
COLLECTIV ACADEMY



*Student
Catalog*

COLLECTIV Academy is accredited by the
National Accrediting Commission of Career
Arts and Sciences (NACCAS)

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801.561.5610 | collectivacademy.com

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Welcome

We have assembled a team of highly qualified individuals with a great depth of knowledge and experience in their respected fields, ensuring that each student receive the best possible training program and has a positive experience

Thank you for putting your trust in the Academy and letting us do what we do best, **train individuals beyond todays hairdressing standards** so that we may contribute to the future of this amazing industry that we know and love sowell!

Mission, Vision, Objective Mission

To raise expectations of the cosmetology school experience so that our word of mouth reputation spreads by our satisfied graduates and loyal customers.

Vision

Our vision is to create a community where training is accessible, easily understood, and rewarding for everyone. Where talented hairdressers serve students to become their best and give them the richest perspective of how the industry can reward them with a successful living beyond what they can imagine.

Objective

To educate and train highly desirable and employable hairdressers with exceptional skill in all areas of hairdressing.

COLLECTIV Academy is a fully licensed as a Cosmetology School in the state of Utah through the Division of Occupational and Professional Licensing. The License number is #80115615610 for our Midvale Campus. The Utah Division of Occupational and Professional Licenses may be contacted at:

Utah State board of Cosmetology www.dopl.utah.gov (801)530.6628

PO BOX 146741 Salt Lake City, UT 84114-6741

COLLECTIV Academy is fully accredited with The National Accrediting Commission of Career Arts & Sciences (NACCAS). They may be contacted at:

3015 Colvin Street
(703) 600.7600
Alexandria, VA 22314

Our Story

For more than 3 decades COLLECTIV Academy has certified hundreds of Cosmetologists in the Salt Lake City community and created loyal clients.

Under new ownership in 2015, Kenny and Lenore Gibson moved from California to partner with Ivan and Elise Smith, bringing their own style of education to Salt Lake City. Kenny and Lenore have come with over 2 decades of experience with Advanced and Basic Cosmetology education with the world renown TONI&GUY Hairdressing. Many years were spent taking the opportunity to teach a method of hairdressing that creates quality and consistency in techniques we all utilized as hairdressers in a modern salon environment. As former President of TONI&GUY, Kenny brings years of qualifications around the development and franchising of cosmetology schools. Lenore as former VP of Marketing and Education of TONI&GUY, brings all the tools needed to have our brand stand out in the community. Ivan and Elise brings years of franchising operations with Big O Tires and Ashley Furniture helping to manage and motivate a business to success and currently owns and operates two esthetics school locations, Skin Science Institute. COLLECTIV Academy opened, offering future hairdressers an opportunity to study in an environment devoted to quality education and cutting-edge style.

We look forward to welcoming new students into our family as we continue to grow and enhance our programs while constantly creating a legacy of excellence and passion for this exciting industry.

The Culture

Our Academy is committed to providing outstanding educational experiences for individuals who want to pursue the field of cosmetology. Our goal is to train you in the technical and interpersonal skills that will help you reach your personal and professional goals. Keeping in mind that our students are our number one customer.

During your time with us, we will place you in our focus, ensuring that we offer you a solid foundation for your career and an outstanding educational experience. You will see evidence of our culture in many ways, big and small including:

- Instruction in our methodology and terminology
- On-going lessons in goal-setting and personal and professional development topics, including the interpersonal and non-technical skills required for success as a professional
- Interactive, hands-on classes taught in a supportive, dynamic environment
- Talented, seasoned professional instructors with years of experience behind the chair and in the classroom
- Modern facility
- Professional quality tools in your student kit
- Educational materials to supplement your State Board and basic cosmetology instruction
- Ample experience with clinic floor clients in a supportive, coaching environment
- Free haircuts and reduced chemical services for you and your immediate family members (grand parents, parents, husband and children)while you are enrolled
- Continual enhancements to our programs based on your feedback

The Facility

Welcome to COLLECTIV Academy, located in Midvale, Utah. Minutes from downtown Salt Lake City,

Midvale is conveniently located near ample housing, dining, entertainment, and recreation. Collectiv Academy occupies 6,500 square feet of educational space designed to optimize student learning. As a student, you will attend morning theory classes each Tuesday through Friday in one of our several classrooms.

As a freshman and sophomore student you will spend your class time in dedicated classroom/clinic floor.

COLLECTIV Academy clinic floor looks and runs like a salon, giving you a salon-like experience while in school. The clinic area includes a dispensary for shampoos, conditioners, styling products, hair colors, and developers. You will also have the opportunity to learn valuable retail skills in our retail area, featuring a full line of professional hair care products.

For your comfort, we provide a student break room, equipped with a refrigerator, refreshment machine and microwaves. The facility also offers restrooms that are ADA accessible, for student, staff, and client use. The facility offers ample parking in front and rear of the building.

