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COLLECTIV  
ACADEMY

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VOLUME 2

2023

**STUDENT CATALOG**

6757 ARAPAHO RD, SUITE 777, DALLAS TX 75248

COLLECTIV ACADEMY has Provisional Additional Location Accreditation  
approval with the National Accrediting Commission  
of Career, Arts and Sciences

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## Welcome

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

Thank you for putting your trust in COLLECTIV Academy and letting us do what we do best, train individuals beyond today's beauty profession standards so that we may contribute to the future of this amazing industry that we know and love so well!

## Mission

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

## Vision

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

## Objective

To educate and train highly desirable and employable hairdressers and estheticians with exceptional skills in all areas.

## Licensing

COLLECTIV Academy is a licensed Cosmetology and Esthetics School in the State of Texas through the Texas Department of Licensing & Regulation. The Texas Department of Licensing & Regulation may be contacted at:

TDLR: PO BOX 12157, Austin, TX 78711-2157, PHONE: (513) 463-6599

COLLECTIV Academy in Dallas has received Provisional Additional Location Accreditation by The National Accrediting Commission of Career Arts & Sciences (NACCAS). NACCAS may be contacted at:

NACCAS: 3015 Colvin Street, Alexandria, VA 22314, PHONE (703) 600-7600

### TDLR REQUIREMENTS FOR LICENSURE AS A COSMETOLOGIST OR ESTHETICIAN

Applicants must complete the following to apply for the Cosmetology or Esthetics license:

- Pass your written and practical examinations
- Complete your TDLR application and pay required TDLR fees
- Must be at least 17 years of age at the time of application
- Possess a valid High School Diploma or equivalent (GED)
- Have successfully completed the appropriate required hours at a beauty culture school
  - Cosmetology License - 1000 hours and Esthetics - 750 hours
- Once approved by TDLR to take your exam, students will be responsible for contacting PSI to schedule your exam. PSI can be contacted at: [www.psiexams.com](http://www.psiexams.com). You will be required to provide a valid government-issued ID with the name as provided to TDLR on your student permit. Students will be required to submit payment and student permit applications to TDLR during the enrollment process.

## Our Story

COLLECTIV Academy has certified hundreds of Cosmetologists in the Salt Lake City community and created loyal clients. In 2022 COLLECTIV Academy opened a new campus in Dallas, Texas offering courses in cosmetology and esthetics.

Academy Leaders Kenny and Lenore Gibson moved from California in 2015, first bringing their proprietary style of education to Salt Lake City and now to Texas. Kenny and Lenore have come with decades of experience in Advanced and Basic Cosmetology education. Many years were spent taking the opportunity to teach a method of hairdressing that creates quality and consistency in techniques that we all utilize as hairdressers in a modern salon environment.

As the former President of a global company and experienced hairdresser, Kenny brings years of qualifications in the development of cosmetology schools. Lenore, as former VP of Marketing and Education, brings the tools needed to deliver high-quality education with a brand that stands out in the community. COLLECTIV Academy opened, offering future hairdressers an opportunity to study in an environment devoted to outstanding education and cutting-edge style.

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

## The Culture

We have a culture of honesty, openness, and mutual respect. Our Academy is committed to providing outstanding educational experiences for individuals who want to pursue a career in the beauty industry.

Our goal is to train you in technical and interpersonal skills to 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.
- Quality professional tools in your student kit.
- Educational materials to supplement your State Board and basic cosmetology and esthetics instruction.
- Ample experience with clients in a supportive, coaching environment.
- Free haircuts and reduced hair color and esthetics services for you and your immediate family members (spouse, children, and parents) while you are enrolled.
- Continual enhancements to our programs based on your feedback.

## Ownership

COLLECTIV Academy is owned by TMC Utah, LLC. The main campus is located at 10301 S 1300 E, Sandy, Utah 84094 and was opened in 2015. The branch campus is located at 6757 Arapaho Road, Suite 777, Dallas, TX 75248 and was opened in 2022.

## The Facility

Welcome to COLLECTIV Academy, located in the heart of the North Dallas area, with convenient access to several major North Dallas suburbs and minutes from downtown Dallas.

The facility is conveniently located near ample housing, dining, entertainment, and recreation. COLLECTIV Academy occupies 13,000 square feet of educational space designed to optimize student learning. As a student, you will attend theory classes each morning in one of our spacious classrooms.

COLLECTIV Academy cosmetology clinic floor looks and runs like a salon, giving you a salon-like experience while in school. The cosmetology clinic area includes a dispensary for shampoos, conditioners, styling products, hair colors, and developers. Our private esthetics treatment rooms feature esthetics equipment and products, facial beds, linens, and music to help your clients relax and enjoy their spa experience. You will also have the opportunity to learn valuable retail skills in our retail area, featuring a full line of professional haircare and skincare products.

