning approaches: lectures, demonstrations, classroom participation, clinical practice, and audio-visual presentations. Theory classes are taught, Monday through Thursday for 1 ½ hour per day for full- time students. Night class theory is taught Monday nights for 5 hours a night. Theory class consists of lectures, practical demonstration, audiovisuals, and participation.



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## Program Description

This program offers a study of the practices and principles of skills needed to be successful in cosmetology and related fields. It provides knowledge of the structure and chemistry of the hair, scalp, and skin. Skills will be gained in the proper use of products and techniques in providing cosmetology related services. Practical classes are taught to all beginning students, covering facials, make-up, manicuring, and hair removal. Training includes completion of basic curriculum and tests. In this portion, students work on mannequins. It is dedicated to the personal guidance of its students to provide adequate and appropriate preparation for licensing examination and success in the path that an individual chooses to go in the field of cosmetology. After completing the basic procedures, students begin practicing on patrons. Upon completion of the program the student is awarded a diploma.

## Program Break-Down by Courses

C101 State Laws and Regulations - We teach State Licensing Exam Topics- The topics required for state licensing examinations and State Regulation Alerts that the students will need to know throughout their career, because state regulations vary.

**8 Clock Hours**

C102 Chemistry - Students will learn the basic knowledge of modern chemistry that is essential for an intelligent understanding of the various products and cosmetics, and understanding shampoo, pH levels, and the chemistry of water, and surfactants.

**50 Clock Hours**

C103 Anatomy and Physiology - Each student will understand how the human body functions as an integrated whole and determine a scientific basis for the proper application of services and products.

**30 Clock Hours**

C104 Scalp Treatment - Each student will learn the definitions pertaining to scalp disease, alopecia, disorders of the sebaceous gland, disorders of the sudoriferous gland, contagious disorders, and various dandruffs, and how to treat them.

**45 Clock Hours**

C105 Shop Management - Students will learn the history and opportunities of the business, reaching their goals, and Human Relations. They will also learn about owning and operating a beauty salon. This includes self-management, remaining well organized, and step by step tips for starting a salon business.

**90 Clock Hours**

C106 Hair Shaping - Basic Principles of Haircutting, Client Consultation, Tools, Body Position. Safety Techniques, Basic Haircuts, Cutting Curly Hair, Other Cutting Techniques, Clippers, Edgers, and Trimmers.

**125 Clock Hours**

C107 Shampoos and Rinses - Students are taught the Understanding of Shampoos, Conditioners and the primary purpose of cleansing the hair and scalp. The students will also learn how to select a shampoo based on the client's hair texture, and pH levels - by the amount of hydrogen in a solution - which determines if the product is more alkaline or acid.



### **80 Clock Hours**

C108 Styling - Students are taught client consultation, wet hairstyling basics, finger waving, pin curls, roller curls, comb-out techniques, hair wrapping, blow-dry styling, styling long hair, thermal hairstyling, thermal hair straightening (hot comb hair pressing) techniques.

### **125 Clock Hours**

C109 Manicuring and Pedicuring - We teach Nail Care Tools, The Manicure Table, Client Consultation, The Plain Manicure, Other Types of Manicure and Pedicure techniques, and Safety Rules in Manicuring and Pedicuring.

### **40 Clock Hours**

C110 Hair Coloring and Bleaching – Hair coloring- Why People Color Their Hair, Color Theory, Hair Facts, The Level System, Type of Hair color, Consultation, Hair color Application Procedures, Lightening Techniques, Special Effects Hair coloring, Special Problems in Hair color/ Corrective Coloring, Salon Menu of Services, Hair coloring Safety Precautions.

### **35 Clock Hours**

C111 Hair Relaxing - Chemical Hair Relaxers, Chemical Hair Relaxing Procedures, Soft Curl Permanents (Curl Re-Forming) each student will learn that chemical hair relaxing is the process of rearranging the basic structure of overly curly hair into a straight form. They will learn the technical knowledge and expert manipulative skills that are necessary to master the technique involved; they will learn the basic products used in the chemical hair relaxing; they will learn the different between sodium hydroxide relaxers and ammonium thioglycolate relaxer, chemical blow-out and a soft curl permanent.

### **120 Clock Hours**

C112 Facial Treatments - Basic Classification and Chemistry of Skin Care Products, Client Consultation, Facial Massage, Electrotherapy, Light Therapy, Facial Treatments, Aromatherapy, Face Value Facial massage and treatments will be taught. The stimulation of muscles, different nerves of the face, arteries, theory of massage, massage manipulations, physiological effects of massage, and facial treatments, and the different between packs and masks and skin disorders.

### **40 Clock Hours**

C113 Permanent Waving - Students will learn that permanent waving is one of the most practical, versatile, and lucrative services a barber-stylist can offer because it provides clients with alternatives in hairstyling. They will get a clear understanding of the effects of physical and chemical actions during the permanent waving process; proper selection of perm rods, that is essential for successful permanent waving.

### **120 Clock Hours**

C114 Hair Removal - Students are taught client consultation, permanent hair removal, and temporary methods of hair removal.

### **30 Clock Hours**

C115 Sterilization and Hygiene - Student will be taught the types of Bacteria, movement of bacteria, bacterial growth and reproduction bacterial infections. They will be taught sterilization, sanitation, and safe work practices- prevention control and contamination, decontamination, methods of sterilization and sanitation, types of disinfectants, sanitizers and



sanitizing procedures, safety precautions, safe work practices and first aid, OSHA, hazard communication rules and your professional responsibility.

**74 Clock Hours**

C116 HIV/AIDS - Students will be taught the stages, and how to prevent it. Immunity, Principles of Prevention, Universal Precautions.

**8 Clock Hours**

C117 Theory Classes - This section will cover and introduce them to the world of cosmetology, a detailed history of Cosmetology, and a variety of career opportunities. Stress the importance of developing a solid foundation of life skills upon which to build technical skills and knowledge. It will also cover how to deal with beauty and wellness from a very current perspective.

**180 Clock Hours**

**SERVICE TYPE: NUMBER OF SERVICES REQUIRED:**

Hair Removal	10
Permanent Waving/Relaxers	100
Hair Coloring	75
Hair Styling	300
Shampooing	250
Scalp Treatment	100
Facials	40
Hair Cuts	140
Manicures	25
Pedicures	10
Disinfection/Sanitation	180

Length of Program in Hours: The State of Florida requires a total of 1200 clock hours must be 16 years of age and have a High School Diploma, or a GED.

Course Length/ Time: Students who attend the program on a full-time basis for a total of 30 hours a week will complete the program in 10 months. Students who attend the program on a part-time basis for a total of 22 hours a week will complete the program in 13 months. Upon completion, the student is awarded a diploma.

\*For full-time day students: A class starts on Tuesday with open enrollment of every month.

\*For part-time night students: A class starts on Tuesday nights with open enrollment of every month.

## Teaching Format

All academic and technical skills will be taught in sequential order. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and hands-on demonstrations.

Grading Procedure: Students will have written oral and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. Each student will be required to pass an exit exam before graduating.





Theory and Practical numerical grades are considered according to the following scale:

A = 95-100 Excellent      B = 85-94 Good      C=75-84 Satisfactory  
 D= 60-74 Unsatisfactory      F= 0-59 Failing

## Personal Items and Equipment

Shear Excellence assumes no responsibility for loss or damage to any personal items belonging to the students including kit, supplies and books after original issue, receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by the Shear Excellence Hair Academy campus and are considered the Shear Excellence Hair Academy campus' property unless a specific agreement has been made to the contrary. Removal of any of the Shear Excellence Hair Academy supply or product without the Director's approval is prohibited. All electrical equipment used in the Shear Excellence Hair Academy must be of a grounded nature. I understand that during my enrollment I will have the opportunity to use equipment that is owned by the School, including but not limited to an ID card, and that all such equipment remains the property of the school even after my graduation, withdrawal, or termination from the Program.

## Cosmetology Kit

Student must bring required books and material daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. The Student Kit is disbursed at the beginning of the program and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify a representative of the Shear Excellence Hair Academy immediately about any malfunctioning items.

01161	SHEAR SET, PRECISION SHEAR/ 1 EACH
01302	HAIR SHAPER THE PUSHER EJECTOR 1 EACH
01303	HAIR SHAPER BLADES SS 5/BX- 1 EACH
03139	FLAT IRON ALEXIS CERAMIC 24MM/ 1 EACH
03140	FLAT IRON ALEXIS CERAMIC 2.5" 1 EACH
03142	CURL'G IRON ALEXIS 3/4" MARCEL 1 EACH
02905	ANDIS PIVOT MOTOR CLIP/TRIMMER 1 EACH
02109	DRYER PROF 1600 WATT TURBO 1 EACH

### Brushes & Combs

04139	BRUSH SUPREME 9 ROW STYL ANTI 1 EACH
04159	BRUSH 7-ROW NYLON BRISTLES 1 EACH
04174	BRUSH 1 ½ ROUND W/BALL TIP 1 EACH
04175	BRUSH PADDLE CUSHION BALL TIP 1 EACH
05203	STYLIST KIT 9 PC BURGUNDY 1 EACH
05206	BRUSH & COMB SET BURGUNDY IN 1 EACH
05103	COMB 7" HAIRCUTTING 12 EACH
05107	COMB 8" FINE TOOTH RATTAIL 12 EACH

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### **Manicure & Pedicure**

07357	MANICURE & PEDICURE SET 6/PC 1 EACH
07216	EMERY BOARDS 6 1/2" 10/BAG 1 BAG
07352	MANICURE STICKS 7" HARDWOOD 2 EACH
07362	NAIL BRUSH NYLON BRISTLE (AA) 1 EACH
07508	MANICURE BOWL, BLACK 1 EACH
14250	PRACTICE HAND MARIANNA 1 EACH

### **Hairdressing Supplies**

08171	SHAMPOO CAPE 54"X36" W/VELCRO 1 EACH
08301	MIRROR 9"X12" LRG PICTURE BLK 1 EACH
08459	8 OZ SPRAY BOTTLE W/MISTER 1 EACH
08461	8 OZ APP BOTTLE W/38-400 NEEDLE 1 EACH
08462	YORKER SPOUT NEDL NOSE 38-400 1 EACH
08511	HAIR COLOR TINT KIT 7 PC BEIGE 1 EACH

### **Rods, Rollers & Clips**

10353	MAGNETIC ROLLER SMOOTH FLATPAK 1 EACH
10401	CLIPS STEEL ALL PURPOSE CURL 1 BOX
10412	CLIPS 3"JAWS BUTTERFLY (12/BG) 1 BAG

### **Furniture/Luggage Purchased**

K323	SS BAG 12544 W/LOGO WHT/FOR 1 EACH
K327	SS WHT 08150 SHEAR EXCELLENCE 1 EACH

### **Educational Material**

14112	MANNEQUIN NEW MISS AMERIKIN (A10) 2 EACH
14901	MANNEQUIN MISS SUZIE-KIN (A1) 1 BAG
14204	MANNEQUIN CLAMP ADJ HEIGHT ALL 1 EACH

\*Clinic Floor Styling Aids are not included in the kit. However, they can be purchased at the Academy Retail Desk at student discount prices or checked out from the Dispensary.

\*\*Changes or substitution to the published Student Kit may occur without prior notice, and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$1.00.

## **Program Textbooks**

If a student is in need to replace a lost book they may purchase a replacement from the Shear Excellence Hair Academy and/ or other source. Here is a list of the current books required in each program.

### **Milady's Standard Cosmetology Textbook**

English Edition	ISBN-13: 978-1-285769431 (\$117.95)
Spanish Edition	ISBN-13: 978-1-285772622 (\$143.95)

### **Milady's Standard Cosmetology Practical Workbook**

English Edition	ISBN-13: 978-1-285769479 (\$52.95)
Spanish Edition	ISBN-13: 978-1-285769486 (\$63.95)

### **Milady's Standard Cosmetology Theory Workbook**



English Edition ISBN-13: 978-1-285769455 (\$52.95)  
 Spanish Edition ISBN-13: 978-1-285769462 (\$63.95)

(Current inventory of learning resources includes a Webster Dictionary, a Webster Thesaurus and recent editions of Milady’s handbooks, videos appropriate to the curriculum).

