

SUMMIT SALON ACADEMY

Catalog and Consumer Information

January 2024



**1944 E. 53rd Street
Anderson, Indiana 46013
765-649-5555**

www.andersonsalonacademy.com

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CATALOG AND CONSUMER INFORMATION
Revised January 2024
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WELCOME

Welcome to Summit Salon Academy, hereinafter known as the "Academy, school, or institution". We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group. Summit Salon Academy is located in Anderson, Indiana. There are nice parks and public facilities in addition to great living, dining and shopping areas. Anderson has a population of 60,000 and there are many great places to visit within minutes of the Academy.

Mission Statement

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

Facilities and Equipment

Summit Salon Academy is a 6,294 square foot educational facility with state-of-the-art equipment and spacious hair care, barber, nail care, and skin care classrooms/areas, 30 individual styling stations, student salon, student lounge, reception and office areas. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere.

Multiple Facilities Disclosure

The Academy utilizes additional classroom space in the building across from the Main campus. The classroom is located at 1928 E. 53rd Street, Anderson, IN 46013. This applies to all programs, as needed.

Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.

Our Points of Difference

- We focus on training Cosmetologists, Barbers, Estheticians, and Nail Technologists for top salons and spas across the country.
- We are the exclusive Academy sponsored by Redken 5th Avenue New York.
- We train students in the critical business skills necessary for salons and spas to ensure their success after school.
- We limit class sizes for better education.
- We make the privately held salon where incomes are greatest a primary target for placement after graduation.
- We have contacts for placement with more than 7,000 Redken Club 5th Ave salons in all 50 states. We place students in more than 500 KRS Summit Salons across the nation.

- We know how crucial it is for students to have real world practice while in training and we provide that experience.
- We have spa, salon and hair studio owners who serve on our advisory board and recruit from our Academy.
- We hire school industry consultants from The Summit Consulting Group to develop excellence in our students, educators and owners.
- The Academy is owned and operated by successful salon and spa owners.
- We have the help of Michael Cole, Randy Kunkel, Peter Mahoney, the Summit Salon Business Center, and other industry leaders who will lend their expertise to the Academy.
- We are accredited by NACCAS, National Accrediting Commission of Career Arts and Science and can accept Federal Financial Aid for those who qualify.
- We are a veteran friendly Academy and can accept veteran education benefits.

Additional Information

Additional information about Summit Salon Academy may be found on our website at www.andersonsalonacademy.com.

Class Dates*

Program	Months	Dates
Cosmetology	11	Tuesday 1/16/2024
		Monday 3/18/2024
		Monday 5/13/2024
		Monday 7/15/2024
		Monday 9/16/2024
		Monday 11/11/2024
Cosmetology (Day Track)	11	Monday 4/22/2024
		Monday 10/14/2024
Cosmetology (Night Track)	15	To Be Determined
Barber (Day Track)	15	Monday 3/18/2024
		Monday 7/15/2024
		Monday 11/11/2024
Esthetics (Day)	6	Wednesday 1/3/2024
		Monday 7/1/2024
Esthetics (Evenings)	7	Monday 2/5/2024
		Monday 9/30/2024
Nail Technology (Day Track)	6	Monday 7/1/2024
Beauty Culture Instructor	6-12	Monday 7/15/2024

*All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes.

Holidays/Closures

The Academy is closed the following days: New Year's Day, Dr. MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The Academy closes one day per quarter for Staff Training. The school reserves the right to close additional days with posted notice.

Tuition & Fees

Registration Fee \$100 is due when enrollment agreement is signed.

Tuition and Fees 2023

Program	Registration Fee	Tuition	Books, Tool Kit, and iPad	Total
Cosmetology	\$100	\$14,800	\$2699	\$17,599
Barber	\$100	\$14,800	\$2699	\$17,599
Esthetics	\$100	\$9283	\$1616	\$10,999
Nail Technology	\$100	\$5843	\$1156	\$7,099
Beauty Culture Instructor	\$100	\$9,999		\$10,099

Tuition increases effective January 2024 for Cosmetology, Barber, Esthetics, and Nail Technology. Price increase effective July 2024 for Esthetics.

Program	Registration Fee	Tuition	Books, Tool Kit, and iPad	Total
Cosmetology	\$100	\$15,800	\$2699	\$18,599
Barber	\$100	\$15,800	\$2699	\$18,599
Esthetics	\$100	\$10,283	\$1616	\$11,999
Nail Technology	\$100	\$6843	\$1156	\$8,099
Beauty Culture Instructor	\$100	\$10,999		\$11,099

Because many future students visit and tour our facility months before they enroll, please be aware that our prices are subject to change. The course tuition will reflect the pricing at the time of your actual enrollment, not necessarily the time of your Academy visit.

Books, Tool Kit, iPad and Miscellaneous Expenses

The Student will receive appropriate books and supplies used in training from the Academy at the appropriate time. Students are responsible for their own stationary type supplies. Students purchase apparel and shoes that meet Academy requirements.

Other Costs

\$10 – Name Tag replacement fee.

Students provide their own basic school supplies. Students follow the apparel code for their program. Federal Financial Aid is available to those who qualify. Financing is also available.

Over Contract Charges

If the student does not complete training by the contracted graduation date, an additional fee of \$10.00 dollars per scheduled hour will be charged until the required hours are completed. A grace period of 102 hours for Cosmetology and Barber, 72 hours for Esthetics and Nail Technology, and 100 hours for Beauty Culture Instructor is added to each student's contact and is reflected in the student's graduation date. An absence, regardless of whether it is requested time off, call-in, or suspension, is considered time missed and is part of the grace period.

Extra Education

Extra educational events are available for students at the Academy.

Payment Methods

The Academy accepts Federal Financial Aid (for those who qualify), US, VA, Cash, Check, Credit/Debit card, and Money Orders, for payment. There is no charge on interest with the

cash payment plans if payments are made on time. For cash payment, a down payment of 20% of tuition is due before the class starts. Then a monthly payment is due the first day of each month until the balance is paid.

Cosmetology Payment Information:

Financial Aid Payment Period Charges (Cosmetology)

- The Academy charges tuition by payment period.
- **(0-450) hours=\$5550.00 (451-900) hours=\$5550.00**
\$4740 tuition/\$810 kit & books \$4740 tuition/\$810 kit & books
- **(901-1200) hours=\$3700.00 (1201-1500) hours=\$3699.00**
\$3160 tuition/\$540 kit & books \$3160 tuition/\$539 kit & books

Cash Payment Plans

- Full Time Day program \$18,499
 - \$3699.80 down
 - \$1345.38 per month payment until paid in full (11th payment \$1345.40).
- Day Track program \$18,499
 - \$3699.80 down
 - \$986.61 per month payment until paid in full (15th payment \$986.66)

Barber Payment Information:

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- **(0-450) hours=\$5550.00 (451-900) hours=\$5550.00**
\$4740 tuition/\$810 kit & books \$4740 tuition/\$810 kit & books
- **(901-1200) hours=\$3700.00 (1201-1500) hours=\$3699.00**
\$3160 tuition/\$540 kit & books \$3160 tuition/\$539 kit & books

Cash Payment Plans

- Day Track program \$18,499
 - \$3699.80 down
 - \$986.61 per month payment until paid in full (15th payment \$986.66)

Esthetics Payment Information Jan/Feb 2024:

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- **(0-350) hours=\$5450.00 (351-700) hours=\$5449.00**
\$4642 tuition/\$808 kit& books \$4641.00 tuition/\$808 kit & books

Cash Payment Plans

- Day and Evening programs \$10,899.00
 - \$2179.80 down payment
 - 6 month course:
 - \$1453.20 per month payment until paid in full (6th payment 1453.10)
 - 7 month course:
 - \$1245.60 per month payment until paid in full

Esthetics Payment Information July/September 2024:

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- **(0-350) hours=\$5950.00 (351-700) hours=\$5949.00**

\$5142 tuition/\$808 kit& books \$5141.00 tuition/\$808 kit & books

Cash Payment Plans

- Day and Evening programs \$11,899.00
 - \$2379.80 down payment
 - 6 month course:
 - \$1586.53 per month payment until paid in full (6th payment \$1586.55)
 - 7 month course:
 - \$1359.89 per month payment until paid in full (7th payment \$1359.86)

Nail Technology Payment Information:

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- **(0-300) hours=\$4000.00 (301-600) hours=\$3999.00**
 \$3422 tuition/\$578 kit & books \$3421 tuition/\$578 kit & books

Cash Payment Plans

- Day Track program \$7,999
 - \$1599.80 down
 - \$1066.53 per month payment until paid in full (6th payment \$1066.55)

Beauty Culture Instructor Payment Information:

Financial Aid Payment Period Charges

- The Academy charges tuition by payment period.
- (0-450) hours=\$5000.00 (451-900) hours=\$4999.00

Cash Payment Plans

- Program \$10,999
 - \$2,199.80 down
 - \$8,799.20 divided by number of contracted months. (Length of program varies per student and their personalized schedule.)

Schedules and Business Hours

The Academy is open Monday through Saturday including evenings. Hours of attendance depend on the schedule assigned. All programs are full-time.

Programs Full Time only	HOURS	Schedule	Hours Week	Weeks to Complete
Cosmetology	1500	Basics: Mon- Thurs 9am-4:30 pm and Fri 9am-3:30pm Floor: 2 weekdays 9am-4:30pm, 2 weekdays 2pm-9pm and Sat 9am-5pm	34	49
Cosmetology-Day Track	1500	Mon-Fri 9am-2pm	25	68
Cosmetology-Night Track	1500	Mon-Fri 2:30m-9pm	24	69
Barber-Day Track	1500	Mon-Fri 9am-2pm	25	68
Esthetics-Day	700	Mon- Thurs 9am-4:30 pm and Fri 9am-3:30pm	34	24
Esthetics-Evenings	700	Mon-Thurs 4:45pm-9pm and Sat 9am-5pm	25.5	33
Nail Technology-Day	600	Mon-Fri 9am-2pm	24	29

Track				
Beauty Culture Instructor	1000	Basics: Mon- Thurs 9am-4:30 pm and Fri 9am-3:30pm Floor: 2 weekdays 9am-4:30pm, 2 weekdays 2pm-9pm and Sat 9am- 5pm	34	34

Class Size

The Academy limits the class size for all courses. Early enrollment is encouraged.