For your comfort, we provide a student break room, equipped with a refrigerator, coffee machine, microwaves, and modern amenities. The facility also offers restrooms that are ADA accessible, for student, staff, and client use. The facility offers ample parking on all sides 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 in 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:

Academy Director	Fielding Graham
Academy Controller	Kenny Gibson
Academy Manager	Lenore Gibson
Admissions Coordinator	Ryan Allen
Financial Aid Coordinator	Alissa Woodhouse
Education Director/Instructor	Krystal Patricio
Education Director/Instructor	Denice Augustus
Instructor	Bobby Morrison
Instructor	Lisa Taylor



# 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, GED, or its equivalent.

Collectiv Academy will recognize the following as valid or equivalent forms of educational credentials:

- A high school diploma or transcripts which includes the date of graduation. Students who present diplomas from foreign schools (outside the United States) will be required to obtain a foreign credential evaluation and translation of the diploma or transcripts from an approved agency. The evaluation must clearly identify the equivalency of your education to be that of a U.S. high school diploma or greater prior to admission. It is the academy's sole discretion to accept foreign transcripts or diplomas. Students are solely responsible for the cost associated with the evaluation or translation fee, even if the diploma or transcript is determined not to meet academy requirements for admission. The Academy does not offer Visa services and does not sponsor students or vouch for students' legal status in the United States.
- A GED or if homeschooled, students must present evidence of completion of homeschooling that the state issuing the diploma/certificate recognizes as the equivalent of a high school diploma or GED.
- A state-authorized certificate demonstrating the successful completion of a state-authorized examination that the state recognizes as the equivalent of a high-school diploma.
- Proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree.
- An academic transcript showing proof of successful completion of at least a two-year program that is acceptable for full credit towards a Bachelor's degree.

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 valid copy of your high school diploma, transcripts showing high school completion, GED or equivalent, a current state or federal-issued photo I.D., and a birth certificate or social security card. As a part of the admissions process, you will be required to submit a non-refundable \$50 registration fee. Your enrollment date will be determined after we receive all required enrollment documents, including the non-refundable registration fee.

Applicants will not be denied admission on the basis of race, sex, age, religion, national or ethnic origin, marital status, or disability. Collectiv Academy does not admit ability-to-benefit students. All programs are taught in English.

## Transfer Students

COLLECTIV Academy accepts transfer students from other cosmetology schools or programs on a case-by-case basis and any evaluation of transfer hours must be discussed at the time of enrollment.

Students must complete the full enrollment process including a copy of transcripts from the previous institute. The student must also interview with the admissions coordinator to determine the number of hours accepted to ensure proper placement in the course. Tuition will be calculated on the number of hours enrolled at the current rate per hour plus a non-refundable registration fee of \$50. Transfer students will be required to purchase the appropriate tools and supplies. COLLECTIV Academy reserves the right to deny transfer hours from another institution.

All institutions reserve the right to evaluate transfer hours from other institutions prior to approval. COLLECTIV Academy does not have a transfer agreement with any institution. The acceptance of any transfer hours that you earn at COLLECTIV Academy will be at the sole discretion of the institution you seek to transfer and in some instances, you may not be able to transfer all hours.

## Orientation

Once you have completed your enrollment agreement and are accepted for admission, you will be required to attend a new student orientation. Orientation is generally held prior to your class start but from time to time may be held on the first day of class in which we will review the school catalog, curriculum, and daily procedures so that you are prepared for success in the program.

## Financial Aid

COLLECTIV Academy is approved for Provisional Additional Location Accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), making financial aid funds available to students who qualify. We participate in the Federal Pell Grant Program, the Federal Family Education Loan Programs, 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.

## Distance Education Policy

COLLECTIV Academy offers partial distance education as a method of delivery in compliance with all local, state, and federal laws and regulations and NACCAS Standards and Criteria. Our policy will ensure the following when distance education is offered:

- Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
- Interaction with an instructor will be validated by measurable participation (clock hour) in the academic program. Participation will be documented in a log of all student activity comprised of a record of regular and substantive interaction between students and instructors.
- All assessments of student performance used for calculating a student's GPA will be executed while the student is on campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
- The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of the scheduled class day as outlined in the enrollment contract.
- All transcripts or other documents of academic achievement must identify the distance education component.
- Upon completion of the curriculum requirements, the student must pass a comprehensive Academic (written) and Practical final exam, administered on campus, to include all competencies required by the State Licensing agency prior to graduation.
- Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.
  - Hardware Requirements:
    - An Apple Ipad that is the current generation or up to 3 years prior. Students can purchase an Ipad from the Academy or bring their own. Additional Apple products may be considered on a case-by-case basis.
    - Students must have access to high-speed internet with a connection speed of at least 15mb/s.
- Software Recommendations:
  - iOS 10 or higher for Apple devices.
  - Using the latest browser and operating system versions available.