## Tuition

For Full and Half Time Students

Tuition:	\$ 13,665.00
Registration fee	\$ 100.00
Application fee	\$ 50.00
Total	\$ 13,815.00

(\$10.00 per schedule hour represents tuition fee)

Students are also charged a non-refundable registration fee \$100.00 and application fee of \$50.00 (See “Fee and Charges” on pages 75-76 for additional charges)

## Florida State Board of Cosmetology Requirements

Each Cosmetologist and Restricted Barber student must successfully pass a State Board examination after completing the program of training in a state licensed school. Upon passing the State Board written and practice examination, and paying the necessary fees, a license is issued, which enables the student to work in a Beauty Salon.

## Incarcerated Students

Shear Excellence Hair Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.


## Definition of a Clock Hour

**Clock Hour Description:** A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

**Requirements:** Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums.

**Course Numbering System:** The program numbers are comprised of numbers and letters derived from the program title they represent the number of levels in the program.

**Rationale:** The Nail Technician Program exceeds the state board minimum requirement of 240 hours by 60 hours. The additional 60 hours of training provide our students with additional nail art and advanced training.



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# NAIL TECHNICIAN- 300 Clock Hours

## Program Objective

This program prepares students to meet the public with confidence and assurance, while making a significant contribution to the profession of nail technician.

## Program Description

This program is dedicated and committed to a course, which provides training for our students in the principles, and practices of nail care. The course is dedicated to the personal guidance of its students to provide adequate and appropriate preparation for examination and success.

This program will be taught utilizing the following teaching/learning approaches: lectures, demonstrations, classroom participation, clinical practice, and audio-visual presentations. Theory classes are taught, Monday through Thursday for 1 ½ hour per day for full- time students. Night class theory is taught Monday nights for 4 hours a night. Theory class consists of lectures, practical demonstration, audiovisuals, and participation.

## Program Break-Down by Courses

N101 Florida Laws and Rules- The students are taught State Licensing Exam Topics- The topics required for state licensing examinations and State Regulation Alerts that they need to know throughout their career, because state regulations vary.

**15 Clock Hours**

N102 HIV/AIDS- Students will be taught the stages of the disease, and how to prevent it. Immunity, Principles of Prevention, Universal Precautions.

**5 Clock Hours**

N103 Sanitation- . Students will be taught sterilization, sanitation, and safe work practices prevention control and contamination, decontamination, methods of sterilization and sanitation, types of disinfectants, sanitizers and sanitizing procedures, safety precautions, safe work practices and first aid, OSHA, hazard communication rules, and your professional responsibility.

**20 Clock Hours**

N104 Ethics- The student will learn personal and professional health, proper hygiene, personal hygiene, how to have a healthy lifestyle, they will learn effective communication, human relations and professional attitude, professional ethics, and state laws and regulations.

**15 Clock Hours**

N105 Nail Theory, Practical & Related Subjects- Learning objectives provides goals for the students in each chapter of the "Milady's Art & Science of Nail Technology". They are reinforced by review questions that assess how well the student has mastered the goals established in the learning objectives. The book is the complete guide to basic nail technology that every professional nail technician needs.

**80 Clock Hours**



N106 Anatomy And Physiology- Student will learn and understand how the human body functions as an integrated whole and determine a scientific basis for the proper application of services and products.

**20 Clock Hours**

N107 Disorders- Students will learn how to identify the part of the nail and identify nail disorders that can be serviced by a nail technician and ones that cannot be services.

**40 Clock Hours**

N108 Manicures & Pedicuring- We teach Nail Care, Implements and Tools, Manicure Table and Client Consultation, different types of Manicure, Pedicure, Safety Rules in Manicuring and Pedicuring.

**30 Clock Hours**

N109 Tips with Overlay- We teach nail extensions and nail art & design- This includes preparing for services, nail tips, wraps, gels, repairs, and fill-ins. With providing a thorough, detailed resource for creating achievable, wearable, and commercial nail art.

**20 Clock Hours**

N110 Sculpting Using a Form- Students are taught the two product form to create sculpting nails. The three basic chemistry of acrylic nails and the process

**20 Clock Hours**

N111 Nail Wrap, or Mending & Capping- Students are taught the benefits of using silk, linen, fiberglass, and paper wraps, also the proper procedures and precautions to use in fabric wrap application and a description of liquid nail wrap and the purpose for it.

**15 Clock Hours**

N112 Polishing and Nail Art- Students are taught nail art & design. This includes preparing for services, nail tips, wraps, gels, repairs, and fill-ins. With providing a thorough, detailed resource for creating achievable, wearable, and commercial nail art.

**20 Clock Hours**

**SERVICE REQUIRED PRACTICAL HOURS REQUIRED**

Manicures	20
Pedicures	10
Tips with Overlay	15
Sculpting Using a Form	15
Nail Wraps and/ or Mending	15
Nail Capping	10
Artificial Nail Removal	5
Polishing and Nail Art	10

Length of Program in Hours: The State of Florida requires a total of 300 clock hours must be 16 years of age and have a High School Diploma, or a GED.

Course Length/ Time: Students who attend the program on a full-time basis for a total of 30 hours a week will complete the program in 2 ½ months. Students who attend the program on a part-time basis for a total of 22 hours a week will complete the program in 5 months. Upon completion, the student is awarded a diploma.

\*For full-time day students: A class starts on Tuesday with open enrollment of every month.



\*For part-time night students: A class starts on Tuesday night with open enrollment of every month.

## Teaching Format

All academic and technical skills will be taught in sequential order. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and hands-on demonstrations.

Grading Procedure: Students will have written oral and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. Each student will be required to pass an exit exam before graduating.

Theory and Practical numerical grades are considered according to the following scale:

A = 95-100 Excellent	B = 85-94 Good	C=75-84 Satisfactory
D= 60-74 Unsatisfactory	F= 0-59 Failing	

## Personal Items and Equipment

Shear Excellence assumes no responsibility for loss or damage to any personal items belonging to the students including kit, supplies and books after original issue, receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by the Shear Excellence Hair Academy campus and are considered the Shear Excellence Hair Academy campus' property unless a specific agreement has been made to the contrary. Removal of any of the Shear Excellence Hair Academy supply or product without the Director's approval is prohibited. All electrical equipment used in the Shear Excellence Hair Academy must be of a grounded nature. I understand that during my enrollment I will have the opportunity to use equipment that is owned by the School, including but not limited to an ID card, and that all such equipment remains the property of the school even after my graduation, withdrawal, or termination from the Program.

## Nail Technician Kit

Student must bring required books and material daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. The Student Kit is disbursed at the beginning of the program and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify a representative of the Shear Excellence Hair Academy immediately about any malfunctioning items.

### Sanitation & Safety

SD044	Swiss Guard Hand Sanitizer 4Fl. Oz.
SD303	N-A-S '99' 4 Fl. Oz
SD324	Swiss Blue Liquid Hand Soap 4 FL. Oz
AC180	Safety Glasses (2)

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### **Adhesives**

NA201	Nail Adhesive – Thin Set
NA492	Mach 5 Fast Set Adhesive
TP257	200 Assorted-Perspective 2.0 tips
TP285	20 Assorted – Structure 2.0 Tips
TP225	20 Assorted- Dimension 2.0 tips

### **Acrylic Application**

AO804	Clarite Liquid Monomer
AO811	Clarite Pink Powder
AO831	Clarite White Powder
AO821	Clarite Natural Powder
AO841	Clarite Clear Powder
AEE04	Competition 3000 Liquid
PT#	3000 Powder – White
PT#	3000 Powder - Warm Pink
BR930	Nail Brush – 8R- Red Sable
BR929	Nail Brush – 7F – Red Sable
BB012	Bond-Aid ½ Fl. Oz
BB034	Bondex ¼ Fl. Oz
AO851	Clarite Curing Resin*
AC912	Glass Eye Dropper
PT#	Reusable Nail Forms 3 PIECES
PT#	Free Form Nail Forms 20 pieces
AL201	Brush Cleaner 1 Oz.
AC910	DappenDishes - Clear
AC915	The Fluffy Nail Duster
PT#	OPI Table Towels (10)
PT#	Wooden Dowels

### **Files & Implements**

IM260	OPI Cuticle Stick
IM220	Pusher Plus
PT#	Finger Nail Clipper
PT#	Toe Nail Clipper
IM228	OPI Mini Nipper
FI954	Diamond File
FI671	File/Buffer in One*
FI151	Brilliance Block

### **Manicure & Pedicure**

AV720	Nail Wipes (100)
AV701	Avoplex Exfoliating Cut. Treatment
AV714	Avoplex Nail & Cuticle Oil ¼ FL. Oz
AV714	Avoplex Lotion 4 FL. Oz
PT#	Manicure Bowl
AC070	Manicure Nail Brush
PT#	Toe Separators
PT#	Foot File

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### **Polishing**

AL702	OPI Polish Remover 4 FL. Oz.
NTT20	RapiDry Spray Nail r 2 Oz.
NTT20	Acrylic Nail Base Coat
NTT40	Ridge Filler
NTT80	Nail Envy
NTT74	RapiDry Top Coat
PT#	OPI Nail Lacquers
SK390	OTG Case - Empty

\*Products & quantities will vary in the kit selection. See specific kits for information.

\*Clinic Floor Styling Aids are not included in the kit. However, they can be purchased at the Academy Retail Desk at student discount prices or checked out from the Dispensary.

\*\*Changes or substitution to the published Student Kit may occur without prior notice and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$1.00.

## **Program Textbooks**

If a student is in need to replace a lost book they may purchase a replacement from the Shear Excellence Hair Academy and/ or other source. Here is a list of the current books required in each program.

### **Milady's Standard Nail Technology Textbook**

English Edition	ISBN-13: 978-1-2850-8051-2 (\$119.95)
Spanish Edition	ISBN-13: 978-1-2850-8059-8 (\$139.95)

### **Milady's Standard Nail Technology Workbook**

English Edition	ISBN-13: 978-1-285-08047-5 (\$62.95)
Spanish Edition	ISBN-13: 978-1-285-08058-1 (\$74.95)

(Current inventory of learning resources includes a Webster Dictionary, a Webster Thesaurus and recent editions of Milady's handbooks, videos appropriate to the curriculum).

## **Tuition**

For Full and Half Time Students

Tuition:	\$ 2,150.00
Registration Fee	\$ 100.00
Application Fee	\$ 50.00
Total:	\$ 2,300.00

(\$5.13 per schedule hour represents tuition fee)

Students are charged a non-refundable registration fee of \$100.00 and application fee of \$ 50.00 (See "Fee and Charges" on pages 75-76 for additional charges)





## Florida State Board of Cosmetology Requirements

Nail Technicians are not required to take the State Board Licensing Examination. They are required to take a final exam at Shear Excellence Hair Academy and pass. Upon completion of the program an application will be sent to the state for licensure. The time schedule in which this can be completed will vary depending on the Academy's schedule. Upon passing the written final examination, and paying the necessary fees to the State Board Licensing, a license is issued, which enables the student to work in a Beauty Salon.

### Incarcerated Students

Shear Excellence Hair Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

### Definition of a Clock Hour

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

Requirements: Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums.

Course Numbering System: The program numbers are comprised of numbers and letters derived from the program title they represent the number of levels in the program.

## RESTRICTED BARBER- 1200 Clock Hours


### Program Objective

The objective of this program is to prepare students to meet the public with confidence and assurance and to make a significant contribution to the profession of a restricted barber. The program is designed to train the student in all phases of restricted barber to be prepared to become owners/operators and to specialize in the area of barbering. Students are prepared for State Board of Barbers exams and subsequent licensure.

This program will be taught utilizing the following teaching/learning approaches: lectures, demonstrations, classroom participation, clinical practice, and audio-visual presentations. Theory classes are taught, Monday through Thursday for 1 ½ hour per day for full- time students. Night class theory is taught Monday nights for 5 hours a night. Theory class consists of lectures, practical demonstration, audiovisuals, and participation.

### Program Description

This program is dedicated and committed to a course, which provides training for our students in the principles and practices of restricted barbering. It is dedicated to the personal guidance



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of its students to provide adequate and appropriate preparation for licensing, examination and success in the path that an individual chooses to go in the field of barbering. This training includes the use of Lesson Plans, Visual Aids, Lectures, Demonstration Classes and evaluation of both theory and practical skills.

## Program Break-Down by Courses

RBR 100 Classroom Theory/Hair Structure - This section will cover and introduce students to the world of restricted barber, a detailed history of Barbering, and a variety of career opportunities and the importance of developing a solid foundation of life skills upon which to build technical skills and knowledge. It will also cover how to deal with beauty and wellness from a very current perspective.