Faculty and Staff

COLLECTIV Academy instructors are talented, seasoned hairdressing professionals. We choose instructors who love the profession and want to help us continue to raise the student experience of the school industry. All of our team members are dedicated to providing outstanding educational experiences to every student. The Academy team includes full and part-time members who play an integral role in the experience for our students, including the following:

Staff

Academy Director	Kenny Gibson/Owner
Academy Controller	Ivan Smith/Owner
Academy Manager	Stacey Wagstaff
Admissions	Elise Smith
Financial Aid Coordinator	Randi Nash
Director of Education	Lenore Gibson
Front Desk Manager	Chandler D'Ambrosio

Faculty

Stacey Wagstaff
James Ly
Jamie Libby
Teddy Button

Becoming a Student

Entrance Requirements and Procedures

COLLECTIV Academy considers applications from students who are at least 17 years of age and who possess a high school diploma or GED. Applicants will not be denied admission on the basis of race, sex, age, religion, national origin, marital status, or disability.

All prospective students must complete an interview and tour of the facility with our Admissions. This process allows you to understand our expectations of our students and helps you better understand our program. To complete the registration process, you must present a copy of your high school diploma or GED, a state issued I.D., and a birth certificate or social security card. Your enrollment date will be determined after we receive all required documents and registration fees.

Re-Enrollment

If you leave COLLECTIV Academy in good standing and wish to return, you should contact the Director.

If you are accepted for re-enrollment, you will need to sign a new contract, pay the registration fee, and meet all state requirements. Re-enrollments are accepted based on availability. If space is not available in your requested class date, we cannot make exceptions. Students accepted for re-enrollment will be assigned to the first available class.

If you are asked to withdraw for academic or disciplinary reasons, you must apply for re-entry through the Academy Recruiter. The Academy Director makes all decisions regarding re-entry for all students who leave the school while not in good standing.

A non-refundable re-registration fee is required for any student requesting re-enrollment in the Academy.

Comparing Cosmetology Programs
You may obtain information on comparable Cosmetology program lengths and tuition charges by contacting:

Transfer Students

COLLECTIV Academy accepts transfer students from other cosmetology schools or programs. Students must complete the full enrollment process including a copy of transcripts from the previous institute. The student must also interview with the admissions counselor to determine the amount of hours accepted to ensure proper placement in the course. Tuition will be calculated on the number of hours enrolled in at the rate of \$9.06 per hour plus a registration fee of \$100.

Financial Aid

COLLECTIV Academy is accredited by the National Accrediting Commission of Career Arts and Sciences, making financial aid funds available to students who qualify. We participate in the Federal Pell Grant Program, the Federal Family Education Loan Programs, and the Federal Direct Loan Programs. If you need more information regarding these programs or have questions about Financial Aid, please contact our Financial Aid Coordinator.

Cosmetology /Barbering

1600 Clock Hours* (48 Weeks)

COLLECTIV Academy offers a Basic Cosmetology/Barbering program to individuals seeking licensure as hairdressers. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology/Barbering course introduces and guides beginning students in the areas of modern haircutting, coloring, and hairdressing, as well as esthetics and manicuring. Our program teaches these techniques to help you meet the level of proficiency in cosmetology required by the state of Utah.

Our program is divided into five levels. Each level consists of at least one section. Some levels may have two or three sections; each section lasts one month. You will begin the program as a freshman. After a month of freshman training, you progress to the sophomore level. During the freshman and sophomore levels, theory and practical sessions entail all aspects of cosmetology, as well as classic haircutting and coloring required by COLLECTIV Academy. The freshman and sophomore levels focus on theory and practice on mannequins and models. After successful completion of this component, you advance to the junior, senior, and graduating senior levels where you receive an emphasis on practical applications with clients. Graduating seniors also complete State Board applications to prepare for the Mock State Board Exam, which includes written and practical portions. You will take this exam upon completion of approximately 1000 hours. Graduating seniors B and C are considered “Professionally Prepared” and client appointments are taken at any time of the school day.

The Department of Professional Licensing requires the following course completion for admission to the State Board Examination for the Cosmetology Course:

1) Anatomy	(9 subunits)	20 hours
-Cells	-Bodily Functions	-Structures
-Histology	-Diseases & Disorders	
2) Bacteriology, Decontamination	(8 subunits)	45 hours
-Salon/Academy Safety Regulations	-State Rules and Regulations	
-Importance of M.S.D.S. and OSHA	-Infection Control Requirements	
3) Business Management	(16 subunits)	80 hours
-Ownership	-Operating Costs	-Advertising
-Bookkeeping	-Salesmanship	- Communication s

-Customer Relations

-Employment

-First Aid

-State Rules and Requirements

-Professional and Personal Ethics

4) Chemistry

(19 subunits)

32 hours

-Hair

-Colors

-All Basic-Use Products

-Permanent Wave Solutions

-Cosmetics

5) Hairstyling

(20 subunits)

160 hours

-Shampooing

-Draping

-Pincurls

-Roller Placement

-Comb Outs

-Thermal Styling

-Finger Waving

-Air Waving

-Round Brush Styling

6) Permanent Waving

(12 subunits)

120 hours

-History

-Analysis

-Procedures

-Techniques

-Safe Use and Precautions

7) Chemical & Thermal Relaxing

(3 subunits)

20 hours

-Chemicals

-Procedures

-Safe Use and Precautions

8) Hair Cutting

(11 subunits)

280 hours

-Use of Implements and Safety Features

-Barbering, Clipper, Shears, and Razor

-Various Tools including Clipper Variations

-Creating Effects

-Design

-Shaping, Shear, and Razor

9) Hair Coloring

(9 subunits)

