

TENNESSEE ACADEMY OF COSMETOLOGY

Enrollment Packet TAC - Stage Road



Pre-Enrollment Checklist

I acknowledge that I have read and understand all the documents provided to me by Tennessee Academy of Cosmetology in this Enrollment Packet. These documents include:

Document Name	Initial & Date
Toured the Campus	
School Catalog	
Academic Program Information	
Drug and Alcohol-Free School and Workplace	
Student Right to Know Policy	
Satisfactory Academic Progress (SAP) Policy	
Employment Information Disclosure	
Graduation, Placement, and Licensure	
Attendance Requirement	
Physical Requirements	
Safety Information	
Campus Security Report	
Enrollment Contract	
General Terms of Agreement	
Reference Sheet	
Student Schedule Assignment	
Student Conduct Policy/Code of Conduct	
Complaint and Grievance Procedure	
Faculty and Instructional Personnel	

Document Name	Initial & Date
Transfer Credit Policy	
TN Transferability of Credit Disclosure	
Career Placement Support	
Withdrawal/Termination Policy	
Post-Enrollment Checklist	

By signing below, I am indicating that I have received the above information. I am also certifying that I have received time to review the information and the institutional policies in the catalog before signing my enrollment agreement. I have received the information I need to make an informed decision on whether this field is the career path that I want to take and that this is the school which I feel would give me the education I need to secure this career.

Additionally, I realize that any grievances not resolved on the institutional level, following the process outlined in the institution's grievance policy in the TAC Catalog, may be forwarded to the **Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.**

-or-

By contacting the **National Accrediting Commission of Career Arts and Sciences (NACCAS) at 4410 Ford Avenue, Suite 1300; Alexandria, VA 22302, (703)-600-7600.**

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

TAC Campus: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Academic Program Information

TAC programs are nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is recognized by the U.S. Department of Education as a National Accrediting Agency for cosmetology schools.

National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302-1432
703-600-7600
<http://naccas.org/naccas/>

State Licensure Notice

TAC is authorized to operate in the state of Tennessee by the following:

Tennessee Cosmetology and Barber Examiners
500 James Robertson Parkway
Nashville, TN 32743
615-741-2515

<https://www.tn.gov/commerce/section/cosmetology-and-barber-examiners>

and

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

<https://www.tn.gov/thec/>

Authorization

Tennessee Academy of Cosmetology is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Initial _____

Facilities and Services Available to Students with Disabilities

TAC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, federal laws prohibiting discrimination on the basis of disability. TAC does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's disability. This policy applies to all students with TAC providing reasonable accommodations to students with disabilities.

Copyright Infringement Policy

Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. All information provided by Tennessee Academy of Cosmetology, its personnel, or representatives must have written approval prior to sharing of any means.

A summary of the penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/>

Sexual Harassment Policy

Tennessee Academy of Cosmetology (TAC) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the School community should be aware that TAC is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

Campus Security

TAC strives to have a safe environment for students, staff, and clients. Students are an integral part of maintaining security and safety. If a student is aware of any threat to any other member of the campus community, they should report it immediately.

Additionally, students must follow instructions given from any member of campus staff. They should also observe posted signage and are not allowed to use emergency exits for anything other than emergencies.

Safety Requirements

Cosmetologists, manicurists and instructors are sometimes called upon to work with hazardous chemicals, some requiring the use of plastic gloves and proper ventilation. Instruction in proper handling of these products, as recommended by OSHA standards, is given throughout the program. Manufacturer's Material Data Safety Sheets are available to all students in the school dispensary or on the web.

Right to Privacy

In accordance with the Family Educational Right to Privacy Act (FERPA), TAC does not release personally identifiable information contained in student records without the written authorization and consent of the student. Students (or in the case of a minor, their parent or guardian) must indicate to the school in writing, the outside agency or party to whom the requested information is to be released.

Veteran's Educational Benefits

Tennessee Academy of Cosmetology schools are approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify veteran status with the school representative regarding these benefits.

Licensing Requirements for Graduates

Tennessee State Board of Cosmetology requires all Cosmetology, Manicuring, Esthetics, and Instructor graduates successfully complete an examination in theory, state law, and practical application, to be performed on a live model and/or mannequin furnished by the graduate.

Upon receipt of the Certificate of Hours, the Tennessee State Board of Cosmetology will validate the student's record of hours attended. The National Assessment Institute will then notify the student of the scheduled date, time, and location of the examination. Upon successful completion of this examination, the Tennessee State Board of Cosmetology will issue the appropriate Cosmetology, Manicuring, Esthetics, or Instructor's license. This license authorizes the graduate to perform related services to the public. Additional information may be obtained at the State Board's website:

<https://www.tn.gov/commerce/topic/cosmo-licensee-applicant-resources>

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Drug and Alcohol-Free School and Workplace

Tennessee Academy of Cosmetology (TAC) is committed to providing a drug-free environment for all college students and employees. Under the Drug-free Workplace Act and the Drug-Free Communities Act, TAC must maintain a drug-free campus and workplace or risk the loss of financial aid under the federal Title IV programs. The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and required to report to work on time and in an appropriate physical and mental condition for work. TAC is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and/or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on TAC's premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for: speech, walking, standing, physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in TAC events, or present on TAC premises (including parking lots, and other non-work areas), unless pre-authorized by administration.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. TAC will take appropriate action within 30 days of notification. Failure to inform the college subjects the employee to disciplinary action, up to and including termination.

Initial _____

Drug and Alcohol Counseling

Pursuant to the Higher Education Opportunity Act, Tennessee Academy of Cosmetology (TAC) offers a variety of drug-and alcohol abuse education programs for students and employees. More information about alcohol and drugs and the risks they pose to health is available in the TAC catalog. Outside counseling services and support groups are available. Services are available through TAC's benefits program to assist employees who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the College's insurance carrier to access those resources. Other community resources may be found online at Community Information and Referral (www.cir.org) or Alcoholics Anonymous (www.aa.org) or call (888)-784-4592. For more information about alcohol use prevention at college please see <http://www.collegedrinkingprevention.gov/>.

Drug and Alcohol Testing

The use, possession, sale, transfer, manufacture, distribution and dispensation of alcohol and illegal drugs, and in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, facilities, and property, and is strictly prohibited. Employees will be subject to Reasonable Suspicion Drug Testing while on duty or on the property of TAC.

“Illegal Drugs” means any drug that:

1. is not legally obtainable; or
2. is legally obtainable, but is not legally obtained.