**180 Clock Hours**

RBR 101 State Law - We teach them State Licensing Exam Topics- The topics required for state licensing examinations and State Regulation Alerts that they need to know throughout their career, because state regulations vary.

**175 Clock Hours**

RBR 102 Chemistry - They will learn basic knowledge of modern chemistry that is essential for an intelligent understanding of the various products and understanding shampoo, pH levels, and the chemistry of water and surfactants.

**30 Clock Hours**

RBR 103 Anatomy and Physiology - Each student will understand how the human body functions as an integrated whole and determine a scientific basis for the proper application of services and products.

**30 Clock Hours**

RBR 104 Sanitation and Safety - They will be taught sterilization, sanitation, and safe work practices- prevention control and contamination, decontamination, methods of sterilization and sanitation, types of disinfectants, sanitizers and sanitizing procedures, safety precautions, safe work practices and first aid, OSHA, hazard communication rules, and your professional responsibility.

**50 Clock Hours**

RBR 105 HIV/AIDS - Student will understand and know the difference between HIV infection and AIDS. Know how HIV is transmitted and learn ways to prevent the spread of HIV/AIDS. Students will also learn about Tuberculosis and Hepatitis and how they are treated.

**4 Clock Hours**

RBR 106 Shampoo - Students will learn the four requirements of a shampoo, shampoo molecules, hair rinses, conditioners, the shampoo service, scalp treatments.

**110 Clock Hours**

RBR 107 Scalp Treatment/ & Sterilization - Each student will be taught disorders of the skin, scalp, and hair. Each student will learn the definitions pertaining to disease, alopecia, disorders of the sebaceous gland, disorders of the sudoriferous gland, contagious disorders, and dandruffs and how to treat them.

**96 Clock Hours**



RBR 108 Hair Cutting - Students are taught the fundamental principles of haircutting, terminology used in haircutting, haircutting techniques, clipper cutting, clipper comb and comb over clipper technique, variations of styles (the fade, bi-level, hair thinning, tapering coarse, thick hair, and style cutting). Students also learn the implements used in haircutting and their proper use.

**325 Clock Hours**

RBR 109 Facial - Each student is taught the basic classification and chemistry of skin care products, client consultation, facial massage, electrotherapy and Light Therapy, Facial Treatments, Aromatherapy, Face Value Facial massage and treatments will be taught, the stimulation of muscles, different nerves of the face, arteries, theory of massage, massage manipulations, physiological effects of massage, and facial treatments, special problems, and the different between facial packs and masks.

**25 Clock Hours**

RBR 110 Neck Outline Shave - Students will learn how to shave the neck as part of haircuts. The neck shave involves the outline in front and back of the ears and sides and back of the neck.

**35 Clock Hours**

RBR 111 Shaving - Each student will learn how to remove the visible hair of facial and neck without irritating the skin. The restricted barber will learn how to use a straight razor and warm lather when shaving a client.

**50 Clock Hours**

B112 Mustaches Trim - Students will learn how to offer clients a full range of services for grooming the hair and skin including mustache trimming.

**30 Clock Hours**

B113 Beard Trim - Barber students learn the types of mustaches and beards, their care, and trimming techniques are practiced by the student in this course.

**30 Clock Hours**

B114 Blow Dry Styling - Students are taught the technique of drying and styling damp hair in one operation. They are taught client consultation.

**30 Clock Hours**

**SERVICE TYPE: NUMBER OF SERVICES REQUIRED:**

Blow dry	200
Hair cutting	500
Shampoo	200
Scalp treatment	100
Facial	35
Mustache trims	100
Straight razor shaves	100
Beard trim	100
Disinfection/sanitation	200

**Length of Program in Hours:** The State of Florida requires a total of 1200 clock hours.

**Course Length/Time:** Students who attend the program on a full-time basis for a total of 30



hours a week will complete the program in 10 months. Students who attend the program on a part-time basis for a total of 22 hours a week will complete the program in 13 months. Upon completion, the student is awarded a diploma.

\*For full-time day students: A class starts on Tuesday with open enrollment of every month.

\*For part-time night students: A class starts on Tuesday nights with open enrollment of every month.

## Teaching Format

All academic and technical skills will be taught in sequential order. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and hands-on demonstrations.

Grading Procedure: Students will have written oral and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. Each student will be required to pass an exit exam before graduating.

Theory and Practical numerical grades are considered according to the following scale:

A = 95-100 Excellent

B = 85-94 Good

C=75-84 Satisfactory

D= 60-74 Unsatisfactory

F= 0-59 Failing

## Personal Items and Equipment

Shear Excellence assumes no responsibility for loss or damage to any personal items belonging to the students including kit, supplies and books after original issue, receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by the Shear Excellence Hair Academy campus and are considered the Shear Excellence Hair Academy campus' property unless a specific agreement has been made to the contrary. Removal of any of the Shear Excellence Hair Academy supply or product without the Director's approval is prohibited. All electrical equipment used in the Shear Excellence Hair Academy must be of a grounded nature. I understand that during my enrollment I will have the opportunity to use equipment that is owned by the School, including but not limited to an ID card, and that all such equipment remains the property of the school even after my graduation, withdrawal, or termination from the Program.

## Restricted Barber Kit

Student must bring required books and material daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. The Student Kit is disbursed at the beginning of the program and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify a representative of the Shear Excellence Hair Academy immediately about any malfunctioning items.

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### **Cutlery & Electrical**

01117	SHEAR, 7" SS W/DETACHABLE REST 1 EACH
01214	SHEAR, THINNING 30T/DBL BLADE 1 EACH
01302	HAIR SHAPER THE PUSHER EJECTOR 1 EACH
02109	DRYER PROF 1600 WATT TURBO 1 EACH
01426	FEATHER ARTIST CLUB RAZOR 1 EACH
02805	WAHL SENIOR CLIPPER 1 EACH
02854	WAHL GUIDE CADDY W/8 COLORED 1 UNIT
02906	ANDIS COOL CARE PLUS 5 IN ONE 1 EACH
02856	WAHL SUPER TAPER 11 CLIPPER 1 EACH

### **Brushes & Combs**

04111	BRUSH MEDIUM HOT CURLER 1 ½ " 1 EACH
04112	BRUSH X-LARGE HOT CURLER 2" 12 EACH
04160	BRUSH 100% BOAR BRISTLE (M440) 1 EACH
02911	ANDIS CLIPPER COMB – WHITE 1 EACH
05105	COMB 7 ¼" BARBER ( 3751) 12 EACH
05115	COMB STARTER KIT BLACK 10 PC 1 UNIT
05211	WAHL BLACK FLATTOP COMB 1 EACH

### **Hairdresser Supplies**

08171	SHAMPOO CAPE 54"X36" W/VELCRO 2 EACH
08301	MIRROR 9" X 12 ¾" LG PICTURE 1 EACH
08459	8 OZ SPRAY BOTTLE W/MISTER 1 EACH
08502	NECK DUSTER MARVY LONG HANDLE 1 EACH

### **Rods, Rollers, & Clips**

10411	CLIPS 2" JAWS BUTTERFLY (12/BG) 1 BAG
10402	CLASSY CLOTH CLIP 1 EACH

### **Furniture/Luggage**

K322	SS BAG 12531 SHEAR EXCELLENCE 1 EACH
K327	SS WHT 08150 SHEAR EXCELLENCE 2 EACH

### **Educational Materials**

14108	MANNEQUIN MAGNUM (MALE) DK BROWN 1 EACH
14901	MANNEQUIN MISS SUZIE-KIN (A1) 1 EACH
14204	MANNEQUIN CLAMP ADJ HEIGHT ALL 1 BAG
14166	MANNEQUIN TROY DK W/BEARD 6-8" 1 EACH

\*Clinic Floor Styling Aids are not included in the kit. However, they can be purchased at the Academy Retail Desk at student discount prices or checked out from the Dispensary.

\*\*Changes or substitution to the published Student Kit may occur without prior notice, and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$1.00.

## **Program Text Books**

If a student is in need to replace a lost book they may purchase a replacement from the Shear Excellence Hair Academy and/ or other source. Here is a list of the current books required in each program.



Milady's Standard Professional Barbering Textbook  
English Edition ISBN-13: 978-1-435497153 (\$260.00)  
Spanish Edition ISBN-13: 978-1-435497085 (\$301.95)

Milady's Standard Professional Barbering Student Workbook  
English Edition ISBN-13: 978-1-435497139 (\$62.95)  
Spanish Edition ISBN-13: 978-1-435497078 (\$70.95)

(Current inventory of learning resources includes a Webster Dictionary, a Webster Thesaurus and recent editions of Milady's handbooks, videos appropriate to the curriculum).

## Tuition

For Full and Half Time Students

Tuition:	\$ 13,665.00
Registration fee	\$ 100.00
Application	\$ 50.00
Total	\$ 13,815.00

(\$10.00 per schedule hour represents tuition fee)

Students are also charged a non-refundable registration fee of \$100.00 and application fee of \$ 50.00 (See "Fee and Charges" on pages 75-76 for additional charges)

## Incarcerated Students


Shear Excellence Hair Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

## Definition of a Clock Hour

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

Requirements: Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums.

Course Numbering System: The course numbers are comprised of numbers and letters derived from the program title they represent the number of levels in the program.



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# FACIAL SPECIALIST – 310 CLOCK HOURS

## Program Objective

This program teaches students skin care, hair removal and spa training; to gain information and knowledge to give a facial massage treatment by using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal; to prepare the student who desires to be considered a professional in the field of esthetics and spa, the knowledge, experience, skills and necessary fundamentals to enter any phase of the esthetics and spa industry. To meet the public with confidence and assurance, while making a significant contribution to the profession of skin care, including the knowledge and skill in body wrapping.

## Program Description

This program is dedicated and committed to a course, which provides training for our students in the principles, and practices of skin care, hair removal and spa training. The course is dedicated to the personal guidance of its students to provide adequate and appropriate preparation for examination and success.

This course will be taught utilizing the following teaching/learning approaches: lectures, demonstrations, classroom participation, clinical practice, and audio-visual presentations. Theory classes are taught, Monday through Thursday for 1 ½ hour per day for full- time students. Night class theory is taught Monday nights for 5 hours a night. Theory class consists of lectures, practical demonstration, audiovisuals, and participation.

## Program Break-Down by Courses

F101 Facial Theory, Practical & Related Subjects- Learning objectives provides goal for the students in each chapter of the Milady's Standard Esthetics. They are reinforced by review questions that assess how well the student has mastered the goals established in the learning objectives. This book is the complete guide to basic Esthetics that every professional esthetic.

**85 Clock Hours**

F102 Florida Laws and Rules- The students are taught State Licensing Exam Topics- The topics required for state licensing examinations and State Regulation Alerts that they need to know throughout their career, because state regulations vary.

**5 Clock Hours**

F103 HIV/AIDS- Students will be taught the stages of the disease, and how to prevent it. Immunity, Principles of Prevention, Universal Precautions.

**4 Clock Hours**

F104 Sanitation- . Students will be taught sterilization, sanitation, and safe work practices prevention control and contamination, decontamination, methods of sterilization and sanitation, types of disinfectants, sanitizers and sanitizing procedures, safety precautions, safe work practices and first aid, OSHA, hazard communication rules, and your professional responsibility.



### **10 Clock Hours**

F105 Ethics- The student will learn personal and professional health, proper hygiene, personal hygiene, how to have a healthy lifestyle, they will learn effective communication, human relations and professional attitude, professional ethics, and state laws and regulations.

### **2 Clock Hours**

F106 Basics of Electricity –The student will explore the basics of electricity and gain an understanding of how to use electrical machines safely.

### **5 Clock Hours**

F107 Facial Techniques and Massage-. The stimulation of muscles, different nerves of the face, arteries, theory of massage, massage manipulations, physiological effects of massage, and facial treatments, and the different between packs and masks.

### **75 Clock Hours**

F108Product Chemistry - They will learn basic knowledge of modern chemistry that is essential for an intelligent understanding of the various products and understanding on how acid, alkaline, and pH affect the skin,

### **8 Clock Hours**

F109 Hair Removal- Students are taught client consultation, permanent hair removal, temporary methods of hair removal and the proper procedures, implements and equipment used.