Staff

Owners: Jean Rice
Courtney Mitchell
Nicole Mitchell
Julie Conwell

Director: Jean Rice

Educators: Courtney Mitchell- Cosmetology Instructor
Wendy Taylor- Cosmetology and Esthetics Instructor
Melissa Wright- Esthetics and Nail Technology Instructor
Janing Queque Huffman- Cosmetology Instructor
Kristi Talbert-Cosmetology Instructor
Lacey Holder-Cosmetology Instructor
Tiffany Meadows-Cosmetology Instructor
Paige Halcomb-Cosmetology Instructor
Nicole Bledsoe-Cosmetology Instructor
Samantha Norris-Esthetics Instructor
Cova Wilkerson-Barber and Cosmetology Instructor

Financial Aid: Julie Conwell

Admissions: Nikki Hollingsworth

Support Staff: Kaitlin Morpew

Career Planning

Career Opportunities

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- COSMETOLOGIST: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- BARBER: Professional Barber, Barber Shop Owner or Manager, Barber Instructor
- ESTHETICIAN: Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board

Member/Examiner, Makeup Artist.

- NAIL TECHNOLOGY: Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- BEAUTY CULTURE INSTRUCTOR: Cosmetology, Esthetics, or Nail Technology Educator, State Board Member/Examiner, Cosmetology School Administrator or Director.

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

Job Demand in Cosmetology/Related Fields

The U.S. Department of Labor provides current (2022) job information at <http://www.bls.gov/>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	2022 National Mean Hourly/Yearly Wage	2022 Indiana State Mean Hourly/Yearly Wage
Cosmetologists (Hairdressers)/39-5012	\$18.71/ \$38,910	\$15.01 / \$31,220
Barbers 39-5011	\$18.92 / \$39,350	\$15.44 / \$32,120
Estheticians (Skin Care Specialist)/39-5094	\$22.98 / \$47,790	\$17.27 / \$35,920
Manicurists/Pedicurists/ 39-5092	\$16.14 / \$33,560	\$15.62 / \$32,500
Instructors (Vocational Education)/25-1194	\$31.49 / \$65,500	\$28.68 / \$59,660

Data above found on US Bureau of Labor Statics website: <https://www.bls.gov/oes/>

ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at www.onetonline.org.

NACCAS 2022 Annual Report Outcome Rates:

Disclaimer: The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

Graduation Rate	Placement Rate	Licensure Rate
99/106 = 93.40%	82/99 = 82.83%	99/99 = 100.00%

Essential Career Considerations / Requirements

Applicants interested in pursuing a career in cosmetology, barber, or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. manicurists will spend long hours sitting at a manicurist's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Placement

The Academy maintains contacts in the cosmetology and barber professions to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee employment. However, we do follow-up on graduates to help us prepare new students for future job placement.

Reciprocity

Licensed Cosmetologists, Barbers, Estheticians, Nail Technologists, and Beauty Culture Instructors from Indiana may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Licensing Requirements

- To become licensed in **Cosmetology** in Indiana, students must complete 1500 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school.
- To become licensed in **Barber** in Indiana, students must complete 1500 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school.
- To become licensed in **Esthetics** in Indiana, a student must complete 700 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school.
- To become licensed in **Nail Technology** in Indiana, a student must complete 450 hours of approved training, pass the state board exam, complete all state required progress and Academy requirements, pay all tuition and fees, and graduate from an approved school. The Academy requires an additional 150 hours of practice training hours to graduate for a total of 600 hours.
- To become a licensed **Beauty Culture Instructor** in Indiana, students must complete 1000 hours of approved training, pass the state board exam, complete Academy requirements, graduate from an approved school, pay all tuition and fees, and have six months of work experience with their Cosmetology, Esthetics, or Nail Technologist license.

Disclaimer: The State Board of Cosmetology and Barber Examiners may suspend, deny, or revoke a license or certificate for certain felony convictions per section IC 25-1-1.1-2 and IC 25-1-1.1-3. Therefore, the Academy makes no guarantees of licensure to anyone enrolling in our programs who have a felony record.

Important Information for all Programs-Admissions Policy

How to Apply and Enroll

Schedule a visit and tour with Admissions. Meet staff and students. Learn about curriculum, books and kits, apparel code and payment plans. Submit FAFSA (if applicable). Submit items needed for enrollment, pay registration fee, and sign enrollment agreement. Meet with the Financial Aid Administrator.

Educational Requirements

A student must have a high school diploma or G.E.D., or HSE certificate. Students are admitted on the basis of educational background, aptitude and commitment. The Academy does not admit ability-to-benefit students.

Admissions Requirements

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

- 1) **Completed Enrollment forms:** Enrollment Application, Student Information Form, and References Form.
- 2) **Proof of age** –Government issued Driver’s License or ID card, Birth Certificate, Passport, or U.S. Military ID.
(Students must be 18 years of age by contracted calculated completion date)
- 3) **Proof of graduation** –High School Diploma, High School Transcript showing graduation date, GED or HSE Certificate, or College Transcripts stating an award of an associate degree or higher. For home schooled students a state-issued credential for secondary school completion and transcript showing graduation date.
- 4) **Registration Fee-** (\$100.00)
- 5) Instructor program – all the above are required as well as proof of state licensure and six months experience in the field for which they hold the license.

The Academy does not enroll students under training agreements.

Foreign Diplomas - must have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

Policy on Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma.

The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Vaccination Policy

Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance to the Academy.

Transfers

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis. No more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning. All transfer hours accepted are applied at the end of training. An official transcript from the previous school is required for the acceptance of transfer hours. Certification of transfer hours must be submitted and accepted prior to the completion of the Enrollment Agreement. State required progress, up to 20%, will be accepted and applied as long as it is officially documented and is also submitted prior to enrollment. Acceptance of transfer hours is at the discretion of the school. We do not recruit students already attending or admitted to other schools offering similar programs.

Transfer hours from another Summit Salon Academy may be accepted above 20% upon careful evaluation by the Admissions Director and Academy owners and with a valid, official transcript from the previous Academy. Tuition cost may be based on a dollar per hour rate.

Reentry Students/Interruptions

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days the student will pay for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Veterans Assistance Programs

The Academy accepts United States Federal Veterans Assistance for those who qualify. The Academy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance

under Chapter 31 or 33 and ending on the earlier of the following dates:

- 1). The date on which payment from VA is made to the institution.
- 2). 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The Academy does not impose any penalty, including the assessment of late fees, the denial of access of classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the disbursement funding from VA under Chapter 31 or 33.

- A *covered individual* is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill benefits.

The Academy VA Certifying Officials are Julie Conwell and Nikki Hollingsworth.

Payment Plans

The Academy has Federal Financial Aid for those who qualify. See Tuition and Fees for specific criteria on cash payment options.

Cost of Attendance Budgets (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets.

Dependent student:

Room & Board	Transportation	Miscellaneous	Other	Total
\$728	\$229	\$391	Case by Case	\$1348

Independent student:

Room & Board	Transportation	Miscellaneous	Dependent Care (Optional)	Total
\$1086	\$342	\$583	\$536	\$2547

Federal Assistance Programs

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. Cosmetology and Esthetics programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and

Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Eligibility of Title IV Aid

To be eligible for Title IV Aid, the student must:

- Have a High School Diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with the Academy Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR Social Security match successful or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Be a citizen or eligible non-citizen
- Have resolved any drug conviction issues

How to Apply for Title IV Federal Financial Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA. To complete a web FAFSA, the student will complete the application on the website www.studentaid.gov. Be sure to follow

- all instructions when completing the FAFSA. List the School Code for Summit Salon Academy in Anderson, Indiana (041667, REM SPA, Inc.) This will allow disclosure of information from the FAFSA to the Academy. In the case of a dependent student, both the student and parents will need to complete and sign the FAFSA application in order to be eligible for financial aid.
2. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
 3. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The Academy will be sent an ISIR (Institutional Student Information Record) for all students who list their School Code. All verification and/or corrections must be completed prior to qualifying for aid. The DOE selects one in every three students for verification. If the student is selected, the student will receive the Academy verification policy and verification worksheet from the Academy financial aid office that must be completed. The student will also be required to provide copies of most recent signed tax returns and those of the student's parent, if parent information is listed on the FAFSA. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new EFC (Expected Family Contribution) number which could affect aid in the form of a Pell Grant and unmet need.
 4. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's Career Investment Costs per academic year. These costs include tuition, applicable fees, textbooks and kit items (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
 5. Summit Salon Academy utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the students need or unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
 6. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or E-MPN online at www.studentaid.gov.
 7. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of the dependent student must complete a Parent Plus loan application.
 8. Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
 9. Students will complete the process for the 1st academic year and 2nd academic year.
 10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentaid.gov.

11. A student is required to notify the Academy Financial Aid Administrator if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

Dependency Status

A student is considered independent if they answer yes to at least one of the following questions:

- Are you at least 24 years of age?
- Are you married as of the day submitting the FAFSA?
- Are you currently serving on active duty in the US armed forces?
- Are you a veteran of the US armed forces?
- Do you have children who will receive more than half their support from you during the academic year?
- Do you have legal dependents (other than your children) who live with and you and receive more than half their support from you during the academic year?
- At any time since you turned age 13, were both your parents deceased or were you in foster care or a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?

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.

Professional Judgment

Circumstances beyond the student's control that have affected their (or their family) 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.

Verification

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the financial aid office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification,

- the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
 3. The financial aid office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The financial aid office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Conflicting Information

The Academy understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Entrance Loan Counseling

Entrance Loan Counseling for Direct Loans can be found at www.studentaid.gov. Additionally, Summit Salon Academy discusses Title IV loan counseling with students and/or parents when working with them privately prior to starting classes. Loan counseling and student rights and responsibilities are reviewed again during orientation. Orientation is conducted on the first day of class.

Required Elements of Entrance Counseling

- Go over Budget Management Worksheet
- Review deferment
- Reinforce the importance of repayment
- Review the importance of keeping financial aid papers
- Stress the importance that loan repayment is required even if the student does not finish their education
- Default and its consequences
- How to use the MPN or E-MPN
- Explain interest and capitalization
- Provide sample monthly repayment amounts and the importance of not over borrowing
- Explain NSLDS and how to access the system
- Contact information for questions
- Notification of change of name or address
- Withdrawal from the program and how the withdrawal will affect the student

Exit Loan Counseling

All students at the Academy must complete an Exit Interview. The students can review Exit Loan Counseling for Direct Loans at www.studentaid.gov. The students must also complete the Exit Interview process in the Academy financial aid office. All students receive exit loan counseling from the Financial Aid Administrator.

