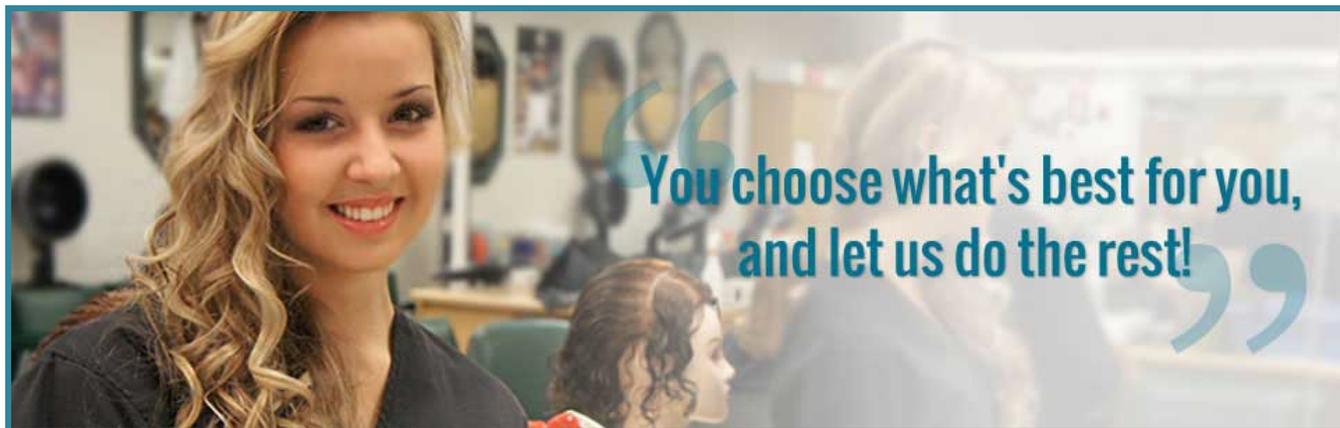


TENNESSEE ACADEMY OF COSMETOLOGY

School Catalog
2016 – 2017



Published August 2016

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Message from the Administration

Dear Student,

Welcome to the Cosmetology Programs at Tennessee Academy of Cosmetology (TAC).

We are delighted you have made the decision to continue your studies at our Institution. It is our hope that your education with us is rewarding, challenging, and enjoyable. Your choice of our institution for your cosmetology education will be one of the most important decisions you make. TAC has an outstanding tradition in cosmetology education. Preparing students for a future in the numerous cosmetology professions has been its sole purpose for almost 30 years.

TAC is committed to providing you with a quality education and learning environment that will prepare you to get a job and adapt to the many challenges of an ever-changing industry. As part of our commitment to your success, we have prepared this Catalog to help you understand TAC's policies and procedures. We ask that you view this Catalog as an essential part of your education. In turn, we ask that you view yourself as an equal partner in your education, holding yourself equally accountable for your success.

Everyone at TAC is committed to providing the support you need to excel in your courses, graduate, and successfully pass the required National Assessment Institute exam in your cosmetology field. Once successfully completed, the Tennessee State Board of Cosmetology will issue the appropriate Cosmetology, Manicuring, Esthetics, or Instructor license.

We want your experience at TAC to be an exciting and enjoyable time. As you embark on this chapter of your lives and careers, we believe you have unlimited potential to become outstanding cosmetology professionals. To flourish as a professional, you will require exceptional personal and professional qualities. Important lessons will be learned in the classroom as well as applied practical skills on the clinic floor, where you will acquire important work values and interpersonal skills needed to become a true professional.

TAC exists to provide an education system focused on relevant academic courses and practical work experience. All of us at TAC hope you will enjoy your time here and take full advantage of the many helpful resources that can be found at the Institution.

Again, welcome and enjoy the experience. Sincerely,
The TAC Administration
Tennessee Academy of Cosmetology

Tennessee Academy of Cosmetology (TAC)

Mission Statement

Tennessee Academy of Cosmetology (TAC) seeks 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. Tennessee Academy of Cosmetology recognizes that only through quality education can cosmetologists be trained to be a credit to themselves, their profession, and their community. The course of study and activities associated with the curriculum creates a firm foundation for the student entering the field of cosmetology. The Tennessee Academy of Cosmetology recognizes its obligations to its students, its alumni, and its community, constantly seeking better ways to fulfill its commitments.

History

TAC was originally founded by Mr. & Mrs. Ron and Barbra Cohen in 1987 in Memphis, Tennessee. Mr. and Mrs. Cohen owned and operated Tennessee Academy of Cosmetology until 2008. TAC's first site was the Stage Road location, at 7041 Hwy 64 in Memphis. In 1996, a second location was opened on Shelby Drive in Memphis. In 2008, Tennessee Academy of Cosmetology was acquired, and in 2013, the second location relocated and is now at 7053 Winchester Road, Memphis. In December of 2015, Tennessee Academy of Cosmetology was acquired by its current owners, Kevin Koch and Sherry Jones.

Facilities

The schools occupy 7200 square feet (Stage Road/Hwy 64 location) and 8000 square feet (Winchester Road location) of floor space. These spaces consist of a reception area, clinic area, offices, a cosmetology classroom, an esthetics classroom, dispensary, break area, treatment rooms, manicure/pedicure room, and supply storage. All spaces are completely airconditioned.

The clinic area consists of working stations where the student works on customers under the direct supervision of a licensed instructor. The theory classroom contains visual aids, charts, and transparencies to aid the students in learning the theory of cosmetology. The practical classroom is furnished with working stations and mannequins for the student to practice the techniques of basic hair styling.

Tennessee Academy of Cosmetology 7041
Hwy 64, Suite 101 (Stage Road)
Memphis, TN 38133
901-382-9085 phone
901-388-7406 fax

Tennessee Academy of Cosmetology 7053
Winchester Road
Memphis, TN 38125
901-757-4166 phone
901-757-4541 fax

www.tennesseeacademy.com

Parking

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. TAC is not responsible for parking violations, towing, or lost items left in personal vehicles.

Accreditation

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 the National Accrediting Agency for cosmetology schools.

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302-1432
703-600-7600
www.naccas.org

State Licensure Notice

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

Tennessee Board of Cosmetology and Barber Examiners

500 James Robertson Parkway Nashville, Tennessee 32743
615-741-2515

www.tn.gov/commerce/section/cosmetology-and-barber-examiners

Tennessee Higher Education Commission (THEC)

404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243

(615) 741-3605

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.

TAC Leadership*

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 (Stage Road)

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

Instructors (Winchester)

- Shirley Branch (Cosmetology)
- Kristy Brownlee (Cosmetology)
- Lawanda Hibbler
(Cosmetology/Manicuring)
- Ninja Walker (Esthetics)

Faculty Qualifications

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.

*Unless noted otherwise, administrators, faculty, and staff serve both campuses:

Stage Road (Hwy 64) and Winchester.

General Information

Working Conditions

Cosmetologists

Cosmetologists work in clean, pleasant surroundings with good lighting and comfortable temperatures. Work can be physically demanding because students are on their feet for hours at a time and work with their hands at shoulder level. Many full-time cosmetologists work more than 40 hours per week, including evenings and weekends, when beauty salons are busiest.

Employers look for prospective employees who are self-starters, enthusiastic, well-groomed, and professional in appearance, display ability to maintain professional relationships with clients and coworkers, are dependable and responsible, follow salon policies and procedures, have a good attendance record, and embrace a “team player” attitude.