### **7 Clock Hours**

F110 Basic Facials- Performing step by step facials using an 8 in 1 machine with extractions. Students will perform micro-dermabrasions.

### **10 Clock Hours**

F111Make up - Students are taught client cosmetics and their use, understanding of color therapy and makeup application. Student will perform make-up applications.

### **10 Clock Hours**

F112 Skin Theory, Disease and Disorders of the Skin- Learning objectives provides goals for the students to learn how to identify parts of the skin and identify skin disorders, precautions, and procedures used to treat them.

### **55 Clock Hours**

F113Mask Therapy- The study of mask therapy benefits and the appropriate mask ingredients to use for the various skin types.

### **12 Clock Hours**

F114Procedure of Skin Analysis- The study of different skin types and conditions and the appropriate treatment for each skin type.

### **10 Clock Hours**

F114- The skin and It's Functions- A study of the skin, the various skin layers and their function.

### **12 Clock Hours**





## SERVICE REQUIRED PRACTICAL HOURS REQUIRED

Facials	45
Hair Removal	20
Make Up	30
Body Treatment/hidrotheraphy/body wraps	16
Electricity	5

Grading Procedure: Students will have written oral, and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. Each student will be required to pass an exit exam before graduating.

Length of Program in Hours: The State of Florida requires a total of 310 clock hours must be 16 years of age and have a High School Diploma, or a GED.

Course Length/ Time: Students who attend the program on a full-time basis for a total of 30 hours a week will complete the program in 2 ½ months. Students who attend the program on a part-time basis for a total of 22 hours a week will complete the program in 5 months. Upon completion, the student is awarded a diploma.

\*For full-time day students: A class starts on Tuesday with open enrollment of every month.

\*For part-time night students: A class starts on Tuesday night with open enrollment of every month.

## Teaching Format

All academic and technical skills will be taught in sequential order. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and hands-on demonstrations.

Grading Procedure: Students will have written oral and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. Each student will be required to pass an exit exam before graduating.

Theory and Practical numerical grades are considered according to the following scale:

A = 95-100 Excellent	B = 85-94 Good	C=75-84 Satisfactory
D= 60-74 Unsatisfactory	F= 0-59 Failing	

## Personal Items and Equipment

Shear Excellence assumes no responsibility for loss or damage to any personal items belonging to the students including kit, supplies and books after original issue, receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by the Shear Excellence Hair Academy campus and are



considered the Shear Excellence Hair Academy campus' property unless a specific agreement has been made to the contrary. Removal of any of the Shear Excellence Hair Academy supply or product without the Director's approval is prohibited. All electrical equipment used in the Shear Excellence Hair Academy must be of a grounded nature. I understand that during my enrollment I will have the opportunity to use equipment that is owned by the School, including but not limited to an ID card, and that all such equipment remains the property of the school even after my graduation, withdrawal, or termination from the Program.

## Facial Specialist Kit

Student must bring required books and material daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. The Student Kit is disbursed at the beginning of the program and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify a representative of the Shear Excellence Hair Academy immediately about any malfunctioning items.

13970	Make up Kit
13609	Spa Body Brush
13603	Make up Brush

\*Clinic Floor Styling Aids are not included in the kit. However, they can be purchased at the Academy Retail Desk at student discount prices or checked out from the Dispensary.

\*\*Changes or substitution to the published Student Kit may occur without prior notice and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$1.00.

## Program Textbooks

If a student is in need to replace a lost book they may purchase a replacement from the Shear Excellence Hair Academy and/ or other source. Here is a list of the current books required in each program.

Milady's Standard Esthetics: Fundamentals Textbook	
English Edition	ISBN-13-978-1-1113-0689-2(\$125.50)
Spanish Edition	ISBN-13: 978-1-1113-0699-1(\$134.50)

Milday Standard Esthetics: Fundamentals Workbook	
English Edition	ISBN-13-978-1-1113-0691-5(\$69.00)
Spanish Edition	ISBN-13: 978-1-1113-0696-0(\$73.50)

(Current inventory of learning resources includes a Webster Dictionary, a Webster Thesaurus and recent editions of Milady' s handbooks, videos appropriate to the curriculum).

### Tuition & Fees

Tuition:	\$ 2,150.00
Registration Fee	\$ 100.00
Application fee	\$ 50.00
Total:	\$ 2,300.00



(\$7.20 per schedule hour represents tuition fee)  
 Students are charged a non-refundable registration fee \$100.00 and application fee of \$50.00.

\*Note: Financial Aid is not offered for the Facial Specialist

## Florida State Board of Cosmetology Requirements

Facial Specialists are not required to take the State Board Licensing Examination. They are required to take a final exam at Shear Excellence Hair Academy and pass. Upon completion of the program an application will be sent to the state for licensure. The time schedule in which this can be completed will vary depending on the Academy's schedule. Upon passing the written final examination, and paying the necessary fees to the State Board Licensing, a license is issued, which enables the student to work in a Beauty Salon.

## Incarcerated Students

Shear Excellence Hair Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

## Fees & Charges (Books/Kits/Supply & Product Fees)

Shear Excellence Hair Academy carries all required books and supplies. Improvements and updates to kits and books are made periodically and may result in a price change without notice. New prices would not affect currently enrolled students. The Enrollment Agreement lists all charges (including the tuition as broken down in each program as well as all the charges per program listed below. The charges are as follows:

1200 Hour Cosmetology Program (\$10.00hr) English	
Books	\$301.00
Kit, Uniform, & Smock	\$1,283.00
One Time Supply & Product Fee	\$250.00
1200 Hour Cosmetology Program (\$10.00hr) Spanish	
Books	\$301.00
Kit, Uniform, & Smock	\$1,283.00
One Time Supply & Product Fee	\$250.00
1200 Hour Restricted Barber Program (\$10.00hr) English	
Books	\$301.00
Kit, Uniform, & Smock	\$1,283.00
One Time Supply & Product Fee	\$250.00
1200 Hour Restricted Barber Program (\$10.00hr) Spanish	
Books	\$301.00
Kit, Uniform, & Smock	\$1,283.00



One Time Supply & Product Fee	\$250.00
300 Hour Nail Technician Program (\$5.13hr) English	
Books	\$215.00
Kit, Uniform, & Smock	\$400.00
One Time Supply & Product Fee	\$250.00
300 Hour Nail Technician Program (\$5.13hr) Spanish	
Books	\$215.00
Kit, Uniform, & Smock	\$400.00
One Time Supply & Product Fee	\$250.00
310 Hour Facial Specialist Program (\$7.23hr) English	
Books	\$208.00
Kit, Uniform, & Smock	\$492.00
One Time Supply & Product Fee	\$250.00
310 Hour Facial Specialist Program (\$7.23hr) Spanish	
Books	\$208.00
Kit, Uniform, & Smock	\$492.00
One Time Supply & Product Fee	\$250.00

**Note:** The fee for books and uniforms is included in Books & Kit Fee. Student Books & Kit and products are non-refundable after attendance has begun. Students are not required to purchase their kit & books from the Academy. They should see the administrative offices for a supplier list of where to obtain all the necessary supplies& books that are itemized on the previous pages of this catalog.

## Other Fees

Termination Fee/Cancellation Fee	\$150.00
Change of Program Fee (after 30 days in class)	\$150.00

## Policy of Extra Instructional Charges

The Academy reserves the right to charge students for extra instruction needed in order to complete the course of study. A schedule change approved in writing by the Academy, a pre-approved vacation or leave of absence, or a severe family emergency must be provided by student to be approved as an excused absence. Depending on the length of absence, the contract will be extended. Other absences may be made up to avoid overtime charges. Otherwise, loss of time will not extend the contract expiration date and additional tuition of \$10.00 per schedule hour shall be charged regardless of the estimated completion date on the enrollment agreement (contract). Any lost time hours not made up prior to the student's normal time graduation date will be subject to an overtime charge.

An Addendum will be attached to the enrollment agreement, if the scheduled length of program is extended or changes in program schedule requires modification. Any student

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whose enrollment agreement is extended due to the contract period being exhausted, will be charged at the rate of \$10.00 an hour which is effective at the time the Addendum is executed. The Student is required to provide payments for the program by cash, credit, or other arrangement through TFC.

Items of extra expense to the student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges and other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished to the student before enrollment. When items of major expense are separately identified for this purpose, the academy also states its policy for reasonable settlement of such charges in the event of an early termination.

\*Mandatory labs may be made up to avoid overtime charges prior to contract end date. Otherwise, loss of time will not extend the contract expiration date and additional tuition of \$10.00 per schedule hour shall be charged.

## Career Opportunities Cosmetology

### Education

State Board Member	Esthetics Teacher
Cosmetology Teacher	Barber Instructor
Beauty School Magazine Columnist	School Director
Make-Up Teacher	State Board Inspector

### Private, Chain or Department Store Salons

Manicurist	Platform Stylist
Permanent Wave Specialist	Esthetician
Make-up Artist	Hair Colorist
Salon Owner	Style Director
Theatrical Hairstylist Beauty	Supply Salesperson
<b>Industrial and Scientific Areas</b>	Manufacturer's Representative
Beauty Products Supervisor	Research

## Career Opportunities Restricted Barber

### Education

State Board Member	Barber Instructor
Barber Practical Teacher	School Director
Beauty School Magazine Columnist	Substitute Teacher
State Board Inspector	

### Private, Chain or Department Store Salons

Platform Barber	
Barber Shop Owner	Style Director
Theatrical Barber Stylist	Beauty Supply Salesperson

### Industrial and Scientific Areas

Manufacturer's Representative	Beauty Products Salesperson
Beauty Products Supervisor	Research Assistant

## Career Opportunities Nail Technician

### Education

State Board Member	Specialty Nail Art Instructor
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Nail Technician Teacher

Beauty School Magazine Columnist

**Private, Chain or Department Store Salons**

Manicurist Platform

Salon Owner

Theatrical Nail Technician

**Industrial and Scientific Areas**

Manufacturer's Representative

Beauty Products Supervisor

School Director

State Board Inspector

Manicurist

Nail Technician Director

Beauty Supply Salesperson

Beauty Products Salesperson

Research Assistant

## Career Opportunities Facial Specialist

### Education

State Board Member Specialty

Facial Specialist

School Director

Beauty School Magazine

**Private, Chain or Department Store Salons**

Facial Specialist Platform

Salon Owner

Beauty Supply Salesperson

**Industrial and Scientific Areas**

Manufacturer's Representative

Beauty Products Supervisor

Facial Specialist Instructor

Teacher

Columnist State Board Inspector

Facial Specialist Director

Beauty Products Salesperson

Research Assistant

## Rules and Regulations

NOTE: These Rules and Regulations apply to all students in all schools unless prohibited by state law. Any violation of these rules and regulations may subject a student to the process of corrective action and may lead to suspension for a period of time determined by a member of the senior staff. The academy reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the academy's faculty and/or administration. The academy policy regarding attendance is applied uniformly and fairly. The academy is a clock hour school and gives appropriate attendance credit for all hours attended. The academy does not add or deduct attendance hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement.

## Attendance Policy/Normal Time

The Shear Excellence Hair Academy Cosmetology, Restricted Barber, Nail Technician and Facial Specialist courses are clock hour programs. Attendance policy is 90% and graduation dates are based on actual school attendance and are subject to change. Students who attend less than 90% at the completion of their course will be subject to overtime charges. Refer to page 12 for extra institutional charges. (Example, a cosmetology student who completes the course attending 90% will complete the course within 1320 scheduled hours. Any hour pass 1320 hours the student will be charged). The normal time calculations allow for an absence rate of 10% and all Academies observed holidays. Student must notify the Academy if for any reason the student is unable to attend.



Scheduled Program Length is defined as:

Hours in program = 1200

10% absent hours = 120

Scheduled Program Length = 1320

Extra Instructional Charges will be billed to the applicant account once the Schedule Program Length is reached.

**Please Note:** that if a student misses more than 14 consecutive calendar days, the student will be terminated from the program.

Attendance is the student's responsibility. Students agree to attend class regularly, as scheduled. Students are required to arrive prior to class start. All students are expected to attend the Academy regularly. Classes begin 8:30 a.m. Student should be clocked in and prepared to start the day at this time. **A.M. students cannot clock in after 8:40 A.M.** (for example if a student arrives after 8:40 they will not be able to attend Theory or clock in. However an a.m. student can clock in at 10:00 a.m.). Class hours are from 8:30 a.m. to 3:30 p.m., Monday-Friday with Fridays being mandatory lab and no Saturdays for the day class, and Monday- Thursday nights for the night class from: 4:00 p.m. to 9:00p.m or 5:00p.m. to 9:00p.m. and Saturday Mandatory Lab 9:00a.m. to 3:30 p.m., no Friday night class for the night class.

