

# *The Hair Academy -110*

## *2017 / 2018 School Catalog*

*Professional Training  
in all aspects of  
the Beauty Industry*

### *Recognition & Licensing*

*The Hair Academy - 110 is recognized & licensed by the  
Missouri State Board of Cosmetology  
to operate as a College of Cosmetology  
offering classes in Cosmetology, Nail Technology &  
Instructor training.*

*110 North Franklin  
Kirksville, MO 63501  
Phone: 660-665-1028  
Fax: 660-665-1031*

[www.thehairacademy110.com](http://www.thehairacademy110.com)

## Facilities and equipment

The facilities of The Hair Academy - 110 are equipped to please both students and clients. Our facilities are heated and air conditioned to provide a pleasant atmosphere year round. The building contains over 3800 square feet of floor space. There is two levels in our facility in which the lower level contains a locker room, two restrooms, dispensary, reception area, waiting area and clinic floor. The upper level contains the office, break room with microwave, bathroom, two classrooms, store room, and a library. Our facility is a smoke free facility. Our facility is located in the downtown business district of Kirksville, MO on the east side of the square.

The Hair Academy - 110 classrooms are of a traditional style complete with tables, chairs and armchairs. Our basics classroom also has counter area where students practice on mannequins. The library contains books, visual aides, video tapes, table and chairs. The clinic floor is equipped with hydraulic styling chairs, shampoo bowls and chairs, dryers with chairs, manicuring tables and chairs, mirrors and work space for the students to utilize while working on patrons.

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## Our Mission Statement

To provide a quality education in the cosmetology field so the graduating student will be prepared to take the state licensure examination and become successfully employed in the cosmetology industry.

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## Our Vision

- Our vision is simple:
- educate with excellence
  - inspire with creativity
  - graduate with confidence

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## Owners

Tina M. Miller - President / Director  
Carl L. Miller - Secretary / Treasurer

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## The Hair Academy - 110 Staff

Tina Miller	Director / Advisor / Instructor / Financial Aid Administrator
Carl Miller	Secretary / Treasurer
Amanda Brown	Instructor / Advisor
Abby Goff	Instructor / Advisor

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## Accreditation

The Hair Academy - 110 is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

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## Non-Discrimination Policy

The Hair Academy - 110 does not discriminate on the basis of sex, race, age, color, ethnic origin or religion for any hiring or enrollment positions.

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## Class schedules and Class Start Dates

New classes start per the class schedule on page 22 of this catalog. A Cosmetology student is scheduled for 3-18 week semesters, a Nail Technology student is scheduled for 2 - 7 week semesters and a Instructor student is scheduled for 2 - 8 week semesters. As a general rule Cosmetology students who have accumulated 0 - 750 hours shall attend classes Wednesday thru Saturday 8:30 thru 4:30. After approximately 751 hours is accumulated the student's schedule shall change to Tuesday and Thursday thru Saturday (Wednesday's off) 8:30 thru 4:30. The school reserves the right to modify each individual's schedule to keep a balance of the number of students attending classes in the school on the off days of Tuesday and Wednesday. Classes are held Tuesday thru Saturday 8:30 a.m. thru 4:30 p.m. daily with a 30 minute lunch hour which results in a possible 37.5 hours for Instructor training. Classes are held Wednesday thru Saturday, 8:30 a.m. thru 4:30 p.m. which results in a possible 30 hours weekly for Nail Technology.

# Admission Requirements

The Hair Academy - 110 follows the admission guidelines as set forth by the State of Missouri for Cosmetology. The guidelines are as follows:

All applicants must be a high school graduate with a diploma or transcript, or a holder of a high school equivalency diploma (GED). All applicants must be 17 years of age or older prior to the date of their Missouri State Board Examination for licensure.

## **To apply for admission the following procedures must be followed:**

1. Fill out the application for admission included with this catalog and mail or drop by in person to The Hair Academy - 110, 110 North Franklin, Kirksville, MO 63501 along with a \$50.00 non-refundable application fee.
2. After notification of our acceptance of your application you must schedule an interview and bring to the school a copy of your birth certificate or valid drivers license, 2 each 2"x2" color pictures (for your student license), high school diploma or transcript or GED certificate and any other college transcripts which you have attended. At this same time you must bring a check or money order made out to the Missouri State Board of Cosmetology for your student license. See the table below for the amount of the student license\*.
3. If you were not born in the United States a copy of Certification of Naturalization or Declaration of Intent is needed as well as the above.
4. All students must sign an enrollment contract prior to the start of classes which can be done at the interview or any time prior to the scheduled start date.
5. Applicants applying for Instructor training must already possess a valid cosmetology license.

The rules, policies and fees described herein may be changed, by the authorities of this institution, without advance notice and without commitment to such original rules, policies, and fees deemed necessary to change.

\*Student license cost: Cosmetology - \$5.00 Nail Technology - \$5.00  
Instructor - \$5.00

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## Teaching Systems

The Hair Academy - 110 utilizes the Pivot Point System for Cosmetology training, the Pivot Point system for Nail Technology & the Milady system for Instructor training. ALL COURSES ARE TAUGHT IN ENGLISH.

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## Library

Our library has many books including trade magazines, motivational and video cassettes. All are available for the students use during normal school hours.

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## Tuition, Textbooks & Supplies Costs

The costs charged by the school for the different courses offered are as listed below.\*\*\*

### **Cosmetology Training Program -**

Student Kit.....	\$ 905.00
Student Text books.....	\$ 195.00
<u>Tuition.....</u>	<u>\$ 12,500.00</u>
Total cost .....	\$ 13,600.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school:

1. Uniform (style per page 15 of school catalog)
2. State of Missouri Examination Fee (\$140.00)
3. Transportation costs
4. Cost of equipment lost or damaged by student
5. Missouri State Student License ( \$5.00)
6. Room and board
7. All other personal expenses
8. \$50.00 non-refundable application fee

### **Instructor Training Program -**

Student Text books.....	\$ 150.00
<u>Tuition.....</u>	<u>\$ 4,125.00</u>
Total cost.....	\$ 4,275.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school:

1. Uniform (style per page 15 of school catalog)
2. State of Missouri Examination Fee (\$140.00)
3. Transportation costs
4. Cost of equipment lost or damaged by student
5. Missouri State Student License ( \$5.00)
6. Room and board
7. All other personal expenses
8. \$50.00 non-refundable application fee

**Nail Technology Program -**

Student Kit.....	\$ 450.00
Student Text books.....	\$ 125.00
<u>Tuition.....</u>	<u>\$ 2,920.00</u>
Total cost.....	\$ 3,495.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school:

- |  |   |
|--|---|
| 1. Uniform (style per page 15 of school catalog) | 5. Missouri State Student License ( \$5.00) |
| 2. State of Missouri Examination Fee (\$140.00)  | 6. Room and board                           |
| 3. Transportation costs                          | 7. All other personal expenses              |
| 4. Cost of equipment lost or damaged by student  | 8. \$50.00 non-refundable application fee   |

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**Tuition, books & kit payments\*\*\***  
Below are minimum payments options for the **Cosmetology** course.

**Monthly**

@ start of classes.....	\$ 2,160.00
<u>Monthly for next 11 months.....</u>	<u>\$ 1,040.00</u>
Total cost.....	\$ 13,600.00

**4 payments by payment period**

@ start of classes.....	\$ 4,850.00
@ 451 scheduled hours.....	\$ 3,750.00
@ 901 scheduled hours.....	\$ 2,500.00
<u>@ 1,201 scheduled hours.....</u>	<u>\$ 2,500.00</u>
Total cost.....	\$ 13,600.00

**Single payment**

@ start of classes .....	\$ 13,600.00
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Below are minimum payments for the **Nail Technology** course.

**Two payments**

@ start of classes .....	\$ 2,035.00
<u>One month after start of classes.....</u>	<u>\$ 1,460.00</u>
Total cost.....	\$ 3,495.00

**Single payment**

@ start of classes .....	\$ 3,495.00
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Below are minimum payments for the **Instructor** course.