Manicurists

Manicurists work in clean, pleasant surroundings with good lighting and comfortable temperatures. They may sit for long periods of time and, almost always, work with chemicals that may have unpleasant odors. Many full-time manicurists work more than 40 hours per week, including evenings and weekends, when salons are busiest.

Employers look for prospective employees who are self-starters, enthusiastic, well-groomed and professional in appearance, display ability to maintain professional relationships with clients and coworkers, are dependable and responsible, follow salon policies and procedures, have a good attendance record, and embrace a “team player” attitude.

Estheticians

Estheticians work in clean, pleasant surroundings with good lighting and comfortable temperatures. Estheticians may stand or sit for long periods of time, depending on their activities. They often work with chemicals involved in the treatment of the skin. Many full-time estheticians work more than 40 hours per week, including evenings and weekends, when salons are busiest.

Employers look for prospective employees who are self-starters, enthusiastic, well-groomed and professional in appearance, display ability to maintain professional relationships with clients and coworkers, are dependable and responsible, follow salon policies and procedures, have a good attendance record, and embrace a “team player” attitude.

Instructors

Instructors work in clean, pleasant surroundings in a school environment. Their work can be physically demanding because they must be on their feet for hours at a time. Instructors typically work 40 hours per week and are required to take continuing education classes at a minimum of every two (2) years in order to renew their license.

Employers look for prospective employees who are self-starters, enthusiastic, well-groomed and professional in appearance, display ability to maintain professional relationships with clients and co-workers, are dependable and responsible, follow salon policies and procedures, have a good attendance record, and embrace a “team player” attitude.

Safety Requirements

Cosmetologists, manicurists, estheticians, 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.

Campus Security

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 three (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.

Right to Privacy

TAC complies with the Family Educational Right to Privacy Act (FERPA) with regard to the privacy of student education records. The school's FERPA policy can be found in the Student Services section of this catalog.

School Operating Hours

Students who attend during regular school hours will benefit most from TAC's programs.

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 at least one (1) Saturday per month. *Night students are required to attend Saturday from 9 a.m.–3 p.m.		

Admission Requirements

Tennessee Academy of Cosmetology is committed to equal educational opportunity and does not discriminate on the basis of sex, gender, age, race, color, religion, ethnic origin/national origin, or disability in any of its admissions, programs, or activities.

Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. Applicants may be required to take an entrance exam at the institution's discretion.

Applicants seeking enrollment must meet the following requirements:

- Meet the state minimum age requirement to enter school (16 years).
- Provide a copy of state or federal issued photo identification.
- Complete an entrance interview and tour of the facility.
- Provide the required application and any applicable fees.
- Have obtained a high school diploma, or its equivalent, and provide acceptable documentation.
- Receive and complete a comprehensive enrollment package.
- Applicants may have to complete a skills assessment.

Students seeking enrollment into the Instructor program must also meet the following:

- Interview with the Director of Education
- Have a current license to practice in cosmetology, esthetics or manicuring

Campus Tours

TAC encourages prospective students to visit and tour the school, observe classes in session, and talk to current students. Interested individuals may then set up an appointment with the admissions office to discuss the school and its programs. A person may apply for enrollment on any day of the school calendar year and start class at the next scheduled start date.

By visiting the school, prospective students can make a decision as to whether the TAC facility and educational environment are right for them. TAC does not recruit students already attending or admitted to another school offering a similar program of study.

Registration Fee

Students applying to Tennessee Academy of Cosmetology must pay a nonrefundable registration fee of \$100.

IMPORTANT NOTICE

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

Transfer Hours 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.

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 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 hours 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 certificate 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 fields of cosmetology, esthetics, and manicuring. This purpose does not include preparing students for further college study.

Re-entry/Re-Enrollment Policy

Students who discontinue training and then re-enroll within 60 days of their date of termination will be admitted under the terms of their original enrollment agreement (with full credit for all monies paid) plus a registration fee of \$100. Students who retained their kits, including textbooks, must furnish such

upon their re-enrollment. If students returned kits/textbooks upon termination, TAC will issue used kits/textbooks to the student. Students who have terminated and re-enrolled more than once will not be re-admitted unless complete payment of any prior balances owed the school or acceptable payment arrangements have been made.

All students previously enrolled at a TAC campus seeking readmission in any program must meet the following conditions:

- Outstanding tuition, fee, and overtime expenses must be paid in advance *or*
- The student must make satisfactory arrangements with TAC.
- Student must have their financial plan in order.
- Previous tuition payments will be credited to the student's balance.
- Pay a \$100.00 re-entry fee.
- Interview with Director of Education or designee.

Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

- Depending on the circumstances surrounding a student's withdrawal, he/she may be required to attend an orientation prior to restarting the program.
- The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.
- Readmission is reserved to the sole discretion of TAC and may require special conditions.
- In addition, students may be responsible for any overtime charges that had previously accrued but had not yet been assessed.
- All students who wish to re-enroll after 60 days of their date of termination may be contracted and re-enrolled as a student as outlined in this catalog.

New Student Orientation

All incoming students are required to attend orientation on their first day of classes. During orientation, students will learn about responsibilities and standards, the format of their program, the progression of the program, and how performance will be measured.

Language of the Program

All programs are taught and administered in English.

Calendar Start Dates

TAC's calendar of start dates is included in the appendix of this catalog. New Day classes start every week, alternating between the Stage Road location and Winchester location. New Night classes follow the same schedule of start dates as Day classes, but start dates for Night classes are subject to a minimum number of enrollments. Prospective students should check with the admissions office to review upcoming start dates. TAC start dates are subject to change, and TAC reserves the right to change start dates, program offerings, and class schedules within the limitations of its facilities.

Holidays

Tennessee Academy of Cosmetology will close in observance of the following holidays:

Holiday	Date(s)
New Year's Day	January 1st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving	4th Thursday in November
Christmas	December 25th

EMERGENCY CLOSURE due to extenuating circumstances, such as weather, will be announced via media that may include, but are not limited to, television, radio, email, text message, and/or voicemail. End dates for programs depend upon schedules and attendance.

Class Schedules

Students who attend during regular school hours will benefit most from TAC's programs.

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 at least 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.		

Normal Time to Completion

Students should have a reasonable expectation of the time it takes to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, educator training, special events, inclement weather, and a limited number of days scheduled to allow students to make up missed work as necessary for state licensing purposes.

In order to graduate from TAC, all students are required to complete, at a minimum, 300 hours at a TAC facility.

TAC Programs: Tuition, Fees & Costs

Housing

Tennessee Academy of Cosmetology neither owns nor operates housing facilities; however, we may aid students in finding suitable housing if needed.

Tuition/Cost of Program/Fees

Tuition, registration fees, lab fees, kit/text/equipment fees, state sales tax, and State Board fees for each program are listed on the student's enrollment agreement. Kits and supply lists are designed to include all supplies students will need to complete the program. Each student's complete fees, payment plan, and method and terms of monies owed to the school are discussed during pre-enrollment interviews and then identified on the enrollment agreement before it is signed.

Program	Registration Fee	Kits/Textbooks	Tuition	Total Cost
Cosmetology	\$100	\$2,000 (with tax)	\$15,750	\$17,850
Manicuring	\$100	\$1,000 (with tax)	\$6,300	\$7,400
Esthetics	\$100	\$1,000 (with tax)	\$7,875	\$8,975
Instructor	\$100	\$300	\$3,150	\$3,450

Kits/Textbooks

All equipment and textbooks necessary to the student's program is part of the student kit or is provided by the school. It is the student's responsibility to replace any equipment/texts as necessary and at his/her expense to complete work assignments, if such equipment/texts become lost, stolen, or broken. Students should have all equipment they might need to complete any assignment available at all times. Kits are subject to inspection by State Board inspectors and school instructors at any time.