**The Texas Department of Licensing & Regulation requires the following course completion for admission to the State Board Examination for the Cosmetology Course:**

## COURSE OUTLINE | COSMETOLOGY | 1000 HOURS

**Course Description:** This program offers training in the standard areas of cosmetology which include modern hair cutting and styling, hair coloring, hair treatments, nail and skin care. This course focuses on preparing students to complete the Texas State Board written and practical examination required to obtain a cosmetology license. Students will also be trained in soft skills which include client consultations, retailing, professionalism, building a portfolio, resume, interview skills, and self-marketing.

**Course Length:** 1000 Clock Hours | 29 weeks Full Time | 37 weeks Part Time

**Instructional Method:** The course will use lectures, demonstrations, participation in discussions, group projects, presentations, and examinations. Students will demonstrate competency in cosmetology theory and practice through mannequin repetitions and completion of practical operations. Practical operations shall include performing a service on a person or on a mannequin. Instruction will be supplemented with visual aids, student exercises, student presentations, and other instructional techniques.

**Educational Objectives:** To educate future hairdressers in the art of hair design and prepare students new to the industry with the skills necessary to become well-rounded licensed hairdressers and to pass the state board written and practical examinations. Students are trained for entry level positions in the hairdressing industry which include hairstylist, colorist, platform artist, product representative, salon manager or salon owner.

**Grading Procedures:** Students will be graded on their practical (hands-on) assignments as well as written assignments through the digital learning platform. Students will complete written and practical tests, assignments, and final examinations. Practical assignments may include completing a service or technique on a person or a mannequin head which will be evaluated by an instructor. Students are required to attend class daily and must bring all required tools and supplies needed to complete instruction.

GRADING SCALE	
Definition	Percentage
Exemplary Performance	94% to 100%
Very Good Satisfactory	87% to 93%
Satisfactory	80% to 86%
Failing	Less than 80%

COSMETOLOGY PROGRAM CURRICULUM		
Hair Care	Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	800 hours (up to 200 via DE)
Nail care	Manicuring and related theory and applications, business skills, professional development, and salon management; health; safety; and laws	100 hours (up to 25 via DE)
Skincare	Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and law	100 hours (up to 25 via DE)

**Course Reference Materials: MILADY Standards: Cosmetology**

**ISBN# 9780357921883**

## COURSE OUTLINE | ESTHETICS | 750 HOURS

**Course Description:** This program offers training in the standard areas of esthetics including skin care, treatments, hair removal, and makeup applications. This course focuses on preparing students to complete the Texas State Board written and practical examination required to obtain an esthetician license. Students will also be trained in soft skills which include client consultations, retailing, professionalism, building a portfolio, resume, interviewing skills, and self-marketing.

**Course Length:** 750 Clock Hours | 25 weeks Full Time | 35 Weeks Part Time

**Instructional Method:** The course will include lectures, demonstrations, hands-on applications, participation in discussions, projects, presentations, and examinations. Students will experience lessons in esthetics theory and practice by performing services on mannequin heads and through practical hands-on operations with clients. Additional instructional methods may be incorporated as needed.

**Educational Objectives:** To educate future estheticians in professional skin care techniques and make-up artistry, preparing them for entry-level positions in the industry and to pass the state board written and practical examinations. Students are trained for entry level positions in the esthetics industry which include spa esthetician, medical office esthetician, esthetics product representative, spa manager or spa owner.

**Grading Procedures:** Students will be graded on their practical (hands-on) assignments as well as written assignments through the digital learning platform. Students will complete written and practical tests, assignments, and final examinations. Practical assignments may include completing a service or technique on a person or a mannequin head which will be evaluated by an instructor. Students are required to attend class daily and must bring all required tools and supplies needed to complete instruction.

**Distance education may be provided in any of the below formats listed and are utilized to facilitate student training and communication with instructors:**

(A.) Web-based online connections to course curriculum and resources. COLLECTIV Academy utilizes Milady Cima online learning platform. Milady Cima provides on-demand education that allows students to interact with their instructors, curriculum, and their peer community. Students can access electronic textbooks, resources, educational videos, take notes within the platform, complete quizzes, assignments, exams.

(B.) Video/audio conference meetings and online communication to provide direct communication, training, and support with your instructor.

(C.) Pre-recorded videos which may be in the format of digital downloads and/or online streaming platforms.