The term includes all controlled substances as defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C § 812, and as further defined by regulation at 21C.F.R. §§ 1308.11 through 1308.15. It also includes prescription drugs that are not being used for prescribed purposes, or in prescribed amounts, or by the person to whom it is prescribed. While state law may allow the use of marijuana for medicinal purposes, marijuana use remains illegal under federal law and its use resulting in impairment while on duty is prohibited by TAC's policy. For the purposes of this policy, the following is a non-exhaustive list of illegal drugs that are prohibited:

Amphetamines	Barbiturates	Benzodiazepines
Cannabinoids	Cocaine	Methadone
Opiates	Phencyclidine (PCP)	Propoxyphene

“Legal Drugs” means prescribed or over-the-counter drugs that are legally obtained by the employee and being used for the purpose(s) for which the manufacturer intended them, in prescribed amounts. When an employee intends to use a legal drug while working whose instructions for use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner, the employee must first consult his or her health care provider, describe the duties of his or her job, and report to work only if the health care provider certifies that it is safe to do so while using the drug. If the health care provider indicates the legal drug use may adversely affect the employee's ability to work safely, the employee must notify Human Resources before working while using the legal drug so that TAC may take appropriate action, which may include modified duty or a leave of absence.

A legal drug is a “prohibited legal drug” when the instructions for its use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner and the employee has failed to take the steps described in this provision. A written certification from the health care provider may be required.

TAC may enforce Reasonable Suspicion Drug Testing as outlined in this policy in order to conduct TAC activities and to provide safe and effective service to our constituents. Therefore, the college may require that employees provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee who violates this policy by refusing to be tested, falsifying or tampering with samples, or testing positive for drug or alcohol use, will be subject to disciplinary action, up to and including immediate termination.

The College may require any employee to undergo drug and alcohol testing if management has a reasonable suspicion that the employee:

- Has violated TAC’s policy prohibiting the use of alcohol, illegal drugs or prohibited legal drugs while on duty, while working, while on TAC property or while operating TAC equipment, or any type of machinery;
- Is under the influence of or impaired by alcohol and/or illegal drugs or prohibited legal drugs while on duty, while working, while on TAC’s property or while operating college equipment, machinery or vehicles;
- Has had or has contributed to an accident in the workplace or while on duty;
- May be affected by the use of alcohol and/or illegal drugs or prohibited legal drugs and the use may adversely affect job performance, safety, or the work environment.

Should a drug test be required for reasonable suspicion, such as following an accident or inappropriate conduct, the employee may be suspended until the results of a drug test are made available to TAC by the testing facility. This suspension may be with or without pay, at management’s discretion. An employee whose drug or alcohol test is reported positive may contact Human Resources and obtain the written test result.

All information regarding testing for alcohol or illegal drug use or controlled substances abuse and the results of such testing are to be held in strict confidence by all parties involved. Entering TAC property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy; he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, vehicles and equipment.

LEGAL SANCTIONS

Student and College employees need to understand that they are subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding.

Students Right to Know Act

The student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate-or degree seeking, full time students entering that institution, and to disclose these rates to current and prospective students. Every institute that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right to Know Act, please visit National Center for Education Statistics website at <http://nces.edu.gov>

Tennessee Academy of Cosmetology is, acting in compliance with the Student Right to Know Act, is happy to post the following information on the graduation rates of our cohorts of full time, first time degree seeking undergraduates receiving financial aid. TAC does not offer any athletic programs in the college and thus cannot provide information regarding student athletics. The graduation rates show the graduation/completion rates show the number of graduates/completers who completed in less than 150% of their respective program time vs. more than 150% percent of their respective program time.

2014/2015 Graduate Data		
Overall Rate	Graduates/Completers	Rate
Full-Time <150%	21 out of 32	66%
Full-Time >150%	11 out of 32	34%
Part-time <150%	25 out of 33	76%
Part-time >150%	8 out of 33	24%
Combined<150%	46 out of 65	71%

By Gender:	Graduates/Completers	Rate
Female	63	97%
Male	2	3%
Total	65	100%

Race/Ethnicity	Graduates/Completers	Rate
Asian	2	3.1%
Black or African American	38	58.5%

2014/2015 Graduate Data		
Hispanic	2	3.1%
Pacific Island	0	0.0%
Race and Ethnicity Unknown	8	12.3%
Two or more races	0	0.0%
White	15	23.1%
Total	65	100.0%

By Grants/ Loan Recipients	Graduates/Completers	Rate
No Pell or Subsidized Stafford	7	11%
Pell Recipients	54	83%
Subsidized Stafford Recipients (no Pell)	4	6%
Total	65	100%

Retention Rates 2014/2015			
Status	Enrolled	Still Enrolled/Completed	Retention Rate
FT First Time	18	12	67%
PT First Time	31	21	68%
Total	49	33	67%

Placement Rates 2014/2015			
Program	Graduates	Working in Field	Placement Rate
Cosmo	17	12	71%
Est	25	19	76%
Ins	9	7	78%
Man	14	9	64%
Total	65	47	72%

*Tennessee Academy of Cosmetology has provided supplemental information regarding the graduates/completers and retention rates that contain part-time students as well.

Satisfactory Academic Progress (SAP)

All students must meet the school's Satisfactory Academic Progress (SAP) requirements. Students meeting the minimum requirement at any evaluation point are considered to be making SAP until the next scheduled evaluation.

Evaluation Points

Each element of Satisfactory Academic Progress is measured at the completion of the hours in each payment period. For Cosmetology, the payment period hours are 450/450/300/300, for Manicuring they are 300/300, for Esthetics they are 375/375 and for Instructor they are 150/150. Students with transfer hours will have payment periods and evaluation points based on the contracted hours. Students with contracted hours of less than 900 hours will have payment periods equal to one half of the contracted hours. Students with contracted hours greater than 900 hours will have two 450-hour payment periods and two payment periods equal to one half of the remaining hours (or one additional payment period if less than 450 hours remain).

Students who do not meet SAP requirements as of an evaluation point may lose eligibility for Federal Student aid (Title IV) funds, and may be subject to termination from the program. Students are notified that they are not meeting SAP.

Maximum Time Frame

Students must complete their program within 150% of the normal length of the program as measured by scheduled hours required to complete the required program hours unless an extension has been granted through the appeal process. At each evaluation point (payment period), students must be progressing at a pace that would allow completion within the Maximum Time Frame (MTF) for their program. The MTF for each program is:

Cosmetology	1500 Hours	150% =	2250 Scheduled Hours
Manicuring	600 Hours	150% =	900 Scheduled Hours
Esthetics	750 Hours	150% =	1125 Scheduled Hours
Instructor	300 Hours	150% =	450 Scheduled Hours

Clock hours 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.