If a student is ill or an emergency arises, the student must notify the academy before the day ends. All hours must be made up. If the student requires a leave of absence for medical reason leave only, the academy will permit up to 60 days leave (or 180 days under special circumstances). The student must request the leave in writing to the Director. If the student fails to return to the Academy from a leave of absence, he/she will then be terminated. (Please see the Leave of Absence Policy).

The student must be able to meet the 67% minimum attendance hours by the end of each evaluation period. Anything less shall be considered unexcused and could result in suspension and/ or termination.

The Academy guarantees that all services and opportunities needed to complete Academy assignment will be made available within the time frame of this contract. However, to apply for state licensing or registration, the student must achieve grades of 75% or above on all required assignments, theory and practical tests, they must also complete all services required by the academy (see catalog). All financial obligations to the academy must be met before any diplomas; board filing or transfer procedures can be completed.

The Academy reserves the right to suspend or dismiss a student who fails to show satisfactory progress, maintain continuous attendance, is in default on tuition, or whose conduct or activities are in violation of the state rules and regulations. Rules and regulations may be modified and changes posted.

1. The student must comply with the academy dress code at all times.
2. The Academy assumes no responsibility for any negligence or lack of skill by any student(s) practicing any part of the academy programs off campus.
3. Upon completion of program, one or more diplomas will be awarded.



### **Excused Absence:**

Absences will be recognized as valid in the event of sudden illness or death of an immediate family member (Immediate family is determined as parents, brothers, sisters, grandparents, aunts, legal guardians or persons in loco parentis, or a member of one's own household). There will be a maximum of 3 days counted excused.

### **Unexcused Absence:**

a. If a student is absent from training for fourteen consecutive days without authorization from the director, the absence shall be deemed as grounds for termination.

**Absences:** Student absenteeism will affect the completion of their program. Absence may be made up to avoid overtime charges. Otherwise, loss of time will not extend the contract completion date and additional tuition (\$10.00 per schedule hour) shall be charged.

**Note:** Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (min. 67%) and will complete the program within the maximum time frame.

**Note:** When you know in advance that you will miss school, contact your class instructor at least 48 hours in advance, verbally and in writing with date, time, and reason for being absent.

## **Tardiness**

**Tardiness** - Class begins promptly at the appointed hour. Failure to be in designated class at starting times unless otherwise excused, leaving early for or late return from lunch or break periods, and departure from class or work station prior to period end shall be considered tardy. Tardiness is defined as more than 10 minute late for regularly scheduled class.

Habitual tardiness may lead to an advising session that will determine what actions should be taken by the student and the academy to reduce tardiness. Otherwise, loss of time will not extend the contract completion date and additional tuition (\$10.00 per schedule hour) shall be charged.

a. Tardiness during inclement weather, traffic or transportation failure requires a call to the instructor, and student shall be recorded as tardy, but not penalized.

b. Sign in/sign-outs are mandatory with Instructor's approval.

### **Unexcused Tardiness**

a. Students failing to be in designated class at starting times unless otherwise excused.

b. A student leaving early for or returning late from lunch or break periods, and departure from class or work station prior to period without permission from class instructor.





c. Students must clock in and be ready for class at their scheduled contract time. (Day) Theory class begins promptly at 8:30am. Students must be in Theory by 8:40am. In order to be admitted to Theory class. (Night) Theory is Monday night only at 4:00pm or 5:00pm and students must be in Theory by 5:30 p.m. in order to be admitted to Theory class.

d. Arriving late or leaving prior to the completion of your schedule day is tardy.

e. Student arriving more than 10 minutes late to class/clinic will be considered unexcused and will not come in until clinic hours begin (10 a.m. for Senior Students and 12 p.m. for Junior Students). **A.M. students cannot clock in after 8:40 A.M.** (for example if a student arrives after 8:40 they will not be able to attend Theory or clock in. However an a.m. student can clock in at 10:00 a.m.

f. Credit for Mandatory Lab Friday will be determined by clocking in at or before 8:40 a.m. and clocking out at or after 3:30 p.m. Credit for Mandatory Lab Saturday will be determined by clocking in at or before 9:10a.m. and clocking out at or after 3:30 p.m.

No partial credit will be given towards required lab (240 hours). Not completing Lab & Theory hours at schedule time can lead to over time charges. Remember that Lab days, (Friday or Saturday) attendance is mandatory and has to be completed prior to contract end date to avoid overtime charges. Otherwise, loss of time will not extend the contract expiration date and additional tuition of \$10.00 per schedule hour shall be charged.

g. Students are not allowed to loiter either in the building or on the academy's grounds or surrounding areas.

## VA Attendance Policy

### Standards of Academic Progress

#### **Veteran's Attendance Policy**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as a half a day absence. Students exceeding (20%) absences of the **total** scheduled hours for the length of the program, or a calendar month, whichever is less, **will be** terminated from their VA education benefits for unsatisfactory attendance. The student's attendance record will be retained in the veterans file for USDA and SAA audit purpose.

#### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period. The length of an evaluation period varies with each program. A VA student, whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%.

#### **Veteran's Credit for Previous Education or Training**

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's



current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

## Time Clock Procedures

The course you are enrolled in is considered a clock hour program. This means that credit is applied towards completing your program through the accumulation of clock hours. Shear Excellence Hair Academy electronic time clock is the only instruments that we use to determine the number of hours you have completed on a per day basis. To keep an accurate account of your time, you must abide by the following procedure or you will lose credit hours.

## Dress Code

We are committed to preparing each Shear Excellence Hair Academy student for a career in the fashion and beauty industry. Our guest will look to us for advice and consultation on beauty and image issues. Because each of us is a representative of Shear Excellence Hair Academy as a whole, students are expected to project an image of neatness, cleanliness, fashion orientation, and current hair styles/dress. The impression we make, individually and as a whole, will be vital to creating and maintaining our guest's as well as our future employer's confidence in us.

In additional to projecting a positive image, cleanliness and good personal hygiene practice are essential. An untidy appearance or attire found to be offensive to others is not acceptable. Clothing should be professional: black bottoms with a black or white top.


Students are to arrive at school groomed, in uniform, and in compliance with all appearance standards. If in the opinion of the staff and student's appearance does not conform to the standards, the student will be sent home. Any loss of clock hours due to dress code infractions will be the responsibility of the student to makeup.

A professional image is a requirement for successful participation in the academy. Students must maintain the following professional dress code:

- a. Each student is required to dress in a clean, neat and professional manner at all times. Cosmetology, Nail and Facial Specialists students are to wear all black or black/ white in any combination. A minimal print in clothing is acceptable only if it is a black and white print. Barber students are to wear Denim jeans or black slacks, shirts/w the academy logo or an all black T-shirt worn under the academy smock.
- b. Shoes should be black, professional, and comfortable for all students.
- c. Hair must be clean and styled prior to arriving at the academy.
- d. Cosmetics must be applied prior to arriving at the academy, using trend-appropriate makeup techniques.
- e. Barbers hair must be neatly groomed at all times (NO Hats, No Head Wraps).

The following is a list of **unacceptable** dress:

- a. T-shirts with vulgar, prejudiced, degrading or sexually explicit words or pictures are prohibited.




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- b. We ask that shoes be neat & clean. (No Sandals, No Open Toes, No Open Heels, No Tennis shoes, gym shoes, foot thongs, Crocs, or beach sandals. Open toe sandals are prohibited on the clinic floor.
- c. Tank or sleeveless tops.
- d. Printed T-shirts other than those with a Shear Excellence Hair Academy logo, acceptable T-shirts must be clean and professional, and you must dress them up.
- e. Short skirts that fall above fingertips.
- f. Hats, caps, visors, bandanas or beanie. No radios, headphones, IPODS or sunglasses
- g. Sweat pants, jogging suits, shorts, spandex or biking shorts.
- h. Hooded sweatshirts, coats, jackets or tops.

## Professional Ethics

- a. **The use of profanity, alcohol, and drugs during academy hours is prohibited including lunch periods.** Improper or abusive behavior of other students, academy officials or academy patrons is cause for suspension or dismissal. Racial remarks, discrimination or sexual harassment are prohibited and are cause for termination from the Academy. Students should limit their conversation with one another while working on patrons. All parties involved will be asked to leave the academy regardless of fault.
- b. **Ill temper, open hostility, belligerence or quarrelsome attitudes toward instructors, staff, clients or other student will not be tolerated** and will subject a student to the academy disciplinary procedures, suspension and/or dismissal.
- c. **No smoking or usage of tobacco products is permitted inside the academy.**
- d. **No student is permitted to refuse any service or a customer.** If you cannot do the service, first take the customer to the chair and excuse yourself politely and ask the instructor for help. (As long as the student has hours remaining in attendance, services will be taken as given. Students are not permitted to refuse a service in order to take or stay on a break. See enrollment Agreement).
- e. **Cheating, stealing or willful destruction of property will not be tolerated** and will be cause for a suspension or dismissal. Each student is responsible for their own equipment at all times.
- f. All students must return **academy supplies immediately upon completion of work**, and under no circumstances can they be taken from the building. Misuse of another person's belonging or use of item without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected.
- g. There will be **no loud conversation on the floor** to the extent of disturbing students or clients. This includes the classroom and lounge areas. Do not converse with others while working on a client, especially in another language.
- h. **All customers must be treated with courtesy and respect.** If any customer harasses a student, the student will ask the instructor to handle it.
- i. **Telephone conversations are prohibited on the academy phone** and should be limited to 3 minutes if use in an emergency.
- j. **Negative talk is NOT permitted in the Academy.**
- k. **No headphones, IPODS, electrical equipment,** stereos and TV's are allowed in the academy that is not related to the profession.
- l. **The Academy official reserves the right to prohibit the use of beepers and cellular phones if it interferes with the clinic floor/and theory class.** No cell phone during theory/clinic times. Please turn them off when entering the building.



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- m. **This is a drug free academy/workplace with a zero tolerance policy.** All students are required to report for class/duty free of alcohol or drugs and may be dismissed if this policy is violated.
- n. **Lap top computers are permissible in the class room/with pre-approval.** (Must be used for academy purpose only).
- o. **No student will at any time instruct another student in his or her work, unless advised to do so by the instructor.**
- p. At all times **students will follow any instructions given to them by their instructor** or any other member of the faculty or staff.
- q. Students and clients are not allowed to bring in their own products to use on clients.
- r. **Florida Law does not permit any person other than a certified law enforcement officer, to carry any weapons, concealed or open, on academy grounds.** A weapon is defined as a firearm, explosive, or other deadly object.
- s. **Students are not allowed to bring in their children to the academy.** Children of students that come in for service must sign in have their service performed and leave.
- t. Prices charged for services are set by academy management
- u. **Students are to perform ONLY services stated on the ticket.**
- v. **Students are not to provide Cosmetology services at home in exchange for money.** No students are allowed to pass out/receive personal telephone numbers in order to perform hair services at clients home. Solicitation of Shear Excellence Hair Academy clients to be serviced in your home is unethical and is grounds for termination.
- w. **Students are expected to behave in a professional manner at all times.**
- x. **Administrative offices are off limits to students unless accompanied by staff.**
- z. **Students will not be permitted to stay in the school or around the premises once they are clocked out for the day.**

## Practicals

- a. Each student is required to accept and finish work that is assigned to him or her.
- b. All work must be inspected unless prior approval is given. When instruction is given, student's attention is required. Students are required to stand in order to perform work on clients or mannequins. You cannot learn proper techniques by sitting.
- c. Clients are assigned on a need rotation and personal/instructional basis. Students are to continue practical hair services until hours are completed for perfection and mastering hair services.
- d. Unless students have an assignment in the clinic area, students are to stay in their training class. All students are expected to study or be working on level sheets when not servicing clients.
- e. No student will at any time instruct another student in his or her work, unless advised to do so by the instructor.
- f. Students will follow any instructions given to them by their instructors or any other member of the faculty or staff.
- g. Students must bring complete kit, Lab Jacket and books to the academy daily.
- h. Students need their instructor's permission before changing appointment (client ticket).
- i. Time Cards, Report Cards, and Service Sheets are the property of Shear Excellence and may not be removed from the Academy.
- j. Lunch breaks (30 minutes a day for both day & night students) will be taken during designated periods unless you have special permission from the instructor.
- k. Any violations of these rules will result in disciplinary action up to and including termination. Any complaints should be taken to the instructor.



l. Students who wish to appeal the administrative findings on a grievance may do so, in writing, to the Director of the academy within five (5) days of the incident.

m. Under no Circumstance should students in theory be pulled out of theory to do customers.

n. Students may receive personal services with instructor's permission on Tuesdays. Products used must be paid for in advance. Students are charged 1/3 of the regular price to receive services.