**Students are required to have access to high-speed internet to complete the distance education portion of the course.**

GRADING SCALE	
Definition	Percentage
Exemplary Performance	94% to 100%
Very Good Satisfactory	87% to 93%
Satisfactory	80% to 86%
Failing	Less than 80%

ESTHETICS PROGRAM CURRICULUM			
Orientation and TDLR Rules & Regulations	50 hours (Up to 12 via DE*)	Superfluous Hair Removal	25 hours (Up to 6 via DE*)
Sanitation, Safety & First Aid	40 hours (Up to 12 via DE*)	Aromatherapy	15 hours (Up to 3 via DE*)
Anatomy & Physiology	90 hours (Up to 22 via DE*)	Nutrition	10 hours (Up to 2 via DE*)
Chemistry	50 hours (Up to 22 via DE*)	Color Psychology	10 hours (Up to 2 via DE*)
Electricity, Machines & Related Equipment	75 hours (Up to 18 via DE*)	Makeup	75 hours (Up to 18 via DE*)
Client Care	50 hours (Up to 14 via DE*)	Business Management	35 hours (Up to 10 via DE*)
Facial Treatment (Cleansing, Masking & Therapy)	225 hours (Up to 36 via DE*)		

Course Reference Materials: MILADY Standards: Esthetics

ISBN#9780357812761

## School Calendar

In order to excel in the COLLECTIV Academy Programs, you will need to attend all scheduled classes. Attendance is mandatory for all students. The Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment.

### Cosmetology School Hours

Full-time class hours are Tuesday through Saturday, from 8:30am – 4:00pm.

*35 hours per week/ 29 weeks Full Time. Includes a 30-minute lunch.*

Part-time class hours are Tuesday through Friday, from 8:30am - 1:30pm. and Saturday, 8:30am - 4:00pm.

*27 hours per week/ 37 weeks Part Time. Lunch not included Tuesday - Friday.*

You should clock in by 8:15am in order to be prepared for class by 8:30am. You are considered tardy at 8:31am. Theory class runs every Tuesday through Friday from 8:30am to 9:30am. Cosmetology students are allowed one Saturday absence with no extra fees. In the absence of documented illness, any future Saturday absences after the first absence will incur a \$100.00 fee for each missed Saturday.

### Esthetics School Hours

COLLECTIV Academy offers Full Time and Part-Time/Evening program schedules for Esthetics.

#### Full-Time Schedules:

Schedule A hours are Monday/Tuesday/Wednesday from 8:30am - 4:30pm in school on campus, plus a total of 7.5 hours online via distance education. Total program hours equals 30 hours a week/25 weeks Full Time.

Schedule B hours are Thursday/Friday/Saturday from 8:30am - 4:30pm in school on campus, plus a total of 7.5 hours online via distance education. Total program hours equals 30 hours per week/25 weeks Full Time.

*\*Students in the Full-Time program and that are on campus will be required to clock out for a 30-minute lunch break.*

## Part-Time Schedule:

Schedule C is Part-Time and the hours are Monday - Friday from 6pm - 9:30pm in school on campus, plus a total of 4 hours online via distance education. Total program hours equals 21.5 hours a week/35 weeks Part Time.

## **Holidays**

COLLECTIV Academy observes the following holidays:

- New Year's Day
- Martin Luther King Jr. (MLK) Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor 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 and esthetician, 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.

## **Cosmetology Program Daily Schedule**

8:00 – 8:15am FT & PT	Prepare for class before you clock in. Show up in professional dress with the 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 – 8:30am FT & PT	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.
9:30am FT & PT	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every <b>full-time</b> 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 lunchtime, 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.
1:15-1:30pm PT	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All full-time students must clock out by 4:00pm.
3:45 – 4:00pm FT	p.m. and part-time students must clock out by 1:30pm. unless servicing a client.

## Esthetics Program (Day Program) Daily Schedule

8:00 – 8:15 am FT	Prepare for class before you clock in. Show up in professional dress with the 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 am FT	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 am FT	Junior and senior students go directly to their stations and begin their assignments.
LUNCH BREAK	Every <b>full-time</b> 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 lunchtime, you are required to notify your instructor and the front desk to reschedule your lunch break.
4:15 – 4:30 pm FT	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All full-time students must clock out by 4:30pm.
Distance Education	Students will complete 7.5 hours a week of distance education in accordance with the course outline.

## Esthetics Program (Evening Program) Daily Schedule

5:50 - 6:00pm PT	Prepare for class before you clock in. Show up in professional dress with the proper uniform. Clock in for class by 6pm and report to class. Roll call begins at 5:55pm. You will be considered tardy at 6:01pm.
9:15pm – 9:30pm PT	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All evening students must clock out by 9:30pm.
Distance Education	Students will complete 5 hours a week of distance education in accordance with the course outline.