Grade Point Average

To meet TAC's qualitative standards, students must maintain a 70% Grade Point Average (GPA). This is based on a grading scale of 0-100%. Theory and practical work are included in the GPA calculation. The GPA will be evaluated at the completion of each payment period. Grades from transferred hours are not included in the GPA.

Remedial Programs, Repeated Courses and Incompletes

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Attendance Requirement

A student must maintain a 67% cumulative attendance average. Attendance percentages are calculated by taking the number of hours the student has attended and dividing it by the number of hours the student was scheduled to attend. Hours are scheduled based on the agreed upon schedule at the time of enrollment. Changes to the student's schedule must be approved in advance. Periods of approved Leaves of Absence and days the school is closed are not included in scheduled hours and are therefore are not considered in the attendance average calculation.

Warning Status

Students not making progress at an evaluation point are put in a Warning status until the next evaluation point. Written notification is provided to the student notifying the student of the Warning status, that TIV aid will be disbursed during the Warning period and that SAP status must be regained by the next evaluation point or TIV eligibility may be lost. A student who is still not making progress at the end of the Warning period becomes ineligible for aid. Students who wish to appeal the loss of TIV aid must follow the appeal procedures.

Probation Status

Students who successfully appeal the loss of TIV aid are placed on probation for one payment period. Students on probation are eligible for TIV aid. Students who do not appeal the loss of aid and those whose appeals are not granted are not eligible for TIV aid unless SAP status is regained at a future evaluation point..

SAP Appeal Procedures

If the student is determined not to be maintaining Satisfactory Academic Progress, the student may appeal this determination within 10 calendar days of the acknowledgement. The student must give in writing the reason why the SAP element(s) was not met, what changes have occurred in order to prevent this in the future, and how SAP can be achieved at the next evaluation period.

The reasons must be valid and can be, but are not limited to:

- death in the family
- illness or injury of the student
- any other allowable migrating circumstance that was beyond the student's control with any and all documentation to prove this situation.

If the student had been on an authorized Leave of Absence for the reason stated, then the appeal generally will be denied.

A SAP appeal must be submitted in writing on the school's form along with the documentation referred to above. It must include the reason why a SAP decision should be reversed. This appeal should also list what has changed in order to support the student's claim that Satisfactory Academic Progress can be attained by the next evaluation checkpoint. The student must be able to complete the required improvement within the maximum time requirement unless a valid reason for an extension is provided and approved as part of the appeal process.

TAC has 14 calendar days to review the documentation and the appeal request. Students may continue to attend during this evaluation period but financial aid will not be disbursed. If the school administration determines that the explanation for not meeting SAP is reasonable and the student would be able to meet the minimum requirement by the next evaluation period based on the information provided in the appeal, the appeal will be granted. If the student would not be able to meet the minimum standards by the end of the next evaluation period, at the administrator's discretion, the student may be offered an academic plan that would allow the student to make reasonable progress towards meeting the SAP requirements. The appeal will be approved if the student agrees to the terms of the academic plan. The appeal documents will be placed with the SAP evaluation in the student's folder, dated, and signed by the approving member of faculty.

If the appeal is granted, the student will be placed in a probation status and financial aid eligibility will not be interrupted. If the student loses the appeal, no additional financial aid will be disbursed until the student has regained SAP status at a future evaluation point. Regaining SAP status is not retroactive to payment periods prior the evaluation point at which SAP status was regained. Students who lose TIV eligibility will be terminated from the program if arrangements for payment are not made.

Interruptions, Leave of Absence, and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation nor the Maximum Timeframe evaluation. All students who withdraw prior to completion of the program and wish to re-enroll will return in the same SAP

status as at the time of withdrawal. However, financial aid may be impacted. Students who resume within 180 days will have the progress from both enrollments included in the evaluation of SAP with days between the enrollments treated the same as an approved LOA (excluded from the calculation). Students who resume after 180 days are treated as transfer students, however, the prior enrollment's SAP status remains in effect. Students who had lost eligibility for TIV aid at the time of withdrawal will be allowed to appeal using the standard appeal process.

Reestablishing Satisfactory Academic Progress

Students who have been determined not to be making SAP may regain SAP status and TIV eligibility by meeting all SAP requirements by the next evaluation point. Students in a Warning status and those on probation are considered to be meeting SAP. Students who are meeting the terms of the probation agreement at the next evaluation point are considered to be making SAP and will remain eligible for TIV aid. Student who withdraw and resume attendance do not automatically regain SAP status. See withdrawals section of policy.

Informational Reports

Student Name: _____

Employment Information Disclosure

Salons generally pay a commission of service/retail, usually 50 to 70% for services and 10% for retail sales. Barbers, hairdressers, and cosmetologists provide hairstyling and beauty services.

According to the Jobs for Tennessee website, employment of hairdressers and cosmetologists is projected to grow 13 percent from 2012 to 2022. Please see <https://www.jobs4tn.gov> for further information.

Graduation, Placement and Licensure

Institutional Rates

The institutional rate of all combined programs as reported with NACCAS for the most recent cohort (January 1, 2014 to December 31, 2014) are as follows:

- I. Institutional Graduation Rate in the most recent reporting period is 64.22%.
- II. Institutional Placement Rate in the most recent reporting period is 69.57%.
- III. Institutional Licensure Rate in the most recent reporting period is 100%.

Cosmetology

For the program entitled Cosmetology, I have been informed that the current withdrawal rate is 35.29%, or in the past 12 months 34 students enrolled in this program and 22 completed this program.

For the program entitled Cosmetology, I have been informed that for the students who graduated, the job placement rate is 52.38%, or in the past 12 months 11 were placed in their field of study out of 21 students who graduated from this program.

For the program entitled Cosmetology, I have been informed that for the students who graduated, the licensure rate is 100%, or in the past 12 months 7 passed the licensure exam in their field of study out of 7 students who attempted from this program.

Manicuring

For the program entitled Manicuring, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 22 students enrolled in this program and 11 completed this program.

Initial _____

For the program entitled Manicuring, I have been informed that for the students who graduated, the job placement rate is 72.73%, or in the past 12 months 8 were placed in their field of study out of 11 students who graduated from this program.

For the program entitled Manicuring, I have been informed that for the students who graduated, the licensure rate is 100%, or in the past 12 months 6 passed the licensure exam in their field of study out of 6 students who attempted from this program.

Esthetician

For the program entitled Esthetician, I have been informed that the current withdrawal rate is 35.9%, or in the past 12 months 39 students enrolled in this program and 25 completed this program.

For the program entitled Esthetician, I have been informed that for the students who graduated, the job placement rate is 76.0%, or in the past 12 months 19 were placed in their field of study out of 25 students who graduated from this program.