120 hours

-Law of Color

-Choosing Colors

-Classifications of Color

-Techniques

-Lightening

-Color Correction

-Chemistry of Color

-Safe Use and Precautions

10) Scalp & Hair Care**(7 subunits)****36 hours**

- Scalp Treatments
- Applied Electricity

-Chemistry

- Scalp Irregularities

11) Extra Studies**47 hours****12) Basic Esthetics****480 hours**

-Histology, Theory of Skin Care

-Analysis of the Skin

-Chemistry of Cosmetics

-Temporary Hair Removal (Waxing, Tweezing)

-Manual Lymphatic Face and Neck Massage

-Packs, Masks, Makeup and Applications

-Brow Arch, Lash & Brow Tints

-Anatomy of Head and Neck

-Electronic Facials

-Application of False Eyelashes (Tabs and Strips)

-Treatments of Minor Disorders of the Skin

-Skin Treatments: Manual, Chemical, and Mechanical

-Limited Chemical Exfoliation (Scrubs, etc.)

-Aroma Therapy, Uses and Effects

-Sanitation Decontamination and Infection Control

-Other Related, Including Rules and Regulations in Senior Theory

13) Basic Nail Technology**160 hours**

-Skin and Disorders of the Skin

-Manicuring & Pedicuring

-Nails and Disorders of the Nail

-Theory of Massage of Hands and Feet

-Other Related Topics Re: Manicure, Pedicure

-Bacteriology, Sanitation and Sterilization & Salon Safety

-State Rules and Regulations and Professional Ethics

-Product Knowledge (Chemistry)

-All Artificial Nail Techniques including Tips, Silk Wraps

Minimum Hours of Theory Instruction offered 240 Minimum Technical Services

Bacteriology, Diseases, Disorders	8	32
Decontamination and Sanitation, Salon Safety	12	40
Skin, Scalp and Hair	12	
Diseases of the Skin, Scalp and Hair Cells, Anatomy and Physiology	12 8	
Electricity and Light Therapy	8	16
Chemistry	8	
History of Barbering/Cosmetology	2	
Pharmacology	10	8
Shampoo and Rinses	2	80
Scalp Treatments (Men and Women)	12	60
Hair Cutting	14	328
Styling and Finger Waving	8	180
Wigs and Hairpieces (Men and Women)	4	20
Permanent Waves	12	80
Hair Coloring & Bleaching	12	80
Lash & Brows Tinting, Tweezing, and Waxing	8	48
Chemical Relaxes	8	20
Hair Removal, (Esthetics)	4	48
Manicures, Pedicures, and Nail Technology	12	60
Facials (Massage) and Makeup	24	96
Barbering Implements	2	
Mustache and Beard, Cutting and Coloring	8	16
Men's Styling	2	12
Shaving	4	
First Aid	4	8
Professional Ethics, Pride in Workmanship, Employment	8	64
Barbering Related Diseases	4	
Business Management, Record Keeping, Social Security, Worker's Comp, Taxes	8	64

School Calendar

School Hours

In order to excel in the Basic Cosmetology Program, you will need to attend all scheduled classes. Attendance is mandatory for all students. **Full time** class hours are Tuesday through Saturday, 8:30 a.m. - 4:00 p.m.. **Part time** class hours are Tuesday through Friday, 8:30 a.m. -1:30p.m. and Saturday, 8:30a.m. - 4:00p.m.. You should clock in by 8:15 a.m. in order to be prepared for class by 8:30 a. m. You are considered tardy at 8:31 a.m. Theory class runs every Tuesday through Friday from 8:30 a.m. to 9:30 a.m. The Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment.

Holidays

COLLECTIV Academy observes the following holidays:

- New Year's Day
- Fourth of July
- Pioneer Day
- Thanksgiving Day
- Christmas Day

Any student who is absent the day before or after a designated holiday or break may be suspended. The Academy administration will announce, in advance, any changes in the schedule adjacent to a holiday. The holiday season is always a very busy time in the hairdressing industry. To help you make a smooth transition into a career as a professional hairdresser, we maintain a rigorous schedule throughout the holidays. To help you adapt to the demands of the industry, **COLLECTIV will not approve any extended student vacations or absences during holiday breaks.** The Academy may take corrective action when student absences occur.

Daily Schedule

8: 00 - 8:15 a.m.	Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:15 a.m., prepare your station and tools for clients.
8:15 - 8:30 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:25 a.m. Theory class begins promptly at 8:30 a.m. You will be considered tardy at 8:31 a.m.
9:30 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every full time student is required to take a 30 minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break. Part time students are required to take 15 min breaks as scheduled by the academy.
3:45 - 4:00 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All full time students must clock out by 4:00 p.m. and part time students must clock out by 1:30p.m. unless servicing a client.

Program Start Dates

A new Cosmetology course begins the first Tuesday of each month. The maximum enrollment per class is fifteen students. COLLECTIV Academy reserves the right to add or delete any course dates in a calendar year. Prior to beginning class, you will be required to attend a mandatory New Student Orientation. As you progress through the program you will also attend orientation at the beginning of each new level of the program to help you understand what to expect at each level.

Closure Due to Inclement Weather

The Academy follows the inclement weather closings announced for the local Independent School District. The Academy will close any time the district closes due to bad weather. Students should always use good judgment when traveling in inclement weather.