## 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 Dallas School district closes due to bad weather. Students should always use good judgment when traveling in inclement weather. Announcements of closures due to inclement weather will be updated on the school voicemail and you may be informed by the academy administration through text messaging.

## 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 provides our clients with a degree of professionalism while receiving services. 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:

- The Academy requires that all students follow a professional dress code at all times while on campus and at special events.
- Cosmetology students are required to wear an all-black dress code during school hours and during school-sponsored events unless otherwise permitted for special occasions. Esthetics students are required to wear their academy issued esthetics uniform. Students that do not adhere to the dress code may be sent home and may return when they are in compliance with the dress code.
- Students in the cosmetology program must wear clothing that is solid black: no patterns, logos, emblems, stripes, plaids, or writing may appear on the clothing unless it is approved COLLECTIV Academy apparel. Students must 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” may be worn and must be in dress code (correct color).
- Armpit, abdomen, and chest must be covered at all times. Clothing should be kept clean and changed daily.
- Students must arrive at school prepared for class with appropriate attire, hair, and makeup prior to arrival.
- Slippers, house shoes, sweatpants, low-cut blouses, tank tops, shorts, lingerie, see-through fabrics 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, and 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 the proper dress code for that day.

### Attendance Policy

#### Tardiness

Theory begins each morning promptly at 8:30am for day classes and at 6:00pm for evening classes, you are considered late at 8:31am and 6:01pm. 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 a 95% attendance or better to keep from going over contract during the program at all times. Students falling below 85% attendance are considered for immediate withdrawal. 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 professional in the beauty industry. It also prevents you from going over your contract timeframe, which leads to additional contract fees. Students must communicate any absences with the Academy Director immediately. Students that are ill, or that have an emergency that forces them to miss school must contact the Academy Director to notify them of their absence and planned return. Students that do not return to school for 10 consecutive scheduled school days will be released from the program. The withdrawal date for any student that is



released or withdraws will be the last date of attendance. Absences, whether planned or unplanned, are considered unexcused. The academy reserves the right to make exceptions on a case-by-case basis.

## Leave of Absence Policy

A Leave of Absence (LOA) request, if approved, is a temporary interruption of a student's program. An LOA must be requested prior to the leave, following the LOA Policy and the approval of an LOA is not guaranteed. The Academy considers the Department of Education policy when determining an LOA request. You may request a Leave of Absence (LOA) for a minimum of ten (10) days and a maximum of sixty (60) days for the following circumstances: serious medical problems (either of yourself or an immediate family member), military service requirements, or jury duty. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period.

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. The LOA request must include the student's reason for the LOA, the student's signature, and an anticipated date of return to the program.

There must be a reasonable expectation that the student will return from the LOA. The institution will not assess the student for 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 calendar days taken in the LOA. Changes to the contract period will be included on the LOA form addendum to the enrollment agreement to be signed by the student and school official.

All LOA requests are subject to approval by the Academy Director. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled. If a student's LOA is not approved, and the student fails to attend classes for 10 consecutive scheduled course days, the student is considered to have withdrawn and the refund requirements are applied.

If the Academy approves the LOA request, the student must return by the date specified. If a student does not return to the institution at the expiration of an approved LOA, the student will be considered to have withdrawn from the program. For the purpose of calculating a refund, the withdrawal date is the student's last day of attendance in the following instances (1) a student is withdrawn for taking an unapproved LOA and (2) when a student does not return by the expiration date of an approved LOA.

Please note the following consequences:

- a. If you are entitled to a refund, in accordance with TDLR policy the Academy will refund 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 (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. Students are required to meet the standard for attendance and standard for grade-point average as outlined in the policy below. This policy 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.

The COLLECTIV Academy academic year is defined as 900 hours. We assess your progress based on your actual hours at the following periods:

Program	Evaluation Period
Cosmetology (1000 hours) Full Time 35 hours a week/ 29 weeks	-450 hours/ 13 weeks -900 hours / 26 weeks
Cosmetology (1000 hours) Part Time 27 hours a week/ 37 weeks	-450 hours / 17 weeks -900 hours / 34 weeks
Esthetician (750 hours) Full Time 30 hours a week / 25 weeks	-375 hour/ 13 weeks
Esthetician (750 hours) Part Time 21.5 hours a week / 35 weeks	-375 hour/ 18 weeks

Satisfactory Academic Progress (SAP) is evaluated for both attendance percentage and grade point average at the conclusion of each evaluation period within 7 school business days. Transfer Students SAP will be checked midpoint of the contracted hours or the established evaluation periods, whichever comes first.