If service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.

Personal services are considered rewards and scheduled for students who are up to date with all projects, and tests. School assignments and successful learning are the priority.

## Clinic Service Sheet Policy

Clinic Service Sheets are designed to track all services completed by students while at the academy. Service must be signed off by the instructor the same day services are performed. Clinic Service Sheets must be turned in monthly for the previous month's services. Once turned in, sheets are verified by an instructor and services are entered into our electronic record keeping system. If signatures are deemed questionable, they will be subject to investigation. If signatures are deemed fraudulent, disciplinary actions based on the violation procedures will take effect.

## Reception Desk

The academy has a paid reception/employee that runs the desk day to day operations. Only employees are allowed behind the reception desk. All appointments are to be made by the receptionist or designated staff member. All personnel must follow this procedure to insure consistency and professionalism.

## Gratuity


Shear Excellence Hair Academy, Inc. students are provided the opportunity to work with clients on a regular basis. This opportunity is intended to gain perspective and appreciation of clients and gain an understanding of the importance of tremendous customer service. Students are advice not to ask for gratuity.

## Cause for Dismissal

Full or Partial enforcement of the following list will be at the discretion of the Academy.

Shear Excellence has a "No Tolerance Rule" for students not abiding by rules and regulation. Unsatisfactory conduct as determined by the academy is cause for dismissal.

- Students refusing to follow the teacher's instructions, refusal of a client, profanity, cheating and theft.
- Cellular phones, headphones, IPODS, etc. are NOT permitted in theory class or on the clinic floor. Please turn them off when entering the building.



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- Poor attendance. Students not following the academy policy for attendance are subject to dismissal. 14 consecutive days of unexcused absences and/or failure to attend mandatory Lab & Theory hours at schedule time can lead to over time charges.
- Failure to meet financial obligations. A student who fails to meet his/her financial obligations to the academy is subject to dismissal.
- Sexual Misconduct. Shear Excellence does not permit, condone or tolerate acts of sexual harassment, assault, battery, public indecency, or voyeurism. Students or employees found in violation of this policy while on the academy property or during the academy related activities, whether on or off grounds, may be subject to disciplinary action, including dismissal.
- Substance Abuse: The Academy does not permit or condone the use or possession of marijuana, alcohol, or any other drug, narcotic, or controlled substance by students or employees. Possession of substances on Academy grounds is cause for dismissal. Student smelling like marijuana will be asked to leave for the day without credit and suspended from school for 2 days.

**Anyone suffering from an addiction or having knowledge of others who may have a potential problem are urged to consult the Director for appropriate counseling and community service referral.**

- Clocking someone else's time card "IN or OUT" while they are not on the premises.
- Stealing time (clocking in, but not actually being on the school premises and coming back later to clock out).
- Low grades due to lack of effort after special tutoring and counseling.

## **Sanitation**

Public sanitation is the promotion of measures to protect public health and to prevent the spread of infectious disease. The importance of sanitation cannot be overemphasized. Professional services bring the cosmetologist, restricted barber, nail technician and facial specialist in direct contact with a client's skin, scalp, hair and nails. By practicing the best sanitary measures, you protect client's health as well as your own.

A person with an infectious disease is a source of contagion to others. Cosmetologist with communicable disease must not be permitted to serve clients. Likewise, clients suffering from an infectious disease may not be accommodated in a beauty salon. Each student is to familiarize themselves with the guidelines outline by Florida Department of Licensing and adhere strictly to these guidelines.

- a) Each student is responsible for cleaning personal stations and for daily cleanup duty. An instructor will check this before clocking out at the end of the day. Clean up duties will be assigned for all other sanitation duties on a rotation basis.
- b) Hair must be swept up immediately after each a service is completed, before you receive your next client.
- c) Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- d) Sanitary inspection of tool kit, back bar station, and locker facilities may be made by the instructor or any academy official at any time.
- e) Clean towels or linens must be used for each client in cosmetology, restricted barber and nail technician and facial specialist services.



- f) Keep lotions, ointments, creams and powders in clean, closed containers. Use clean spatula to remove creams or ointments from jars. Use sterile cotton pledges to apply lotions and powders.
- g) Discard emery boards after use.
- h) Clips, hairpins or bobby pins must not be placed in the mouth.
- i) Combs and implements must not be placed in the pockets of uniforms.
- j) All implements and articles used must first be sanitized and then placed in a dust-proof or airtight container.
- k) Objects dropped on the floor are not to be used until they are sanitized.

Smoking, eating or drinking is prohibited in the clinic area. Cigarette paper, hair, and other refuse must be placed in the proper receptacles. Tools must be kept in the sterilizer and towels in the enclosed cabinets.

## Graduation Requirements

**A Diploma is awarded to all students who successfully complete all:**

1. A minimum overall grade of 75%.
2. Successfully completed all required number of clock hours of training.
3. Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
4. Satisfactorily pass final written and practical exams (mock state board)
5. Completed the required theory and lab hours.
6. Fulfilled all monetary obligations to the Academy.
7. Proof of an HIV/Aids Course/Certificate (Approved by Florida Board of Cosmetology) - Self Exam Booklet are available through the academy for Cosmetology, Nail Technician, Facial Specialist and Restricted Barber Students.

All students graduating from Shear Excellence Hair Academy must complete 1,200 clock hours in both Cosmetology and Restricted Barber, 300 clock hours in Nail Technician and 310 hours in Facial Specialist with a minimum overall grade of 75%. Upon satisfactory completion of the course, each qualifying student will receive a Diploma for Cosmetology, Restricted Barber, Nail Technician or Facial Specialist. Upon completion, the student will be deemed eligible to take the licensing examination provided by the Florida State Board of Cosmetology or Barber Board for full-time students.

Note: The maximum time allowable for "Satisfactory Progress" in order to receive a diploma from Shear Excellence Hair Academy is 1 ½ the length of all programs offered. Full payment of all tuition, fees and costs must be met before any unit of "clock hours, diploma, state application can be released and submitted to State Board for licensure.

The successful completion of the 1200 clock hour Cosmetology Program or Restricted Barber Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Cosmetology or Restricted Barber license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with a check or money order in the amount of \$68.00 and HIV/AIDS Certificate (cost \$20.00) for Cosmetology students and a check or money order in the amount of \$246 if applying between 4/1 of even year through 7/31 of an odd year; or 196 if applying between 8/1 of an odd year through 3//31



of an even year and a HIV/AIDS Certificate (cost \$20.00). Once the Department deems an applicant eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. (exam fee is not a part of the application fee that cost is \$27.00).

The successful completion of the 300 clock hour Nail Technician Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Nail Technician license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with a check or money order in the amount of \$85.00 and HIV/AIDS Certificate (cost \$20.00)

The successful completion of the 310 clock hour Facial Specialist Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Facial Specialist license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with a check or money order in the amount of \$85.00 and HIV/AIDS Certificate (cost \$20.00)

**Students meeting the above requirements will receive a diploma from Shear Excellence Hair Academy.**

The State may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the State of Florida Department of Business and Professional Regulation Barber/Cosmetology Board to deny licensure. Ensuring student success is Shear Excellence Hair Academy paramount importance. Because of this Shear Excellence is required to properly screen every student who has interest or enrolls in our Academy. This allows us to verify that they, the student would be employable upon graduating from a program.

As part of this process, it may be necessary to conduct background checks for criminal history that may prevent you as a student from being employed in the field for which you have been trained. (Rule 6E-1.0032(6)(g)). Criminal history is reviewed on a case-by-case situation and your application may require State of Florida Board Review. If your application requires board review, you will receive notification by mail approximately three weeks prior to your meeting with State Board.

This process does not take place until after the school submits your application for licensure. Your application cannot be pre-approved.

To further review the information please go to [myfloridalicense.com](http://myfloridalicense.com) click on Our Businesses and Professions. If you are interested in being a barber click on barber FAQ'S page 4 number 20 and if you are interested in being a cosmetologist click on cosmetology FAQ'S page 6 number 30.

## Exit Procedures for Graduating Students





**Two weeks before a student's expected graduation date, an appointment must be set for the following:**

1. Confirm projected graduation date with registrar, and review all hours and operations for accuracy.
2. The student can also elect to increase their schedule to make up these hours. All hours made up for lost time must be completed prior to the student's normal time graduation date. Any absent hours made up prior to the student's normal time graduation date will not be subject to an overtime charge.
3. Students must meet with administration to review accounts. Final payment must be received three weeks prior to actual graduation date and paid in cash money order, or credit card.
4. If the student has a student loan, an exit interview for the loan must be completed. All students must complete an evaluation of course and a diploma request form.
5. All student information such as address and phone number must be updated if necessary.

## Job Placement

The Academy offers job placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed, or in a related field, which include, but are not limited to: Professional appearance guidelines, Job referral and Follow-up. The skills of resume review and interviewing are covered in our study of "Seeking Employment". Students are carried through mock interviews, interview appointment, suitable dress and appropriate behavior to help them better prepare for entering the workforce. However, the academy does not guarantee job placement, nor does it promise employment to any student/ graduate. This depends entirely upon each student. Shear Excellence Hair Academy staff works with salon owners and employers to provide students with an opportunity to become gainfully employed upon completion and licensing. We are also prepared to provide a life-time job placement. The Placement Director assists students by posting available jobs as well as calling and setting up interview appointments for students. Placement assistance is available without charge. I acknowledge that the School has not made and will not make any guarantee of employment or salary upon graduation. The school agrees to provide placement assistance and referrals, if applicable, guidance on securing a cosmetology, nail technician or restricted barber job through professional appearance and professional development classes, resume writing. The career services department and/or the campus manager will assist the Student during the Program and after graduation. All prices for program are printed herein. Contracts are not sold to a third party at anytime. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

The academy maintains a Job Placement Bulletin Board located in the back hallway next to the laundry room of current job openings in the area.

## Placement & Employment Statistics

Shear Excellence Hair Academy has an excellent placement record for its graduates (See "Outcomes Assessment" section of this catalog). Due to the ever increasing dollars spent in the beauty industry, our graduates have excellent opportunities to obtain a position in the field



in which they are training, if they are highly motivated and are ready to seriously work towards learning their chosen profession.

## Academy Outcomes Assessment – 2015/2016

Pursuant to N.A.C.C.A.S Standard 1, an institution must assess the achievements of its programs and students on the basis of pass rates on examinations for licensure (70.0% min). Placement rates for those who took the licensing exam (60.0% min). Completion rates (50.0% min). The average percentage of program completers who completed by the 2015 Annual Reporting period was 82.0%. The average percentage of those who took the exam in 2015 for licensure, and passed, was 92.0 %, and the percentage of those who were placed in jobs related to the field in which they received their license was 75.00 %.

## Career Planning

Careers in cosmetology- restricted barber- nail technician & facial specialist.

Before enrolling please read the following below carefully.

**Cosmetology:** Advise patrons on how to care for their hair. Frequently, they straighten permanent wave or cut a patron's hair to keep the style in shape. Cosmetologists may also lighten or darken the color of the hair and may give manicures, pedicures, scalp and facial treatment; provide make-up analysis for women; and clean and style wigs and hairpieces.

**Restricted Barbers:** Advise patrons on how to care for their hair. Although Restricted Barbers have the capability to do facial massages & Blow dry hair, most often a barber is frequented for haircutting and shaving.

**Nail Technician:** Advises patrons on how to care for their nails. They give manicures, pedicures, apply artificial nails and apply/ create nail art.

**Facial Specialist:** Advises patrons on how to care for their skin. They give facial & facial treatments.

All four professions generally work in clean, pleasant surroundings, with good lightening and comfortable temperatures. Their work can be arduous and physically demanding because most must be on their feet for long hours at a time and all must work with their hands, often times at shoulder level. Many of the professions work more than 40 hours a week including evenings and weekends when beauty salons, barber shops and spas are at their busiest.