Required Elements of Exit Counseling

- Review information concerning loans from entrance interview
- Review repayment options
- Provide a copy of repayment schedule and provide the average monthly repayment amount based on students borrowing history at the Academy
- Provide information on loan consolidation
- Provide pros and cons
- Discuss debt management strategies
- Hand out Exit Interview Budget Management Worksheet
- Provide information on forbearance, deferment and cancellation options
- How to access the NSLDS website and availability of FSA Ombudsman's office
- Help the borrower understand their rights and responsibilities concerning loan repayment
- Collect updated personal contact information for the borrower

Code of Conduct

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

Orientation, Student Services, Housing, Counseling

All courses have a complete orientation on the first day of classes which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate

housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

Apparel Code

Students must always look professional.

A name tag is provided and must be worn at all times. If the name tag is lost, it must be replaced. (\$10.00 charge to the student)

Summit Logo T-shirts are provided as part of the student kit and must be worn as part of the student's uniform. A Summit Jacket is also provided. Summit apparel may not be cut, bleached, or modified in any way.

Bottoms must be solid black. State law forbids denim. No rips or tears in pants. Knee length skirts are permitted.

A Level 2 may add grey Summit T-shirt, Level 3 may add white Summit T-shirt and Level 4 may add red Summit T-shirt.

Shoes should be clean and in good condition. No sandals, flip flops or open toed shoes shall be worn. Socks may be any color.

Belts, scarves, jewelry, and accessories of any color are acceptable.

Students are encouraged to wear makeup. Nails must be clean and filed. If wearing polish, it must not be chipped.

Students' hair must be clean and styled. Hair accessories and hats are acceptable.

Scholarships

The Academy provides scholarship opportunities to qualifying high school seniors. To qualify for this scholarship, students must be graduating from high school and begin at the Academy in the July class of their graduating year. Scholarship applications can be found at The Academy's website, which is www.andersonsalonacademy.com.

The scholarship award will be posted in equal increments on the student's ledger at each satisfactory academic checkpoint. At this time, the student must:

- Be maintaining an 85% or above in both attendance and grade average.
- Not have any suspensions.

The student must complete the course, maintain an 85% in attendance and grade average and not have any suspensions. Otherwise, the terms of the scholarship will be void and full tuition will be due.

The Academy also gives US Military Veterans a scholarship for the Registration Fee (\$100).

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule or form of payment whether receiving Federal Title IV funds, partial funding assistance, or self-pay. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Satisfactory Progress in attendance and academic work is a requirement. Students must

maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a satisfactory academy progress (SAP) report. This report notifies the students of any evaluation that may impact the student's eligibility for Title IV aid and is kept in the student's file.

Attendance Progress

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during basics. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Maximum Time Frame

SAP evaluation periods are based on actual hours completed. Students must attend a minimum of 75% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.33 multiplied by the published length of the course. The maximum time frame in scheduled hours for Cosmetology and Barber is 1995, Esthetics is 931, Nail Technology is 798, and Beauty Culture Instructor is 1330. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled hours. A student unable to complete the program by the maximum time frame will be terminated. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of calendar days taken in the LOA.

Academic Progress

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Determination of Progress

Students meeting the minimum requirements at the end of each payment period will be considered making Satisfactory Progress until the next scheduled evaluation. The FAA office evaluates SAP daily using SMART software. The student will be informed by the

FAA office at the scheduled intervals and the satisfactory progress report is placed in the student's file. A copy of the SAP report is provided to the student.

The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks.

Students will be evaluated at the following points based on actual clock hours completed:

Course / Program	Program Hours	Evaluation Points (Actual Hours)	Academic Weeks (Scheduled Weeks)
Cosmetology	1500	450, 900, 1200, 1500	13, 26, 35, 44
Barber	1500	450, 900, 1200, 1500	13, 26, 35, 44
Esthetics	700	350, 700	10, 20
Nail Technology	600	300, 600	9, 18
Beauty Culture Instructor	1000	450, 900	13, 26

A student not in Satisfactory Progress, whether failing in academics or attendance, is notified by the Academy in person with an Academy administrator. A student evaluation report is printed and signed by the student. The signed report is kept in the student's file and a copy is provided to the student.

Any student who does not achieve the minimum standards is no longer eligible for Title IV unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of Probation.

Warning

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status and considered to be making satisfactory academic progress while during the warning period. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, your Title IV, HEA program funds, as applicable, will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian, if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. All documentation regarding the appeal is kept in the student's file.

Reestablishment of Status

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress at the next evaluation point. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish Satisfactory Progress.

Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses are not offered, therefore

have no effect on the institution's Satisfactory Progress Policy.

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance is the last day the student was physically in attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have failed to return from a leave of absence on the documented date of return or have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The withdrawal date is the last date of documented attendance.

Reentry Students/Interruptions

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they re-enter or return to the school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

A student re-entering the Academy but enrolling in a different program will be considered a new student and Satisfactory Progress from the previous program will not be carried over to the new program, thus not affecting the student's SAP.

Transfers

Transfer hours from another institution that are accepted toward the student's educational program 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 Academy.

Graduation Requirements

The graduation requirements for all courses are as follows: 1) Completed the required hours of training for each program (Cosmetology 1500 hours, Barber 1500 hours, Esthetics 700 hours, Nail Technology 600 hours and Beauty Culture Instructor 1000 hours), within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 3) Take a final examination on practical procedures, and a final written examination- having a score of not less than 75%. 4) Fulfill all financial obligations to the school. 5) Passing the Indiana State Board written examination. 6) Completion of an exit interview and required exit paperwork. Upon graduation, a diploma will be awarded. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Suspension

Students may be suspended for not calling before their schedule shift if they are going to be absent or late, refusal of a service ticket, or inappropriate behavior. If a student is suspended, the student will be counseled about the problem and what the student must do to correct the problem. The student counseling form will be placed in the student's file. It is the intention of the Academy to prepare professional people for a career. If a student

is not so inclined and has limited likelihood of success in this career, it is the responsibility of the Academy to inform the student and to tell the student how deficiencies could be corrected.

Termination

The Academy may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Attendance policy of the school. 5) Insubordination. 6) Theft. 7) Fighting. 8) After 10 consecutive school days of absence or 9) in the case of a leave of absence on the documented date of return if the student does not return. In the case of termination by the Academy, the Student will receive a refund, according to the Refund Policy (as part of the enrollment agreement) and this catalog.

Grievance Procedure

The staff member or educator will meet with the student in a private area away from other students. If needed, the complainant will be asked to put in writing to the school owner/director an outline of the allegation or complaint.

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

- the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Pursuant to policy for the state of Indiana, after utilizing the institution's internal complaint processes, students may file a complaint with the Indiana Commission for Higher Education within two years of the alleged incident using their complaint form. More information as well as the complaint form may be found at: (<https://www.in.gov/che/student-complaints/>). Note that by law, the Commission cannot review complaints related to course grades, academic sanctions, or discipline/conduct matters.
 8. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, (NACCAS), if applicable.

Academy Student Policies

With the signing of the enrollment agreement, the student confirms that he or she has read the Catalog and Consumer information, and agrees to abide by the student policies stated therein. Policies include standards for student conduct, appearance, attendance, and courtesy.

Standards

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

Policies

These policies are important to your success at the Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. Be pleasant and smile!

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services.

Grades

All training must be completed with a 75% average. Any student, who does not earn a 75% GPA at a satisfactory academic progress (SAP) checkpoint, will be given a warning until the next SAP.

Resource Center

A resource center is provided for your use. It is located in the educator's office. Please see an educator to take books or materials home over night. Computers are also available for use.

Care of Books, Kits, and Equipment

Your books and kits are provided. Have them in the Academy every day. If an item is lost or broken, replace it promptly. The director will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your books are your personal, professional library. The Academy equipment is not to leave the Academy at any time. This includes all kit items, iPads and books until they are paid in full.

Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be

checked by an educator before leaving each day.

Lockers

Each student will use a locker to store personal items. Students are provided with a padlock that must be returned in working condition or a fee will be charged. Keep your locker clean.

Food and Beverages

Beverages are allowed in the classroom during class. Beverages on salon floor are allowed if kept in styling stations. No food is allowed on salon floor.

Appearance

Students are required to follow the Apparel Code.

Personal Services

Personal services are allowed. See the Personal Service Procedures and Student Rewards policy.

Conduct

Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest.

Interruptions

When a class is being held in any room of the Academy, it is important that class not be interrupted. Please stay in the classroom or salon/spa/nail area where you are assigned for the day. Do not roam about interrupting other students in training. Children are not to be in the classroom or in the salon/spa/nail area, unless they are receiving a service. Students may not bring children to school.

Educator in Charge

When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility for that area.

Suspension

Students may be suspended for poor performance, no call/no show, a violation of the Attendance Policy, or inappropriate behavior. If a student is suspended, the student will be advised about what the student must do to correct the problem. It is the intent of the Academy to prepare professional people for a career. Employers ask about attitude, attendance and levels. Refusal of a ticket will result in suspension of the remainder of the day.

Attendance Policy

Attendance is the responsibility of the student. Students are expected to attend their full contracted schedule to complete the hours of state-approved training.

- To report an absence or tardy, please dial 649-5555 to leave a voicemail (listen to the prompts for the correct extension).
- If a student finds it necessary to be absent, it is the student's responsibility to notify the Academy of the absence before the beginning of the student's scheduled start time the day of the absence.
- If the student is going to be late, the student must notify the Academy before their scheduled start time and provide the time the student plans to arrive. If a student will be later than the anticipated arrival time or will not be attending at all, the student must call and notify the Academy.
- Students should not plan to leave the Academy once the day has begun except for meal breaks. If a student leaves the Academy campus, the student must be clocked out.
 - Failure to comply with these policies will result in a suspension.
- Makeup hours may be permitted at the discretion of the Academy.
- If a student falls behind by 200 or more hours, the student may be moved to the class behind them and will be placed on a new schedule.

- If a student has excessive absences the student may be dropped from the program.
- After three suspensions the educator will inform the Director. After the Director meets with the other owners, it may be determined that the student is not a good fit for the Academy which would result in dismissal from the Academy.
- When absent the day of an exam, a zero will be given until the test has been taken. Missed tests should be made up as soon as possible. Exams can be taken in advance for a planned absence.
- Students in good standing may request time off by completing the Absence Request form.