Kits that are unopened may be returned for a full refund. Once the kit (including any textbooks) has been opened, the entire kit becomes the sole property of the student and no refund will be given. Defects impossible to discover without opening and inspecting the item will be exchanged. No refund shall be given.

Kits and textbooks will be provided to students as outlined in this catalog. Students wishing to obtain kit items, including textbooks, early must make financial arrangements for the kit before it will be issued to the student.

Other Costs

Uniform

Black pants, black or white shoes, black or white solid top, and a Tennessee Academy of Cosmetology lab jacket complete the uniform. Except for the TAC lab jacket, uniform clothing must be purchased by the student separately.

The lab jacket is included in the price of the school kit. Additional lab jackets may be purchased by the student from the school at any time.

Overage Fees

If a student's scheduled hours exceed the amount of hours that the student contracted for, then he/she must pay an additional contract overage fee for every exceeded scheduled contract hour. Overage fees are charged at the hourly rate stated in the student's signed enrollment agreement. At the time of this catalog's publication, the overage fee is **\$10.00 per hour**. Students are not considered finished with the program until they are done with both their hours and their coursework.

Schedule Change Fees

All requests and approvals for schedule changes must be made in writing indicating the reason for the schedule change. It must be signed by the student, approved by office staff, and retained in the student's file.

There is no charge for the first schedule change. Each additional schedule change will be charged \$75.

After adjustment for the new schedule, the schedule change form, signed by the student, will indicate the new scheduled contract end date.

Transcripts

Students needing an official transcript must meet all financial obligations to the school before completed hours are released for testing or any other purpose. All transcripts are \$15 per copy.

Withdrawal Fee

If a student withdraws after three (3) days of scheduled classes, the school may retain a withdrawal fee of \$150.

TAC Financial Aid Information

Methods of Payment

Methods of payment for TAC programs include cash, credit cards, money orders, checks, and the various forms of Financial Assistance as explained here.

TAC is authorized to accept Federal Pell Grant, Federal Direct Stafford Loans, Federal Parent Loans (PLUS) and Veterans (VA) Benefits. Students interested in any of these programs may inquire at the TAC Financial Aid Office. Financial aid is available to those who qualify.

Low income status is not required to qualify for all financial assistance. However, Federal Pell Grants and Federal Direct Stafford Loans are need-based. Federal Pell Grants as well as federal student loans are limited to programs of 600 hours or more (Cosmetology, Manicuring, and Esthetics). All federal student loans must be repaid.

All financial aid is applied to ledger upon receipt and direct educational expenses are paid before credit balances (where applicable) are dispersed. Any remaining balance due to the school is to be paid in full before a student can graduate or have transcripts released per the terms of the school's refund policy and the student's signed enrollment agreement.

Eligibility under Title IV and the Higher Education Act (HEA)

To be eligible to receive Federal Student Aid, a student will need to:

- have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. school diploma); or
 - have the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma-equivalency certificate; or
 - have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25) and are not exempt from registering.
 - Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);

- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia.
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
 - Transgender males who are assigned the sex of female at birth.
 - Some additional exemptions as required by law.
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
 - Completed a FAFSA and provided the school with a current ISIR to start the initial eligibility process.
 - Sign certifying statements on the FAFSA stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal grant
 - Sign the required statement that you will use federal student aid only for educational purposes.
 - Maintain satisfactory academic progress (SAP) while attending TAC.
 - Be enrolled at least halftime to receive assistance from the Direct Loan Program.

The Pell Grant program does not require half-time enrollment, but the student enrollment status *does* affect the amount of Pell Grant a student may receive. The Federal Pell Grant has a lifetime limit. A student may receive a Pell Grant for a total of 12 payment periods or 600% (100% = one full-time school year). Once the student has reached this limit, no further Pell may be received.

Additional Eligibility Requirements for Financial Aid

In addition, you must meet one of the following requirements:

1. **You are a U.S. citizen or U.S. National.** You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. **You are an eligible noncitizen (you will need your 8 or 9-digit Alien Registration Number).** Generally, you are an eligible noncitizen if you are:

- a permanent U.S. resident with a Permanent Resident Card (I-551);
- a conditional permanent resident with a Conditional Green Card (I-551C);
- the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that you were paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant;” or
- the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”

Verification

Some students applying for financial aid will be selected for “verification.” Upon selection for this process, the financial aid office will inform those students in writing that additional information and documentation must be submitted for verification. No financial aid can be issued until this process is completed. Student must submit the requested information within 30 days to prevent a delay in awarding aid. Applicants may be required to wait to start classes until the process is completed.

If documentation results in conflicting information, the FAFSA data will be corrected and the student’s award will be modified if required. The student’s “award letter” will be adjusted to reflect any changes resulting. If an over-award has already been paid, an adjustment will be made to the student’s account.

Grants

A Federal Pell Grant varies per student and provides financial aid to undergraduates. Unlike a loan, this grant, in usual circumstances, does not have to be repaid. How much Federal Pell Grant funds a student can receive is determined by a standard formula revised and approved yearly by Congress. The formula is used to evaluate the information a student reports when applying for financial aid through the FAFSA.

Loans

Federal Direct Stafford Loans are available to those who qualify. Loans must be repaid. Students are encouraged to take out only the amount needed to meet their educational expenses.

Award Letter

Students will be provided an Award Letter which details the amount of aid for which they qualify. Aid is disbursed in payment periods. Students must be making Satisfactory Academic Progress (SAP) to remain eligible for future disbursements. In addition, students must complete the hours for which they have already been funded to be eligible for additional disbursements.

Veterans' Educational Benefits

Tennessee Academy of Cosmetology schools are approved for veterans' 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 school administration.

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 kit materials, books, 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 books 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.

Additional Refund Considerations

Termination will result from failure to comply with the school’s rules and regulations including not meeting attendance requirements. Attendance will 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 kit (including book) charges, and overage charges. If the account becomes delinquent, the student will be responsible for all collection costs as described on 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.

Satisfactory Academic Progress (SAP)

All students must meet the school's Satisfactory Academic Progress (SAP) requirements. This policy is consistently applied to all students in all programs and to all full time and part time students. 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 (successfully completed hours, not scheduled hours). Payment periods and evaluation points are based on contracted hours; therefore, these periods will be different for students with transfer hours. Payment periods are the lesser of one half of the academic year, one half of the hours in the program or the one half of the remaining hours in programs longer than an academic year in length. For non transfer students, the payment periods and evaluation points are:

Program	Payment Periods	Evaluation Points
Cosmetology	450/450/300/300 hours	450, 900.1200 and 1500 hours
Manicuring	300/300	300 and 600 hours
Esthetics	375/375	375 and 750 hours
Instructor	150/150	150 and 300 hours

Transfer students with contracted hours of less than 900 hours will have payment periods/evaluation points equal to one half of the contracted hours. Transfer students with contracted hours greater than 900 hours will have two 450-hour payment periods/evaluation points and two payment periods/evaluation points equal to one half of the remaining hours (or one additional payment period/evaluation point if less than 450 hours remain).