**Two payments**

@ start of classes .....	\$ 2,257.50
<u>Eight weeks after start of classes.....</u>	<u>\$ 2,017.50</u>
Total cost.....	\$ 4,275.00

**Single payment**

@ start of classes .....	\$ 4,275.00
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\*\*\* The costs do not include the non-refundable application fee which is sent in with the student's application for admission as well as the non-refundable student license fee or testing fees which are sent to the state.

\*\*\*Tuition paid through Title IV programs will be credited to the student's unpaid tuition balance upon receipt of the funding agency check. Any expense(s) not covered shall be paid by the student promptly, before graduating or other arrangements made.

## Refund Policy

- This refund policy applies to tuition and fees charged in the enrollment contract for all courses and for all terminations for any reason by either party including student decision. Other misc. charges the student may have incurred at the institution (EG: extra kit materials, books, product, unreturned school property, ect.) will be calculated separately at the time of termination / withdrawal. All fees are identified in the catalog & enrollment contract.

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school less the \$50.00 non refundable application fee. If the student (or in the case of student under legal age, his/her parent or legal guardian) cancels the enrollment in writing within 3 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the \$50.00 non-refundable application fee, even if classes have begun. A student must provide a written notice of the student's intent to withdraw or direct oral communication from the student to a current school staff member. The "official termination date" will be determined by the postmark on the written notification; the date oral notification is received by a school staff member directly from the student; the date written notification is delivered to the school in person; the date of expulsion by the school, after 14 consecutive calendar days of absence from the last date of attendance or the expiration of an approved Leave of Absence.

- If a student cancels the enrollment more then 3 business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the \$50.00 non-refundable application fee will be made. For a student who enrolls and begins classes, but withdraw or are terminated by the school prior to course completion (after three days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on schedule hours:

Percentage of scheduled time <b>(scheduled hours)</b> <u>enrolled to total length of course or program</u>	Amount of tuition owed to <u>The Hair Academy - 110</u>
.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%

- Within 2 weeks after a termination occurs or is determined, the school shall prepare a termination statement.

- Any monies due the applicant or student shall be refunded within (45) days of formal cancellation date or determination date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the School is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition within 45 days of the official closure date. A list of the students who were enrolled at the time of school closure including the amount of each pro rata refund shall be submitted to all our accrediting agencies at the time refunds are issued.

- If a course is canceled subsequent to a student's enrollment, the School at its option may: 1) Provide a full refund of all monies paid within (45) days; or 2) Provide completion of the course at a later time.

- Refund calculations shall be base upon a students last date of physical attendance in the school.

- All students who withdraw / are terminated prior to course completion will be charged a termination fee of \$ 150.00.

- If a student is absent for (14) consecutive days the School will conduct a formal termination at that time.

- If a student fails to return to school after a leave of absence, the School will conduct a formal termination and refund to the appropriate person or agency within (45) days of the earlier of the scheduled leave of absence return date, or the date student notifies the school she/he will not be returning from the leave.

- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for the return of TIV finds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, the student may be required to refund the aid to the applicable program.

- Collection procedures shall reflect good taste and sound ethical business practices. No accrediting agencies names shall be used in any collection effort. All collection correspondence regarding cancellation and settlement from the school or any third party representing the school shall clearly acknowledge the existence of the school's withdrawal and settlement policy. If any promissory note or contract for tuition is sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the school.

## Over contract fees policy

All students are allowed to miss a certain amount of scheduled class hours without penalty depending on the course which the student is attending, per the table below. Once the student goes past the contract end date, over contract fees will be assessed to the student per scheduled hour of additional instruction needed to complete the course. The over contract fees must be paid weekly in advance of attending and receiving credit for class time for each week after the contract date has expired until the student achieves the required hours for the course of attendance. If the fee is not paid in advance, or other arrangements made, the student will not be allowed to attend class. All fees must be paid, or other arrangements made, prior to the student being eligible for the Missouri State Board of Cosmetology licensure examination. The current over contract hourly rates are as listed in the table below:

<u>Course</u>	<u>Time allowed to complete course</u>	<u>Over contract hourly rate (per scheduled hour)</u>
Cosmetology	12.50 months	\$ 8.00
Nail Technology	3.23 months	\$ 8.00
Instructor Training	3.92 months	\$ 8.00

## Career Opportunities in the Cosmetology Field

Your education at the Hair Academy - 110 is the foundation to your career in the Cosmetology Industry. This training can prepare you for many exciting employment opportunities such as:

### COSMETOLOGY

Nail Technician  
 Hairstylist  
 Professional Product Salesperson  
 Salon Owner  
 Day Spa Owner  
 Manufacturers Representative  
 In Salon Educator  
 Color Specialist  
 Cosmetics Salesperson  
 Platform Artist

### NAIL TECHNOLOGY

Nail Technician  
 Salon Owner  
 Day Spa Owner  
 Professional Product Salesperson  
 In Salon Educator  
 Manufacturers Representative

### INSTRUCTOR TRAINING

Manufacturers Representative  
 In Salon Educator  
 Color Specialist  
 Platform Artist  
 Salon Owner  
 Day Spa Owner  
 Hairstylist  
 Cosmetology Instructor  
 Cosmetics Salesperson  
 Professional Product Salesperson

## Patrons of the School

Patrons of the school play a vital part in your education. Without our customers the student would not be able to train in real life situations. **Since our patrons pay for the services they receive the cost of tuition to the student is much lower than it would be without them.** Students are allowed to keep any gratuities which the patron leaves for them, however it is the student's responsibility to track and report any income received as required by local, state or federal law.

## Cosmetology Student Equipment \*\*\*

A complete kit of equipment is issued to students on the first day of school. The kit contains the following items:

1 ea. Pivot Point Textbook  
 Extra large nylon tote bag  
 Cricket 1875W dryer Tipping Caps  
 Hot Tools ¾" marcel iron  
 Sam Manikin with holder Spray Bottle  
 Nylon make-up cape Duck Bill Clips  
 Vinyl Shampoo Cape Single Pin Curl Clips  
 Cold Wave Rods 12dz  
 Scalpmaster Brush Kit Stylist Apron  
 Aristocrat Cutting combs Trimmers  
 Buffing Block  
 Foot File  
 Practice Hand  
 Nail Polish Kit  
 Color Bottle

1 ea. Pivot Point Study Guide  
 Dye Brush  
 Cricket slim flat iron Timer  
 Vinyl gloves 25  
 Debra Manikin Butterfly Clamps  
 Nylon Styling Cape Pin Curl Clips  
 Shark Fin Shear and Thinning shear  
 Styling Razor Smooth Roller Rack  
 Salonchic cutting combs Whal Clipper  
 Professional Nail Files  
 Manicure Brush  
 Sterilizing Jar  
 Manicure Bowl  
 Manicure Kit  
 Tint Bowl

\*Note--- Kit contents may change.