Please remember that taking time off may put you over your contracted graduation date and result in additional charges. It may also keep you from receiving financial aid if you are not making satisfactory progress. Absences are neither excused nor unexcused.

Tardiness

Students that will be tardy, must call to notify the Academy BEFORE their schedule start time.

Hours

The Academy hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The Academy reserves the right to close with posted notice.

Smokers

If you are a smoker, please smoke outside in back of building. Smoker's sanitation will be required. Smokers must sign out at the front desk before leaving the building and sign in upon your return. Electronic cigarettes or vape devices are not to be used in the Academy.

Parking Area

Please park away from the building. This leaves room for our guests to park close by and walk into the Academy.

Leave of Absence Policy

This policy applies to all students enrolled in the school. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a Leave of Absence for circumstances beyond the control of the student. Complete documentation and certain conditions are needed to support this request (i.e., jury duty, military reasons including National Guard requirements, and medical emergencies). The maximum time frame for a leave is 180 calendar days. The Academy permits more than one leave provided the total number of days of all leaves combined does not exceed 180 calendar days in any 12-month period.

Students must follow this LOA policy when requesting a LOA. The LOA must be requested in writing using the form provided by the school and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. The student must provide the school with a request and documentation via email, text or calls the FAA with a verbal request. The student would complete all necessary paperwork upon the student's return to school. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA on the LOA form. A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn and a refund calculation is not required.

When a student takes a Leave, they understand that it is for just the requested time, and they are expected to return from the LOA. The student must contact the FAA if they cannot return on the specified date but would like to extend their LOA. Documentation will be needed to grant the

extension. A student may return early from the LOA.

If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. If a student takes an unapproved Leave of Absence or is absent 14 consecutive calendar days, they will be considered withdrawn. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. The institution is not responsible for any equipment left at the school.

The student's contract end date and maximum time frame will be extended for the same number of calendar days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties

If the student does not return from the LOA within the 180 days, their loans will go into immediate repayment.

While on a leave of absence, the student is not eligible to receive the student discount on services.

Programs of Study/Course Information

Cosmetology

Description

Cosmetology training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500 hour training program in cosmetology that meets Indiana state standards including 575 hours of cosmetology theory and demonstration, and 925 hours of supervised practical instruction and sanitation. The program is taught in English.

Goals

The Academy provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as a cosmetologist.

Program Content

Cosmetology training at the Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500-hour training program in cosmetology that meets Indiana state standards

Program Content:	Theory & Demonstration	Sanitation and Actual practice	Total
hours			
Hair cutting	100	175	275
Sanitation	40		40
Statute & rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15

Eyebrow, upper lip & chin area			
Anatomy & physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture services	70	250	320
Hair styling	70	210	280
Wet & thermal sets, hair waving, hair pressing, hair braiding & finger waves			
Discretionary hours	150		150
Totals	575	925	1500

Students in cosmetology are required to perform at minimum the following number of performances:

Hair styling	400
Hair styling – finger waves	20
Texture services	100
Scalp treatments	25
Facial treatments	30
Makeup applications	15
Haircuts	250
Hair coloring	75
Manicures	25
Pedicures	15
Salesmanship	25
Hair removal	30

Methods

Instruction in cosmetology at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, TV's and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Educators

Licensed Cosmetologists/licensed Beauty Culture Instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Books, Tool Kit, iPad (subject to change)

Textbooks and kits are provided and are handed out as the student is trained to use them. Items lost/stolen will not be replaced by the Academy. The student's textbook and kit items are their responsibility. Items should be kept locked in locker when not in use.

Summit FUSE Cosmetology program by Pivot Point on provided iPad

Indiana State board review guide

Summit Salon Planner

Summit Salon Academy Tote bag

Blow dryer

Marcel curling iron

Jumbo curling iron

Flat iron

Shears

Thinning shears

Summit T-shirts

Razor

Clipper

Trimmer

Manicure kit

Color apron

Shampoo cape

*Must have all items daily in order to be prepared for salon training.

References

A comprehensive library is provided in the Academy. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, chemical sales performances, add on services and retail performances.

Barber (Coming soon! Currently in the approval process with NACCAS)

Description

Barber training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform hair services on the public. The Academy offers a 1500 hour training program in barbering that meets Indiana state standards including 635 hours of barber theory and demonstration, and 865 hours of supervised practical instruction and sanitation. The program is taught in English.

Goals

The Academy provides education in all phases of the barber profession. The graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

Program Content

Barber training at the Academy includes theory and practical instruction that prepares the

student to perform hair, skin and shaving services on the public. The Academy offers a 1500-hour training program in barbering that meets Indiana state standards.

Program Content:	Theory & Demonstration	Sanitation and Actual practice	Total
hours			
Sanitation, bacteriology, and sterilization	40		40
Laws and Rules	20		20
Salesmanship	5	10	15
Management	10		10
Skin	10		10
Hair	10		10
Facials	20	25	45
Hair styling (includes air waving, Finger waves and thermal curling)	75	150	225
Electricity/light therapy			
High frequency and UV/infrared	10		10
Chemistry	10		10
Shampoo/massage	20	50	70
Scalp Treatment	10	25	35
History of Barbering	10		10
Shaving/shaping (includes mustache and beard)	20	25	45
Honing and stropping	15		15
Personal hygiene/professional Ethics	10		10
Equipment care	10		10
Hair coloring (semi- permanent/Permanent)	60	70	130
Permanent waving and Chemical relaxing)	55	210	265
Haircuts	100	200	300
Anatomy and physiology	15		15
Hairpieces (full, partial, facial)	50		50
Discretionary hours	50	100	150
Totals	635	865	1500

Students in the barber program are required to perform at minimum the following number of performances:

Haircuts	267
Permanent Wave/Chemical processing	105
Hair Color, Permanent or Semi-permanent	35
Shampoo/Massage	200

Salesmanship	40
Facials	50
Hairstyling	300
Scalp Treatments	50
Shaving/Shaping	50

Methods

Instruction in the Barber program at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, TV's, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Educators

Licensed Barber/licensed Beauty Culture Instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Books, Tool Kit, iPad (subject to change)

Textbooks and kits are provided and are handed out as the student is trained to use them. Items lost/stolen will not be replaced by the Academy. The student's textbook and kit items are their responsibility. Items should be kept locked in locker when not in use.

Summit FUSE Barber program by Pivot Point on provided iPad

Indiana State board review guide

Summit Salon Planner

Summit Salon Academy Tote bag

Blow dryer

Marcel curling iron

Jumbo curling iron

Flat iron

Shears

Thinning shears

Summit T-shirts

Razor

Clipper

Trimmer

Color apron

Shampoo cape

Combs/Brushes

*Must have all items daily in order to be prepared for salon training.

References

A comprehensive library is provided in the Academy. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, chemical sales performances, add on services and retail performances.

Esthetics**Description**

Esthetics training at the Academy includes theory and practical instruction that prepares the student to perform esthetic (skin care and makeup) services on the public. The school offers a 700 hour training program in esthetics that meets Indiana state standards. The program is taught in English.

Goals

The Academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an esthetician.

Methods

Instruction in Esthetics at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, TV's, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Educators

Must be licensed in Esthetics and Beauty Culture Instructor in the State of Indiana. Guest instructors with expertise in a specific area may be involved in this program.

Books, Tool Kit, iPad (subject to change)

Textbooks and kits are provided and are handed out as the student is trained to use them.

Summit FUSE Esthetics program by Pivot Point on provided iPad

Indiana State board review guide

Over the Top and Summit Salon Planner

The Bioelements Manual

Summit T-shirts

Tote bag

Makeup brushes
Tweezers
Apron

References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

Program Content	Theory & Dem	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology & histology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology,	15	20	35
Disinfection, Sterilization, Sanitation			
(1) Personal hygiene			
(2) Public health			
(3) Sanitation, disinfection and sterilization			
(4) Methods and Procedures			
Introduction to & operation of	20	30	50
Skin care machinery			
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin analysis			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Masks and packs			
(4) Massage and cleansing hands and feet			
(5) Extraction technique			
Makeup	15	40	55
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			

(7) Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing & depilatories			
(1) Eyebrow arching			
(2) Lip, chin and face			
(3) Leg			
(4) Body areas			
Introduction to advanced spa techniques	10	15	25
(1) Exfoliation techniques			
(2) Advanced techniques			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Development	20		20
Professional and personality			
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Salesmanship	25	20	45
Marketing, salon management and retailing			
(1) Salon development			
(2) Insurance			
(3) Client records			
State statutes and rules	10		10
Discretionary hours			70
Totals	230	400	700

Students in esthetics are required to perform at minimum the following number of performances:

Skin care analysis/consultations		50
Facial cleansing		100
Massage		100
Facials		125
Acne treatments		5
Hand and foot treatments		25
Makeup applications		50
Eyelash applications – strip or individual		15
Advanced Techniques		10
Waxing		110
Lip, chin face	30	
Eyebrow	40	
Body areas:	25	
Arms, underarms, upper thigh – bikini or back		
Leg	15	
Sterilization, disinfection and sanitation		50
Salesmanship (service or retail)		50

Nail Technology

Description

Nail Technology training at the Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 600 hour program in Nail Technology training that meets Indiana state standards of 450 hours with 150 additional practice training hours required by the Academy. The additional 150 hours include advanced studies and more hands-on experience benefiting the student's education and career readiness. The program is taught in English.

Goals

The Academy provides education in all phases of the Nail Technology profession. The graduate will be a knowledgeable, skilled professional Nail Technologist. The graduate will have the background and skills to pass the state board exams, and to work as a Nail Technologist.

Program Content

Nail Technology training at the Academy includes theory and practical instruction that prepares the student to perform nail care services on the public. The Academy offers a 600-hour training program in Nail Technology that meets Indiana state standards including 195 hours of Nail Technology theory and demonstration practice, and 405 hours of actual practice. The program is taught in English.

Program Content:	Theory & Demo	Actual Practice	Total Hours
Sanitation	40		40
Anatomy & disorders	25		25
Statutes & rules	10		10
Nail techniques with sanitation	30	160	190
(1) Basic preparation			
Tips			
Sculptures			
Overlays			
(2) Product Application			
Fiberglass			
Gel Nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	45	150	195
Totals	195	405	600

Students shall be required to complete not fewer than the number of actual practice

performances provided for in the progress report.