For the program entitled Esthetician, I have been informed that for the students who graduated, the licensure rate is 100%, or in the past 12 months 14 passed the licensure exam in their field of study out of 14 students who attempted from this program.

Instructor Training

For the program entitled Instructor Training, I have been informed that the current withdrawal rate is 14.29%, or in the past 12 months 14 students enrolled in this program and 12 completed this program.

For the program entitled Instructor Training, I have been informed that for the students who graduated, the job placement rate is 83.33%, or in the past 12 months 10 were placed in their field of study out of 12 students who graduated from this program.

For the program entitled Instructor Training, I have been informed that for the students who graduated, the licensure rate is 100%, or in the past 12 months 5 passed the licensure exam in their field of study out of 5 students who attempted from this program.

NOTE: Above data based on information submitted for NACCAS Annual Report for 2014 Cohort (January 1st, 2014 – December 31st, 2014).

Attendance Requirement

Students are expected to have a minimum of 85% attendance during their first 90 days of classes. Absences during a student's first 90 days without prior approval are not acceptable. Failure for students to adhere to attendance expectations may result in disciplinary action up to and including termination.

Students are required to clock in and out daily, and the school will record and tally the student's completed hours.

All absent hours must be made up. Students may be required to make up hours outside of their regular scheduled shifts, including Saturdays. Any student absent for 14 consecutive calendar days will be considered withdrawn, regardless of reason or documentation, unless on an approved Leave of Absence (LOA).

Students must complete their required hours within 150% of the time needed to complete the program in order to maintain satisfactory academic progress (SAP) and be awarded a diploma. (See SAP Policy in the TAC catalog for more information about the SAP requirement.)

Student should be aware of the following expectations regarding attendance:

- If students are scheduled to be in class, they will receive credit only for that portion of the class they attend.
- Students arriving more than 15 minutes late for theory will not be allowed to clock in until clinic starts.
- Students arriving for clinic hours must arrive before clinic hours open or they will not be allowed to sign in.
- Exceptions may be made with prior approval from the institution; documentation may be required to support the exception.
- Classroom assigned breaks have no allowance for tardiness as students are expected to return to class promptly or they will be clocked out for the remainder of the class time.
- Students must complete their required hours within 150% of the time needed to complete the program in order to be awarded a diploma.
- Students are required to clock in and out daily TAC will record and tally the student's completed hours. All absent hours must be made up.
- Students are to call in any day they will be absent.
- Students may request to makeup time and work missed and will be approved on an individual basis.

Physical Requirements

Although a career in cosmetology, manicuring and esthetics can be both personally and financially rewarding, it is important that a professional applicant be able to adapt to the following conditions throughout the day:

- Be able to stand for several hours at a time
- Have adequate finger, hand, and arm dexterity
- Have adequate mobility of feet and legs
- Be able to adapt to a sitting position

Safety Information

Cosmetologists, manicurists and instructors are sometimes called upon to work with hazardous chemicals, some requiring the use of plastic gloves and proper ventilation. Instruction in proper handling of these products, as recommended by OSHA standards, is given throughout the program. Manufacturer's Material Data Safety Sheets are available to all students in the school dispensary or on the web.

In addition, TAC strives to have a safe environment for students, staff, and clients. Students are an integral part of maintaining security and safety. If a student is aware of any threat to any other member of the campus community, they should report it immediately.

Additionally, students must follow instructions given from any member of campus staff. They should also observe posted signage and are not allowed to use emergency exits for anything other than emergencies.

Student Signature: _____

Date: _____

Initial _____

Campus Security Report

In compliance with federal law, TAC annually publishes and distributes a campus security and crime report. This report compiles crime statistics, if any, for the most recent 3 years for the school building and property, the adjacent parking facilities, and other adjacent public properties. Any student, employee, or prospective student or employee, may request a paper copy of this report at any time from the school admissions office.

Annual Campus Security Report for:
Tennessee Academy of Cosmetology
7041 Highway 64,
Memphis, Tennessee 38133

The following statistics are provided as part of the requirement under the *Student Right to Know and Campus Security Act*, Public Law 101-542, with regard to the occurrence of the following criminal offences reported to campus authorities from January 2012 through December 2015.

Publish October 2012 – 2016

	2012	2013	2014	2015	2016
Domestic Violence	0	0	0	0	0
Felony	0	0	0	0	0
Misdemeanor	0	0	0	0	0
Dating Violence					
Felony	0	0	0	0	0
Misdemeanor	0	0	0	0	0
Stalking and/or Video Piracy					
Felony	0	0	0	0	0
Misdemeanor	0	0	0	0	0



7041 Hwy 64, Suite 101
 Memphis TN, 38133
 901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
 Memphis TN, 38125
 901-382-9085



check box
for choice
of campus

check box
for choice
of campus

Enrollment Contract

Student ID: _____ **Date:** _____

Student Name: _____ **Social Security #:** _____
 (Write "None" if not available)

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone #: _____ **Birthdate:** _____

U.S. Citizen: ____ Yes ____ No **If No, VISA or Alien #:** _____

Driver's License #: _____ **Email:** _____

Emergency Contact: _____ **Emergency Phone:** _____

Contract Begins: _____ **Contract Ends:** _____

Cosmetology – 1500 hours, _____ weeks **Esthetics – 750 hours, _____ weeks**

Manicuring – 600 hours, _____ weeks **Instructor – 300 hours, _____ weeks**

_____ **Transfer/Re-entry Student, hours accepted:** _____

Hours Contracted with TAC: _____ **Number of Weeks to Complete Hours Contracted:** _____

Scheduled Class Starting Date: _____ **Calculated Completion Date:** _____

Schedule:

_____ Full-time: Students are scheduled to attend 30 hours or more per week.

_____ Part-time: Students are scheduled to attend 20 hours per week.

Contract Costs and Payment Terms: Student and Sponsor (if applicable) agree to pay the Tennessee Academy of Cosmetology; hereafter referred to as "TAC" or "the school", the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance or payments are satisfied. The school will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour (**overage fee**), or any part thereof, payable in advance until graduation. The school may charge a \$15.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00.

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Initial: _____

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. In keeping with TAC's collection policy, delinquent student accounts are sent to collections after the university attempts to contact the student directly for payment.

Registration Fee:	\$ _____	Balance Due:	\$ _____
Kits/Textbooks:	\$ _____	Payment Plan for Balance Due:	
Tuition:	\$ _____	Monthly Payment:	\$ _____
Miscellaneous:	\$ _____	Payments Due on:	\$ _____
Total Tuition + Fees:	\$ _____		
Less Deposit:	\$ _____		

Attendance: Students are required to maintain a 67% attendance rate to meet satisfactory academic progress (SAP). Students are advised that maintaining an attendance rate higher than the 67% minimum for SAP may also protect them from overage charges.