Students who do not meet SAP requirements as of an evaluation point are no longer eligible Federal Student aid (Title IV) funds (if applicable), and may be subject to termination from the program unless in a Warning status or in a Probation status granted based on an appeal. Students are notified that they are not meeting SAP, have been placed in a Warning Status and/or are eligible to file an appeal.

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. Students who are granted an appeal are placed in a probation period equal to one evaluation period, see Probation Status section below. 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

Transfer 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. SAP evaluation periods are based on actual contracted hours at the institution.

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. TAC utilizes the following grading scale for theory and classroom instruction:

- A (93-100)
- B (85- 92)
- C (70- 84)
- D (65- 69)
- F (64 OR BELOW)
- I (INCOMPLETE)

Practical assignments are graded on a met/not met basis.

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 at this institution and dividing it by the number of hours the student was scheduled to attend at this institution. 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, if

utilizing Financial Aid 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. All students, Financial Aid recipients and those not receiving FA, who do not meet SAP requirements at the end of the Warning period are in jeopardy of being withdrawn.

Probation Status

Students who do not meet all three SAP standards by the checkpoint at end of the Warning period lose eligibility for TIV aid and may be withdrawn. Students who successfully appeal the withdrawal determination and 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 and those whose appeals are not granted may be withdrawn and 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 at the evaluation point at the end of a Warning period, 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 as the reason s/he is not meeting SAP, then the appeal generally will be denied, as the issue appears to be an ongoing barrier to achieving SAP.

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 to the MTF is provided and approved as part of the appeal process. Any appeal that requests a period longer than one payment period to achieve the minimum SAP requirements requires an academic plan.

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 and the student would be

able to complete the required improvement within the maximum time frame established for the individual student. This MTF may exceed the 150% standard. 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. Based on TIV regulations, students who withdraw and then 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 withdraw and then 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 eligible to receive TIV aid. Students who are meeting the terms of the academic plan at the next evaluation point will remain eligible for TIV aid. Note: Students who withdraw and resume attendance do not automatically regain SAP status due to the period of nonattendance, they will resume under the same status as when they withdrew. See withdrawals section of policy.

Access to SAP Evaluations

Students who do meet any SAP minimum requirement at an evaluation point are notified. Students may request a review of their last SAP evaluation point results from the Financial Aid Director or Director of Education

Academic Information and Policies

Program Outcomes

A handout detailing campus and program level outcomes is provided at the time of enrollment and is also made available upon request from the school. Additional Consumer Information Disclosures may be found online at www.tennesseeacademy.com

Required Completion of Theory Hours

A student is promoted from the freshman division upon completion of all theory hours required by their program, with instructor's approval. (See Academic Programs in this catalog for number of theory hours required by each program.)

Academic Requirements and Grading

All students are expected to show some rate of progress and development relative to their ability. TAC realizes all students do not progress at the same rate. However, lack of interest and passiveness to the material at hand is not condoned by the school.

Students are required to score at least 70% on all chapter tests and final exams before being considered complete on exams. However, students can retake any chapter test or final exam with the highest score being the one recorded. TAC does not offer noncredit remedial programs.

Grading Scale

TAC utilizes the following grading scale for academic work and GPA calculation:

A (93-100)

B (85- 92)

C (70- 84)

D (65- 69)

F (64 OR BELOW)

I (INCOMPLETE)

Practical assignments are graded on a met/not met basis.

Grade Reports

Students are provided with regular grade reports/report cards. All students are encouraged to seek academic advising if their grades do not meet their own or the school's performance expectations. Students may be required to attend academic advising if their grades fall below the level of Satisfactory (70%).

Program Schedules: Full-Time, Part-Time, and Flexible

Full-Time Student

Student scheduled to attend at least 24, but no more than 40 clock hours per week.

Part-Time Student

Student attends fewer than 24 hours a week on a regular basis with a minimum of 12 hours a week. Student also meets theory-hour requirements for graduation. Students are limited by state law to a maximum of 8 hours per day. Student schedules are used to ensure that appropriate resources are on-site to support students.

Flexible Schedule

Flexible schedules are available at the discretion of the institution.

Attendance

Students are strongly advised to maintain a high rate of attendance as lack of attendance may affect a student's enrollment. 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.

Attendance at TAC is monitored. Students are required to clock in and out daily, and the school will record and tally the student's completed hours. TAC uses a pin code-protected electronic system to clock attendance. Student must use this system to clock in and out daily, for every meal break, and any time they leave the building. Each student should check the record of their hours to ensure that correct hours were recorded. If errors are not reported to the office within two (2) weeks, the official record can be considered accurate. Fees may be charged for corrections related to failure to use the electronic system correctly and consistently.

If a student is absent, she or he may be required to make up hours outside of her or his 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).

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.

Failure for students to adhere to attendance expectations may result in disciplinary action up to and including termination.

Makeup Time

In order to provide appropriate resources to both students and clients it is important that students adhere to their contracted schedule as closely as possible. Students with regular attendance are more likely to academically succeed and graduate on time.

However, should a student miss their scheduled class day, or need to arrive late/leave early, they may seek approval to make up missed time. Students may request makeup time during one of the optional times for their program. Students should be aware of the following limitations on makeup time:

- Students may not exceed state law maximums for hours in a day (10) up to six (6) days per week and must schedule their makeup time in advance.
- Some makeup time will be denied due to student instructor ratios.
- Students may not use makeup time to avoid attending their regular schedule
- Students seen abusing makeup time may have the privileged revoked.

Schedule Changes

All requests and approvals for schedule changes must be made in writing indicating the reason for the schedule change. The request must be signed by the student, approved by office staff, and retained in the student's file.

Schedule changes are done the first time at no charge. Additional changes are charged \$75 for each schedule change. The student-signed schedule change form will show the new scheduled contract end date after adjusting for the student's new schedule.

Schedule and school operational hours are subject to change and the discretion of TAC.

Additional Hours of Instruction and Training

Program tuition covers all training needed during the length of time needed to complete the program according to the student's schedule. Students can make up missed classroom or clinic hours outside of their normal schedule with the permission of the Director of Education but cannot accumulate hours ahead of their schedule, and as per state law, cannot attend more than ten (10) hours per day, up to six (6) days per week: *A school operating both day and night classes shall designate the times for each group of classes. In no event shall a student attend school for more than ten (10) hours per day up to six (6) days per week* [Tenn. Code Ann. § 62-4-122(c)].

Contract Extensions

Contracts may be extended for the following reasons:

- a change of schedule approved in writing by the school,
- an approved Leave of Absence (LOA) or as otherwise stated in a student's enrollment agreement.

Losses of time will not extend the contract expiration date, and a student may fail to make Satisfactory Academic Progress (SAP), running the risk of losing any student financial aid and having a negative notation in their permanent files. Contract addendums may be attached to the contract to extend the expiration date. "Normal graduation time" is calculated through contract dates and addendums.

Leave of Absence (LOA)

Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons, typically extenuating in nature. Any other absence is considered personal time and not documented as "excused." Unexcused absences must be made up. All hours not included in an approved LOA or scheduled school closures are included in scheduled hours and impact the rate of attendance.

The Leave of Absence must:

1. be made in writing,
2. state the reason for the request,
3. state the requested period,
4. be requested in advance of the leave unless unforeseen circumstances prevent the student from doing so*,
5. be approved by TAC's Director of Education or designee,
6. not exceed a total of 180 days in a 12-month period, and
7. not result in additional charges, TAC will extend the contract period and graduation dates accordingly.