Special Events

Each year, COLLECTIV Academy students may participate in special events. These events may require hours of preparation. You may receive field trip hours for your participation only if you meet the following requirements:

- a) Participation throughout the event
- b) Academy attendance the day before the event
- c) Academy attendance the day after the event

Academic Standards and Policies

Dress Code

The COLLECTIV Academy dress code helps us set a standard of excellence for our students and gives our clinic floor a degree of professionalism that appeals to our clinic floor clients. When selecting your school wardrobe, remember that your dress should always convey a sense of professionalism. The wardrobe items you choose must always meet the following dress code guidelines:

- Tuesday through Saturday all black dress is required
- All clothing must be plain: no patterns, logos, emblems, stripes, plaids, or writing may appear on the clothing.
- You may wear an approved apron over your clothing at all times on the clinic floor.
- Shoes may be any color but must have a closed toe and closed heel. Sandals and clogs are not permitted. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or “booties” must be worn at all times. Leggings, tights, and hose must be in dress code (correct color).
- Armpits and chest must be covered at all times.
- Slippers, house shoes, sweat pants, low cut blouses, tank tops, shorts, lingerie, see-through fabrics, topless and bottomless uniforms, and bare feet are not permitted.
- If you choose to wear pants / skirts or skorts with a hemline above the knee, you must wear leggings or tights underneath.
- Hats, scarves, bandanas are not to be worn on the head in the Academy.
- Sunglasses may not be worn in the Academy.

Any student who returns to practice for the State Board must be in proper dress code for that day.

Attendance Policy

Tardiness

You should clock in each day by 8:15 a.m. Theory begins each morning, Tuesday through Friday at 8:30. Your attendance at Theory is a state requirement. Should a life circumstance cause you to be tardy, you must contact the Academy Director. The Director may take corrective action toward any student who is tardy two (2) or more times within a month. Attending class on time as scheduled helps you demonstrate your commitment to the program and keeps you in good standing at the Academy.

Attendance

You must maintain an 85% attendance rate during the program at all times. COLLECTIV Academy does not have an excused absence / make-up policy. This strict attendance policy will help you prepare for the demanding schedule you will face as a hairdressing professional. It also prevents you from going over contract, which leads to additional contract fees. The Administration will take corrective action against any student who does not maintain 85% or higher attendance. Students who receive corrective action for attendance must make immediate corrections and maintain the expected level of attendance and punctuality or risk termination.

Leave of Absence Policy

You may request a Leave of Absence (LOA) for a minimum of five (5) days and a maximum of sixty (60) days, but only on account of unforeseen circumstances, such as serious medical problems (either of yourself or an immediate family member), military service requirements, or jury duty.

All requests for leaves of absence must be submitted in advance in writing unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution the student would not have been able to request the LOA in advance. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this

example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. A student must also provide proof of qualifying circumstances and an anticipated date of return to the program.

There must be reasonable expectation that the student will return from the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period will be included on the LOA form to be signed by the student and school official. Approval of a LOA is not guaranteed. If the

Academy approves the LOA request, you must return by the date specified. If a student does not return to the institution at the expiration of an approved LOA you will be considered to have withdrawn from the program. For the purpose of calculating a refund, the withdrawal date is always the student's last day of attendance. Please note the following consequences:

- a. If you are entitled to a refund, the Academy will pay you within thirty (30) days of the date upon which the Academy learns that you are not returning from the approved LOA period.
- b. If you received any federal student grants and / or loans, the extent of any unearned grant or loan funds that either you and/or the Academy must return to the federal

student aid programs and lenders will be determined using the beginning date of your LOA as the last date on which you completed scheduled class hours.

- c. If you received any federal student loans, your six month “grace” period will be deemed to begin the first day of the approved LOA period, and all the time in the “leave” period will count against the six month grace period.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Standard for Attendance

To maintain the standards of academic progress and to graduate from the program, you must maintain an 85% or higher in attendance. If your grade point average falls below 85% at the time of the monthly evaluation, you will be placed on a warning. We assess your progress based on your scheduled hours at the 450, 900 and 1350 hour mark.

Standard for Grade Point Average

To maintain the standards of academic progress and to graduate from the program, you must maintain a grade point average of 80% or higher in each level. If your grade point average falls below 80% at the time of the monthly evaluation, you will be placed on a warning. We assess your progress based on your scheduled hours on a monthly basis starting one month after you contracted start date.

Maximum Time Frame

The maximum time (which does not exceed 117.65% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Maximum Time Frame

Course Weeks Scheduled Hours

Cosmetology/Barbering (Full Time, 35 hrs/wk-1600 hours) 54 1872

Cosmetology/Barbering (Part Time, 27 hrs/wk-1600 hours) 70 1872

Transfer hours from another institution that are accepted towards the student's educational program are counted as

both attempted and completed hours for the purpose of determining when the allowable maximum time frame has

been exhausted. SAP evaluation periods are based on

Students who have not completed the course within the maximum time frame will be dropped from the program.