This **Enrollment Agreement** constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read all pages. **You will receive an exact copy of the signed Enrollment Agreement.** Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with this document and its contents, and that the institution's cancellation and refund policies have been clearly explained to me. **I have received an exact copy of this fully executed agreement.**

Applicant Signature _____ Date _____

Parent/Guardian/Sponsor
Signature (if applicable) _____ Date _____

Accepted by TAC
Representative
(Signature) _____ Date _____

Campus: _____

Initial: _____

GENERAL TERMS OF AGREEMENT

The School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kits/textbooks content, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; improper or immoral conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; theft or any illegal act; academic reasons, disciplinary reasons, or lack of aptness for the program.

The Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees to abide by all policies in the school's catalog.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Initial: _____

B. Refund Policy – Notice of Cancellation

For applicants who cancel enrollments 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, termination due to school policies, course or program cancellation, or school closure. All requests for cancellation and settlement must be made by the student in writing to Tennessee Academy of Cosmetology. 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 kits/textbooks, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

An applicant not accepted by the school shall be entitled to a refund of all monies paid.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three (3) business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded. *This policy applies regardless of whether or not the student has actually started training.*

If a student cancels his/her enrollment after three (3) business days of signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid the school *less a non-refundable registration fee of \$100.00.*

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

For students who enroll in 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:

Percentage of Enrollment (Time to Total Time of Program)	Amount of Tuition Owed to TAC*
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

* Calculation determined by scheduled hours elapsed between the start date and the student's last day of attendance.

In addition, after 3 days of signing the enrollment agreement and starting classes, once any portion of a student kit is opened, the entire kit, including textbooks that are part of the kit, becomes the property of the student and is due and payable, no refund will be given. Defects impossible to discover without opening and inspecting the item will be exchanged.

Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in item B of the enrollment contract; unofficial withdrawal due to non attendance; formal termination by the school based on school policies; in the case of a student who does not return from a leave of absence, the expected date of return; or the date the student notifies the school s/he is withdrawing, whichever is earlier.

Initial: _____

Additional Refund Considerations

Termination will result from failure to comply with the school's rules and regulations including not meeting attendance requirements. Attendance will be monitored at least every 30 days. Students who are not on an authorized Leave of Absence who are absent more than 14 calendar days will be withdrawn.

If the school is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro rata refund of tuition OR provide course completion through a pre-arranged teach out agreement with another institution.

If a program is canceled subsequent to the student's enrollment but prior to instruction beginning, the school will either provide a full refund of all monies paid or completion of the course at a later time.

If the program is cancelled after students have enrolled and instruction has begun, the school at its option will:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school,
- Provide completion of the program,
- Participate in a Teach Out Agreement; *or*
- Provide a full refund of all monies paid.

In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school can make a settlement, which is reasonable and fair to both.

In the event that the student fails to complete the program in the period specified in the enrollment agreement then, in the sole discretion of the school, he/she may be permitted to pursue the program until completed. When permission is so granted, the student agrees to pay the sum of \$10.00 per scheduled hour for each hour exceeding the amount of contracted hours. Said sum shall be payable weekly in advance.

If a student withdraws after three (3) days of scheduled classes, the school may retain a withdrawal fee of \$150.00. This is in addition to the amount of tuition and fees based on the above policy, the kits/textbooks charges, and overage charges. If the account becomes delinquent, the student will be responsible for all collection costs as described in the Enrollment Agreement.

Tennessee Academy of Cosmetology will use the Department of Education's Guidelines to Return Title IV (R2T4) funding. This policy is separate from the school's tuition refund policy. This policy is applied to each payment period. The student is considered to have earned the percent of the Title IV aid (grants and loans) disbursed or scheduled to be disbursed for the payment period based on the percent of the scheduled hours from the start of the payment period to the last date of attendance.

Initial: _____

C. Graduation Requirements

Students must meet the following requirements to graduate from their program:

1. Students must have successfully completed all clock hours for their program, including all required theory, clinic and practical hours.
2. Students must make up all written tests, projects, or practical work missed as a result of tardiness or absence prior to graduation.
3. Students must meet the Satisfactory Academic Progress (SAP) requirements as defined in school's SAP Policy and as explained during student orientation.
4. Students must pay in full all monies owed to the school prior to graduation or make satisfactory payment arrangements that are agreeable with the school.
5. Upon successful completion of the above requirements, the graduate will be awarded the appropriate program certificate(s).
6. The school's Director of Education or designee will approve and submit the student "Certification of Hours" to the Tennessee State Board of Cosmetology.
7. Students are required to pay an examination fee to PSI Testing and Assessments prior to test date. Payment is made directly to PSI in the form of a cashier's check or money order. TAC will enter the student's information on PSI's website for the student to schedule their test. Once the student finds their name on the PSI website, they can schedule their test. PSI will then inform the student where to pay testing fees and what information the student will be required to bring with them on test day. TAC graduates are provided the opportunity to practice a "mock" State Board examination.

D. Uniforms

The uniform is solid white or black top, solid black pants, black or white closed toe shoes, and a lab coat issued by the school.

E. Miscellaneous

The student hereby agrees to obey all rules and regulations of the college including any new rules adopted during the course of the student's education. Failure to do so may, at the sole discretion of the school, result in suspension or termination of the student. Termination results in non-compliance to the school rules as listed in the TAC catalog.

- Any supplies that are lost or broken must be replaced by the student at the student's sole cost and expense.
- TAC is not responsible for any personal belongings of the student as each student is responsible for their own property.
- By signing this enrollment agreement, the student does hereby authorize TAC to call a physician and/or refer the student to a physician for medical assistance in the event of a sudden illness or injury while on the premises of the school.
- If for any reason the student loses his/her eligibility for Title IV Funding, the student understands that he/she is responsible for the payment of any portion of the tuition, supplies, fees, etc., that are unpaid. Student also acknowledges that if he/she withdraws or is terminated, any funds unpaid by Title IV are the student's and/or guardian's responsibility.

Initial: _____

F. Placement

The School does not guarantee employment to its students; however, the School will assist students in seeking employment. The School's placement assistance procedure does include; identifying employment opportunities and advising students on appropriate means of realizing these opportunities.

G. Other Cost-Schedule Change Fees:

All requests and approvals for schedule changes must be made in writing indicating the reason for the schedule change. This request must be signed by the student, approved by the school manager, and retained in the student's file. Schedule changes will be done the first time at no charge. Additional changes will incur a charge of \$75 per schedule change. The signed schedule change form will show the new scheduled contract end date after adjusting the student's schedule.