Students who are granted an LOA are not considered withdrawn and no refund calculation is required at that time. . Veterans must be terminated for VA pay purposes only; they are not withdrawn from the institution. LOAs may only be granted if there is a reasonable expectation that the student will be able to return at the end of the leave. LOA periods are not included in scheduled hours and therefore are not factored into the student's attendance rate. Students who do not return on the scheduled return date will be terminated unless the student requests an additional LOA prior to the scheduled date of return. Students may request to return to school earlier than the approved end of the LOA.

Students who fail to return from an approved Leave of Absence will have both the institutional refund policy and the Return to TIV policy (if a TIV recipient) calculated based on the last date of attendance prior to the LOA. If a TIV loan recipient, they will also enter repayment for their loans based on the last date of attendance prior to the LOA.

*An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the student is able to provide documentation for the late request at a later date. In these instances, the LOA will be considered to have started on the first date the student was

unable to attend due to the documented situation. For example: a student involved in an accident or hospitalized may be unable to request the LOA for a period after the accident or hospitalization occurred.

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; 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).

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.

PSI Testing and Assessments

Students are required to pay an examination fee to PSI Testing and Assessments prior to the test date. Payment is made directly to the institute in the form of a cashier's check or money order.

Tennessee Academy of Cosmetology 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.

Tennessee Academy of Cosmetology graduates are provided the opportunity to practice a "mock" State Board examination.

NOTE: If, at any time during the course of study, TAC determines that a student does not have sufficient aptitude for the field of cosmetology, TAC reserves the right to terminate the student's training. All unused portions of the tuition will be refunded or settled in accordance with the refund policy contained in this catalog at that time.

Licensing Requirement

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 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>

Academic Programs

Cosmetology

Program Description

The cosmetology program is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a licensed Cosmetologist or in a related field. The approach to training used by the school is based on sound educational methods and teaching fundamentals. This training program stresses a firm theoretical knowledge of cosmetology as well as conscientiously applied practical skills with emphasis on development of a truly professional personality.

Program Goals

As the student progresses throughout the course of training, becoming more proficient in hairdressing procedures, clinic work (work done on patrons) becomes more salon-oriented in its scheduling. All clinic experience is accomplished under the supervision of a licensed instructor.

Desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, and appropriate employer-employee relationships are stressed in class at all times. Participation in hairstyling competitions, fashion programs, and activities sponsored by the Hairdressers Association is encouraged so that students may further develop newly found skills. Dispensary of professional products, as well as activities and duties of a salon receptionist, are practiced.

When a student reaches 1200 actual hours, they are considered to be at graduate level and must complete a senior project packet, which includes information necessary to take and pass the State Board Examination, seek and obtain employment, payroll education, preparation of employment applications, laws and regulations governing salon operation, and consumer safety. A total accumulation of **1500 clock hours** is required by the State Board of Cosmetology and Tennessee Academy of Cosmetology.

Program Format

The first 400 hours of school, freshman level, are spent in the classroom where training includes lectures, demonstrations, and practice in Professional Image, Bacteriology, Sterilization and Sanitation, Properties of Hair and Scalp, Draping, Shampooing, and Rinsing, Haircutting, Finger Waving, Wet Hairstyling, Thermal Styling, and Permanent Waving. A passing score in each theory subject and practical demonstration list advances the student to the next level of training.

The second level, senior level, introduces the student to the clinic floor where he/she may exercise the knowledge gained during the previous week's training.

The remainder of the program, the student returns to class for three hours of theory each week. The content of these classes are subjects such as Hair Color, Chemical Hair Relaxing, and Soft Curl Permanent, Thermal Hair Straightening, The Artistry of Artificial Hair, Manicuring and Pedicuring, The Nail and its Disorders, Removing Unwanted Hair, Cells, Anatomy and Physiology, Electricity and Light Therapy, Chemistry, and Salon Business.

In addition, the student returns to class one day per week for more advanced classes in the latest fashion haircuts, advanced comb-out techniques, new facts and theories, custom permanent wave procedures, personal and business ethics, customer relations, and effective communication skills. The content of these classes changes periodically to accommodate changes in the fashion world and the beauty industry in general.

Content of Units of Instruction

Students will be issued the Milady’s Standard of Cosmetology textbook (ISBN-13: 978- 1285769417) and the theory and practical workbooks (ISBN-13: 978-1285769455) for the Milady’s Standard textbook the first day of classes. The approximate hours of theory and practical are spent in each of the following:

<u>General</u>		<u>Physical</u>	
Professional Image	30 hours	Draping	15 hours
Bacteriology	26 hours	Hair cutting	175 hours
Sterilization & Sanitation	50hours	Finger Waving	50 hours
The Nail & its Disorder	40 hours	Wet styling	100 hours
Cells, Anatomy, Physiology	50 hours	Thermal styling	75hours
Electricity & Light Therapy	20 hours	Thermal Hair Straightening	45hours
Salon Business	59 hours	Artistry of Artificial Hair	25 hours
State Law	<u>25 hours</u>	Manicuring & Pedicuring	50 hours
Total 300 hours		Removing of unwanted hair	20 hours
		<u>Electives</u>	<u>45 hours</u>
		Total 600 hours	
<u>Chemical</u>			
Properties of Hair & Scalp	100 hours		
Permanent Waving	100 hours		
Hair Color	100 hours		
Hair Relaxing/Soft Curl	100 hours		
Sculpture Nails	100 hours		
<u>Chemistry</u>	<u>100 hours</u>		
Total 600 hours			

Training in the field of cosmetology will prepare students for entry level careers as a hairdresser, hairstylist, shampoo tech, instructor, manicurist, colorist, platform artist, and basic esthetics services. The median loan amount for the Cosmetology program is \$8,500.

For more information on career choices and occupational outlooks, please visit the following website: <http://www.onetonline.org/link/summary/39-5012.00>

Manicuring

Program Descriptions

The manicuring program is a well-rounded program covering all phases of manicuring, preparing the student for an entry level career as a licensed manicurist or in a related field. The approach to training used by the school is based on sound educational methods and teaching fundamentals. This type of training program stresses a firm theoretical knowledge of manicuring as well as conscientiously applied practical skills with emphasis on development of a truly professional personality.

Program Goals

As the student progresses through the course of training, becoming more proficient in manicuring procedures, the clinic work (work done on patrons) becomes more salon oriented in its scheduling. All clinic work experience is accomplished under the supervision of a licensed instructor. Desirable work habits and attitudes, pride in work, acceptable personal grooming and dress and appropriate employer-employee relationships are stressed in class and at all times while working. Participation in nail competitions is encouraged so the student may further develop his or her newly found skill.

Students are considered graduate level with completion of 450 hours. They then must complete a senior project packet, which includes information necessary to take and pass State Board Examination, seek and obtain employment, payroll education, preparation of employment applications, laws and regulations governing salon operation and consumer safety. A total accumulation of **600 clock hours** is required by the State Board of Cosmetology and Tennessee Academy of Cosmetology.

Program Format

The first 100 hours of school, freshman level, are spent in the classroom with lectures, demonstrations, and practice in salon conduct, professional ethics, introduction to manicuring, sterilization and sanitation. A passing score in each theory subject and practical demonstration list advances the student to the next level of training.

The second level, being the senior level, a student is introduced to the clinic floor where he/she may exercise the knowledge gained through the previous week's training. Only through applied knowledge does the necessary experience and comprehension of manicuring develop.