## Instructor kit list\*\*\*

1 ea. Milady Master Educator textbook

1 ea. Milady Master Educator workbook

# Nail Technology Kit List\*\*\*

1 Pivot Point Salon Fundamentals Nail Technology textbook

1 P. P. Nail Technology workbook

## OPI On-the-Go Kit & Add On Kits

### Sanitation & Safety

- N-A-S "99" 4 Fl. Oz.
- Swiss Guard Hand Sanitizer 4 Fl. Oz.
- Swiss-Blue Liquid Hand Soap
- Safety Glasses

### Adhesives

Thinset Brush on Nail Adhesive

### Acrylic Application

- Bondex ¼ Fl. Oz.
- Bon-Aid ½ Fl. Oz.
- OPI's Absolute and Clarite' Oder Free Acrylic Systems
- Clarite' Curing Resin
- Glass Eyedropper
- Reusable Nail Forms (3)
- Disposable Nail Forms (20)
- American Round Sable Brush
- Kolinski Sable Acrylic Brush
- Brush Cleaner 1 Oz.
- Dappen Dishes (3)
- The Fluffy
- Expert Touch Table Towels (10)
- Wooden Dowels (5)

### File and Implements

- Cuticle Stick
- Pusher Plus Nail Plate Preparation Tool
- Finger Nail Clipper
- Toenail Clipper
- OPI Mini Cuticle Nipper
- Diamond Coated File
- File / Buffer in One
- Brilliance Block

### Manicure and Pedicures

- Nail wipes (100)
- Avoplex Exfoliating Treatment
- Avoplex Nail and Cuticle Replenishing Oil 1/4 Fl. Oz.
- Avoplex Moisture Replenishing Lotion 4 Fl. Oz.
- Manicure Bowl
- Nail Manicure Brush
- Toe Separators
- Foot File

### Polishing

- OPI Polish Remover 4 Fl. Oz.
- RapiDry Spray Nail Polish Dryer 2 Oz.
- Acrylic Nail Basecoat
- Ridge Filler
- Nail Envy Natural Nail Strengthener
- RapiDry Topcoat
- 4 Assorted OPI Laquers including OPI Red

### Educational Materials

- OPI Product and Procedure Workbook
- Avoplex Table top Manicure Instructions
- OPI System Table top Instructions

### All packed in On-The-Go Carrying Case

**NOTE\*\*\* The complete student kit is to remain at the school throughout the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with state law.**

NOTE\*\*\* The school reserves the right to change the contents of the kit from time to time as different items become available. A full kit is available to view at the school if so requested.

NOTE\*\*\* This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school **is not** responsible for lost or stolen articles. The school may, however, retain possession of the kit in the event a graduating or terminating student has not fulfilled all contractual payment obligations to the school until such time all obligations are fully satisfied.

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## The Hair Academy - 110 Crime Reporting

The Hair Academy 110 issues yearly crime reports to all staff & students. A copy of the current crime report is available by request to any interested parties.

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## Late payment fees and penalties for all courses

--- Contractual payments made after 14 days of payment due date will be subject to 1-1/2% interest monthly (18% annual) with a minimum charge of \$25.00 monthly.

--- If contractual payments are not paid as agreed the student may be terminated or suspended from classes.

## The Hair Academy - 110 Complaint Policy

A student, teacher or interested party may file a complaint against the school. The complaint must be filed in writing, must outline the allegation or nature of complaint and be delivered to the Director, Mrs. Tina Miller - 110 North Franklin - Kirksville, MO 63501. Within 10 days of receipt of the written complaint a school representative will carefully review the complaint and arrange a meeting with the complainant. The school's representative will document the meeting between him or herself and the complainant and will provide the complainant with a copy of this documentation at the time of the meeting. If the issue is not resolved through this meeting the complaint will be turned over to the school's complaint committee. The complaint committee will meet within 21 days of receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant outlining the additional information. If no further information is needed the committee will act on the allegations and send a letter to the complainant, within 15 days, stating the steps taken to correct the problem, or information to show the allegations were not warranted or based on fact. If the complainant wishes to pursue the matter further the complainant can contact and obtain a complaint form from the Accrediting Agency listed on page 9 of this catalog.

**NOTE: THE COMPLAINANT IS REQUIRED TO TRY TO RESOLVE THE ISSUE THROUGH THE SCHOOL'S COMPLAINT PROCEDURE PRIOR TO FILING A COMPLAINT WITH THE SCHOOL'S ACCREDITING AGENCY!!!!**

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## Repetition

Re-entrance to the program following termination or withdrawal may be pursued. A 30 day minimum waiting period will be required prior to application for re-admission. Re-admission will be permitted only if the student was making satisfactory progress at the time of termination or withdrawal or can provide a reasonable cause for unsatisfactory progress and reapplies within 2 years of the withdrawal / termination date. In the event the student was not satisfactory progress in the prior enrollment but provides a reasonable reason as to the reason, it must be determined the student can achieve satisfactory progress within 2 months of the re-entry date or the student will not be allowed to re-enter. Any student re-entering will be charged hourly tuition at the current rate of tuition at the time of re-entry. Any student re-entering will be given full credit for prior hours received provided the student maintained satisfactory grade averages. Student's status at reentry will be the same as when student left. A re-petitioning student who re-enters classes in mid month, that was in warning / probation of either academic or attendance in their prior attendance will not be subject to warning / probation until a full reporting month cycle has passed.

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## Prior Credit Evaluation

Students with transfer credit from another cosmetology school will receive a transcript evaluation. The maximum transfer hours our facility will accept from another school is 50% of the required clock hours for course completion. In order for our school to accept these hours the student must have maintained satisfactory progress and earned the hours within 2 years of the date of application of admission into our school and the school the student transfers from must be accredited by a USDE recognized accrediting agency.

Appropriate credit will be awarded and course shortened proportionately in accordance with the Missouri State Board of Cosmetology regulations which will require the school at which the hours were earned to properly fill out and endorse a hour transfer form issued by the Missouri State Board of Cosmetology. This form must also be approved by the Missouri State Board of Cosmetology prior to our school crediting transfer hours to the student's transcript.

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## Make up Time, Tests, Quizzes and Homework

The Hair Academy - 110 courses are "clock hour" meaning a student receives credit for actual hours of attendance. When a student is absent it is the responsibility of the student to schedule with the instructor a time to make up any homework, quizzes or tests which the student missed during the absence. Any work not made up by the student will be recorded in the progress report as a zero. The Cosmetology student's scheduled off Tuesday or Wednesday may be utilized as a make up day for an absence incurred within the previous two weeks for any days absence with the exception of Saturday. **NO MAKE UP DAYS WILL BE ALLOWED FOR A SATURDAY ABSENCE UNLESS A STUDENT IS PARTICIPATING IN AN OFFICIAL ARMED FORCES TRAINING ACTIVITY OR DUTY!!!!**

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## Graduation Requirements

- 1) To fulfill minimum 70% grade requirements,
  - 2) To fulfill minimum 70% attendance requirements,
  - 3) Complete required hours of training \*\*\* and
  - 4) All tuition and contractual fees must be paid in full or other arrangements made by the time the required clock hours are earned to receive your diploma and make application for the State Board licensure exam.
- \*\*\*Clock Hours Required - Cosmetology:1500 hrs. Nail Technology:400 hrs.  
Cosmetology Instructor:600 hrs.



## Job Placement Assistance

Upon successful completion of the course, or sooner, if in the opinion of the School it is advisable, the Student may register for employment assistance and the School will use its best efforts to successfully place the Student. However, the Student is advised that the law prohibits any school, college, or training institution from guaranteeing placement as an inducement to enter the said institution.

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## Housing

The Hair Academy - 110 does not offer housing, or room and board at this time. The Director will provide a list of Realtors who can assist the student in locating local housing if requested.

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## Career Advising

The Hair Academy - 110 offers career advising and job placement assistance if requested by the student to help ensure the students success.

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## Graduation Requirements / Diploma

Upon completion of the course chosen all students will be considered to have graduated and will receive a diploma provided that the student has:

- 1) Completed the specified clock hours for the chosen course and
  - 2) received a minimum average of 70% in both theory and practical portions of the course and
  - 3) received a minimum average of 70% in attendance and
  - 4) completed and turned in all "level sheets"
  - 5) paid all contractual fees in full or other arrangements have been made.
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## State Regulatory Agency

The Hair Academy - 110 operates under licensure by the Missouri State Board of Cosmetology and Barber Examiners. Throughout your training you will learn of the regulatory oversights this agency has over your chosen field of study and will take a State Law Test prior to graduation. The address and phone number is as listed below:

Board of Cosmetology and Barber Examiners -- 3605 Missouri Boulevard -- P.O. Box 1062  
Jefferson City, MO 65102  
ph: 573-751-1052 fax: 573-751-8167  
[www.ecodev.state.mo.us/pr/](http://www.ecodev.state.mo.us/pr/)

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## Accreditation Agency

The Hair Academy - 110 is currently registered with and is listed in the NACCAS directory as an Accredited school of Cosmetology. The address and phone number of this accrediting agency is as listed below:

National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302 ph: 706-600-7600 Fax: 703-379-2200 [naccas@naccas.org](mailto:naccas@naccas.org)

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## Right of Student to Access Files

Any student or parent / legal guardian of dependent minor may exercise their right to review his or her educational records in the presence of an authorized staff member, to obtain copies of the records (at the cost of reproduction), to write a response to material in the record, to challenge the content of the record on the grounds of inappropriateness, inaccuracy or invasion of privacy, and to have the record explained.