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 after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of practical assignment as 100% rating) If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical

skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80 % and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 94% Exemplary Performance
93% - 87% Very Good Performance
86% - 80% Satisfactory Performance
79% and Below Not Passing

Determination of Progress Status

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

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

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid as applicable by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

A student has the right to appeal a suspension and its effects on his / her Financial Aid if he / she has extenuating circumstances such as: a death of a relative, an injury or illness, or other allowable special circumstances. To request an appeal:

- Develop an appeal packet including the following supporting documentation:
 - A letter stating the reason(s) you did not make progress in the academic year. Include any goals or other issues that might affect your success while enrolled.
 - Your plan for making satisfactory progress.
 - Other supporting documentation to help with the appeal, i.e., letters from health providers, copies of medical bills showing dates of visits, any other statements or documentation to support extenuating circumstances that prevented you from making satisfactory progress.
 - Include your name on all submitted paperwork.
- Meet with the administration to discuss your goals. We will document the meeting; be sure you receive a signed notice of the meeting.
- Turn in your completed appeal packet to the Academy Director. You will receive a written decision within two (2) weeks of submission.
-

Interruptions, Course Incompletes, Withdrawals

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

Noncredit, Remedial Courses, Repetitions

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

Determination of Progress Status

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Re-Enrollment

If you leave COLLECTIV Academy in good standing and wish to return, you should contact the Director. If you are accepted for re-enrollment, you will need to sign a new contract, pay the registration fee, and meet all state requirements. Re-enrollments are accepted based on availability. If space is not available in your requested class date, we cannot make exceptions. Students accepted for re-enrollment will be assigned to the first available class.

If you are asked to withdraw for academic or disciplinary reasons, you must apply for re-entry through the Academy Recruiter. The Academy Director makes all decisions regarding re-entry for all students who leave the school while not in good standing.

A non-refundable re-registration fee is required for any student requesting re-enrollment in the Academy.

Grading Policy

COLLECTIV Academy gives grades for written work, exams, and Senior Test-Out, weighted evenly. We use the following grading scale to evaluate performance:

100% - 94% Exemplary Performance

93% - 87% Very Good Performance

86% - 80% Satisfactory Performance

79% and Below Not Passing

Incomplete

COLLECTIV Academy will assign a grade of Incomplete (I) to a student who withdraws but who is not entitled to a refund under Section 1602.459(a), if the student:

1. Requests the grade at the time of withdrawal; and
2. Withdraws for an appropriate reason unrelated to the student's academic status.

A student who receives a grade of incomplete may re-enroll in the program during the forty-eight (48) month period following the date of withdrawal and may complete the subjects without payment of additional tuition. (V.A.C.S. Art. 8251a, Section 21(1))

Make-Up Work

As absences are not excused for any reason, COLLECTIV Academy does not have a make-up policy. Students who miss class will not be allowed to submit make-up work or take missed exams.

Requirements for Graduation

COLLECTIV Academy has set minimum standards for completion of the program. In order to graduate you must meet the following requirements:

1. Satisfy all Utah Division of Occupational and Professional Licenses requirements, consisting of:
 - a. Completion of 1600 hours
 - b. Completion of exams and course requirements
 - c. Passing the Senior Test for Basic Cosmetology (You may re-take this test if you do not pass the first attempt. If you fail the test a second time, you will incur a \$250 charge to retake the test.)
 - d. Following all rules and regulations included in the general Rules and Regulations of the Utah Division of Occupational and Professional Licenses
 - e. Fulfill practical operations required by the Academy and Utah Division of Occupational and Professional Licenses.

3. Maintain an 80% or higher grade point average throughout the program.
4. Maintain an 85% attendance rate throughout the program.
5. Complete the program within 117.65% of the max time frame.
6. Pay all tuition and fees to the Academy before graduation day. Final payment must be made in the form of a cashier's check, money order, or credit card. (Personal checks are not accepted. Complete a Financial Aid Exit Interview: if you received financial aid funds, you must complete this interview. You are required to report your most current address and telephone number, as well as the name, telephone number, and address of your employer.
7. Complete the Graduation Checklist: obtain the necessary staff / faculty member signatures, and file the checklist with the School Administration.
8. Turn in all Academy property. You will be charged a fee for all property that is not returned to the Academy. This charge must be paid prior to graduation.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of COLLECTIV Academy. We will report your graduation to the Utah Division of Occupational and Professional Licenses. You can then contact Utah Division of Occupational and Professional Licenses to request a State Board Exam date.

Once you successfully complete the course, pass the board exam, and receive a license from the state, you are qualified to become a hairdresser in the state of Utah. A licensed cosmetologist may pursue a career as a: salon stylist or chemical technician, salon owner, salon director, salon educator, product company sales representative, platform artist, or cosmetology instructor. (Cosmetology instructors require additional training, as do some of the other positions mentioned.)

Student Conduct

We want all of our students to be successful and to have an outstanding educational experience. To meet these goals, we have established a set of guidelines for student conduct. Failure to abide by these guidelines could cause disruption to the learning environment or negatively impact the educational experience for you and other students. Proper student conduct keeps our unique culture strong and helps you build a foundation for success. COLLECTIV Academy complies with all local, state, and federal laws that apply. We may take corrective action (see section on Levels of Corrective Action) against students who violate the policies listed within this catalogue, who interfere with another student's work, or who exhibit disruptive behavior.

Non-Smoking Policy

We provide a smoke-free environment for all students, staff, and clients. Students may not congregate or loiter in front of the school or in front of or near surrounding businesses at any time.