Persons who want to become a cosmetologist, restricted barber, nail technician or facial specialists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with the public and be willing and able to follow patron's instructions. Because the beauty industry is constantly changing, keeping abreast of the latest fashions, and beauty/cutting techniques. Business skills are important for those who plan to operate their own salons. Safety requirements/awareness for those interested in the programs of cosmetology, restricted barbering, nail technician and facial specialist.



Be aware that they handle sharp objects (scissors, razors, nippers, tweezers, etc) and need to take care not to cut themselves or their clients; all tools must be sanitized and sterilized after every use due to blood born disease; electrical devices are used in all four professions, this includes HIV awareness that must be completed for all programs.

## Employment

According to the Bureau of Labor Statistics, the number of personal appearance jobs is projected to jump 13 percent between 2012 and 2022, nearly three times the rate of growth of total U.S. employment (11 percent) during the same period.

All of the major personal appearance occupations are projected to post job growth stronger than the overall economy between 2012 and 2022. The number of skin care specialist jobs is projected to jump 51 percent, while hairdresser, hairstylist and cosmetologist positions are expected to increase by 31 percent.

Barbers, cosmetologist, and other personal appearance workers held about 821,900 jobs in 2008. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicures 76,000, and shampooers 22,900.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States. Overall, more than 1.1 million professionals work in personal appearance occupations in the United States, according to the Bureau of Labor Statistics. Individuals in these occupations have a much higher rate of self-employment, as compared to the overall workforce. About 44% of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building. Of that 44% percentage 770,000 Hairdressers, Hairstylists and Cosmetologists, 35 percent (or 267,000) are self-employed. Barbers have the highest proportion of self-employed individuals, at 54 percent.

## Job Outlook

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

- The total number employed in the field as of 2012 was 663,300
- Projected employment through to 2022 is 746,600
- Change in employment 2012-2022 is 83,300
- Percentage of increase in jobs is 20%



The information regarding Employment, Job Outlook can be found from the following excerpts from the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook 2012 Edition. For more in depth information about your career interest, please go on line to: <http://www.onetonline.org> or <http://www.bls.gov/ooh> and input the SOC code listed on each of our program home pages.

## Earnings

Median yearly wages in December 2014 for hairstylists, beauticians, cosmetologists and colorists including tips and commission were \$23,596. The middle 50% earned between \$19,269 and \$31,036. The lowest 10% earned less than \$18,449. Median yearly wages in December 2014 for barbers including tips were \$25,453. The middle 50% earned between \$20,369 and \$30,272. The lowest 10% earned less than \$19,618. Among manicurists and pedicures median yearly wages in December 2014 are 21,931 and the middle 50% earned between \$18,777 and \$40,143. The lowest 10% earned less than \$18,280.

The information regarding Earnings can be found from the following excerpts the Florida Occupational Employment and Wages.

## Continuing Education/Refresher

For one year following a student's graduation, a graduate may return for refresher courses. For that year the refresher courses are free of charge. Following that initial year, students will be charged the current published rate per clock hour.

## Reciprocity

As each state has different standards for licensure, Shear Excellence Hair Academy cannot guarantee reciprocity. If you are seeking licensure through another state, please contact the Department of Licensing for that particular state for guidance.

## Adult Model Release

Model Release Form are giving to each enrolled student to sign and give permission to Shear Excellence Hair Academy and to their affiliates to reproduce and use photographs and/or digital images of students and/or their model work (in either case, with or without their name), for use in advertising, Web sites, printed or electronic promotional materials, or in any other context. The student also agree that their name may (but need not) be revealed in descriptive text or commentary in connection with the image(s). They also authorize the use of these images will be without compensation to them.

- I hereby grant Shear Excellence Hair Academy, its affiliated companies, successors, assigns, principals, representatives and those acting pursuant to its permission or upon its authority (the "Grantees"), the right to use, to publish, or to distribute pictures or other likeness or me in which I may be included, in whole or in part (photographs,

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portraits, drawings, film footage, composite or otherwise), as well as my name for the advertising and promotion of Grantees throughout the world for public relations purposes.

- I waive any right to inspect or approve any picture of likeness so used or the copy used in connection therewith, or the use to which it is applied. I release and discharge the Grantees and those acting pursuant to their permission or upon their authority from any distortion, optical illusion, alteration or other circumstance that may occur or be produced in connection therewith.
- I hereby knowingly assume all risk of bodily injuries, which may occur during the event(s) at which photographs of me will be taken. On behalf of myself and anyone who may claim by, through or under me. I hereby knowingly, voluntarily, fully, completely, and forever release Grantees from any and all claims, demands, suits, actions, and causes of action, of whatever kind, nature or description arising from or in any manner relating to any such injuries.
- It is understood that sufficient and valuable consideration is received by me by reason of the above-mentioned use or publication of my pictures and likeness and that no other consideration or compensation is payable to me; and that such use or publication is made by the Grantees in reliance upon my signing this grant and release.
- I am 18 YEARS OF AGE OR OVER (need parenting/guardian signature if under 18)
- I agree that the School may include and/or reference me in its promotional and marketing materials in any medium and for any lawful commercial purpose, including without limitation on the lawful commercial purpose, including without limitation on the Schools' website or otherwise on the internet, in brochures, in broadcast advertisement, and in displays at the School's facilities or events. To effect this permission, I hereby grant the School the unrestricted and perpetual rights to use and publicize my name, photograph or other likeness, voice, commentary, quotes, personal characteristics, and identifying features. I acknowledge that I will not be compensated for the use of my name and likeness, that the School is not obligated to use my name and likeness and I shall have no right to inspect or approve the use of my name and likeness except as provided herein. I further understand that I may withdraw this grant of permission at any time by providing the School with notice in writing of my intent to withdraw this permission; provided, however, that any such withdrawal shall have no retroactive effect and will not require the School to cease or desist from the ongoing or future use or publication of materials in existence or development at the time of such withdrawal. Provided that the School is in compliance with its obligations pursuant to this section, I hereby waive and release the School from any and all claims relating to the use of my name or likeness, including invasion of rights of privacy or publicity.

## Copyright Infringement Policy

It is the policy of Shear Excellence Hair Academy to comply with all copyright laws. This includes, but is not limited to, copying manuals, workbooks, textbooks, periodicals, or peer to peer file sharing. All students and employees are to be aware of and follow these laws. Any member of this institution practicing unauthorized use or distribution of copyrighted materials will be subject to sanctions by this Academy, up to and including dismissal from school, or terminated of employment. Furthermore, violators would also be subject to Federal criminal offense for copyright law violations.



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## Voter Registration

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. **STANDUP AND BE COUNTED- MAKE A DIFFERENCE.** To register contact your county Supervisor of Elections Office at: 813-272-5850 or 813-744-5900.

## Parking

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Shear Excellence Hair Academy will not be responsible for parking violations and/or towing fees.

## Privacy Act

Neither the Privacy Act of 1975 nor the Family Educational Rights and Privacy Act (also called the Buckley Amendment), are to prohibit the commissioner and or his representative from inspecting students.

## Internal Academy Grievance Procedure

In accordance with the Academy's mission statement the academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation, the academy catalog and posted in the classroom, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Written records of all complaints will be maintained through two (2) complete accreditation cycles. Evidence of final resolution of all complaints will be retained in the academy files in order to determine the frequency, nature, and patterns of complaints for the Academy.

The information will be used in evaluating the Academy's effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. Students having complaints or grievances should first discuss the matter with the Instructor within three (3) working days of the incident. The Instructor and the grievant will make every effort to resolve the complaint at this point. If a mutually satisfactory adjustment is not reached within three (3) working days from the time of notification or if the complaint is regarding the instructor, the student may proceed to the next step.
2. The student should register the complaint in writing on the designated form provided by the institution within three (3) working days of the date that the act, which is the subject of the grievance, occurred to the Director of Education. The Director of Education will review the complaint and a response will be sent to the student within ten (10) working days of receiving the complaint. If the outcome is still not satisfactory or if the complaint lies with the Education Department the student may proceed to the next step.
3. The student should register the complaint in writing on the designated form to the Director. The Director will render a decision within ten (10) working days. The Director may elect to hold an additional review before rendering a final decision. If a satisfactory agreement cannot be



reached or if the complaint is in relation to the Director the student may proceed to the next step.

4. The Student should register the complaint in writing on the designated form and then mail it to the Corporate Office. The address is listed in the current student catalog. Corporate Management will review the complaint and a response will be sent in writing to the student within fifteen (15) days of receiving the complaint. If the complaint is regarding the academy, the student may proceed to the next step.

5. The student should register the complaint in writing on the designated form and then mail it to one or both places. If the complaint is of state level, then the student should address the Executive Director, Commission for Independent Education, the address is located in the academy catalog. If the student wishes he/she may register the complaint with NACCAS 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, the academy accrediting body.

**Afterward, the following steps must be taken:**

Instances in which students are accused of committing infractions of the academy rules and regulations will be referred to the director. The director shall conduct a careful and thorough investigation of the alleged infraction. In the event the investigation shows that there is no substantial evidence to support the allegations of wrongdoing on the part of the student, the director shall drop the charges.

If the finding indicates sufficient evidence to support the allegation of wrongdoing, the director shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of the conference with the student, the director shall render a decision to dismiss the charges, to impose an administrative reprimand or to place the student on probation. The decision of the Director will be presented in writing to the student, Financial Aid and Admission Director. The student may, within five (5) calendar days of the receipt of this notice from the director appeal this decision, in which case, an appeals committee shall be established.

If the student appeals the decision of the director or if the decision of the director is for disciplinary suspension, an appeal committee will be formed. The director shall, within five (5) calendar days after making a decision to suspend the student or after receipt of the written appeal, select a committee of five (5) disinterested persons from the student body, faculty and staff. The director shall designate a chairperson for the committee, who shall set a time and place, for the hearing and notify the student and director. The hearing shall begin ten (10) calendar days after the committee has been designated.

The committee shall make its decision by simple majority vote and communicate its finding in writing to the director within (5) calendar days after the hearing is completed. The committee may recommend to the director to drop the charges, or a reprimand be issued or disciplinary probation be imposed for a period not to exceed one month or disciplinary suspension be imposed for a specified time or a student be dismissed from the academy.

Within ten (10) calendar days of receipt of the committee report, the director will communicate a final decision to the student. The director shall impose a sanction equal to or less than that recommended by the committee, but he/she may not increase the severity of the decision. The director shall provide a copy of the written decision including the committee report to the student. If the decision includes probation, suspension or dismissal, a copy of the decision shall be provided to the Financial Aid and Admission Directors. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS, 4401 Ford Avenue #1300, Alexandria, Va. 22302 or Executive Director, Commission for Independent Education,



325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850) 245-3200 or toll free 888-224-6684 if not, the decision of the director shall be final and binding on all parties.

## Campus Security Report Drug & Alcohol Abuse Prevention

### Drug & Alcohol Abuse Prevention Program Policy

Shear Excellence Hair Academy has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be terminated. Student smelling like marijuana will be asked to leave and will be terminated. The possession, sale, manufacture or distribution of any controlled substance is illegal under federal and state laws. Violators are subject to Shear Excellence disciplinary action, criminal prosecution, fine and imprisonment. Shear Excellence Hair Academy has Drug and Alcohol Abuse Prevention Program information and organizations available to any student and/or staff member.

Administration is available to any student and/or staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for Drug and Alcohol Abuse information.

**Anyone suffering from an addiction or having knowledge of others who may have a potential problem are urged to consult the Director for appropriate advisement or counseling within the community service referral.**

Shear Excellence Hair Academy annual campus security report is available to all current students and employees. It contains the required crime statistics for the three calendar years preceding the year in which the report is disclosed. The report is provided and given during enrollment or new hire.

### Student Health & Safety

Student health & safety is important to Shear Excellence Hair. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- A. All accidents or injuries must be reported on an accident form which is located in reception area or the administration office.
- B. Common sense is the most important safety rule of all. Please use it at all times.
- C. Horseplay in work areas will not be tolerated.
- D. Take all necessary precautions to maintain a safe environment.

### Anti-hazing Policy

The purpose of this policy is to insure that no actions or statements which by design or intent mount to the intimidation or hazing of students. All such actions are strictly prohibited. The





term “Hazing” means any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission, or graduation.