The student must file a request for any information they wish to review in writing to the Director, Mrs. Tina Miller, of the school. The requested information will be made available to the student within 10 business days in most cases.

## Licensing Requirements of Graduates

Graduates of The Hair Academy - 110 must pass the Missouri State Board Licensure Examination relative to the course of study attended prior to becoming licensed to practice in the State of Missouri. The test consists of both written and practical examinations of which the student must score a minimum of 75% on both to become licensed. The tests are held at various locations throughout the state of various dates. The school will assist the student schedule his or her test at the end of his or her training.

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## Release of Student Records

The Hair Academy - 110 collects and maintains records on each student. The records contain information about the student and their education. These records are generally kept at the school for a minimum of three years.

The following persons, agencies and organizations may have restricted access to student records without written consent of the student or parents / guardians of dependent minors. Any other access to student records shall be only upon written consent of the student, parents / guardians of dependent minors, upon court order or legally issued subpoena.

- 1). School officials and teachers with a legitimate educational interest.
- 2). Representatives of federal, state and local government when auditing and evaluating educational programs or when required by law.
- 3). In connection with a students financial aid application.
- 4). Accrediting organizations for accrediting purposes.
- 5). Parents or legal guardians of dependent children.
- 6). Officials of other schools in which the student proposes to attend.
- 7). In connection with an emergency.

-With the exception of the above, no student information will be released unless requested **in writing**, by the student or parents / guardians of dependent minors. If the student or parents / guardians of dependent minors wish to have information released to any third party The Hair Academy - 110 will provide a form which must be filled out and **signed prior to each release** of such information.

-The school will not publish any directory information such as name, address, phone of student, date and place of birth, major filed of student, dates of attendance, degrees and awards received, date of graduation, previous school attended, and or graduation dates from previous school, without allowing the student or parents / guardians of dependent minors to deny authority to publish one or more of these items.

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## Termination by the School

The Hair Academy - 110 represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our academic, business and service ethics are also expected of our students and staff.

**THE POLICIES STATED IN SECTION V & VI OF THE "Policies of Our School" SECTION OF THIS CATALOG ON PAGES 18 - 19 MAY RESULT IN IMMEDIATE TERMINATION FROM OUR PROGRAMS.**

**The Hair Academy reserves the right to revise these policies at any time.**

**Any revisions will require compliance of all students enrolled at the time those revisions are adopted.**

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## Dress & Appearance Code

**The Hair Academy - 110 requires all students to abide by specific dress and appearance codes. The specifics of this code are as described in section II in the "Policies of Our School" section on pages 15 thru 17 in this catalog.**

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The Hair Academy - 110 does not recruit students already attending or admitted to another school offering training in Cosmetology, Instructor Training or Nail Technology.

# Physical Demands and Employer Expectations of Cosmetology, Nail Technology and Instructor Courses

You have chosen one of the above fields as your profession. They are clock hour courses which require your attendance on a regular scheduled basis, 8:30 a.m. thru 4:30 p.m. Tuesday thru Saturday. This prepares you for a good attendance habit in future salon or related employment which future employers expect. These fields do require long periods of standing, sitting, hand and arm movement. You will learn proper posture and standing techniques through a unit study in your text book. Proper holding of implements will help prevent wrist fatigue or injury. Your future employers will expect you to be punctual, courteous to clients and staff and always present your self as a professional in the industry. Most employers will expect you to continue your education by attending trade shows and advance training classes yearly. To be successful you will most likely be required to work some evening hours and on weekends as these are the busiest service times and will be when you will make the most money.

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## Safety Requirements of Cosmetology, Nail Technology and Instructor Courses

All above fields are licensed under the Missouri State Department of Public Health. Personal and public hygiene is very important while you are a student as well as entering into any of the above work fields. You will study sterilization and the requirements of the law. In your training you will come in contact with chemicals we apply to the hair, skin and nails. Education in product knowledge can help to protect you and the client.

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## Completion - Licensure - Placement Rates

Below are the completion, licensure and placement rates for The Hair Academy - 110 for the most current reported school year. Completion rate is determined by the number of students who complete the course versus the number of students who enroll and start classes. The licensure rate is determined by the number of students who complete the course versus the number of students who pass the state board examination. The placement rate is determined by the number of students who find employment in a cosmetology related field versus the number of students who pass the state licensure examination.

2015 Reporting Rates	
Completion	64.29
Licensure	100.00%
Placement	77.78%

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## Financial Assistance

The Hair Academy 110 participates in the Title IV Funding Programs for those student who qualify. Please contact the office for more information on how to apply for funding for Title IV financial aid assistance.

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## Expected Compensation for Graduates

The following information for the Cosmetology / Nail Technology and Cosmetology Instructors professions are published in the most recent May 2016 Occupational Outlook Handbook by the US department of Labor Statistics at the website address: <https://www.bls.gov>

### Cosmetology Pay

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.66 in May 2016. The lowest 10 percent earned less than \$8.62, and the highest 10 percent earned more than \$23.58.

Barbers, hairdressers, and cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

Many barbers, hairdressers, and cosmetologists work full time, however part-time positions are also common. Those who run their own barbershop or salon may have additional hours. Work schedules often include evenings and weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

## Nail Technician Pay

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The median hourly wage for manicurists and pedicurists was \$10.65 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.04, and the highest 10 percent earned more than \$16.15.

Although most manicurists and pedicurists work full time, many have variable schedules and work part time. Their schedules often are determined by the type of establishment they work for. For example, a full-service salon may require manicurists and pedicurists to work an 8-hour day. A boutique hair salon, however, may require fewer work hours on a part-time basis. Longer work days are not unusual for self-employed workers. Weekends and evenings tend to be the busiest times for manicurists and pedicurists.

## Cosmetology Instructor Pay

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The median annual wage for career and technical education teachers was \$54,020 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$32,420, and the highest 10 percent earned more than \$88,590.

Median annual wages for career and technical education teachers in May 2016 were as follows:

Vocational education teachers, postsecondary	50,660
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Career and technical education teachers in middle and high schools generally work during school hours. They may meet with parents, students, and school staff before and after classes.

Some career and technical education teachers, especially those in postsecondary schools, instruct courses and develop lesson plans during evening hours and on weekends.

### Job outlook for Cosmetologists

Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.

Employment of barbers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

### Job outlook for Nail Technicians

Employment of manicurists and pedicurists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.

The increase in employment reflects demand for new nail services being offered, such as minisessions (quick manicures at a low cost) and mobile manicures and pedicures (house calls).

The desire among young women and a growing number of men to lead a healthier lifestyle through better grooming and wellness also should result in higher employment for manicurists and pedicurists.

Considered a low-cost luxury service, manicures and pedicures will continue to be in demand by individuals at all income levels.

### Job outlook for Cosmetology Instructors

Overall employment of career and technical education teachers is projected to grow 4 percent from 2014 to 2024, slower than the average for all occupations. Employment growth will vary by type. (See table below.)

Overall demand for career and technical education teachers will be driven by a continued need for programs that prepare students for technical careers.

As middle and high school students continue to be required to take more academic and fewer career and technical classes, employment growth of career and education teachers in middle and high schools may be impacted.

In addition, employment growth of teachers, particularly those in public schools, will depend on government funding for career and technical programs.

Postsecondary career and technical education programs have experienced an increase in the number of career and technical institutions and an increase in the number of graduates who have received certificates or diplomas. This will have a positive impact on the demand for career and technical teachers.

Employment growth of career and technical education teachers at the postsecondary level, such as technical, trade, and business schools, often depends on the economy. As jobs become more limited, people seek additional technical skills to help them get a job.