For the remainder of the program, a student returns to class for three (3) hours of theory each week. The content of these classes include nail, manicuring, and pedicuring, advanced nail techniques, nail disorders, anatomy and physiology, the skin, and success in the salon.

In addition, the student returns to class one day per week for more advanced classes in the latest nail techniques plus new facts and theories in nail products and procedures. The content of these classes changes periodically to provide for current changes in the fashion and beauty industry.

Content of Unit Instruction:

Students will be issued the *Milady's Standard Nail Technology* textbook as well as the *Milady's Standard Nail Technology* workbook the day they begin classes.

The approximate hours of theory and practical are spent in each of the following:

<u>General</u>		<u>Chemical</u>	
Salon Conduct	10 hours	The Nail	20 hours
Professional Ethics	20 hours	Nail Disorders	20 hours
Intro. To Manicuring	10 hours	The Skin	20 hours
Hygiene & Personality	35hours	Sculpture Nails	20 hours
Bacteriology, Sterilization & Sanitation	25 hours	<u>Product Knowledge</u>	<u>20 hours</u>
Anatomy & Physiology	20 hours	Total Hours	100 hours
Success in the Salon	10 hours		
<u>State Law</u>	<u>20 hours</u>		
Total 150 hours			
<u>Physical</u>			
Manicuring and Pedicuring	150 hours		
Advanced Nail Techniques	150 hours		
<u>Hand/Arm/Leg Massage</u>	<u>50 hours</u>		
Total 350 hours			

Training in the field of manicuring will prepare students for careers such as working in spas, beauty salons and nail shops doing things such as manicures, pedicures, nail art, nail tips, etc. There are also careers available as instructors. The median loan amount for the manicuring program is \$3,580.

For more information on career choices and occupational outlooks, please visit the following website: <http://www.onetonline.org/link/summary/39-5012.00>

Esthetics Program

Program Description

The esthetics program is a well-rounded program covering all phases of esthetics preparing the student for an entry level career as a licensed esthetician. The approach to training used by the school is based on sound educational methods and teaching fundamentals. This type of training program stresses a firm theoretical knowledge of esthetics as well as conscientiously applied practical skills with emphasis on development of a true professional.

Program Goals

As the student progresses throughout the course of training, becoming more proficient in skin care procedures, the clinic work (work done on patrons) becomes more salon-oriented in its scheduling. All clinic experience is accomplished under the supervision of a licensed instructor.

Desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, with appropriate employer-employee relationships are stressed in class at all times.

Students are considered graduate level with completion of 550 hours. They then must complete a senior project packet which includes information necessary to take and pass the state board examination, how to seek and obtain employment, payroll education, preparation of employment applications, laws, and regulations governing salon operation, and consumer safety. A total accumulation of **750 clock hours** is required by the State Board of Cosmetology and Tennessee Academy of Cosmetology.

Content of Units of Instruction

Students will be issued the *Milady's Standard* textbook of Professional Esthetician and the workbook for the *Milady's Standard* textbook the day they begin classes. The approximate hours of theory and practical are spent in each of the following:

The following categories are mandatory by Tennessee State Board of Cosmetology

- General—150 hours
 - Sterilization, Sanitation and Bacteriology, Professional Ethics, Personality, Salesmanship, Anatomy and Physiology, State Law
- Chemical—150 Hours
 - Skin conditions and Disorders, Nutrition and Factors, Product ingredients and usage, Waxing, Lash and Brow tinting.
- Physical—450 hours
 - Massage Manipulations, Masks and Packs, Facial Treatment with and without machines, Skin analysis and consultation, application of all products and machines, color psychology, makeup and corrective makeup arching

Total 750 hours

Program Format

Students spend the first 150 hours in the classroom learning from lectures, demonstrations, videos, discussions, and practical applications. This training will consist of massage manipulations, mask therapy, product application, and application of all facial machines, color psychology, and professional makeup application.

In compliance with Tennessee State Law, after 150 hours, students can practice knowledge and skills acquired in the classroom on patrons. In addition, students continue to attend one hour of theory each day and attend periodically scheduled advanced training in specific areas of esthetics.

Students taking the esthetics program will receive training that will prepare them to work in spas, health clubs, dermatologist's offices, plastic surgeons, makeup artists, etc. The median loan for this program is \$4,597.

For more information on career choices and occupational outlooks, please visit the following website:
<http://www.onetonline.org/link/summary/39-5012.00>

Instructor

Program Description

The **300-hour** Instructor program prepares the applicant for a rewarding career in the education of future cosmetologists, manicurists, and estheticians. The training is based on the educational concepts that the students received while studying for their licenses and expanding on this education to become teachers of other students. The program is a well-rounded curriculum where the successful candidate feels secure in the classroom and clinic floor environments.

Program Goals

As the student progresses, the Director of Education should see a confident instructor emerging from the student—someone able to manage the classroom and clinic floor. The successful candidate is prepared to readily answer questions from their students. At the time the student reaches 200 hours, they should have mastered lesson planning, lecturing on theory topics, and successfully demonstrating practical activities to a class of students.

The student must complete and pass all senior test outs and master a theory class and practical demonstration to the Director of Education before graduation. This program prepares the successful student for a rewarding career in the instruction of cosmetology in privately-owned schools, public schools, or other post-secondary educational facilities.

Contents of Units of Instruction

The student's education will follow the *Milady's Master Educators* textbook to prepare them for the state board examination. The approximate hours of theory and practical are as follows:

Effective classroom management, basic learning styles and principles, the teaching and learning environment, class preparation, theory review and testing skills, assessing and evaluating students, the art of retaining students and the acceptable educational relationships.

Teaching Theory and Methodology	100 hours
Teaching Fundamentals	50 hours
Professional delivery	45 hours
Professional Appearance	15 hours
Lesson Planning	30 hours
Review and Evaluation of students	30 hours
State Board Preparation	15 hours
Job Readiness	15 hours
Total:	300 hours

Program Format

The student will follow a licensed instructor while teaching theory and practical activities. They will gain hands-on experience and as they progress, and given more responsibility in the learning environment.

Student Services

Advising

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Students can make an appointment with the Director of Education or a staff member or instructor of their preference to request advisory services.

Referral to Professional Assistance

TAC does not employ counselors, but referrals to professionals for assistance are available. A binder containing referral information for the Memphis area is maintained in the office. All staff members and students have access to the binder information. These types of referrals are generally, but not limited to, the following:

- Child Care Centers/Providers
- Domestic Violence
- Welfare Services
- Alcohol and Drug Related Matter
- Adult Continuation School (G.E.D. and High School Diploma)
- Continuing Education

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.

Transcripts

Students who need an official transcript must meet all financial obligations to the school before hours are released for testing or any other purpose.

All transcripts are \$15 per copy.

Student Records

Student records are kept on file on a permanent basis. Students are responsible for the accuracy of their own records.

Students have the right to review their files in the presence of a staff member. Upon request, a student will be scheduled time 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.

TAC complies with the Family Educational Right to Privacy Act (FERPA) with regard to the privacy of student education records. TAC's FERPA policy is stated in the following section.