### 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 attendance falls below 85% at the time of the monthly evaluation, you will be placed on a warning. After the SAP warning, if the student does not meet the SAP requirement they may be withdrawn from the program. Students that are working towards the 85% requirement and that can reasonably achieve it may request to submit an appeal and be placed on probation if the appeal is accepted (see probation section).

### 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 at 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 actual hours on a monthly basis starting one month after your contracted start date. At the end of a SAP warning, if the student has not met the 80% SAP requirement, they may be withdrawn from the program. Students that have proven that they are working towards the 80% SAP requirement and can reasonably achieve the standard can request an appeal and be placed on probation if the appeal is accepted (see probation section).

## Maximum Time Frame

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

### Course Weeks Scheduled Hours

Maximum Time Frame Cosmetology (Full Time, 35 hours a week-1000 hours = 33 weeks)

Maximum Time Frame Cosmetology (Part Time, 27 hours a week-1000 hours = 43 weeks)

Maximum Time Frame Esthetics (Full Time, 30 hrs a week-750 hours = 29 weeks)

Maximum Timeframe Esthetics (Part Time, 21.5 hours a week - 750 hours = 41 weeks)

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. Students who do not complete the course within the maximum timeframe will be terminated from the program and thereafter may request to re-enter on a cash pay basis. All requests for re-entry will be evaluated by the Academy Director and must follow the admissions and re-enrollment policies.

## 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.

Numerical grades are considered according to the following scale:

100% - 94% Exemplary Performance

93% - 87% Very Good Performance

86% - 80% Satisfactory Performance

79% - Below Unsatisfactory Performance

## 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 may be placed on warning and considered to be making satisfactory academic progress 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, the student 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 may be placed on probation and considered to be making satisfactory academic progress 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 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 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 probation 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, and 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 in your file; 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 on the school's satisfactory academic progress standards.

## Re-Enrollment

If you leave COLLECTIV Academy in good standing and wish to return, you must contact the Academy Director. If you are accepted for re-enrollment, you will need to sign a new contract, pay the non-refundable registration fee, meet all state requirements, and payment or payment arrangements must be established for outstanding balances. COLLECTIV Academy reserves the right to deny re-entry to any student that has been terminated or withdrawn for any reason and who has not completed the re-enrollment requirements. Students accepted for re-enrollment will be assigned to the first available class.

## 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.

Students who receive 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 if the student has paid in full. (V.A.C.S. Art. 8251a, Section 21(1))

## Make-Up Work

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 the Texas Department of Licensing & Regulation Licenses requirements, consisting of:
  - a. Completion of 1000 hours for cosmetology and 750 hours for esthetics
  - b. Completion of exams and course requirements
  - c. Passing the PSI exam tutorial for cosmetology or esthetics (you may retake this test if you do not pass the first attempt. If you fail the test a second time, you may retake the exam. We may assess a fee of \$100 for any subsequent exams needed.)
  - d. Take the State Board of cosmetology or esthetics exam and pass it.
  - e. Fulfill practical operations required by the Academy and the Texas Department of Licensing and Regulation.
2. Comply with all policies in the Catalog.
3. Maintain an 80% or higher grade-point average throughout the program. Maintain an 85% attendance rate throughout the program.
4. Complete the program within 117% of the max time frame.
5. Arrange to pay all fees owed to the Academy. 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 the Financial Aid 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.
6. Complete the Graduation Checklist: obtain the necessary staff/faculty member signatures and file the checklist with the School Administration.
7. 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 Texas Department of Licensing and Regulation, and you may 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 a qualified cosmetologist or esthetician in the state of Texas. 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. As a licensed esthetician, you may pursue a career as a skin care specialist, facialist, esthetician school educator, makeup artist, hair removal specialist, skin care product representative, skin care spa manager, or spa owner.

## Grade Reports

Students will be informed of their grade reports monthly and reports may be requested at any time during their program. Students may request their report verbally or in writing from the Academy Director and will be processed within 24 hours. If the student feels that there is a discrepancy, they should speak with the instructor of the course immediately and any determinations that a discrepancy exists will be referred to the Academy Director who will issue a corrected student grade report.

## Transcripts

Each student may request an official transcript of their educational work which includes academic performance, grades, enrollment timeframe, and student status. Transcripts can be requested from the Academy Director. Students may request a transcript for various reasons as listed below:

- For the purpose of transferring to another institution
- Employer certifications
- Replacements of lost transcripts if graduated

## Schedule Changes

To request a change in your schedule the student must make a formal request with the Academy Director in writing. The request will be evaluated by the Academy Director and may be accommodated after a review of the student's academic progress, availability and space in the class (student-to-teacher ratio), and financial files. The academy reserves the right to deny a change in schedule but will make every effort to complete the accommodation if it is possible. Students will be required to make a payment of \$100 for the change in schedule and students will only be allowed to change at the start of a new monthly class to discourage disruptions to the educational progress.