Also, changes in technology will drive the demand for people with technical skills. This will result in an increased demand for career and technical teachers at the postsecondary level.

## **The Hair Academy - 110 Cosmetology Course Curriculum**

**Teaching program to be used: Pivot Point - Salon Fundamentals**

1. Shampooing of all kinds.....	40 hours
2. Hair coloring, rinses & bleaches .....	130 hours
3. Haircutting & shaping .....	130 hours
4. Permanent waving & relaxing.....	125 hours
5. Hair setting, pin curls, finger waves, thermal curling .....	225 hours
6. Comb outs and hair styling techniques .....	105 hours
7. Scalp treatments and scalp disease .....	30 hours
8. Facial, eyebrows and arches .....	40 hours
9. Manicuring hand and arm massage, and treatment of nails .....	110 hours
10. Cosmetic chemistry .....	25 hours
11. Salesmanship and establishment management.....	10 hours
12. Sanitation and sterilization .....	30 hours
13. Anatomy.....	20 hours
14. State Law .....	10 hours
15. Misc. lectures and test review .....	470 hours
<b>Total .....</b>	<b>1,500 hours</b>

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## **The Hair Academy - 110 Nail Technology Course Curriculum**

**Teaching program to be used: Pivot Point - Salon Fundamentals Nail Technology**

1. Manicuring, hand & arm massage and treatment of nails	260 hours
2. Salesmanship and shop management	20 hours
3. Sanitation and Sterilization	20 hours
4. Anatomy	10 hours
5. State Law	10 hours
6. Study of the use and application of chemicals	80 hours
<b>Total .....</b>	<b>400 hours</b>

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## **The Hair Academy - 110 Instructor Course Curriculum**

**Teaching program to be used: Milady's Master Educator**

1. Basic principles of student teaching	200 hours
2. Psychology as applied to Cosmetology	50 hours
3. Business management and experience	50 hours
4. Practice teaching (theory & practical)	300 hours
<b>Total .....</b>	<b>600 hours</b>

# Basic Policies of Our School

## **I. Grades:**

The Hair Academy - 110 evaluates and grades students in the area of Practical Training Class, Written Theory Class and Clinical performances. Students must maintain a 70% average in all areas.

## **II. Appearance:**

The Hair Academy - 110 demonstrate their professional knowledge through their own personal appearance. The Hair Academy - 110 maintains standards in dress, make-up, nail care, image and personal hygiene. A part of your practical test grades **will be** on appearance and personal hygiene.

## **III. Attendance:**

The Hair Academy - 110 requires daily attendance of all scheduled hours. Adherence to this policy will insure completion of the program by the designated graduation date as well as reduce liability of incurring over contract fees.

## **IV. Clinical Training:**

The Hair Academy - 110 has developed the clinic floor of training to develop the students technical skills, communication skills and salesmanship as they learn to deal with real life situations.

## **V. Termination / Dismissal:**

The Hair Academy - 110 represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our business and service ethics are also expected of our students.

## **VI. Satisfactory Progress Policy:**

The Hair Academy - 110 has minimum grade and attendance standards which must be met and followed by all students to continue and graduate from their course of study. These standards apply to all students in attendance regardless of their sex, race, age, color, ethnic origin, religion or method of payment for tuition, books, equipment and other fees. This policy is contained in the school catalog which is given to every student prior to enrollment at our school. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, (NACCAS) and the federal regulations established by the United States Department of Education.

## **VII. Student Personal Items Policy**

The Hair Academy - 110 will issue a locker to each student for the students use to store personal belongings and items. The student is responsible to provide a lock to safeguard property.

## **VII. Parking**

**I. Grades:** The Hair Academy -110 evaluates and grades students in the area of Practical Training Class, Written Theory Class and Clinical performances. Students must maintain a 70% average in all areas. For more information see Satisfactory Academic Progress Policy on pages 19-21 of this catalog.

**II. Appearance:** The Hair Academy - 110 students demonstrate their professional knowledge through their own personal appearance. The Hair Academy - 110 maintains standards in dress, make-up, nail care, image and personal hygiene. A part of your practical test grades **will be** on appearance and personal hygiene. **All students shall come to school in compliance with the appearance requirements as listed below. Should a student come to school in non-conformance with any or all of the appearance requirements the student will be clocked out, directed to leave the school and be allowed to return only when in compliance.**

We are proud to be in the business of helping people improve their appearance, it is therefore very important that we demonstrate our professional knowledge through our own appearance.

**A. FEMALE DRESS CODE:** The following policies pertain to the female's dress code.

**1. Uniform:**

- A. Lab Apron: Students must wear black pivot point apron while on clinic floor to protect uniform.
- B. Basic Uniform: ANY BLACK AND WHITE COMBINATION.\*\*\* no flannel or tee shirts will be allowed, no p.j. or sweats will be allowed.
- C. Shoes: Clean, polished and approved uniform shoes -- no open toed shoes will be allowed.
- D. Stockings: Appropriate for attire.
- E. Accessories: Accessories such as scarves, belts, and jewelry are encouraged. Accessories must be kept in good taste and must be appropriate with the traditional professional image.
- F. Students shall stay properly dressed in uniform until dismissal unless previously arranged with the Instructor.

**2. Make-up:** Professional use of make-up, mascara, shadow blush, lipstick and foundation is required.

**3. Nails:** Nails must be kept manicured and polished.

**4. Hair:** Students shall project a professional appearance. Hair should be clean and styled.

**5. Image:** Students must present the accepted professional image through Attire, grooming, actions and mannerism.

**B. MALE DRESS CODE:** The following policies pertain to the male student's dress code.

**1. Uniform:**

- A. Lab Apron: Students must wear black pivot point apron while on clinic floor to protect uniform.
- B. Slacks: Pants must be clean and pressed, no p.j or sweat pants will be allowed.
- C. Shirts: Clean and pressed, no flannel, p.j., sweat or tee shirts will be allowed.
- D. Basic Uniform: Any combination of black and white.
- E. Shoes: Clean, polished and approved uniform shoes -- no open toed shoes will be allowed.
- F: Accessories: Accessories that are appropriate with the professional male image may be worn.

**2. Facial Grooming:** Male students must be clean shaven or with professional trimmed mustache, beard or sideburns.

**3. Hands:** Hands must be clean with manicured nails.

**4. Hair:** Hair must be clean, well trimmed and styled to be kept with the current trends.

**5. Image:** The student must be able to present the acceptable professional image through attire, grooming, actions and mannerisms.

**C. PERSONAL HYGIENE FOR ALL STUDENTS:**

- 1. Oral hygiene:** Breathe needs to be fresh through daily brushing and good oral hygiene. The use of breathe mints are encouraged.
- 2. Body hygiene:** Daily bathes or showers are required. The use of deodorants or antiperspirants is required.

**III. Attendance:** The Hair Academy - 110 requires daily attendance of all scheduled hours. Adherence to this policy will insure completion of the program by the designated graduation date.

The benefits that you will receive from achieving a good attendance record are seen in the following ways.

1. Your job opportunities will be enhanced.
2. You will be able to graduate with your class.
3. You will graduate without incurring over contract penalties.

See the Satisfactory Academic Progress Policy on pages 19-20 of this catalog for attendance requirements.

**A. TIME BADGES:** To maintain accurate records regarding your clock hour course, The Hair Academy - 110 uses an electronic time clock and badge system. An accumulation of clock hours are tabulated monthly. The hours are provided to each student on the Monthly Student Report. **Any discrepancy or correction to the student's monthly hours must be reported to the instructor within 1 week receiving recorded hours.** College hours consist of a 7.5 hour day Tuesday thru Saturday for Instructor Training, a 7.5 hour day Wednesday thru Saturday or Tuesday and Thursday thru Saturday for Cosmetology, and a 7.5 hour day Wednesday thru Saturday for Nail Technology allowing ½ hour for lunch. Lunch time must be taken as scheduled and must be utilized. A student may not make up time by not clocking out thru their scheduled lunch time. The maximum time that may be accumulated in a day is 7.5 hours. The school reserves the right to alter the time and or daily schedule and starting time to serve the needs of the school and the public.