- Individuals must walk through the school at all times. Running can lead to slips and falls.
- Keep aisles and work areas free from clutter and obstruction.
- Seek assistance from another person when lifting heavy items: do not lift alone.
- Immediately report any incident that results in an injury.
- Report anything that could cause an injury or place someone in a dangerous situation, such as chipped glass, broken equipment, sharp or rough edges, electrical problems, or water seepage or spills.
- Report any situation which may be suspicious or out of the ordinary.
- Use the fire escape routes in case of fire. Each classroom or area of the building has a designated escape route that must be followed in case of fire. These routes are posted throughout the building. Please inspect each area for the fire escape plan, as you will be working in various areas of the Academy.

Professionalism

We are focused on graduating individuals as professional hairdressers, thus we work hard to maintain the highest standards of professionalism throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep conversations with clients positive and avoid sensitive topics such as religion, personal business, or gossip. Use of vulgar or profane language is not permitted. Treat your clients, instructors, fellow students, and administration with respect at all times.

Daily Duties

Per state regulations, the break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained. All students will be assigned daily duties to help keep the Academy clean and well-maintained. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly by 1:30p.m. or 4:00 p.m., before you clock out. Before you leave each day, clean and sanitize your styling station and mirror. Remove all personal belongings from the Academy.

COLLECTIV Academy cannot be held responsible for lost, damaged, or stolen items that remain in the building after hours. We provide you access to a locked trolley which may be used for storing items. Bear in mind that the safest place for your belongings is with you.

Eating / Drinking

Eating and drinking are not permitted on the clinic floor. You may enjoy refreshments and meals in one of our Student Break Room.

Telephones

Cell phones and mobile communication devices are permitted in the buildings Student Break Room only unless permission is granted by an instructor. Students who violate this policy may receive corrective action, up to and including suspension or termination. The lobby phone is for the exclusive use of our clinic floor clients and may not be used by students. Emergency phone messages may be routed to the Academy receptionists.

Reception Desk

The heart of our clinic floor operations lies at the reception desk. Our receptionists work very hard to keep the clinic floor running smoothly. Please help them provide excellent customer service experience to our clinic floor clients by allowing them space to work.

Students are not permitted behind the receptionist desk at any time unless directed by an instructor. You will need to work in the reception area when you greet your clients and when assisting them in making product purchases and checking out. At all other times, you should stay out of the reception area.

Client Services

In order to build your proficiency with the new skills and techniques you will be learning in class, you will need to perform practical applications on clients. Our clients expect and deserve your best customer service experience. Greet every client in a timely manner and deliver outstanding customer service experience until you have assisted them with checking-out. Refusing service to a client or trading tickets with another student will result in corrective

action, up to and including termination. When you finish every client service, an instructor should sign off before you take the client ticket to the front desk.

Gratuities

Once you begin working with clients on the clinic floor, you may receive tips from your clients. Tips are a wonderful affirmation of your hard work; however, clients are not required to leave tips. Never solicit tips from your clients. Your primary focus should be on polishing your technique and honing your customer service skills, not on how much money a client might tip you. Concentrate on doing your best work with each client and you will be rewarded, whether with a tip, a compliment, or repeat business.

Confidentiality Policy

As your contract is made solely between you and COLLECTIV Academy, the information and details of the transaction are not to be shared with other parties. Additionally, any and all student advisement or conversation between any student and the administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

Levels of Corrective Action

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the Academy helps us maintain the culture at the Academy and ensures that every student has a positive educational experience. Should your conduct, attendance, or academic performance require attention, the Academy Administration may intervene with corrective action.

The levels of corrective action could include the following:

Suspension

Students who violate Academy policies may be immediately suspended or withdrawn from COLLECTIV Academy. Out-of-school suspension may last for a period of not less than one (1) day but no longer than two (2) years.

Termination

The COLLECTIV Academy may terminate students who no longer clock hours due to voluntary

1. Possession or obvious use of drugs and / or alcohol during Academy hours, including being under the influence after breaks.
2. Bringing firearms or weapons onto campus grounds.
3. Any act of violence or verbal abuse to other students, instructors, administrators, or clients.
4. Refusal to provide assigned client services.
5. Disruptive behavior.
6. Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
7. Stealing from the Academy, a client, a member of the faculty or staff, or a fellow student. Clocking in or out for another student, which violates Utah Division of Occupational and Professional Licenses standards.
8. Failure to pay tuition as outlined in your contract.
9. Unsatisfactory attendance preceded by verbal warning, probation, and / or suspension.
10. Failure to maintain an 80% grade point average or better.
11. Misrepresentation of personal information on contracts or documents.
12. Violation of school policies as outlined in this catalogue or any written supplemental notices provided to you.
13. Exceeding more than 117.65% of the program length without completing the program.
14. Violation of state regulations applicable to students.
15. Failure to pass the Mock State Board written and practical exams, with an 80% or better, on or before the second attempt.
16. Failure to correct behavior as outlined in terms of written probation.
17. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
18. Failure to maintain a minimum 85% attendance rate.

Withdrawal

You may voluntarily withdraw from the Academy by providing written notice of your intent to withdraw, as of a particular date, to the Director of the Academy. If you do not provide such notice, the date of determination of your withdrawal is ten (10) consecutive school days from the last date attended, unless you have received an approved leave of absence.

To officially withdraw from COLLECTIV Academy, you must initiate the process with the Administration. The tuition refund policy will apply to withdrawn students.