## 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 the section on Levels of Corrective Action) against students who violate the policies listed within this catalog, 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 are not permitted to smoke or vape on school premises at any time. Students may not gather, smoke, or vape in front of the school or in front of or near surrounding businesses at any time.

## Safety

Campus safety and security are important issues at COLLECTIV Academy. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus.

Each year the School prepares this report to comply with the Clery Act. The full text of this report can be located on the School's website at [collectivacademy.com](http://collectivacademy.com). This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees which provides the website to access this report. Copies of the report may also be obtained in person from the Academy Director or by calling (801) 561-5610. All prospective employees may also obtain a copy from the Academy Director.

In an effort to provide a safe environment for all of our students and staff, we have established the following safety guidelines:

- 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.

## **Notice of Non-Discrimination & Sexual Harassment Policies & Procedures**

### **I. Policy**

It is the policy of COLLECTIV Academy (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found on the School's website at [www.collectivacademy.com](http://www.collectivacademy.com) or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national or ethnic origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:



Alissa Woodhouse, Financial Aid Coordinator

Phone: ( 801) -561-5610

Email: [awoodhouse@collectivacademy.com](mailto:awoodhouse@collectivacademy.com)

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Dallas Office

U.S. Department of Education

1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810

COLLECTIV Academy desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the School's Title IX Coordinator or a designated school official. As set forth in the Policy, the School's designated School officials include the Academy Director. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant, or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and requesting that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

## **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.

## **Alcohol and Drug Abuse Prevention Policy**

COLLECTIV Academy is an alcohol and drug-free campus and prohibits the possession, manufacture, distribution, or consumption of illicit drugs and alcohol on campus or at a school-sponsored activity at all times. Students that violate this policy will be terminated from the program and referred to counseling. Please speak with your Academy Director if you feel you need drug or alcohol abuse counseling and we will assist you in locating local support organizations that you may reach out to.

## **Daily Duties**

Sanitation and cleanliness are an important part of a student's educational program. The Texas Department of Licensing and Regulation has strict requirements for sanitation protocols to protect clients and students. Students are required to maintain clean and sanitized stations and tools at all times. 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 organized. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly by 1:30pm or 4:00pm, 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 and locker 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 the designated student break areas.

## **Telephones**

Cell phones and mobile communication devices are permitted in the building in the designated student break areas 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 academy's business telephones are for the exclusive use of the academy staff for business-related purposes and may not be used by students. Emergency phone messages may be routed to the Academy receptionists. If you need to make an emergency phone call you may speak to your Academy Director.

## **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 an excellent customer service experience to our clinic floor clients by allowing them space to work.

Students are not permitted behind the receptionist's 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 an 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.

## **Copyright Policy**

All COLLECTIV Academy students, faculty, and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student, faculty, and/or staff member to civil and criminal liabilities. The Academy will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty, and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the Academy. 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.

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 a first offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **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.

## **Social Media Policy**

This policy provides guidance concerning the use of social media through the Academy's network, systems, or equipment and/or the use of social media to represent or discuss matters related to the Academy and/or members of the Academy community. This policy is intended to supplement, not replace, other policies of the Academy, which remain in full force and effect and apply to the use of or participation in social media. This policy applies to all users

of social media by Academy students, faculty, and staff to represent or discuss matters concerning the Academy and/or members of the Academy community, whether or not such use involves the Academy's network or other computer resources.

## **Definition of Social Media**

"Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include, without limitation, texting, blogs, and proprietary platforms such as Twitter, Facebook, Instagram, Snapchat, Tumblr, LinkedIn, YouTube, Tik Tok, and Reddit. This Policy applies to social media that is currently available or emerging as well as all other online tools and/or platforms that may become available after the adoption of this Policy by the Academy.

## **Introduction**

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. The Academy recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Academy community, including students, faculty, staff, parents, alumni, and other interested parties.

## **Usage Guidelines for Posting to Social Media Sites**

- Be careful what you post. Consider the clarity, length, and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Academy in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Academy student, faculty, or staff member online, it should be clear that the views expressed are not necessarily those of the Academy.
- Sign your post with your real name and indicate your relationship to the Academy. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate, and complete in describing the Academy's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about revealing excessive personal information.
- Whenever appropriate, link back to the information posted on the Academy website instead of duplicating content. For assistance, please contact the Academy Director.
- Whenever, as a member of the Academy faculty, you utilize social media as a means of student participation in course work, be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

## Prohibited Social Media Activity

To the full extent permitted by law, the following conduct is specifically prohibited while participating in social media and constitutes a violation of this Policy. This applies with respect to posting to any Academy social media site, communicating with members of the Academy community, or discussing the Academy on any site, even through your own personal account or using your own device without using the Academy's network or equipment.