To keep an accurate record of these hours:

1. The student shall not leave the school premises while clocked in.
2. The student shall not have another student clock them in or out.
3. An error while using the badge must be brought to an instructor's or authorized school official's attention immediately.
4. Students shall not abuse time badges or clock in or out any individual other than their self. Students shall not leave the premises while; clocked in. These irresponsible actions are considered forgery by the School.

**B. Absence Notification:** If a student is going to be absent, the student, parent or spouse must call before the scheduled starting time. Failure to notify the school of absence (i.e. No call - No show) shows a lacking of professional ethics and will result in a "**Failure of Notification of Absence**" notice. If the student does not have or have access to a phone other arrangements must be made. Accumulation of 5 or more written notices for this offense may result in termination from the program at the discretion of the school officials.

**C. Pre-approved Time Off:** Occasionally a student may need a day off for something that is planned in advance (i.e. a wedding, a vacation, or a personal matter). The student must submit the request in writing to the attendance director at least one week in advance. The student is responsible to schedule make up time for any absence. **EXCEPTIONS WILL BE MADE FOR EMERGENCIES.**

**D. Make Up Time / Assignments:** A student may utilize the off Tuesday or Wednesday as a make up day to make up previously missed time for any day missed within the prior two weeks with the exception of Saturday's unless approved by school official. **NO MAKE UP DAYS WILL BE ALLOWED FOR SATURDAYS UNLESS A STUDENT IS PARTICIPATING IN AN OFFICIAL ARMED FORCES TRAINING ACTIVITY OR DUTY OR STUDENT GETS PRIOR APPROVAL FROM SCHOOL OFFICIAL!!!!!!!!!!** The Student is responsible to request from the instructor and make up any theory assignments and or tests missed due to absence.



- E. Leave of Absence:** A student requiring a leave of absence may do so up to two times during the course. Either leave shall be for a period of not less than seven calendar days and not more than 60 calendar days. A leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period. The leave shall be requested by the student in advance (exceptions will be made for unforeseen circumstances\*) & in writing, must be for an unusual circumstance, signed by the student and approved and signed by a school official. During the leave of absence the student will not accrue absence hours, therefore the satisfactory progress will not be affected. A student who returns from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure. This applies to the Cosmetology, Nail Technology and Cosmetology Instructor training courses. Exceptions will be made to allow additional leaves & shorter or longer lengths of leaves for Armed Forces students participating in official training or duties. A leave of absence will not be approved unless there is a reasonable expectation that the student will return. \* In the event of unforeseen an unforeseen circumstance the school will document the date of the instance and collect the request from the student at a later date.
- F. Extended Time:** The Hair Academy - 110 does not offer any extended time past the regular scheduled 7.5 hour school day Tuesday thru Saturday.
- G. Tardiness:**
1. A student is considered tardy when they fail to clock in prior to scheduled starting time. Scheduled starting time is: **EIGHT THIRTY (8:30) A.M. ! ! !**
  2. Students are responsible for making up all theory assignments when they are tardy.
  3. When the student is tardy the time card will reflect the nearest minute to the time clocked in.
- H. Disability:** If a student's disability prohibits their participation in their normal scheduled assigned area for the day, the student must notify the director's office for a change of his or her assignment.
- I. Overcontract fees:** All students are allowed to miss a certain amount of scheduled class hours without penalty depending on the course which the student is attending. Once the student goes past the contract end date, over contract fees will be assessed to the student per scheduled hour of additional instruction needed to complete the course and will have to be paid prior to the student being eligible for the Missouri State Board of Cosmetology and Barber Examiners licensure examination for your course of study. The current over contract hourly rates are as listed in the table on page 6 of this catalog.

**\*\*\* NOTICE: School cancellation due to snow, natural disaster or inclement weather will be aired on local radio stations of the City where The Hair Academy - 110 is located.**

- IV. Clinical Training:** The Hair Academy - 110 has developed the clinic floor of training to develop the students technical skills, communication skills and salesmanship as they learn to deal with real life situations. **The following polices apply when on the clinic floor.**

**A. Clinic Services:**

1. Services must be evaluated and checked by an instructor.
2. Clinic service goals must be kept and achieved to insure skill development.
3. Students must clean up hair after each haircut prior to the next service.
4. Students must charge all customers for services performed.
5. The Hair Academy - 110 is a smoke-free environment. **There shall be no smoking in our facility.**
6. Rudeness and/or profanity to clients, staff or fellow students will not be tolerated.
7. Students must maintain accurate and current clinic grade sheets.
8. Students may be permitted to have their hair styled or other services provided in the clinic but must obtain a signed permission slip from the instructor and pay for the service as designated on the slip.
9. Instructors are not allowed to do a student's hair unless it is being done for Instructional purposes.
10. Chewing gum is permitted as long as it is done in a non-distracting manner.

**B. Telephone:**

1. Students **may not** use the business phone.
2. Only EMERGENCY calls from parents, spouse or children may be received. Messages will be taken on all other incoming calls. Because of the heavy load of business calls our phone maintains it is necessary that our desk limit messages. Please ask family and friends to call only when it is extremely important to get word to you!

**C. Reception Desk:**

1. Students must have permission from the receptionist to be at the reception desk.
2. Students may not alter appointments in the appointment book.
3. Students may not loiter in the reception area or around the reception desk.

**D. Unauthorized areas:** Due to student privacy protection, only school staff is allowed access to the office areas.

**E. Product and Supplies:**

1. The Hair Academy - 110 is not responsible for lost, loaned, stolen or broken personal equipment and supplies.
2. The students are required to maintain a kit of equipment comparable to the kit issued.
3. Students must charge all customers for product usage and services rendered.
4. Students must pay for all for any products for personal use while at school. Students are given a 20% discount on all retail products. (The student may only use this discount on products for their own personal use.)
5. Products may be used, without cost, only when the student is in class demonstrating the product and the instructor has authorized its use.
6. Models in the classroom may receive a discount on services.
7. Students must have a receipt for all services and products in their possession.

**F. Sanitation:**

1. All students must complete a daily sanitation duty to fulfill state sanitation requirements. Failure to participate in sanitation duties will result in disciplinary measures.
2. Students are responsible for the cleanliness of their station and work area.

**G. Dispensary Assignment:** All students are assigned dispensary duty during their training. This assignment is regulated by the Sanitation and Sterilization requirements of the State Board of Health.

**H. Lunches and Breaks:** Lunch time consists of 30 minutes. A student is clocked out at this time. No clock hours are recorded. The student uses his or her time badge to clock out while lunch is taken. The students Must clock back in after lunch or will be considered tardy. Eating within the school shall only be allowed in the designated lunch area located in the upper level.

**I. Breaks:** Break time is leisure time granted by the school. Students may be given 2 staff designated breaks daily, not to exceed 15 minutes each.

**J. Break Cards:** The time badges are a means of regulating leisure time.

1. Students must use the time badge to clock out and back in for each break.
2. Students must not clock out over the fifteen minutes allowed per each break time.
3. Students may leave or remain on the school premises while on break.
4. Students may not clock another student out for break.
5. All errors must be brought to an instructors attention immediately.
6. Abuse of breaks will not be tolerated.
7. Time badges must be in the specified area while the student is on break.

**V. Termination / Dismissal:** The Hair Academy - 110 represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our business and service ethics are also expected of our students and staff.

THE POLICIES STATED BELOW WILL AUTOMATICALLY CONSTITUTE TERMINATION FROM THE HAIR ACADEMY - 110.

1. A student shall not steal from the school, another student, staff or clients.
2. A student shall not lie or cheat about matters.
3. A student shall not exhibit disrespect through expression, action, or words that; belittle, display contempt, or rebellion towards another person.
4. A student shall not commit fraud or forgery of the school records, grades or time cards.