TAC is not responsible nor is in any way liable to any party for any negligence, carelessness, or lack of skill by any one or more students practicing any part of the course upon another.

This agreement contains the entire agreement between the student and Tennessee Academy of Cosmetology and no change or representation shall be recognized unless in writing.

Student and/or Parent/Guardian/Sponsor:

I acknowledge the terms and conditions listed herein as part of my agreement with Tennessee Academy of Cosmetology.

I have received a current TAC catalog.

I understand and agree to the above terms of this contract.

- 1. I (we), the undersigned, have read and received a copy of this agreement and agree to the terms and conditions herein stated.

Applicant Signature _____ Date _____

Parent/Guardian/Sponsor
Signature (if applicable) _____ Date _____

- 2. Representative: I hereby acknowledge receipt of the tuition fee deposit in the amount of \$ _____, and hereby recommend acceptance of the student whose signature is subscribed hereto.

Accepted by TAC
Representative
(Signature) _____ Date _____

- 3. Campus: _____

Initial: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Reference Sheet

- NAME: _____ ADDRESS: _____
- CITY: _____ STATE: _____ ZIP: _____
- PHONE: _____ PROGRAM: _____

Reference # 1	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Relationship: _____
----------------------	--

Reference # 2	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Relationship: _____
----------------------	--

Reference # 3	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Relationship: _____
----------------------	--

Student Signature: _____ Date: _____

Initial: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Student Schedule Assignment

[] Original Schedule

[] Schedule Change (\$75 change fee)

Name: _____

Date: _____

Program: _____

As a student at Tennessee Academy of Cosmetology, I understand that my schedule is as follows:

Full – Time: Monday thru Friday; 9:00AM– 3:30PM

Part – Time Day: Monday thru Friday; 9:00AM– 1:00PM

Part – Time Night: Monday thru Thursday 5:00PM– 9:00PM; & Saturday 9:00AM– 5:00PM

Notes: _____

NOTE: Effective August 22, 2016, TAC's new operating hours will be:

On August 22, 2016, ALL students will transition to the new hours.

Initial _____

Operating Hours	Monday	Tuesday- Friday	Saturday
Day Students– <i>New Hours</i>	closed	9 a.m.–5 p.m.	9 a.m.–3 p.m.*
Night Students – <i>New Hours</i>	closed	5 p.m. – 9 p.m.*	9 a.m.–3 p.m.*
<i>Important!</i>	*Day students may be required to attend one (1) Saturday per month. *Night students are required to attend Saturday from 9 a.m.–3 p.m. *Night hours are subject to a minimum number of enrollments.		

The above reflects the schedule that I enroll in and agree to attend. If for any reason I am unable to attend my classes on my assigned schedule, I will notify the school before or on the day of my absences. I understand that failure to abide by my assigned schedule may result in written advisements, suspension, or termination of enrollment. By changing my schedule, I understand that my current scheduled graduation date of _____ has now changed to _____. I also acknowledge that every schedule change after the first schedule change will result in a fee of \$75.00 applied to my account.

Signature: _____

Date: _____

NOTE: Effective July 1, 2016, Public Chapter No. 0991(SB2374 / HB2373), allows more flexibility of student hours by increasing the per day limit to a maximum of ten (10) hours or up to six (6) days per week. This Act takes effect July 1, 2016. A copy of the new law is available for review on the website of the Tennessee Secretary of State: <http://share.tn.gov>

Initial: _____

Student Conduct Policy/Code of Conduct

Student Conduct Policy

For Tennessee Academy of Cosmetology students, professional conduct is the only level of acceptable behavior. TAC rules are developed to provide an atmosphere that encourages and motivates each student in a learning environment.

At the time of enrollment, and for the duration of training, each student must agree to abide by the rules and regulations as listed. Cooperation is necessary for a relaxed and professional training environment to be maintained. Further, these rules reflect the standards required in a professional salon. Therefore, students must behave respectfully to the school, all staff, other students, and clients.

If problems arise, they will be counseled and handled individually. A student will be terminated from the program if TAC and the student are unable to solve the issue.

At the discretion of the College, rules may be changed and posted.

Discipline problems become part of a student's permanent file, as they indicate a problem with employability. Students sign release of information forms indicating their wishes and are allowed to review their files with an advisor upon request.

Student Disciplinary Procedures

The following are the Tennessee Academy of Cosmetology disciplinary procedures for common Code of Conduct violations:

1. **Written Advisories**: Student will receive a written advisory of the conduct that is not in alignment with school policies or Code of Conduct.
2. **Mandatory Makeup**: if a student has been disciplined with written advisories for their attendance, a student may be required to makeup time during available times other than their regular schedule.
3. **Suspension**: Reserved for repeat or egregious violations. Students may not attend class or clinic for a minimum of one (1) day to at most two (2) weeks. During this time, the student does not accrue scheduled hours.
4. **Termination**: Disregard for school policies and/or Code of Conduct, will result in termination from the program.

The first level warning is often a written advisory. The second level warning is often suspension. If disciplinary action does not resolve the situation, or if the nature of the violation is so serious that a first or second level warning is not appropriate, students may be terminated. All cases will be reviewed on a case-by-case basis and in totality including but not limited to severity, total

student performance, client impact and community safety before determining the most appropriate form of discipline. Habitual violations will be treated severely and may result in termination.

Students who miss who are late or leave early from their regular scheduled shift three (3) times may be subject to suspension without a prior written warning. Students who violate the Student Code of Conduct or the Student Dress Code may be dismissed from school premises immediately. Additionally, students who fail to meet attendance expectations (85% attendance and no absences in the first 90 days) may be subject to a student contract to improve attendance and make up hours, failure to comply may result in disciplinary action up to and including termination.

Student Code of Conduct

Student Schedule

Students must follow the schedule that they signed up for, clocking in and out according to “in and out” time on their agreed schedule. It is permissible, however, for a student to stay beyond their scheduled end time if they have a client or if they have an assignment that they are finishing. If a student comes in late or leaves early more than three (3) times in a month, the student will be subject to discipline procedures as outlined in this catalog.

Attendance

Students are expected to have a minimum of 85% attendance during the first 90 days of their classes. Absences during a student's first 90 days without prior approval are not acceptable. Failure for students to adhere to attendance expectations may result in disciplinary action up to and including termination.

If a student has to miss a day, the student is to call the office before their scheduled shift to let the school know that they are going to be absent and why. The student is required to make up the hours missed. If a student misses 14 consecutive calendar days, the student will be terminated from school (unless the student is on an approved Leave of Absence). In addition, if a student with an approved Leave of Absence does not return to school on the date scheduled, the student will be terminated from school.