Student Complaint / Grievance Policy

We value your feedback about ways that we can continue to improve the education experience for you and your fellow students. We conduct monthly student evaluations in which we request your feedback about your experiences at the Academy.

A student, teacher, or other interested party may file a complaint against the Academy; however, the complaint must be presented in writing to the Academy owner/director with the allegation fully outlined. Within ten (10) days of receipt of a complaint, an Academy representative will arrange to meet with the complainant to try to resolve the issue. If the problem cannot be resolved with the representative, it will be referred to the Academy's Complaint Committee. The Complaint Committee will review the allegation within twenty one (21) calendar days of receipt of the complaint and will act on the matter within fifteen (15) days after their review.

The Committee will notify the complainant, in writing, of their findings, along with any steps taken to correct the problem or any reasons they have for finding that the allegations are not warranted or based on fact. The Committee findings are final and no further action will be taken.

Should the complainant be dissatisfied with the Committee's response and wish to take their complaint further, they can request a complaint form from the National Accrediting Commission of CareerArts & Sciences, 3015 Colvin Street, Alexandria, VA. 22314

Federal Law requires that students in unlawful manufacture, distribution, possession or use of a controlled substance during their enrollment in school, will be immediately terminated.

Mediation and Binding Arbitration

Your contract includes a mediation and binding arbitration clause. If a dispute arises concerning your attendance or enrollment at the Academy, regardless of the issues involved, you and the Academy agree to work to resolve the resolution through discussions and negotiations. If such efforts do not resolve the dispute, then you agree to enter into the mediation process as outlined in your contract. If the dispute remains unresolved after mediation, then the issue will be submitted to binding arbitration under the Federal Arbitration Act.

Student Services

As part of our student experience, we provide a range of student services to support you in your education and to benefit you during your coursework.

Student Advisement

Our administrators maintain an Open Door policy. Student Services and advisement is generally handled by the school Director or Assistant Director, but several other departments or individuals may be involved including but not limited to Admissions and Financial Aid. You are always welcome and encouraged to seek out the advice of the school administrators. We want to support you in your program and in reaching your educational goals. Where possible, we will assist you with issues that relate to your success in the program. COLLECTIV Academy does not provide psychological assessment or counseling to students in any manner or capacity. If you are in need of advice on personal issues, faculty or administrators may refer you to a licensed counselor. In such cases, we will provide you with a list of counselors published by the local school district to help you seek out the professional of your choice. The Resource Directory we provide is for informational purposes and serves only as a guide to you. We do not endorse, sponsor, or promote any of the resources/facilities provided.

Library/Resources

The bulk of academic material required for each course is covered during regular theory hours. We also maintain library resources to enhance your education. These resources consist primarily of teaching DVDs, trade magazines, and specialty books. You may review the resources available at designated areas in the school, upon request.

Student Benefits

Personal Services

We offer free hair cuts and a reduced cost for technical services while you are enrolled at the Academy. You may receive services only upon approval from the Education Director. We service clients before we approve any student services. You are required to pay product costs which will be collected the same day the service is performed. Technical services require a minimal fee to cover the cost of the chemicals used. Refusal to make payment on the day services are performed will result in revocation of this privilege.

Family Services

Haircutting services for immediate family members (spouse, children, parents, and

Career Coaching

COLLECTIV Academy will spend significant time preparing you for a career as a successful hairdresser, but we do not guarantee employment. To help prepare you for success in the hairdressing industry, we provide the following services:

Personal and Professional Development

Our curriculum includes a focus on the non-technical skills required for you to excel in the industry. You will receive training and information to help you develop the habits, attitudes, and beliefs that will help you reach your career goals after you leave the Academy. This material will also provide helpful information about the industry including knowing your job options, comparing salons, interviewing salons, choosing the best position, and more.

Interview Training and Resume Development

We make recommendations for preparing your professional resume and offer interview training as part of our curriculum.

Career Representatives

We encourage you to seek employment in the industry with the salons and companies of your choice. COLLECTIV Academy does not guarantee employment to any student. Academy students will undergo the same scrutiny for employment as any other candidate. We also invite other area salon representatives to speak with students regarding employment opportunities on a regular basis.

Tuition

1600 Hour Cosmetology / Barbering - \$14,400.00

Student Kit-\$2,000.00

Registration Fee-\$100.00

Tuition and fees are your responsibility as a student. All tuition is due on the 1st or contracted day of each month, with the exception of the first payment, which is made on or before the first day of school. You have until the 3rd day of the month to make payment; on the 4th day of the month unpaid tuition will be considered late, and you will be assessed a late fee of \$25. Thereafter, a daily \$5 late fee (excluding holidays) will accrue until you make full payment of tuition and all late fees. Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination.

Payment shall be made by credit card, personal check, cashier's check, or money order. The Academy does not accept cash payments. The final payment must be made by cashier's check, money order, or credit card.

COLLECTIV Academy reserves the right to change tuition and fees for each course as needed

Exceeding Your Contract

Your contract is written to cover a specific time period. You must complete the course within this time frame. If you do not graduate within the time frame agreed upon in your contract, you will be charged additional daily training fees of \$100 per day. These fees are charged regardless of your absences or attendance. You will be charged these fees until you reach the number of hours required to graduate.