Manicures	40
Nail techniques	28
Nail repair	15
Pedicures	15
Salesmanship – service or retail	20
Electric file/drill	20

Methods

Instruction in Nail Technology at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, TV's and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading

Students are evaluated regularly in daily assignments, quizzes, tests, final exams (written and practical), styling area experiences, papers, and a variety of projects specific to different units of instruction. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Educators

Licensed Nail Technologists and Cosmetology Instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Books, Tool Kit, iPad (subject to change)

Nail Fundamentals by Pivot Point on provided iPad

Indiana State board review guide

Over the Top and Summit Salon Planner

Summit T-shirts

Manicure kit

Nail Drill/bits

Nail files/brushes

Tip clipper

Acrylic nipper

Acrylic brush

Dappen dish

Apron

References

A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement

A 75% grade average in written and practical work is required. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, add on services and retail performance.

Beauty Culture Instructor Program

Description: Beauty Culture Instructor training at the Academy includes theory and practical instruction that prepares the student to teach all aspects of Cosmetology, Barber, Esthetics or Nail Technology. The Academy offers a 1000-hour training program that meets Indiana state standards including 300 hours of theory and demonstration practice, and 700 hours of actual practice. The program is taught in English.

Goals: The Academy provides education in all phases of the instructor profession. The graduate will be a knowledgeable, skilled professional instructor. The graduate will have the background and skills to pass the state board exams, and to work as an instructor.

Methods: Instruction in instructor training at the Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and hands on instructional practice are some of the teaching techniques used. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading: Students are evaluated regularly in assignments, tests, final exams, and styling area or spa experiences specific to different units of instruction. The Academy uses a 100-point grading scale: 100-75% is passing, 74-0%, in theory, practical or final exam grades are not passing.

Texts & Kits:

Textbooks are provided for the instructors as part of the tuition.

References: A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement: A 75% grade average in written and practical work is required for graduation.

Program Content:	Theory & Demo	Actual Practice	Total
Hours			
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			

(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms		150	150
(2) Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1,000

Regulatory Information

Owners

Summit Salon Academy, 1944 E. 53rd Street, Anderson, Indiana 46013, phone 765-649-5555, is owned by Rem Spa Inc., a corporation in Indiana owned by Jean Rice, Nicole Mitchell, Courtney Mitchell, and Julie Conwell.

Organizations/Licensure/ Accreditations

The Academy is licensed by the Indiana Professional Licensing Agency, 402 W. Washington St., Room W072, Indianapolis, IN 46204. Phone: 317-234-3031. Email: pla12@PLA.IN.gov.

The Academy is accredited by NACCAS, National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314.

Phone: 703-600-7600. Email: webinfo@naccas.org. Website: www.naccas.org

Rights and Privacy

It is the policy of the Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right or parent/guardian(if the student is a dependent minor), of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student or parent/guardian of a dependent minor. The school does provide access to student and other school records as required for any accreditation process initiated by the school or by NACCAS. All other third party requests will require written consent from student or parent/guardian (if the student is a dependent minor) for each 3rd party request unless otherwise required by law. The Academy does not sell student information. Upon request a student will be scheduled time to review or give

permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of 7 years after graduation or termination.

Drug Abuse Prevention

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

State and Federal Penalties and Sanctions

Possession of a Controlled Substance:

A possession of a controlled substance charge can be pressed when anyone has physical control or dominion over a controlled substance or has access to a controlled substance without proper authority. A controlled substance can be prescription medication that is not theirs, illegal drugs or any other type of material compound or substance that is considered to be restricted or controlled. Driving in a vehicle where controlled substances are found, even if they are not yours, can result in the charge if you know or had reasonable ability to know that the substance was in the vehicle.

Possession of Controlled Substance Penalties:

Although a felony offense in many cases, the courts are not as harsh for first time offenders on this charge than some of the other felony offenses. The amount of substance and if the intent to sell can be established will impact on the penalties possible.

Possible Penalties:

- Jail time
- Probation
- Parole
- Random drug testing
- Community service
- Suspended sentence with guilty plea
- Alternative drug rehabilitation programs
- Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses.

Although penalties vary greatly by case, in the state of Indiana average fines could reach \$10,000. The average jail term is 7 years. Average probation time is 5 years, at times including rehabilitation programs and community service.

Maximum federal fines could reach \$250,000 and up to 25 years in prison.

Intervention Program For Immediate Drug Addiction Treatment:
www.DrugRehabCenter.com

Agencies where the student can get assistance are posted in the student lounge.

Indiana Laws Drug Possession/Trafficking

Indiana Laws regarding drug possession and trafficking can be accessed at the following link:

An applicable code follows.

<http://iga.in.gov/legislative/laws/2015/ic/titles/035/>

- (i) A unit (as defined in IC 36-1-2-23) may not adopt an ordinance after February 1, 2005, that is more stringent than this section.(j) A person who knowingly or intentionally violates this section commits a Class C misdemeanor. However, the offense is a Class A misdemeanor if the person has a prior unrelated conviction under this section.(k) A pharmacy or NPLeX retailer that uses the electronic sales tracking system in accordance with this section is immune from civil liability for any act or omission committed in carrying out the duties required by this section, unless the act or omission was due to negligence, recklessness, or deliberate or wanton misconduct. A pharmacy or NPLeX retailer is immune from liability to a third party unless the pharmacy or NPLeX retailer has violated a provision of this section and the third party brings an action based on the pharmacy's or NPLeX retailer's violation of this section.(l) The following requirements apply to the NPLeX:(1) Information contained in the NPLe x may be shared only with law enforcement officials.(2) A law enforcement

official may access Indiana transaction information maintained in the NPLeX for investigative purposes.(3) NADDI may not modify sales transaction data that is shared with law enforcement officials.(4) At least one (1) time per week, NADDI shall forward Indiana data contained in the NPLeX, including data concerning a transaction that could not be completed due to the issuance of a stop sale alert, to the state police department. As added by P.L.192-2005, SEC.9. Amended by P.L.151-2006,SEC.27; P.L.186-2007, SEC.9; P.L.97-2010, SEC.1; P.L.221-2011,SEC.1; P.L.193-2013, SEC.8.IC 35-48-4-15Driving privileges suspension Sec. 15. If a person is convicted of an offense under section 1, 1.1,2, 3, 4, or 10 of this chapter, and the court finds that a motor vehicle was used in the commission of the offense, the court may, in addition to any other order the court enters, order that the person's driving privileges be suspended by the bureau of motor vehicles for a period specified by the court of not more than two (2) years. As added by P.L.67-1990, SEC.13. Amended by P.L.107-1991,SEC.3; P.L.129-1993, SEC.2; P.L.64-1994, SEC.6; P.L.76-2004,SEC.23; P.L.125-2012, SEC.415; P.L.217-2014, SEC.194.IC 35-48-4-16Defenses to charge of selling narcotics near school or park Sec. 16. (a) For an offense under this chapter that requires proof of:(1) delivery of cocaine, a narcotic drug, methamphetamine, or a controlled substance; Indiana Code 2015 (2) financing the delivery of cocaine, a narcotic drug, methamphetamine, or a controlled substance; or(3) possession of cocaine, a narcotic drug, methamphetamine, or a controlled substance; within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present, the person charged may assert the defense in subsection (b) or (c).(b) It is a defense for a person charged under this chapter with an offense that contains an element listed in subsection (a) that:(1) a person was briefly in, on, or within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present; and(2) no person under eighteen (18) years of age at least three (3)years junior to the person was in, on, or within five hundred(500) feet of the school property or public park at the time of the offense.(c) It is a defense for a person charged under this chapter with an offense that contains an element listed in subsection (a) that a person was in, on, or within five hundred (500) feet of school property or a public park:(1) at the request or suggestion of a law enforcement officer or an agent of a law enforcement officer; and(2) while a person less than eighteen (18) years of age was reasonably expected to be present.(d) The defense under this section applies only to the element of the offense that requires proof that the delivery, financing of the delivery, or possession of cocaine, a narcotic drug, methamphetamine, or a controlled substance occurred in, on, or within five hundred (500) feet of school property or a public park while a person less than eighteen (18) years of age was reasonably expected to be present As added by P.L.17-2001, SEC.29. Amended by P.L.158-201

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	

IV	Fentanyl 40-399 grams mixture	20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl 400 grams or more mixture	20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health

Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Policy for Safeguarding Student Information

The Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

Non-discrimination

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

Equal Employment Opportunity

It is the policy of the Academy to provide equal employment and advancement policies without regard to an employee's race, color, creed, sex, religion, national origin, age, veteran status, marital status, status with regard to public assistance, membership or

activity in a local commission, sexual orientation, or disability, as defined in the Americans With Disabilities Act (ADA). All employment related decisions are based solely upon legitimate, job related factors such as skill, ability, past performance, and company needs. This policy will be carried out by the company in a manner consistent with good business practices and procedures, and in compliance with all applicable state and federal laws.

Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote. Students are advised at orientation that they can register to vote at www.indianavoters.com.

Safety and Violence Prevention

Summit Salon Academy is concerned with the safety and security of its students, staff and facility as well as guest and visitors. It is imperative that if you see or hear a threat that you report it immediately. The following individuals Comprise the **Safety Committee** and are responsible for any action required, including reporting.

Jean Rice – Director jean@anderonsalonacademy.com

Julie Conwell – Director of Financial Aid (765)649-5555 ext. 3

Nikki Hollingsworth – Director of Admissions (765)649-5555 ext. 2

Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, the Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. The Academy keeps a Daily Crime Log. The log is kept online and maintained by our school director. The information collected in the Daily Log is compiled and reported to the Department of Education in our Annual Campus Safety and Security Survey. A Crime Statistics Report Form is kept in our Educators office and in the Directors office to ensure that accurate reporting is being entered in our crime log. The Educators and staff have been instructed on completion of the forms.

Reporting Person:		Phone:
Classification (See Below):		
		Date:
Brief Description:		
Did the crime occur in the building area or in the parking area?	Building	Parking
Did the crime occur at an Academy sponsored activity or event?		
	Yes	No

Crime Definitions:

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take another of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing dealing weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Weapons of any kind, including firearms, are not permitted in the building, and according to Indiana Law, must be kept locked and concealed in a vehicle.