5. A student shall not access any unauthorized areas in the school without permission or in the company of school personnel.
  6. A student showing inability, through lack of academic achievement or professional competency to maintain the training goals may be forced to discontinue his/her training.
  7. A student shall not exhibit blatant or habitual abuse to the policies of The Hair Academy - 110.
  8. A student shall not exhibit any observable use, or effects of use, of mind altering chemicals (i.e. drugs, alcohol, ect.) involving school time or activities. This includes lunches, breaks and extracurricular activities involving school sponsorship.
  9. A student shall not exhibit physical violence that would pose a threat to the well being and safety of the other students, staff or clients.
  10. Discussion of tip or absence of tip with clients.
  11. The accumulation of 5 or more "Failure of Absence Notifications" may result in termination from the program.
  12. If student fails to re-establish satisfactory academic progress by the next evaluation period after being put on probation the student will be terminated from his/her course of study.
  13. No student shall engage in the act of any type of bullying of another student attending our school, whether on or outside of the school property, before, during or after school hours.
  14. No student shall engage in any form of copyright infringement including peer to peer file sharing.
- These items above are listed as examples and are not intended to be a complete list, for which immediate termination may result. We realize that each situation presents a unique set of circumstances and fairness dictates that the particular situation be reviewed in the context of the surrounding circumstances. At all times The Hair Academy - 110 reserves the right to exercise discretion in determining the appropriate action to be taken.

**VI. Satisfactory Academic Progress Policy:** The Hair Academy - 110 has minimum grade and attendance standards which must be met and followed by all students to continue classes and graduate from their course of study. These standards apply to all students in attendance of all courses regardless of their sex, race, age, color, ethnic origin, religion or method of payment for tuition, books, equipment and other fees. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, (NACCAS) and the federal regulations established by the Unites States Department of Education. This policy also complies with all local and state regulations. This policy applies to Cosmetology, Nail technology and Instructor courses.

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress monthly for all courses and are given a progress report indicating the student's progress in all areas. The monthly progress report will be used to determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course of study. **For students starting, reentering or returning from a LOA to classes mid month, the partial progress report will not be deemed an official evaluation period for either theory or practical instruction as applies to warning or probation status.**

Attendance Progress Evaluations: Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance scheduled in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% (rounded to nearest whole percentage) cumulative attendance since the beginning of the course which indicates that, given the same attendance rate the student will graduate within the maximum time frame allowed.

Maximum Timeframe: The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below :

<u>Course</u>	<u>Time allowed to complete course</u>	<u>Maximum time allowed to complete course</u>
Cosmetology	12.5 months	17.85 months
Nail Technology	3.23 months	4.61 months
Instructor Training	3.92 months	5.6 months

- A student who has not completed the course within this time frame will be terminated from the program unless an extension is granted in writing by an official of the school.
- The maximum time allowed for a transfer student who needs less then full course requirements will be determined based on 70% of the scheduled hours.

Academic Progress Evaluations: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated throughout and at the end of each unit of study. Various practical level sheets, depending on the attended hours, must be initialed by an instructor as the student performs the required procedures. Various graded practical skills tests will be conducted throughout the course of study. Students must maintain a minimum of both written grade and practical average of 70% (when rounded to nearest whole percentage) throughout the course of study to be considered making satisfactory progress. Students must make up failed or missed tests and assignments. Numerical grades are considered according to the following scale:

**Written and Practical**

95% thru 100% Excellent  
90% thru 94% Above Average  
80% thru 89% Average  
70% thru 79% Below Average  
69% & below Failure or Failing

THE HAIR ACADEMY - 110 PROVIDES PRIVACY AND PROTECTION OF STUDENTS GRADES ACCORDING TO THE "FAMILY RIGHTS AND PRIVACY ACT". THIS POLICY IS REVIEWED WITH THE STUDENTS AT ORIENTATION.

Determination of Progress Status: Students meeting the minimum requirements for academic and attendance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of the evaluations. Students deemed not making satisfactory progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while on the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

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

Re-Establishing Satisfactory Academic Progress: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incompletes, Withdrawals, Terminations: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or are terminated and wish to re-enroll will return in the same progress status as of the time of withdrawal or termination, see repetition requirements on page 8 of this catalog for more information. Incompletes have no effect on satisfactory academic progress standards.

Appeals Procedure: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reason(s) why the student failed to make satisfactory progress. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Remedial and Noncredit Courses: Remedial and noncredit courses do not apply to this institution and therefore these items have no effect on the school's satisfactory academic progress standards.

Transfer hours: With regards to Satisfactory Academic Progress, a student's transfer hours from another institution will not be listed on our progress report and will not have any effect on the academic progress evaluations performed by our school. Once the transfer hours that will be accepted are determined they will be counted as both attempted and completed hours for the purpose of calculating a maximum time to complete.

Academic Transcript: A transcript of grades, hours and/or attendance is provided upon:

1. Written request by the student.

**VII. Student Personal Items Policy**

The Hair Academy - 110 will issue a locker to each student for the students use to store personal belongings and items. The student is responsible to provide a lock to safeguard property. The school will not be held responsible for any stolen or missing student items or property.

**VIII. Parking**

Our school is located in the busy downtown area of Kirksville where parking spots are in great demand. The students of our school are expected to park in the parking spaces immediately around the courthouse or the parking lot on the east side of the Downtown Cinema 8. No student should park directly in front of any business around the downtown area.

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**Return to Title IV Policy**

- This Return to Title IV policy applies to all courses and for all terminations for any reason by either party including student decision for any student receiving any form of Title IV funding, within all programs. Other misc. charges the student may have incurred at the institution (EG: extra kit materials, books, product, unreturned school property, ect.) will be calculated separately at the time of termination / withdrawal. All costs are identified in the catalog & enrollment contract.

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school less the \$50.00 non-refundable application fee. If the student (or in the case of student under legal age, his/her parent or legal guardian) cancels the enrollment in writing within 3 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the \$50.00 non-refundable application fee, even if classes have begun. A student must provide a written notice of the student's intent to withdraw or direct oral communication from the student to a current school staff member. The "official termination date" will be determined by the postmark on the written notification; the date oral notification is received by a school staff member directly from the student; the date written notification is delivered to the school in person; the date of expulsion by the school, after 14 consecutive calendar days of absence from the last date of attendance or the expiration of an approved Leave of Absence.

- If a student cancels the enrollment more than 3 business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the \$50.00 non-refundable application fee will be made. For a student who enrolls and begins classes, but withdraw or are terminated by the school prior to course completion (after three days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on schedule hours:

Percentage of scheduled time ( <b>scheduled hours</b> ) <u>enrolled to total length of course or program</u>	Amount of tuition owed to <u>The Hair Academy - 110</u>
.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%

- Within 2 weeks after a termination occurs or is determined, the school shall prepare a termination statement.
- Any monies due the applicant or student shall be refunded within (45) days of formal cancellation date or determination date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- Refund calculations shall be based upon a student's last date of physical attendance in the school.
- All students who withdraw / are terminated prior to course completion will be charged a termination fee of \$150.00.
- If a student is absent for (14) consecutive days the School will conduct a formal termination at that time.

- If a student fails to return to school after a leave of absence, the School will conduct a formal termination and refund to the appropriate person or agency within (45) days of the earlier of the scheduled leave of absence return date, or the date student notifies the school she/he will not be returning from the leave.

- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for the return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, the student may be required to refund the aid to the applicable program.

**- Financial obligations calculations for students who withdraw or are termination from classes.**

IF STUDENT WITHDRAWS, TWO CALCULATIONS ARE PERFORMED:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. The school's refund policy—to determine the amount of institutional charges earned. These policies can be found in the schools catalog or a copy can be obtained at the school office. The Hair Academy 110 will adjust student's charges to take into account repayments of Title IV funds that The Hair Academy 110 was required to make. (See refund Policy below)

**- Return of Title IV funds**

Only the Title IV programs are to be included in this calculation. The Federal Pell Grant and Direct Loan Programs are the only programs included in the calculation, which is the only Title IV Programs in which The Hair Academy 110 participates. Any student receiving Title IV funds will be subject to these regulations.