Books, Equipment, and Supplies

You must purchase the COLLECTIV Academy Student Kit or the equivalent, which includes the required books, equipment, and supplies, as required by your contract. Your Student Kit contains the necessary professional hairdressing tools needed to complement the instruction you receive at the Academy. The items in the kit may change from time to time, at the discretion of COLLECTIV Academy and without notice to students. You may purchase your kit through the Academy; other sources for the student kits may be considered, we

require all kits to contain the same items, with equal value and quality.

You may also be required to purchase equipment and supplies as outlined by the Utah Division of Occupational and Professional Licenses. The Academy has done its best to outline itemized costs in your contract; however, we do not claim that the costs listed will be the only expenses that you incur as a student at the Academy.

Other Costs

You will need to pay other fees and costs for program requirements including State Registration fees and State Board exam fees. You will pay these fees directly to the state and the testing agencies and not to the Academy.

Tuition Discounts

COLLECTIV Academy provides tuition discounts to employees, spouses of employees, and children of employees, after a minimum employment of one year with a COLLECTIV Academy.

Scholarship Policy

At Collectiv Academy we expect our scholarship recipients to set a high standard for the entire student body. Therefore, adherence to the Academy's rules and policies is required to maintain this scholarship. Any infraction of the Academy rules and/or policies will void the scholarship. If voided, the cost of the program will be based on the full amount of tuition

Cancellation and Settlement Policy

Tuition Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or withdrawal shall occur on the earlier of the dates that:

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

b) If a student (or in the case of a student under age, his/her parent or guardian) cancels the contracts and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded (see Item "e" below). The cancellation date will be determined by the postmark of the written notification or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started the training.

c) If a student cancels his/her contract after three business days after the signing, but prior to entering classes, he/she shall be entitled to a refund of all moneys paid to the school less a registration fee of \$100.00

d) For students who enroll and begin classes, the following schedule of tuition adjustment is

authorized: Enrollment time is defined as the elapsed time between the actual starting date and the date of the student's last day of physical attendance in training. Any monies due the applicant or student shall be refunded within 45 days of formal termination by the school, which shall occur not more than 45 days from the last day of physical attendance, or, in the case of a leave of absence, the documented date of return.

- e) After use, cost of equipment, books, and supplies are non refundable.
- f) In case of an illness or disabling accident, death in the immediate family, or other circumstance beyond the control of the student, the school shall make settlement which is reasonable and fair to both parties.
- g) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30days).
- h) In type a, b, c, or d, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- i) For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percent time = Scheduled Hours not Actual Hours

%Hours Contracted	#Hours Contracted	School will Receive/ Retain
0.01% to 4.9%	1-79	20%
5% to 9.9%	80-159	30%
10% to 14.9%	160-239	40%
15% to 24.9%	240-399	45%
25% to 49.9%	400-799	70%
50% and over	800	100%

The above percentages are based on tuition alone. Books, tools, late fees, schedule change fees, suspension fees, and registration fees will be added to the tuition charge. A termination/withdrawal fee of \$150.00 will be added to the student's charges.

Program Cancellation Policy

- a) If a program is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall at its option:
 - i. Provide a full refund of all monies paid; or
 - ii. Provide completion of the program.
- b) If the school cancels a program and ceases to offer instruction after students have enrolled and instruction has begun; the school shall at its option:
 - i. Provide a pro-rata refund for all students transferring to another school based

- on the hours accepted by the receiving school, or;
- ii. Participate in a Teach-Out Agreement, or;
- iii. Provide a full refund of all monies paid.
- c) If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The School at its option:
 - i. Provide a pro-rata refund, or;
 - ii. Participate in a Teach-Out Agreement.

Student Obligation:

If the amount to be returned is GREATER than the amount of unearned institutional charges then the student is required to payback/return the difference between these amounts.

Over Contract Hour Calculation

Students failing to complete their contracted courses of study on or before the scheduled graduation date stated on the first page of this agreement must pay \$100 per day for each additional day of attendance required for graduation.

Student Records

COLLECTIV Academy administration maintains all student records. The Academy maintains a permanent educational record for all currently enrolled students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. The Academy maintains an official transcript for all formerly enrolled students. The Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. Only Academy Administrators may have access to these files. If you wish to review your file, you may do so in the presence of an Administrative staff member.

We will not release information to any party without your written consent, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to contact you, when allowed by law. If you are a dependent minor, your parents may have access to your file. In such an event, the Administrator will assist your parents in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years.

All student records will be kept confidential and released only upon written authorization per request of the student with the following exceptions:

- 1) Student records may be released to a collection agency should use of a said agency be deemed necessary for collection of funds owed the Academy or any federally backed loan program.
- 2) Records may be released to law enforcement agencies following proper legal procedures.
- 3) Student records may be released to other schools to which a student is transferring.

4) Student records may be released to appropriate parties connected to financial aid or accrediting agencies.

Also Note: the School does not publish a school directory nor release information to outside parties. Questions about your records may be addressed to the Utah Division of Occupational and Professional Licenses.

Thank You

Choosing the right school is the first step in your new career, and we are privileged that you have chosen us to be your partner in success. We have worked hard to develop and maintain our student experience, and to build a program that offers the right individuals an outstanding experience from start to finish. We continually strive to enhance our program and welcome your feedback at all times. Please make use of our Open Door Policy to give us your thoughts.

We wish you the very best in your school career and look forward to seeing where your dreams and hard work will take you.

Revised last on 3/24/2018

NOTES