Family Educational Rights and Privacy Act (FERPA) Policy*

TAC complies with the Family Educational Right to Privacy Act (FERPA) with regard to the privacy of student education records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools, including Tennessee Academy of Cosmetology (TAC), that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by TAC. TAC is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. TAC may charge a fee for copies.
- Parents or eligible students have the right to request that TAC correct records which they believe to be inaccurate or misleading. If TAC decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if TAC still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools, including TAC, must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools, including TAC, may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, TAC must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that TAC not disclose directory information about them. TAC must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

*This policy has been adapted from the U.S. Department of Education FERPA policy (www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

TAC Policies and Procedures

Rules and Regulations Governing Student Behavior

1. Changes in schedule must be put in writing and approved by the administrative office.
2. Students are expected to respond immediately to a call from the front desk.
3. Students must comply with the dress code and be professionally groomed at all times.
4. If a student has a medical or other problem and must limit clinic assignments for the day, they must get written permission from the office.
5. Use of alcohol or illegal drugs during school, on or off campus, may be grounds for dismissal. No obscenity at any time.
6. No weapons, knives, or guns allowed on campus, even with a carry permit.
7. With the exception of bottled water, food and drink are limited to the student lounge. Gum is not allowed. Smoking is illegal in the building. The lobby is reserved for our clinic clients.
8. All students must show respect for the school, and the requests and decisions of any staff member.
9. Students are to mark all equipment with student name, and make sure it is cleaned and sanitized.
10. Stations must be cleaned after each service, including the floor around the station, and the chair base. Hair **MUST** be swept up/vacuumed immediately after a cut is completed. Hair on the floor requires scissors or a broom in your hand. Water, chemicals, and powder that get on the floor are dangerous and **MUST** be cleaned up immediately.
11. Students are encouraged to take a morning, lunch, afternoon, and evening break. Fifteen (15) minute maximums are recommended for all breaks, except for a 30-minute meal. Evening students should take meals before signing in.
12. Excessive entrances to and exits from the building may cause inaccurate records. Students taking excessive breaks may be asked to leave and return the next school day. This policy is designed to prepare students for employment in the profession, and to graduate from school in a timely fashion.
13. All time must be used productively or the student may be asked to sign out.
14. Each student is assigned a sanitation assignment for the day, as well as being held responsible for their work area.
15. All cuts, perms and colors must be sectioned, and signed by an instructor.
16. Students are required to stay with their patrons during chemical services.
17. The following services require completion of a record card: Perms, Relaxers, Colors, Skincare, and Nail Extensions. EVERY service requires completion of a release card or other designated documentation. A ticket must be printed for credit of any client OR mannequin service.
18. Each student has a responsibility to give their full attention to each patron. Call an instructor to assist, if necessary, and consider the “professionalism” of all comments and conversations. Keep your voice low.

19. Students are not permitted to teach co-students. To assist another student, an instructor's permission is required.
20. Students are requested to ask family and friends to contact them before or after school hours.
21. Cell phones must be silenced and not used in the school building except for the Student Lounge. Cell phones must be totally out of sight in classroom and learning areas. No earphones may be worn when a student is with a client.
22. Students are asked to act as a "Citizen's Watch" group to protect their property and the school's.
23. Dishonesty will not be tolerated.
24. When wearing any garment with the school name on it, students should remember they are representing the school in public.
25. If, and when, updated and posted revised school rules become effective for all, the revised rules will override all previous rules.
26. Any offense may be written up and placed in a student's record. Write-ups may result in suspension or expulsion.
27. Students must accept all clients, class work, and projects assigned to them. Refusal to take a client will result in being clocked out for the day.
28. Students are not permitted to gossip, bully, cause discord, use vulgarity or profanity, or perform other acts of insubordination or unprofessionalism.
29. Any use, possession, or dispensation of alcohol or illegal drugs on school time or property will be grounds for immediate termination, and notification of the proper authorities, where appropriate.
30. Students may not bring their children, family members, or other visitors to school unless they are coming as a customer of the clinic. If you wish your child or visitor to receive services, they must arrive when the clinic is open, and have means to leave upon the conclusion of the service, the same as any other clinic customer.

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 school, 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 make up 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 or who are late to 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 Code of Conduct or the Student Dress Code may be dismissed from school premises immediately. Additionally, students who fail to meet attendance expectations 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.

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 meet the attendance requirements stated in this catalog. Failure for students to adhere to attendance requirements 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 expected 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

Students will be defined as “tardy” according to the attendance requirements stated in this catalog. Excessive tardies may lead to disciplinary action up to and including termination.

Breaks/Recording Attendance

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 clock 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 phones	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

TAC 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 of maintaining security and safety. If a student is aware of any threat to any 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.

Student Dress Code

Students must be in full uniform. Full uniform consists of the entire student's presentation and consists of:

- Shoes: Black or white close-toe shoes
- Pants: Solid black pants
- Top: Solid white or solid black top with lab coat issued by the school on top.
Students may not wear clothing with hoods regardless if it is covered by their lab coat.

Clothing must be maintained in good condition and be clean and wrinkle free. The following clothing is **NOT** allowed:

1. Sleeveless shirts, skirts, skorts
2. Lycra pants, sweatpants, jogging pants, yoga pants, jeans, spandex, shorts
3. Excessive facial piercings or facial jewelry
4. Hair must be worn in a finished style with no caps, hats, wraps, or head coverings

NOTE: Head covering for religious reasons may be allowed if it does not violate state law or other industry regulations.

In addition:

- Students not in required uniform will not be allowed to sign in for the day.
- Students out of dress code may be sent home for the remainder of the day.

It is at the sole discretion of the instructor in charge at the time, and/or the owner, as to what constitutes a violation in the above listed situations.

In the event a student violates this policy, they can be subject to a written advisory, suspension, or possibly termination depending on the severity.

In alignment with our grievance procedures, students may file an appeal with the Director of Education regarding any violations of the Code of Conduct or Student Dress Code.

NOTE: The list above is not all inclusive of all clothing/hair/jewelry styles, but is merely representative.

Disability Accommodations Policy

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.

If you are a student with a disability who needs accommodation or, if you suspect that you have a disability that is impacting or could impact your academic performance, you may request academic adjustments, auxiliary aids, or other accommodations or services through Section 504 of the Rehabilitation Act of 1973 from the Director of Education or designee.

A student needing accommodation will need to provide appropriate documentation of that disability from a qualified professional to the Director of Education to support the request.

A qualified person with a disability seeking accommodations or academic adjustments is responsible for identifying themselves to the Director of Education or designee and initiating the interactive process with TAC by providing documentation of their disability and requesting accommodations or academic adjustments as necessary. The Director of Education or designee can be reached at:

Tennessee Academy of Cosmetology

7041 Hwy 64, Suite 101

Memphis, Tennessee 38133

901-382-9085 phone

901-388-7406 fax

[Disability Documentation](#)

Documentation is required by Section 504 of the Rehabilitation Act of 1973 in order to determine what, if any, academic accommodations will be granted. The purpose of the documentation requirement is to assure consistency and compliance with federal statutes, to legitimize a student's request for accommodations, to assist in the determination of appropriate accommodations for the student, and to personalize the student's right to equal access to the institution.

In general, the documentation of a disability must:

1. Identify the nature and extent of the disability.
2. Include information on functional limitations as related to the academic environment.
3. Provide a description of the current program of treatment including medical side effects and prognosis for the disability.
4. Include a recommendation for reasonable accommodations.

Documentation must reflect the current status of the disability and be up-to-date. To comply with Section 504, the Director of Education or designee will request periodic updates regarding a student's functional limitations due to his/her disability.

Documentation of the disability must be provided by a professional qualified to make the diagnosis. The documentation must include the evaluator's name, address, telephone number, and professional credentials relevant to the diagnosis; and must be on official letterhead stationery, dated and signed.