The amount of Title IV aid earned is based on the amount of time student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

- Title IV funds are awarded to the student under the assumption that he / she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be receive. Therefore, the amount of Federal grant earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. Up through the 60% point in each payment period the required pro rata calculation is used to determine the amount of Title IV funds student has earned at the time of withdrawal. After the 60% point in the payment period, student has earned 100% of the Title IV funds.

- The Hair Academy 110 measures progress in Clock Hours and uses the payment period for the period of calculation. The payment period end date is calculated using the monthly student report which accumulates total hours attended by the student. Refund calculations shall be based upon a student's last date of physical attendance in the school.

**- The Return of Title IV Funds Calculation Formula:**

Determine the amount of Title IV aid that was disbursed plus the Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

**HOURS SCHEDULED TO COMPLETE / TOTAL HOURS IN PERIOD = % EARNED**

- b) If this percentage is greater than 60%, the student earns 100%.

- c) If this percent is less than or equal to 60%, proceed with calculation.

Percentage earned from x(times) Total aid disbursed, or could be disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total aid disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent x (multiplied by) total institutional charges for period = AMOUNT \ DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed must be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period is less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The Student is not required to return the overpayment if this amount is equal to or less than 50 percent of the total grant assistance that was disbursed/or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

- The Hair Academy 110's Financial Aid Office sends an overpayment notice to student within 30 days from the date of the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to The Hair Academy 110,
2. Make repayment arrangements satisfactory to The Hair Academy 110, or
3. Sign a repayment agreement with the Department.

The Hair Academy 110 will notify the student in writing of any refunds or return of Title IV funds on behalf of student as soon as possible after the determination is completed. All Title IV refunds, including Direct Loan funds, will be completed within 45 days of the date of withdrawal / termination.

**- Post-withdrawal disbursements**

If a student withdraws that was in satisfactory progress at the time of withdrawal the school may perform a post withdrawal disbursement providing the student reached the hours to be eligible. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, The Hair Academy 110 must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The Hair Academy 110 may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and supplies (as contracted with the school). The Hair Academy 110 needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

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

**- Leave of Absence**

A student requiring a leave of absence may do so up to two times during the course.

Either leave shall be for a period of not less than seven calendar days and not more than 60 calendar days.

A leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period. The leave shall be requested by the student in advance (exceptions will be made for unforeseen circumstances\*) & in writing, must be for an unusual circumstance, signed by the student and approved and signed by a school official. During the leave of absence the student will not accrue absence hours, therefore the satisfactory progress will not be affected. A student who returns from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure. This applies to the Cosmetology, Nail Technology and Cosmetology Instructor training courses. Exceptions will be made to allow additional leaves & shorter or longer lengths of leaves for Armed Forces students participating in official training or duties. A leave of absence will not be approved unless there is a reasonable expectation that the student will return. \* In the event of unforeseen an unforeseen circumstance the school will document the date of the instance and collect the request from the student at a later date.

**Return to Title IV Example:** Our Cosmetology program requires 1,500 clock hours of attendance to graduate. For Title IV purposes the program is broken into 4 clock hour periods as follows: 0 - 450; 451 - 900; 901 - 1200 and 1201 - 1500. If a student who only requested Pell grant assistance withdrew after accumulating 130 scheduled clock hours of the program, they would be eligible for 28.9% of their Pell grant (130 hours divided by 450 hours in the first payment period). If their Pell grant award had been \$4,000.00, they would have received \$2,000.00 in the first payment period, and would have earned \$578.00. If the tuition rate was \$11,800.00, the student would be responsible for 30% of the total tuition according to the refund policy, which is \$3,540.00. The institute would return \$1,422.00 (Pell grant applied to tuition minus earned percentage of Pell grant) to the federal program. The student would be responsible for paying the remaining tuition owed to the school if it had not already been paid by other means or arrangements made.

**Copyright Infringement Information**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed.

A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The Hair Academy 110' policy prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Students who violate this policy are subject to discipline under The Hair Academy 110 Basic Policies of Our School.

**The Hair Academy - 110 reserves the right to revise these policies at any time.**

**Any revisions will require compliance of all students enrolled at the time those revisions are adopted.**

# SCHOOL CALENDAR FOR THE YEAR 2017

The Hair Academy - 110 requires daily attendance of classes Tuesday thru Saturday from 8:00 a.m. thru 4:30 p.m.. School is not in session Sundays and Mondays.

New classes will start on the following dates provided class space is available.

January 10, 2017  
March 29, 2017  
June 14, 2017

August 27, 2017  
October 8, 2017  
January 17, 2018

\*School will not be in session the following dates during the 2015 calendar year:

March 14 - 18, 2017 - Spring Break  
May 27, 2017 - Memorial Day  
July 4, 2017 - Independence Day Holiday

September 2, 2017 - Labor Day  
November 23 & 24, 2017 - Thanksgiving  
December 23, 2017 - Christmas

\*NOTICE: Additional closures may be necessary throughout the year to allow for field trips, trade shows, teachers meetings, etc.. Additional closures will be announced as soon as they become known and will be posted on the school bulletin board in writing.

# SCHOOL CALENDAR FOR THE YEAR 2018

The Hair Academy - 110 requires daily attendance of classes Tuesday thru Saturday from 8:00 a.m. thru 4:30 p.m.. School is not in session Sundays and Mondays.

New classes will start on the following dates provided class space is available.

January 10, 2018  
March 28, 2018  
June 13, 2018

August 29, 2018  
October 10, 2018  
January 16, 2019

\*School will not be in session the following dates during the 2015 calendar year:

March 13 - 17, 2018 - Spring Break  
May 26, 2018 - Memorial Day  
July 3 & 4, 2018 - Independence Day Holiday

September 1, 2018 - Labor Day  
November 22 & 23, 2018 - Thanksgiving  
December 25, 2018 - Christmas

\*NOTICE: Additional closures may be necessary throughout the year to allow for field trips, trade shows, teachers meetings, etc.. Additional closures will be announced as soon as they become known and will be posted on the school bulletin board in writing.



# The Hair Academy 110

## Application for Admission

### PERSONAL INFORMATION

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Legal Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Previous/Maiden Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### ADMISSION INFORMATION

Check the course(s) you are applying for:

Cosmetology \_\_\_\_\_ Nail Technology only \_\_\_\_\_ Instructor \_\_\_\_\_

1st choice for class start date: \_\_\_\_\_ 2nd choice \_\_\_\_\_

### EDUCATIONAL BACKGROUND

**High School.** Enter the name of the high school or GED testing center from which you were graduated.

Attendance Center \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Graduation Year \_\_\_\_\_

**NOTE:** By Missouri State Law you **must** have either a high school diploma, transcript or GED equivalent prior to the start of classes. Please have a copy of one sent to our Institution. You **must** be at least 17 yrs. of age prior to the date of the Missouri State Board of examination for licensure.

I certify that, to the best of my knowledge, the above information is true and complete. I will report any changes, including name and address, to the office. I understand that my admission may be delayed if all changes are not reported. I also certify I have been given a copy of the school's catalog for my review.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

THA - 110 provides equal educational and employment opportunities and does not discriminate on the basis of gender, race, national origin, age or marital status in its educational or employment practices.

**NOTE:** This form must be accompanied with a \$50.00 non-refundable application fee to be processed!!!

110 North Franklin  
Kirksville, MO 63501  
660-665-1028

# Application for Admission Instructions

1. Please read and fill in all appropriate information on reverse side of this form.
2. Please include or send separately a copy of your High School diploma, transcript or GED certificate.
3. Mail back to the address at the bottom of the form.
4. Include the \$50.00 non-refundable application fee in the form of a check or money order made out to The Hair Academy - 110. If fee is to be paid in cash it should be brought to the school in person.

## Other Items Needed Prior to Starting Classes

1. 2 each 2"x2" photo's for student license.
2. \$25.00 money order made out to: Missouri State Board of Cosmetology for student license.
3. Tuition and other costs paid or arrangements made.
4. Signed enrollment contract and personal interview **prior** to class start date.
5. Copy of birth certificate or current drivers license.