Anti-Bullying Law: SECTION 6. IC 20-33-8-0.2 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2013]: Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful

drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transport of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations

PLEASE FORWARD COPIES OF THIS REPORT TO:

Jean Rice, Director
Summit Salon Academy
1944 E. 53rd Street
Anderson, IN 46013
jean@andersonsalonacademy.com

Example of Crime Log:

Summit Salon Academy Crime Log 2023						
Nature (classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Comments

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and employees have keys to the building.

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

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

Crime Statistics

Crime Statistics Procedure

Crime statistics are requested from the Chief of Police at the Anderson City Police Department annually by Summit Salon Academy Director, Jean Rice. Crime statistics are updated by October 1st each year and are posted in the Catalog and Consumer Information and on the Academy website, www.andersonsalonacademy.com.

Crime Categories	2021	2022	2023
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Negligent Manslaughter	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Robbery	0	0	0

Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Sex Offense-forcible	0	0	0
Sex Offense-non-forcible	0	0	0
Crime Categories	2021	2022	2023
Hate Crime	0	0	0
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Emergency Procedures

Timely Warning

Notification is provided in a suitable manner to students, staff, and salon area guests or community neighbors if necessary, of an impending or occurring emergency situation.

Emergency Response and Evacuation Procedures

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure Summit Salon Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Summit Salon Academy and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm
- Do not move
- Await instructions from Director or Safety Committee

If instructed to evacuate, use designated emergency exits ONLY.

Emergency Notification

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff has received training on how to handle a pending emergency and trained in the following Emergency Code.

Codes for an Emergency Situation

- Code Lock Down: A lock down situation has occurred. Staff, students and guests are to remain calm and do not leave the academy.
- Code Evacuate Front: Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- Code Evacuate Back: Indicates a need to evacuate through the back entrance only.
- Code Dangerous: Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- Code Hostage: A hostage, criminal or terrorist threat / situation.

Emergency Response Procedures

At the time of an urgent unanticipated event, SAFETY COMMITTEE MEMBERS will assess the situation to determine the significance of an emergency. Without delay, the SAFETY COMMITTEE MEMBERS will take into account the safety of its staff, students, guests and community neighbors.

- The SAFETY COMMITTEE MEMBERS will identify / determine the extent of the emergency and enact appropriate means of notifications.
- The SAFETY COMMITTEE MEMBERS will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.
- The SAFETY COMMITTEE MEMBERS will determine the extent of information that needs to be released and will disseminate to staff, students, and guests / public as appropriate.
- In the event of a dangerous situation and without delay, the SAFETY COMMITTEE MEMBERS will assess the situation and will contact authorities or determine the course of action in order to protect the entire academy population.
- SAFETY COMMITTEE MEMBERS will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the SAFETY COMMITTEE MEMBERS will notify the radio and local television stations.
- **The verbal/written communication will include the type or types of emergency and steps for the emergency situation.**

In the event of an emergency, staff and students will be notified by staff members by either verbal communication (for students currently in the building), or written communication (for students not in attendance) to notify them of the particular situation. For written communication, an attempt will be made to email or text the student using the Smart Management System and/or a message will be posted via the social networking site, Facebook.

Summit Salon Academy will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events that may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to and do tour and walk through the campus regularly.

At least annually during student training, the staff will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. Annually the Anderson Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all staff and students have been accounted for at the time of the emergency.

For closing and delays, a notification will be reported to Channel 13 news and is posted on their website at www.wthr.com.

Emergency Procedures Due to Criminal or Terrorists Threats

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact the civil authorities to determine appropriate action which may include evacuation of the Academy for a length of time to be determined based on the situation at hand. If necessary, the Academy will post on the outside doors the time class will resume.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- A tornado has been indicated by radar
- Public warning has come over the radio
- The local emergency sirens have sounded

Tornado Warning Procedure

- DO NOT leave the building.
- Move away from the perimeter and exterior of the building.
- Go to an inner hallway or a smaller inner room.
- Vacate any exterior rooms and close the doors to those rooms.
- Stay away from windows.
- Take shelter under tables, if possible.
- Avoid places with wide-span roofs and windows such as salon area.
- Go to the center of the room.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.
- If you have a guest at that time, the guest is your responsibility.

Fire Drills

Fire drills will be practiced annually. A student representative and a member of the Safety Committee will sign and verify the fire drill was practiced and completed. A floor plan with exit routes is posted in each class room and in public areas. All exits must be in working condition and unobstructed.

In A Fire Emergency

- If you smell smoke or see fire, report it immediately to a staff member. A warning will then be given by staff. Do not panic. Proceed as follows:

- Students in the salon area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting the Academy, proceed safely away from the building.
- Support staff at the front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students and staff in the classrooms, student lounge, restrooms, offices, and spa area should exit through the nearest door, single file.
- When outside, locate the students and guests from the salon area.
- Familiarize yourself with the evacuation route and the location of all emergency and regular exits.
- All exits are shown to students during the tour at orientation.

Violation of fire safety rules puts lives in jeopardy. Tampering with fire alarms or fire equipment can result in fines and possible incarceration according to Indiana state laws.

In case of serious accident or illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure them that help is on the way.

Power Failure

- Remain calm.
- Do not move.
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

First Aid

A first aid kit is located in the Educator's office.

Emergency Phone Numbers

Immediate Help (Fire, Police, Rescue Squad):	911
Madison County Sheriff:	765-642-0221
Anderson Police Department	765-648-6711
Anderson Fire Department:	765-648-6600
Poison Control Center	1-800-222-1222

Copyright Infringement Policy

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing is prohibited and may subject students or staff to criminal liabilities. Copyright infringement is the act of violating any of a copyright owner's exclusive rights granted by

the federal Copyright Act.

A student or staff member in violation of The Copyright Infringement Policy may be subject to criminal penalties resulting from prosecution. The legal penalties for copyright infringement include: infringer pays the actual dollar amount of damages and profits, the law provides a range from \$200 to \$150,000 for each work infringed, the infringer pays for all attorney's fees and court costs, the Court can issue an injunction to stop the infringing acts, the Court can impound the illegal works, or the infringer can go to jail.

Computer Use

Students are under the supervision of a licensed educator or an Academy staff member at all times while using the Academy computer.

A limited access login is provided for student use.

Students do not have access to the following Academy computers:

- Admissions
- Financial Aid Office
- Owners

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid including the Registration fee (\$100.00).
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, including the Registration fee (\$100.00), regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school, less the Registration fee (\$100.00).
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be

determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination/withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. Kits and supplies purchased by the student are not refundable once they have been issued to the student.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Books, Tool Kit, and iPad Return Policy

Once books, tool kit and iPad are received, the student is responsible for the total amount due. If for any reason the student is terminated or withdraws from the program,

the student can return only their textbook or workbooks that are in brand new condition within 20 days. There cannot be any visible damage such as torn pages, bent corners, scratches on the cover or written in anywhere. The tool kit is a sanitary item and once it is opened it cannot be returned for any reason. The tool kit and iPad are the property of the Academy until fully paid and are to remain at the Academy until that time. In the event of termination or withdraw, the student will be charged full price for the tool kit, iPad, and any unreturnable books. Therefore, they will be excluded from the R2T4 and step 5 prorated cost of attendance.

Return of Title IV Funds

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grant, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student was scheduled 30% of the total hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has been scheduled more than 60% of the hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The withdrawal date is the last day of documented attendance. An active student is considered officially withdrawn when she/he is dismissed by the school or the student notifies the school they are no longer attending. The withdrawal date is the last day of recorded attendance. The determined withdrawal date is the date the student notifies the school they are no longer attending or the date the school notifies the student they have been dismissed.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal

disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school. A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

In the event there is a credit balance due to the student, the school will disburse that amount as soon as possible and no later than 14 days after the return of Title IV funds calculation. The funds will be sent in the form of a check via US mail to the student's address on file with the school.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she 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.

- The "unearned" portion of the *institutional charges* will be returned *by the institution* to the appropriate Title IV program. The college will then bill the student for the amount of *institutional charges* that were returned in excess of the college's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Refunds for students who **do not** receive Title IV aid will be issued in accordance with the School's Institutional refund policy as stated on the school's enrollment agreement. The school will return Title IV funds, within 45 days, to the following Title IV programs from which the student received aid during the payment period as applicable, up to the net amount disbursed from each source:

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal PLUS/Direct PLUS Loan
- 4) Federal Pell Grant
- 5) Federal SEOG
- 6) Other Federal, state, private or institutional aid
- 7) The student

Crime Conviction and Obtaining State Licensure

If you have been convicted of a crime, the Indiana State Board of Cosmetology will require the following prior to issuing a license:

- Conviction record
- Documents from your probation officer including the date you were released from probation.
 - If your probation officer cannot be contacted and you do not have these documents, you may provide the probation office contact information
- All court fees, probation fees, and restitution must be paid in full.
- In some cases, the board may issue a license on a probationary status. The board may require additional documents and may put your case under review.

In this instance, the issuance of your license may be delayed.

For questions regarding eligibility and requirements from the State Board, please contact them directly at: 317-234-3031.

Please note that the State Board of Cosmetology and Barber Examiners may suspend, deny, or revoke a license or certificate for certain felony convictions per section IC 25-1-1.1-2 and IC25-1-1.1-3. Therefore, the Academy makes no guarantees of licensure to anyone enrolling in our programs.

iPad Agreement

Students in Cosmetology, Barber, Esthetics, and Nail Technology at Summit Salon Academy are given iPad's as part of their books and kit. The iPads are given to the student's with access to the digital text for their course. Upon graduation, the student will keep their kit and iPad. iPads are unlocked at the Student's Exit Interview. If the student drops or does not complete the program, the iPad will stay with the student so long as all of the kit is paid. In the event the dropped student has a balance with the Academy, the iPad will be recovered by the Academy until the student's balance has been paid in full. A charged and properly working iPad for class is the responsibility of the student. If the iPad is misplaced, stolen, or damaged, it is the student's responsibility to replace it. A paper textbook will be provided until the iPad replacement is made. iPads are to be used for school purposes only while clocked in. File sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

Pre-Enrollment Information

Cosmetology-Pre-Enrollment Information

Below are the statistics about the students who enrolled in the Cosmetology program. This information is based on the NACCAS 2022 Annual Report data.