Mandatory Days

Any scheduled Tuesday, Friday, or Saturday is considered a mandatory day. The day before and the day after any legal holiday is also considered a mandatory day. If a student has to miss a mandatory day, the student must bring in valid, verifiable documentation (doctor's note, police reports, court appearance form, etc.) showing why he/she missed the mandatory day.

Tardy

Classroom doors are closed for theory 15 minutes after class begins to avoid disruption. Students who arrive 15 minutes late will not be allowed to enter the classroom, but are allowed to wait until theory instruction is completed to rejoin their class. Students who miss theory

instruction because they are late will not receive time while they are waiting for theory instruction to finish.

Breaks/Recording Attendance

Full-time students will be assigned a 30-minute lunch break daily and are also assigned two 15-minute breaks daily. Part-time students are assigned a 15-minute break daily.

In accordance with state law, students must clock in and out for their lunch break. Time spent going to get food is part of the allotted time. Students are expected to stay on the premises during breaks and may use the student lounge for breaks/lunch to avoid tardiness in returning to classes. Classrooms are not to be used during breaks.

If a student chooses to leave the school premises, they are required to sign out. Students exceeding the allotted time for lunch and/or breaks may be signed out by their instructor and subject to school discipline, including written advisories, suspensions and termination.

Professionalism

Students are expected to conduct themselves in a courteous and professional manner at all times. The following are not allowed in the school:

- | | |
|---------------------------------------|--|
| gum chewing | Insubordination |
| using cell phone | cheating on tests or assignments |
| defacing school property, | Fighting |
| Gossip | Stealing |
| causing discord | touching others inappropriately |
| Profanity | refusing to do an assignment or client |
| disrespectful behavior towards others | |

Parking

Students must park their cars in designated parking spots only but NOT in the first row of parking closest to the building. The parking spots closest to the building are reserved for TAC clients. Damage to, or theft of automobiles or, theft of items inside automobiles, is not the responsibility of Tennessee Academy of Cosmetology.

Phone Usage

Students will not be called to the phone unless it is an emergency. Students must use their cell phones or other electronic devices during break time only. In addition, students are not allowed behind the reception desk or in the stockroom unless assigned.

Audio beepers, laptops, tablets, cellular phones, or other such devices are not allowed to be used in the classroom or on the clinic floor. Cell phones must be put on silent or vibrate mode and, if a student must take a call because of an emergency, they must sign out and take the call outside or

in the break room only after they have finished their client or assignment.

Violation of this policy may result in school discipline. The school is not responsible for these devices if they become lost, stolen, broken, or misplaced.

Academic Integrity

While taking a test, students cannot have anything out on their desk or in their hands at any time except for the test, a single piece of paper to write their answers on, and a pen or pencil. Any other objects being used will be temporarily removed from the student's possession until after the test is over.

If a student is caught cheating or helping someone else cheat in any way, they will be suspended from school. If this incident occurs a second time, the student will be terminated.

The determination of whether a student has cheated will rest solely with the judgment of the instructor administering the test.

Social Media

Tennessee Academy of Cosmetology has the right to request any student to remove social media comments or postings that are negative, disrespectful, or potentially damaging to TAC. This includes current or former students of the school, clients, or staff. Any student who refuses to remove damaging, disrespectful, or negative comments when asked by Tennessee Academy of Cosmetology will be terminated.

Sanitation

Students are required to clean up after themselves and to keep their work area and break room sanitary at all times. Assigned sanitation duties must be completed and verified by an instructor. Failure to comply with an instructor's assignment or duty may result in advisories, suspensions, or possibly termination. The word of an instructor in charge is final in all situations.

Students must eat and drink in the break room only. Food is not allowed anywhere else in the school. Water in a clear bottle is permitted in the classroom. The bottle must have a lid that can be screwed on and must always be stored so it does not spill. Violations of this rule may result in privileges being revoked.

Food/Drink/Smoking Areas

Students are not allowed to sit, eat, drink, or smoke around the front door or the front sidewalk. If a student is on their break outside, he/she needs to be at least 20 feet from the main entrance door.

Campus Security & Students

TAC strives to have a safe environment for students, staff, and clients. Students are an integral part

Initial: _____

of maintaining security and safety. If a student is aware of any threat to any other member of the campus community, they should report it immediately.

Additionally, students must follow instructions given from any member of campus staff. They should also observe posted signage and are not allowed to use emergency exits for anything other than emergencies.

Personal Services

Students who wish to have beauty or massage services may do so at the discretion of the school and under the system currently in effect. An instructor's written permission and proof of payment for materials to be used is required before the service is started. Unless it is part of a previously scheduled activity, students will be charged the student rate for supplies related to the service and must not be clocked in.

From time to time an instructor may need to perform a service demonstration and instructors may ask a student to assist another class. Students assisting a demonstration are not required to clock out, but will assist during the course of a regularly scheduled curriculum.

Lockers and Personal Belongings

Personal belongings are a student's responsibility. Locker space is available to rent with all equipment marked for identification and cared for carefully. Lockers and locks are school property. For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks or to enter lockers at any time.

Personal effects left in lockers after a student has dropped below half-time attendance may be removed and disposed of at management's discretion.

All equipment for a student's program is part of the student's kit or is provided by the school. It is the student's responsibility to replace any equipment, as necessary, to complete work assignments if such equipment becomes lost, stolen, or broken. Equipment needed to complete assignments should be available to students at all times.

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Complaint and Grievance Procedure

The primary objective of the Student Complaint/Grievance Procedure is to ensure that students have the opportunity to present grievances to TAC regarding a certain action or inaction by a member of the institution.

TAC seeks to resolve grievances fairly and with justice for all parties.

This Student Complaint/Grievance Procedure applies to all formal grievances.

Grievance Definition

A grievance is a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures.

Informal Resolution

Prior to invoking the procedures described here, students are encouraged but not required to address the grievance in person or in writing with the person alleged to have caused the grievance.

The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

Formal Resolution

A student may initiate a formal grievance in writing to the Director of Education, Mr. Bill White, 7041 Hwy 64, Suite 101, Memphis, TN 38133, at 901-382-9085.

The Director of Education will act as administrator for the grievance procedure. The grievance must be received within 15 calendar days after the student first becomes aware of the facts which gave rise to the grievance.

The Director of Education or designee will conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the Director of Education or designee shall appoint an impartial fact-finding panel of no more than three persons to conduct an investigation.

The Director of Education or designee must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. The panel shall have no authority to make recommendations or impose final action. The panel's conclusions shall be limited to determining and presenting facts to the Director of Education or designee in a written report.