Documentation of Medical Conditions: Students whose disabilities are medical conditions must present documentation from a medical professional that is qualified to diagnose the specific medical condition. If a student has multiple conditions, each condition for which the student is seeking academic accommodations must be so documented. The documentation must sufficiently indicate the functional limitations of the disability to determine and support appropriate accommodations.

Documentation of Psychiatric/Psychological Conditions: Students with psychiatric, psychological cognitive and learning impairments must present a comprehensive psychological evaluation presenting DSM-IV diagnostic criteria. This report must provide sufficient indication of the functional limitations posed by the disability to determine appropriate academic accommodation(s). The Director of Education or designee will review the documentation to determine if it is sufficient to support the accommodations requested by the student.

Tennessee Academy of Cosmetology reserves the right to determine the appropriateness of submitted documentation and requests for accommodation(s) on a case-by-case basis. Additional information may be requested to determine eligibility for services. Documentation acceptable for other agencies and institutions (e.g., vocational rehabilitation agencies, public schools) may not be sufficient for determining post-secondary services.

TAC is not obligated to provide accommodations that would result in a fundamental alteration of TAC's program. In this case, the Director of Education or designee will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Director of Education or designee will offer the alternate accommodation to the student.

Additionally, TAC is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Director of Education or designee decides that a requested accommodation might impose such a burden, he/she will take into account the overall financial resources and make a final decision according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If the Director of Education determines that the requested accommodation would be an undue burden, he/she will search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Drug or Alcohol Abuse Prevention Information

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.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or

subtler and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

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 handbook. 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.

SANCTIONS

Student and College employees need to understand that Tennessee Academy of Cosmetology is 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.

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Additionally, sanctions will be imposed on students or employees who violate TAC's drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including immediate discharge.

Sexual Harassment Policy

Introduction

Tennessee Academy of Cosmetology (the "School") 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 the School 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.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment promptly and effectively. The School will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the School community, including faculty, staff, students, and nonemployee participants in the School community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the School or a government agency with respect to such complaints. The School will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the School community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the School's Title IX Coordinator at:

Tennessee Academy of Cosmetology

Title IX Coordinator 7041 Hwy 64, Suite 101

Memphis, Tennessee 38133

Response to Sexual Harassment Allegations

The School takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with this policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the School shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The School recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties.

For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>

Campus Security

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.

Student Complaint/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 or designee at 7041 Hwy 64, Suite 101, Memphis, Tennessee, 38133.

The Director of Education or designee 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.

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 at the institutional level may be forwarded to The Tennessee Higher Education Commission (THEC), Nashville, Tennessee, 37243-0830, (615) 741-5293.

-or-

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

Appendix

Campus Security Information

Annual Campus Security Report for:

Tennessee Academy of Cosmetology

7053 Winchester Road,

Memphis, Tennessee 38125

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 - 2015

Supplemental for the Violence Against Women Act

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

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.

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Misdemeanor	0	0	0	0
Dating Violence				
Felony	0	0	0	0
Misdemeanor	0	0	0	0
Stalking and/or Video Piracy				
Felony	0	0	0	0
Misdemeanor	0	0	0	0

In regards to the new statutes placed on the crime reporting requirement please make note of the following descriptions and definitions.

Stalking - to engage in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety to the safety of others or,
- Suffer substantial emotional distress.

Dating Violence - Is violence committed by a person who is or has been in an social relationship of a romantic or intimate nature with the victim and where the existence of such relationship shall be determined based in a consideration of the following factors:

- a) Length of relationship
- b) Type of relationship
- c) Frequency of interaction between the persons involved in the relationship

Domestic violence – A crime committed by:

1. A current or former spouse or intimate partner of the victim.
2. A person with whom the victim shares a child in common.
3. A person who is cohabitating or had cohabitated with the victim as a spouse or intimate partner.
4. A similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies.
5. Any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Tennessee Academy of Cosmetology (TAC) Calendar Start Dates

New Night classes follow the same start date schedule as Day classes but start dates for Night classes are subject to a minimum number of enrollments. Prospective students should check with TAC admissions to review upcoming start dates. Start dates are subject to change, and TAC reserves the right to change start dates, program offerings, and class schedules within the limitations of its facilities.

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2	3 Winchester Day – Start	4	5	6	7
8	9	10 Stage Rd Day – Start	11	12	13	14
15	16 M L King Day	17 Winchester Day – Start	18	19	20	21
22	23	24 Stage Rd Day – Start	25	26	27	28
29	30	31 Winchester Day – Start				

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Stage Rd Day – Start	8	9	10	11
12	13	14 Winchester Day – Start	15	16	17	18
19	20 Presidents' Day	21 Stage Rd Day – Start	22	23	24	25
26	27	28 Winchester Day – Start				

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Stage Rd Day – Start	8	9	10	11
12	13	14 Winchester Day – Start	15	16	17	18
19	20	21 Stage Rd Day – Start	22	23	24	25
26	27	28 Winchester Day – Start	29	30	31	

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Stage Road Day – Start	5	6	7	8
9	10	11 Winchester Day – Start	12	13	14 Good Friday	15
16 Easter	17	18 Stage Road Day – Start	19	20	21	22
23	24	25 Winchester Day – Start	26	27	28	29
30						

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Stage Road Day – Start	3	4	5	6
7	8	9 Winchester Day – Start	10	11	12	13
14 Mother's Day	15	16 Stage Road Day – Start	17	18	19	20
21	22	23 Winchester Day – Start	24	25	26	27
28	29 Memorial Day	30 Stage Road Day – Start	31			

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Winchester Day – Start	7	8	9	10
11	12	13 Stage Road Day – Start	14	15	16	17
18 Father's Day	19	20 Winchester Day – Start	21	22	23	24
25	26	27 Stage Road Day – Start	28	29	30	

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Independence Day (closed)	5 Winchester Day – Start	6	7	8
9	10	11 Stage Road Day – Start	12	13	14	15
16	17	18 Winchester Day – Start	19	20	21	22
23	24	25 Stage Road Day – Start	26	27	28	29
30	31					

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Winchester Day – Start	2	3	4	5
6	7	8 Stage Road Day – Start	9	10	11	12
13	14	15 Winchester Day – Start	16	17	18	19
20	21	22 Stage Road Day – Start	23	24	25	26
27	28	29 Winchester Day – Start	30	31		

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day	5 Stage Road Day – Start	6	7	8	9
10	11	12 Winchester Day – Start	13	14	15	16
17	18	19 Stage Road Day – Start	20	21	22	23
24	25	26 Winchester Day – Start	27	28	29	30

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Stage Road Day – Start	4	5	6	7
8	9 Columbus Day	10 Winchester Day – Start	11	12	13	14
15	16	17 Stage Road Day – Start	18	19	20	21
22	23	24 Winchester Day – Start	25	26	27	28
29	30	31 Stage Road Day – Start				

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Winchester Day – Start	8	9	10	11 Veterans Day
12	13	14 Stage Road Day – Start	15	16	17	18
19	20	21 Winchester Day – Start	22	23 Thanksgiving Day (closed)	24	25
26	27	28 Stage Road Day – Start	29	30		

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Winchester Day – Start	6	7	8	9
10	11	12 Stage Road Day – Start	13	14	15	16
17	18	19 Winchester Day – Start	20	21	22	23
24	25 Christmas	26 Stage Road Day – Start	27	28	29	30
31						