Completion Rate: 86% or 32 of the 37 students in the Cosmetology program scheduled to complete the program in 2022 graduated.

Placement Rate: 94% or 30 of the 32 students who graduated and were eligible for employment also reported finding jobs in the Cosmetology industry.

Licensure Rate: 100% or 32 of the 32 students, who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Cosmetology graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay Cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits resulting in higher earnings.

Physical Demands of Cosmetology

There are physical demands placed on the body in any career. In Cosmetology, care must be taken to protect your back, legs, and feet. One way to do this is strength training to

enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Cosmetology

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Cosmetology in Indiana

To become licensed in Cosmetology in Indiana, students must complete 1500 hours of approved training, pass the state board exams, and graduate from an approved school.

Prior to graduation, students are required to take and pass the state written exam. The exam covers Cosmetology theory and Indiana law and rules related to Cosmetology. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Barber-Pre-Enrollment Information

The Barber program is a new program at the Academy that is coming soon.

Below are the statistics about the students who enrolled in the Barber program. This information is based on the NACCAS 2022 Annual Report data.

Completion Rate: There were no students scheduled to graduate from this program in 2022.

Placement Rate: There were no students eligible for placement in this program in 2022.

Licensure Rate: There were no students eligible for licensure from this program in 2022.

Compensation Expected

Barber graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay Barbers resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many companies now offer benefits resulting in higher earnings.

Physical Demands of Barbering

There are physical demands placed on the body in any career. In Barbering, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Barbering

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Barber in Indiana

To become a licensed Barber in Indiana, students must complete 1500 hours of approved training, pass the state board exams, and graduate from an approved school.

Prior to graduation, students are required to take and pass the state written exam. The exam covers Barber theory and Indiana law and rules related to Barbering. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Esthetics-Pre-Enrollment Information

Below are the statistics about the students who enrolled in the Esthetics program. This information is based on the NACCAS 2022 Annual Report data.

Completion Rate: 98% or 52 of the 53 students in the Esthetics program scheduled to complete the program in 2022 graduated.

Placement Rate: 77% or 40 of the 52 students who graduated and were eligible for employment also reported finding jobs in the Esthetics industry.

Licensure Rate: 100%, or 52 of the 52 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Esthetics graduates earn from \$20,000 to \$25,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay Estheticians resulting in much higher pay after an introductory period of several months.

Physical Demands of Esthetics

There are few physical demands in the area of Esthetics. Some services will require standing for a length of time; it is suggested that you wear proper fitting, supportive shoes.

Safety Requirements of Esthetics

Safety suggestions with this profession would include wearing shoes that would not be

slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each Esthetician to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Gloves should also be worn during waxing procedures.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Esthetics In Indiana

To become licensed in Esthetics in Indiana, students must complete 700 hours of approved training, pass the state board exams, and graduate from an approved school. Prior to graduation, students are required to take and pass the state written exam. The exam covers Esthetics theory and Indiana law and rules related to Esthetics. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Nail Technology-Pre-Enrollment Information

Below are the statistics about the students who enrolled in the Nail Technology program. This information is based on the NACCAS 2022 Annual Report data.

Completion Rate: 93% or 13 of the 14 students in the Nail Technology program scheduled to complete the program in 2022 graduated.

Placement Rate: 77% or 10 of the 13 students who graduated and were eligible for employment also reported finding a job in the Nail Technology industry.

Licensure Rate: 100%, or 13 of the 13 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Nail Technology graduates earn from \$18,000 to \$22,000 in salary plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay Nail Technologists resulting in much higher pay after an introductory period of several months.

Physical Demands of Nail Technology

There are physical demands placed on the body in any career. In Nail Technology, care must be taken to protect your wrists, hands, and fingers. Regular excises and stretches will help strengthen and prevent problems. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Safety Requirements of Nail Technology

Safety requirements associated with this profession would include keeping the chemicals away from your eyes as well as the clients. If a product should happen to get in to your or your clients eyes, flush with water and call a physician immediately. Also refer to the MSDS sheets for the product you are using. Keep small children away from the nail table at all times. A mask may be worn during the filing of artificial nails to aid in keeping dust particles from being inhaled.

Licensing Requirements for Nail Technology in Indiana

To become licensed in Nail Technology in Indiana, students must complete 450 hours of approved training, pass the state board exams, and graduate from an approved school.

Nail Technology training at the Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 600 hour training program in Nail Technology that meets Indiana state standards of 450 hours with 150 additional practice training hours required by the Academy. The additional 150 hours include advanced studies and more hands-on experience benefiting the student's education and career readiness.

Prior to graduation, students are required to take and pass the state written exam. The exam covers Nail Technology theory and Indiana law and rules related to Nail Technology. Official graduation and state licensure will not be obtained until all tuition charges have been paid in full.

Beauty Culture Instructor- Pre-Enrollment Information

Below are the statistics about the students who enrolled in the Beauty Culture Instructor program. This information is based on the NACCAS 2022 Annual Report.

Completion Rate: 100% or 2 of the 2 students in the Beauty Culture Instructor program scheduled to complete the program in 2022 graduated.

Placement Rate: 100% or 2 of the 2 students who graduated and were eligible for employment also reported finding jobs in the industry.

Licensure Rate: 100%, or 2 of the 2 students who graduated and took the state board exam, passed the state board exam.

Compensation Expected

Beauty Culture Instructor graduates earn from \$20,000 to \$25,000 in salary in an entry-level position depending on the work schedule and the area population. An hourly rate or salary is commonly used to pay Beauty Culture Instructors. Many schools now offer benefits resulting in higher earnings.

Physical Demands

There are physical demands placed on the body in any career. In this industry, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.

Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Beauty Culture Instructors in Indiana

To become a licensed Beauty Culture Instructor in Indiana, students must complete 1000 hours of approved training, pass the state board exams, graduate from an approved school, and have six months of work experience with their Cosmetology, Esthetics, or Nail Technology license.

Prior to graduation, students are required to take and pass the state written exam.

Workplace Violence Policy

Harassment and Offensive Behavior Policy

Summit Salon Academy believes in taking an active role in protecting its students from all forms of harassment and endeavors to maintain an educational program free from harassment (which includes harassment based on gender, pregnancy, childbirth or related conditions), as well as harassment based on such factors as sex, race, color, religion, national origin, ancestry, age, disability, status with regard to public assistance, member or activity in a local commission dealing with discrimination, marital status, sexual orientation, family or medical leave status, or veteran status. **WE HAVE ZERO TOLERANCE FOR HARASSMENT WHICH VIOLATES STATE AND FEDERAL GUIDELINES.** All such matters will be treated confidentially, and with the utmost discretion. The school will investigate all complaints and take any appropriate disciplinary actions.

1. Sexual Harassment.

Sexual harassment includes any unwelcomed or unwanted verbal or sexual advances; sexually explicit statements; or derogatory remarks made by someone in the workplace or school which are offensive, objectionable to the recipient, cause the recipient discomfort or humiliation, or which interferes with academic environment. For the purposes of this policy the term harassment includes, but is not necessarily limited to slurs, jokes, the display of photos, posters, cartoons or drawings, text messages, e-mails, and any other verbal, graphic or physical conduct relating to any individual's race, color, gender, religion, national origin, age, sexual preference, medical condition, marital status, veteran status, genetic information or disability. Further, harassment also includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. The EEOC defines sexual harassment as, "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational progress, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational progress or creating an intimidating, hostile, or offensive learning environment."

Verbal Harassment / abuse, as used in this policy, means to disturb or persistently irritate through repeated attacks on fellow employees, students and/or Supervisors as to disrupt their learning, work or reputations.

2. Examples of Harassment

- a. Physical harassment is any unwanted touching, fondling, patting, hugging, pinching, or kissing.
- b. Verbal harassment is any comment about a person's sexual behavior, sexually oriented jokes, and comments about a person's body, sexual innuendos, and double meanings.
- c. Non-verbal harassment is displaying sexually suggestive pictures or objects, sexually suggestive text messages or e-mails, leering, ogling in a sexually demeaning manner, gesturing and making lewd motions with one's body.

3. Responsibility

- a. The Employee or Student
 - i. Tell the offending individual orally or in writing the conduct in question is offensive. In addition request the behavior "STOP" immediately.
 - ii. If the offending conduct continues or reoccurs, please notify your supervisor and human resources as soon as possible.
- b. School
 - i. With respect to conduct between fellow employees or fellow students the school is responsible for acts of sexual harassment in the school where the school staff and educators (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
 - ii. The school may also be responsible for the acts of non-employees, with respect to sexual harassment in the school, where the school (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

- iii. Management personnel and Educators who fail to enforce this policy strictly and promptly may also be subject to disciplinary action up to and including termination.
- iv. To be certain the harassment exists, and is clearly directed toward the person objecting. Whenever possible, witnesses or other substantiating information should be provided.
- v. The complaint will be reduced to written form by the individual filing the claim.
- vi. Separate meetings will be scheduled with the Complainant and the alleged Respondent within the immediate timeframe practical. Students participating in the meeting may choose to be accompanied by a, legal counsel; parent or another student, if that is felt to be desirable by the Complainant or the school's Investigator.
- vii. The school will make every reasonable effort to determine the facts pertinent to the complaint. A written analysis and decision will be provided to the victim, alleged violator, and the owners.
- viii. The Management team will meet within two (2) weeks of the initial claim for a hearing and to render a final decision. The victim and alleged violator will have the opportunity to make a statement and provide further information if necessary.
- ix. The school will render a final decision at the closing of the hearing. The school/company's decision will be carried out immediately. At this point the matter will be considered closed, pending further complaint or additional information. In cases of recurrent complaints or in cases of flagrant unlawful behavior, additional sanctions shall be employed up to and including termination from our schools program.
- x. No form of reprisal will be applied to any person making or witnessing a complaint of harassment including sexual harassment.

Domestic Violence in the School

Summit Salon Academy (hereinafter "the School") is committed to promoting the health and safety of its students. This commitment includes the prevention and reduction of the incidence of domestic violence.

While the School recognizes that both men and women can be victims of domestic violence, the overwhelming majority of victims are women. In fact, domestic violence is the leading cause of injury to women in the United States.

The School recognizes that domestic violence is a school issue. Domestic

violence does not stay at home when victims and perpetrators go to school. Victims may be especially vulnerable while they are at school. Domestic violence can compromise the safety of students and directly interfere with the mission of the School by decreasing morale and learning, as well as increasing absenteeism.