Penalties for individuals found guilty of hazing violations may include but are not limited to, the withholding of diplomas or transcripts pending compliance with any criminal or civil action, the imposition of reprimand, probation, suspension, or dismissal. Such penalties shall be in addition to any other penalty to which the student may be subject to for violations of the criminal laws of Florida.

## Hate Crime Reporting

The current federal regulations require institutions to report hate crimes as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property or any other crime involving bodily injury reported to local law enforcement that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Students are encouraged to report crimes that fall into this category to instructors or directly to the Administration as soon as possible.

## Bullying, Harassment, and Discrimination Policy

SHEAR EXCELLENCE HAIR ACADEMY is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

Harassing, bullying, and discrimination may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying, and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination create a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment. Bullying, harassment, and/or discrimination can occur between staff to student, student to staff, student to student, staff to staff, and female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment, or discrimination on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.



The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged bullying, harassment, or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## Weapons on Campus

Shear Excellence Hair Academy has a zero tolerance regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, fireworks or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification to the appropriate authorities.

## Disaster Procedures

Emergency Numbers:

Emergency: 911

Police Department (non-emergency) 813-231-6130

411 N. Franklin Street, Tampa, Florida 33602

Tampa Fire Department

Non- Emergency: 813-232-6805

808 E. Zack Street, Tampa, Florida 33602

## Academy Closure due to Emergency

In the event the Academy needs to be closed due to an Emergency regarding hurricane, flooding, fire, etc., a notice will be placed on the door (if possible) or you will be notified by an alternate source, ex: TV, newspaper, radio, text message or posted at the academy entrance door, giving staff, students & customers all necessary re-opening information, as well as providing a number they can call for more information. Furthermore, an emergency announcement will be placed on the Academy's automated phone system, if the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

**Events that qualify for emergency notification include, but are not limited to:**

- Severe Weather Warning
- Natural Disaster
- Structure Fire
- Dangerous or Serious Crime in Progress or Other Police Emergencies



- Active Shooter
- Suspicious Person Alert
- Bomb Threat
- Power Outage
- Chemical/Nuclear/Biological Spill or Other Hazardous Materials Incident
- Airplane Crash

The notification will be distributed as soon as possible under Shear Excellence Hair Academy guidelines. Shear Excellence Hair Academy Owners, Directors, and Lead Instructors have authority, as to the content and distribution of such notifications. All notifications will include the type of situation, the location of the situation, the time and date, instructions to all recipients, and an identification of any other means for the public to obtain information. Notifications will be made as soon as possible. Notifications will generally be made by the Owners, Director, or Lead Instructor.

## Emergency Response & Evacuation Procedure

Federal Regulations require that the Academy have in place policies and procedures that describe how the Academy will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students/staff occurring on the campus, unless said notification compromises efforts to contain the emergency. Upon acceptance to this Academy the required policies and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the Academy's Administrative Staff will handle all necessary campus notification, without delay and will initiate the notification system. Phone systems with availability to call 911 are in all classrooms and both buildings have complete fire, sprinkler and burglary alarm systems in place for student and faculty safety. A PA system is also in both buildings. A test of these systems will occur periodically, with or without notice.

## Fire


In case of fire, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route and where fire extinguishers are located throughout the building.

## ANNUAL SECURITY REPORT, SECURITY POLICIES AND SECURITY PROCEDURES

(\* Section 486(e) Higher Education Act of 1998 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (485 (f), Higher Education Act, 1965) and (VAWA Reauthorization Act of 2013-Publ Law 113-4 eff. 7/1/15)

**2015 - 2016**

Shear Excellence Hair Academy, has designated Ms. Carmen Rivera, Administrative Assistance, as the contact person for reporting any problems relating to on campus security issues and the reporting of crimes. Also Mrs. Donaldson is the designated Title IX administrator as required under Title IX of the Education Amendments of 1972. Shear Excellence Hair Academy does not have on-campus housing, nor does the Academy



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participate in any outside collegiate athletic activities or have non-campus facilities/ remote classrooms. Shear Excellence Hair Academy has a zero tolerance for any offense mentioned in this report.

## Security Policies and Security Procedures


### **If I see a crime happening or I'm a victim of a crime what do I do?**

1. Shear Excellence Hair Academy, encourages students and/or employees to promptly report any criminal activity or actions on campus with regards to murder, manslaughter, sexual offenses (forcible or non-forcible), robbery, aggravated assault, burglary, unlawful entry, motor vehicle theft, arson, hate crimes, stalking, domestic violence, dating violence, liquor law violations, drug law violations and illegal weapons possession, to the designated individual mentioned above. Mrs. Rivera will assist the student and/or employee in reporting the incident to state or local police authorities and keep an internal report log.
2. Since the institution does not have private campus based security personnel, Shear Excellence Hair Academy, refers all campus law enforcement issues to state (Florida Highway Patrol-1-800-226-5350) or local police authorities, (Hillsborough County Sheriff 813-247-8200 or City of Tampa Police Dept.-non-emergency 813-276-3200 or emergency #911), whichever is appropriate.

### **How can I learn about campus safety?**

1. Always be aware of what is going on around you. Your eyes and ears are your best prevention. Shear Excellence Hair Academy staff encourages students attending on the night time schedule to leave the building in groups and to not linger in the parking lot alone after dark. It's the Academy's policy that no staff member closes and leaves the school at night while students are still on the premises (ie; in the classrooms or parking area).
2. The Academy has Police Department representatives visit our school, upon request, to address the student and employee assembly in safety and security procedures and crime watch programs for both themselves, and our institution.
3. Shear Excellence Hair Academy, has formally requested that Department notify this institution of criminal activity that may have been engaged in by this institutions students at off-campus locations. Should notification of this type be received and the criminal activity is perceived to be an immediate threat to the student body, notification will be made through our Emergency Response Notification via and website. The Emergency Response Notification Procedure is tested at least once annually.
4. For the safety of the campus both leased space have phone systems with availability to call 911 should an ambulance or the police be needed. Both buildings have complete fire, sprinkler and burglary alarm systems in place in the event of an emergency. Should one of these types of emergencies take place please follow your instructor's directions in a calm and orderly manner. If the emergency requires you to exit the building do so quickly and calmly. If the emergency is weather related, please remain inside, and if necessary seek immediate shelter in interior space away from glass windows, doors and mirrors. If prior weather alerts are available notification will come via the schools intercom system.

### **What do I do if a hostile intruder situation occurs on campus?**



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When hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm is on the campus, we recommend the following: 1] All classrooms can be locked down from the inside, lock yourself in the room you are in at the time of the threat. 2] If communication is available, call 911, and then call the schools front reception (933-2468) if it can be done safely. 3] Do not stay in open space. 4] Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit. 5) Barricade yourself in the room with furniture or anything you can push against the door. 6) Close the blinds or curtains if available. Stay away from windows. 7) Turn all lights and audio equipment off. 8) Try to stay calm and be as quiet as possible. 9] If you are caught in an open area such as a open space or breakroom-type area, you must decide what course of action to take; a] You can try to hide, but make sure it is a well hidden, space or you may be found as the intruder moves through the building looking for victims. b] If you decide to run, do not run in a straight line. Keep as many objects as possible between you and the hostile person(s). (ie; doors, columns, trees, cars etc.), c] If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. d] The last option you have if caught in an open area may be to fight back. This will be a dangerous choice, but it may be your best option. e] If you are caught by the intruder, and make the decision not to fight back, then follow their directions as calmly as possible and do not look them directly in the eyes. f] Once police arrive, follow all of their commands. This may involve being handcuffed until the police have the situation completely under control.


### **Does the Academy have a Drug and Alcohol Abuse Policy?**

1. Shear Excellence Hair Academy has a written "Drug and Alcohol Abuse Policy" that states the following: "Shear Excellence Hair Academy has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to termination. Shear Excellence Hair Academy has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information'. This policy applies equally to all students and employees of the Academy. All students read and sign the policy during their enrollment period and the policy is covered again during Orientation, prior to starting classes. As stated in the written policy it is against school regulations for any student or employee (including a minor) to possess or sell alcoholic beverages or illegal drugs on the school campus. (Campus is defined as all buildings and adjacent parking areas.) Violation of the drug and alcohol abuse policy will result in a student's and/or employee's immediate termination and federal, state or local police authorities being notified to properly handle the situation.

2. The Alcohol and Drug Abuse Crisis Intervention number is 800-234-0246 and the Alcohol and Drug Abuse 24 hour Hotline & Treatment number is 800-378-4435. Should a student or employee require additional related materials, information or need educational programs regarding alcohol and drug abuse you are encouraged to contact the administrative offices for assistance. Pamphlets are available with treatment facility information.

### **What if I am a victim of sexual assault?**

1. If a rape does occur on campus, it is important for you to preserve evidence for proof of a criminal offense. The individual should not bath or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.



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2. In the event that a sexual assault (rape), acquaintance rape, dating violence and/or other forcible and non-forcible sex offenses should occur on campus, the individual should report it immediately to Ms. Rivera, either by contacting her in the administrative offices (813-933-2468 ext. 105) or by asking a staff member to contact her at home. She will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus counseling, mental health or other student services for victims of sex offenses, they will be encouraged to contact the Rape Crisis and Sexual Abuse Hotline at, or 800-940-7273 if needed.

### **What are my options if the sexual offense is student on student, or student and/or employee?**

1. Any sexual offense occurring between students and/or employees or both, will result in: 1] discussing the options available for changing a victim's academic situation after the alleged sex offense, if charges are requested by the victim, and 2] the school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

### **What if I am a victim of Domestic Violence?**

1. Domestic Violence or Domestic Abuse is more than just an occurrence of a physical offense. The Domestic Abuse Council states: if your partner... Isolates You, Calls you Names, Humiliates or embarrasses you, Hits, slaps, shoves, kicks or bites you, Threatens to hurt you, your family, pets or friends, Behaves in ways that feel abusive to you.... Then you are not alone! Anyone (married or not) involved in a domestically abusive situation should contact the 24 hour Crisis Hotline (386) 255-2102, (386) 738-4080 or (800) 500-1119 and seek help immediately. If it occurs on campus, the individual should report it immediately to Mrs. Rivera, by contacting her in the administrative offices (813-933-2468 ext. 105) or if it occurs off campus, then it should be reported to the nearest law enforcement authority. State (Florida Highway Patrol-1-800-226-5350) or local police authorities, (Hillsborough County Sheriff 813-247-8200 or City of Tampa Police Dept.-non-emergency 813-276-3200) or by dialing emergency #911, whichever is appropriate.

Definitions of:

**Domestic violence**...means a "felony or misdemeanor crime of violence committed by-

A current or former spouse or intimate partner of the victim,

A person with whom the victim shares a child in common,

A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or

Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

**Dating violence**...means "violence committed by a person –

Who is or has been in a social relationship of a romantic or intimate nature with the victim;  
and



Where the existence of such a relationship shall be determined based on a consideration of the following

Factors:

- 1] the length of the relationship;
- 2] the type of relationship; and
- 3] the frequency of interaction between the persons involved in the relationship.”

**Sexual assault** ... means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s uniform crime reporting system.

**Stalking** ... means “engaging in a course of conduct directed at a specific person that would cause a reasonable person To- Fear for his or her safety or the safety of others; or Suffer substantial emotional distress.”

### ANNUAL SECURITY REPORT 2015-2016

The following are the On Campus Crime Statistics for the three (3) previous calendar school years (2015, 2014, & 2013):

**Criminal Homicide:**

0 manslaughter (negligent & non-negligent)  
0 murders

**Burglary:**

1 burglaries (unlawful trespass, forcible or non-forcible)

**Motor Vehicle Theft:**

0 motor vehicle thefts

**Sex offenses:**

0 rapes (forcible & non- forcible)

**Arson:**

0 arson on campus

**Aggravated Assault:**

0 aggravated assault

**VAWA Offenses**

0 Domestic Violence  
0 Dating Violence  
0 Stalking

**Hate Crimes: (by prejudice, race, gender, religion, sexual orientation ethnicity and disability)**

0 hate crimes (ie: sex, race, religion, etc.)

During the most recently completed school year (7-1-15 to 6-30-2016), there were **no arrests** for the following crimes in relationship to the campus:

- Liquor law violators
- Weapons possessions violators
- Drug abuse violators