Based upon the report of the fact-finding panel, the Director of Education or designee shall make a determination and submit a decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel's report.

The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by President or designee.

Initial: _____

Appeal Procedures

Within ten (10) calendar days of receipt of the Director of Education or designee's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator's written decision, to the Campus President or designee.

Within 15 calendar days of receipt of the request for review, the Director of Education or designee shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any.

Failure to file any grievance according to the procedures and within the specified time shall be deemed a waiver of the right to file a grievance.

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.

Conduct

Professional conduct is the only level of conduct acceptable from TAC students. TAC rules are developed to provide an atmosphere that encourages and motivates each student in a learning experience.

At the time of enrollment and for the duration of training, each student must agree to abide by the rules and regulations as listed. Cooperation is necessary so that a relaxed and professional training environment may be maintained. TAC rules reflect standards required in a salon.

All conduct problems will be counseled and handled individually. Students must behave respectfully to the school, all staff, other students, and clients. A student will be terminated from the program if problems cannot be resolved. At the discretion of the TAC, rules may be changed and posted.

Discipline problems become part of a student's permanent file, as they indicate a problem with employability. Students sign release of information forms indicating their wishes and are allowed to review their files with an advisor upon request.

Initial: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Faculty and Instructional Personnel

Ownership

- Sherry Jones, MT (ASCP), PMST President
- Kevin Koch Executive Vice President

Administration

- Bill White Director of Education
- Tameka Green Financial Aid Advisor
- Trudy Hayman Admissions Advisor/Instructor
- Patricia Leonard Chief Compliance Officer
- Marie Busse Executive Assistant

Instructors

- Audra Clark Cosmetology/Esthetics Instructor
- Tawonda Hilson-Sims Cosmetology/Instructor
- Larry Jackson Manicuring Instructor
- Johnetta James Cosmetology Instructor

Faculty

Students receive a quality education from TAC in the exciting and changing industry of hair design, esthetics, and/or nails. Instructors are licensed by the state and become successful professionals who continue to work in salons and spas as time permits.

Initial: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Transfer Credit Policy

TAC considers hours for transfers from other institutions on a case-by-case basis. The following criteria are some considerations use in examining transfer hours for transfer:

1. The institution in which they were awarded and its accreditation
2. The age of the hours earned, as an indication of the most current skills or knowledge
3. The duration the student was at the institution
4. The number of hours remaining in the program

NOTE: Official transcripts for use in determining transferability of hours must be received by the school *before* the student starts school. Any exception must be approved by the Director of Education.

TAC complies with all state laws. In accordance with Tennessee law, hours, *whether from TAC or any other institution*, that will age seven years before the student would graduate, *are not accepted*.

Transfer students entering Tennessee Academy of Cosmetology with hours from another school will be required to meet with the Director of Education to get a comprehensive list of all chapter tests, final exams, and practical assignments that they will be required to complete before graduation.

The acceptance of transfer hours is at the sole discretion of Tennessee Academy of Cosmetology.

NOTE: No school can guarantee that transfer hours from programs at one school are transferable to another institution.

Students transferring to another school may *not* be able to transfer all the hours they earned at TAC. The transferability of hours earned at TAC is at the complete discretion of the institution to which you seek to transfer. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Acceptance of the diploma you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you do earn at TAC are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

Tennessee Academy of Cosmetology is a special purpose institution. That purpose is to provide the highest level of educational methods and performance of its faculty in preparing students for varied careers in the field of cosmetology, esthetics, and manicuring. This purpose does not include preparing students for further college study.

Initial: _____

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy
of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Tennessee Transferability of Credit Disclosure

Credits earned at Tennessee Academy of Cosmetology (TAC) may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Tennessee Academy of Cosmetology. You should obtain confirmation that Tennessee Academy of Cosmetology will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Tennessee Academy of Cosmetology to determine if such institutions will accept credits earned at Tennessee Academy of Cosmetology prior to executing an enrollment contract or agreement. The ability to transfer credits from Tennessee Academy of Cosmetology to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Tennessee Academy of Cosmetology if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Tennessee Academy of Cosmetology and of any other educational institutions you may in the future want to transfer the credits earned at Tennessee Academy of Cosmetology before you execute an enrollment contract or agreement.

The Transferability of Credit Disclosure is pursuant to Tenn. Code Ann. Section 49-7-144, and must be signed prior to the enrollment agreement.

I, the undersigned, have read and understand this Transferability of Credit Disclosure. I have received an exact copy of the signed disclosure.

Applicant Signature _____ Date _____

Parent/Guardian Signature
if applicant is a minor _____ Date _____

Initial: _____

Career Placement Support

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

Withdrawal/Termination Policy

Students may withdraw or be withdrawn from enrollment at TAC for any of the following reasons:

- Student writes a letter expressing his/her intent to withdraw from school.
- Student violates the attendance policy by failing to attend for 14 consecutive calendar days.
- Student fails to return to school from a Leave of Absence on the day scheduled to return.
- Student is dismissed for violating institutional policies including, but not limited to:
 - Violating the Code of Conduct.
 - Not meeting Satisfactory Academic Progress (SAP).
 - Failure to meet financial arrangements.
 - Failure to attend classes for 14 consecutive calendar days.
 - Not adhering to school rules and regulations.
 - Unlawful manufacture, distribution, possession, dispensing, or use of controlled substances.
 - Bringing weapons of any kind on the school premises.
 - Unprofessional conduct or behavior that inhibits the educational process (ex. physical or verbal assaults, stealing, lack of cooperation, sexual harassment, fighting, or other poor conduct).
 - Excessive tardiness or excessive absences (excessive includes being tardy 3 or more times per month and/or being absent for 15% or more of a student's scheduled hours).

7041 Hwy 64, Suite 101
Memphis TN, 38133
901-382-9085

Tennessee Academy of Cosmetology

7053 Winchester Road
Memphis TN, 38125
901-382-9085

Post-Enrollment Checklist

Name: _____

Date: _____

Program: _____

By signing below, I am confirming I have received a copy of my fully executed enrollment agreement for the _____ program with my first scheduled day of class being _____.

Additionally, I acknowledge that I have received a student catalog, the course outline, and a copy of the State of Tennessee Regulations. I have also received a copy of the rules and regulations which have been explained to me as a student at Tennessee Academy of Cosmetology. I understand that I must comply with these standards.

I acknowledge that all items on the pre-enrollment checklist have been completed.

I understand that the school's uniform code as contained in the TAC catalog was presented to me along with the school's standards for Satisfactory Academic Progress, Code of Conduct, and Grievance Policies.

Signature: _____

Date: _____

Initial: _____