For these reasons, the School has established this institutions domestic violence policy. The specific purposes of the policy are to:

- A. Create a supportive learning environment in which students feel comfortable discussing domestic violence issues and seeking assistance for domestic violence situations;
- B. Develop responsive policies and procedures to assist students who are affected by domestic violence;
- C. Provide immediate assistance to victims;
- D. Provide assistance and/or disciplinary action to employees or students who are perpetrators of abuse; and
- E. Offer training on recognizing and responding to domestic violence.

1. DEFINITIONS

- A. Domestic Violence: A pattern of coercive behavior that is used by a person against family or household members to gain power and control over the other party in the relationship. This behavior may include any of the following: physical violence, sexual abuse, emotional and psychological intimidation, verbal abuse and threats, stalking, isolation from friends and family, economic control, and destruction of personal property. Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds. It occurs in heterosexual and same-sex relationships, between married and unmarried partners, between current and former partners, and between other family and household members.
- B. Batterer, Perpetrator, or Abuser: An individual who commits domestic violence, sexual assault, or stalking.
- C. Sexual Assault: An act of sexual violence whereby a party forces, coerces, or manipulates another to participate in unwanted sexual activity. This behavior may include stranger rape, date and acquaintance rape, marital or partner rape, incest, child sexual abuse, sexual contact, sexual harassment, ritual abuse, exposure, and voyeurism.
- D. Stalking: An unwanted course of conduct by one person directed toward another specific person that is intended to cause that person fear of harm, emotional distress, or substantial inconvenience. Stalking may involve direct or indirect contact and may occur between intimate partners,

acquaintances, or strangers. Stalking behaviors include but are not limited to: following a person; appearing at a person's home or school; making harassing phone calls; sending letters or e-mails; leaving written messages or objects; or vandalizing a person's property.

- E. Survivor or Victim: An individual subjected to domestic violence, sexual assault, or stalking.
- F. School: A student is considered to be in the institution or school when the student is involved in School Activities, is in the School owned or leased workspace, is using the facilities or services of the School, leased by the School or its agencies.
- G. School Safety Plan: A strategy developed in collaboration with a victim to implement institution safety options, including, but not limited to: setting up procedures for alerting security or police; temporary relocation of the victim to a secure area; voluntary temporary transfer or permanent relocation to a new classroom; opportunity to repeat course work without penalty, assignment of parking space; escort for entry and exit from school; responding to telephone, fax, e-mail, or mail harassment; and, keeping a photograph of the abuser or a copy of an existing court order in a confidential on-site location and providing copies to designated personnel.

2. STATEMENT OF CONFIDENTIALITY

The School recognizes and respects a student's right to privacy and need for confidentiality and autonomy. To the extent permitted by law and unless the substance of the student's disclosure demands otherwise, the School will maintain the confidentiality of a student disclosure. Educators or School employees will share disclosures with The Owners. However, unless necessary, the information will not be shared with other employees or students in the School. Whenever possible, the student will be given notice of necessary further disclosures. Further disclosure may be necessary if, in the opinion of the person to whom the initial disclosure is made, an abuser presents a threat to the safety of any person; the employee has expressed homicidal or suicidal intentions; or there is reasonable cause to suspect abuse, neglect, or exploitation of children or incapacitated or dependent adults.

3. EDUCATION AND OUTREACH

- A. This policy will be distributed to all current employees or students. New students will receive the policy during orientation. All employees or students are expected to become familiar with this policy and to attend domestic violence training as provided by the School.

Educators and school employees will attend specialized training, as provided by the School, focused on identifying and responding to issues of domestic violence in the institution.

4. RESPONSE AND ASSISTANCE

A. Disclosure; Requests for Information, Referral, and Assistance

The School will offer support and referrals for assistance to those employees or students who disclose concerns or request help. The School will also offer support and referrals for assistance to any student whom they are aware or suspect to be a victim or perpetrator of domestic violence. All employees or students wishing to discuss domestic violence issues are encouraged to speak with whomever they are most comfortable.

B. Response to Victims

1. Any person who is concerned about his or her safety at school should speak to an educator or school representative immediately.
2. If domestic violence is occurring in the school, is affecting the performance of the victim or the victim's peers, if the victim requests assistance, or if school staff suspects domestic violence the School will assist the victim. The School recognizes all persons' rights to privacy, autonomy, and safety and the corresponding need to control the process following any disclosure. To the extent that disclosures do not implicate issues of institution safety and performance, and to the extent permitted by law and this policy, the School's response will be guided by the expressed wishes of the victim but should include the following:
 - a. Evaluate for immediate threat to victim;
 - b. Contact a school representative and/or law enforcement;
 - c. Referring individuals to appropriate agencies and services, including local domestic violence advocates, sexual assault centers, legal services, law enforcement, medical and counseling services;
 - d. If necessary obtain a Protective Order and develop an individualized school safety plan in conjunction with appropriate agencies and services.
3. If any person is at immediate risk in the school, the School will follow protocols for notifying law enforcement and follow applicable emergency or safety procedure.
4. Victims are encouraged to disclose the existence of Temporary and Permanent Orders for Protection from Abuse or Harassment to school representative or educator, especially when the order includes a

provision that the perpetrator is not to have contact with the victim school. The School will follow the provisions of this policy with respect to response and assistance to the victim, and address the issue of institution safety plans with the victim as appropriate.

C. Response to Employees or students Concerned about Domestic Violence

1. If a student has a concern that another student is a victim of domestic violence, the student is encouraged to contact a school representative to discuss the concern. The school representative will work with the concerned student to determine the appropriate response. In addition, the school representative may discuss the matter with the owners if there is an immediate safety risk to anyone in the school, or if the perceived problem has an effect on the school, including but not limited to safety, school performance, learning and morale. The school representative will maintain the confidentiality of the disclosing student to the extent permitted by law and this policy.
2. If a student experiences or is a witness to violence or threats of violence in the institution, the student should report the incident to a school representative immediately.
3. Students may wish to seek assistance and information from a school representative before speaking with a perceived victim, but this approach is not required. If a student discusses concerns about safety with a victim, the student should only offer help, not judgment. The student should also:
 - a. Refer the victim to appropriate staff, agencies and services, local domestic violence advocates, sexual assault centers, legal services, law enforcement, medical and counseling services;
 - b. Remind the student about this policy; and
 - c. Encourage the victim to seek assistance when addressing personal and school safety issues.

5. DOCUMENTATION

The School will maintain copies of orders for protection from abuse and other documents that demonstrate institution violence in a confidential file. The School will develop necessary protocols related to maintaining records of domestic violence disclosures.

6. SCHOOL PERFORMANCE

In instances where the School is aware that a victim has performance or conduct problems as a result of domestic violence, sexual assault, or stalking, the School will offer support and an opportunity to correct the problems. School staff may develop a progress plan with the student to assist and

support the student in meeting performance expectations.

The school staff, in collaboration with the student and any other appropriate agencies, should allow a reasonable amount of time away from school for the student (Leave of Absence) to obtain assistance regarding domestic violence, sexual assault, or stalking.

Nothing in this policy alters the authority of the School to establish performance expectations, counsel employees or students, impose discipline, reassign class time, place a student on leave, or take other action as it deems appropriate.

Information or documents pertaining to a victim's involvement in a domestic violence, sexual assault or stalking situation will be kept in a separate confidential file and will not be considered for purposes of hiring, transfer, or promotion.

7. PERPETRATORS

1. The School encourages employees or students who are perpetrators to voluntarily seek assistance from any of the community resources, domestic violence centers, sexual assault centers, or batterers' intervention programs.
2. If a student discloses that he or she is or has been a perpetrator of domestic violence, the supervisor should refer the employee to a local Indiana Coalition Against Domestic Violence (ICADV) certified batterers' intervention program. In every situation where an employee makes this disclosure, the supervisor or manager will immediately be included in the discussion related to the disclosure.
3. If an student is concerned that a another student is a perpetrator of domestic violence, the student should notify a school staff member. The student shall not confront the other student directly. Instead, the staff member will discuss the issue with the managerial staff who will decide how best to address the situation.
4. Employees or students who, while on duty, engage in behaviors that constitute domestic violence, sexual assault, or stalking will be subject to discipline, and law enforcement will be notified. In some cases, where there is a connection between off-duty conduct of this nature and one's employment with the School, that off-duty conduct may lead to discipline, in accordance with the bargaining agreement.
 - a. On-Duty: Any employee or student who commits domestic violence, sexual assault, or stalking in the institution will be subject

to corrective or disciplinary action, in accordance with the bargaining agreement.

The use of Company resources or equipment in connection with domestic violence, sexual assault, or stalking is prohibited. Any employee who misuses any Company resources such as work time, work place telephones, a firearm, facsimile machines, mail, electronic mail, a Company vehicle, Company credit card, or other means to commit domestic violence, sexual assault, or stalking at any time or place, will be subject to disciplinary and law enforcement will be notified.

- b. Off-Duty: Any student who is: (i) found by the School to have engaged in domestic violence, sexual assault, or stalking; or (ii) arrested, convicted, or named as a defendant in a protective order as a result of domestic violence, sexual assault, or stalking, law enforcement will be notified and student may be subject to disciplinary action when such action has a nexus / connection to their presence in the School.
5. Any student who is a named defendant in a civil or criminal action involving domestic violence, sexual assault, or stalking must disclose any order regarding protection from abuse or harassment, or any condition of bail or probation applicable to the student that includes:
- a. Conditions that may interfere in any way with the student's ability to perform services with the public;
 - b. Conditions prohibiting or limiting contact with other employees or students of their department; or
 - c. Conditions prohibiting or limiting contact with the school community employees or students with whom there is a educational relationship.

The student must disclose the above information to their supervisor at the beginning of the employee's next scheduled work day after entry of the order or imposition of applicable condition of bail or probation.

Failure to provide the above information may result in disciplinary action up to and including termination.

8. NON-RETALIATION

No school employee shall take any retaliatory action against a student for making a complaint or observation of domestic violence, sexual assault, or stalking or otherwise asserting rights or responsibilities under this policy or relevant laws. Any manager or supervisor who is found to have taken

retaliatory action against an student in violation of this section may be subject to disciplinary action.

9. CONCLUSION

The School is committed to providing a supportive school environment free of domestic violence. The School will work to respond and provide immediate assistance to employees or students affected by abuse.