- Using social media to harass, threaten, insult, defame or bully another person or entity; to violate any Academy policy; or to engage in any unlawful act, including but not limited to gambling, identity theft, or other types of fraud.
- Posting copyrighted content (such as text, video, graphics, or sound files) without permission from the holder of the copyright. Information that is widely available to the public and posted on the Internet may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. For more information, please review the Academy's Copyright Policy.
- Using the Academy name, logo, or trademarks for promotional announcements, advertising, product-related press releases, or other commercial use, or to promote a product, cause, or political party or candidate.
- Disclosing confidential Academy information, non-public strategies, student records, or personal information concerning (past or present) members of the Academy community without proper authorization.
- Posting content in violation of applicable laws, including without limitation posting content that includes education records in violation of the Federal Education Records Protection Act (FERPA) or posting content that is false, misleading, obscene, defamatory, libelous, tortious, threatening, harassing, abusive, hateful, racially or ethnically disparaging, inflammatory, offensive, fraudulent, discriminatory, invasive of the privacy or publicity rights of other, or otherwise injurious, unlawful or illegal.
- Insulting, disparaging, disrespecting, or defaming the Academy or members of the Academy community.

## Policy Violations

The Academy reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the Academy or termination of employment, upon students, faculty, or staff who use private social media sites or communications resources in violation of this Policy. In appropriate cases, such conduct may also be reported to law enforcement authorities.

Note: In accordance with applicable laws and regulations, subject to other applicable Academy policies, this Policy does not prohibit employees from using social media to discuss among themselves, even in terms that may be critical of the Academy, matters relating to the terms and conditions of their employment.

## 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 Academy is not required to follow the below corrective actions in any particular order and may elect to terminate a student for any violation of academy policies.

The levels of corrective action could include the following:

## **Verbal Warning**

Students that violate Academy policies will be verbally notified of the violation. With the verbal warning, you will be notified of future consequences for any future infractions.

## **Written Warning**

Students that violate Academy policies will be issued a written warning that documents the infraction and must be signed by the student. Students will be advised of any future consequences for further violations which can include suspension or termination.

## **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 thirty (30) days.

## **Termination**

COLLECTIV Academy may terminate students who no longer clock hours due to voluntary withdrawal by the student. You may also be terminated by the Academy for any one or more of the following actions:

1. Possession or obvious use of drugs and/or alcohol during Academy hours, including being under the influence at any time.
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 or for exchanging service tickets with another student.
5. Disruptive behavior or vandalism to school property.
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.
8. Clocking in or out for another student, which violates Texas Department of Licensing & Regulation standards.
9. Leaving the Academy while clocked in.
10. Failure to pay tuition as outlined in your contract.
11. Failure to maintain an 80% grade-point average or better.
12. Failure to maintain a minimum 85% attendance rate.
13. Misrepresentation of personal information on contracts or documents.
14. Violation of school policies as outlined in this catalog or any written supplemental notices provided to you.
15. Exceeding more than 117% of the program length without completing the program.
16. Violation of state regulations applicable to students.
17. Failure to pass the Mock State Board written and practical exams, with an 80% or better, before graduation.
18. Failure to correct behavior as outlined in terms of written probation.
19. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)

## **Withdrawal**

You may voluntarily withdraw from the Academy by providing written or verbal 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. 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. Any 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 Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA. 22314 and/or the student make take the complaint to the Texas Department of Licensing & Regulation, P.O. Box 12157, Austin, TX 78711-2157, (800) 803-9202.

## **Notice of Arbitration & Class Action Waiver**

As a condition for enrollment in COLLECTIV Academy (the "Academy"), students enter into an agreement that provides that all disputes between a student and the Academy will be resolved by binding arbitration. Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student's rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with the Academy by binding arbitration:

- The Academy does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The Academy does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and

- Any arbitration required by the pre-dispute arbitration agreement with the Academy tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the Academy will be conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules.

- You may begin the arbitration process by getting together the following documents:
- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA and any supporting documents or exhibits and appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile> Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. For more information about the Academy’s arbitration process please contact: Ms. Lenore Gibson 10301 S 1300 E., Sandy, UT 84094  
Phone: (801) 561-5610 / Email: [lgibson@collectivacademy.com](mailto:lgibson@collectivacademy.com)

## 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 Academy 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. The resource directory includes local and national organizations for the following: mental health, drug and alcohol abuse prevention, crisis intervention, sexual assault, domestic violence, housing, child care, and suicide prevention. Please reach out to your Academy Director if you feel you are in need of assistance locating services.



## Library/Resources

The bulk of academic material required for each course is covered during regular theory hours and is available through the digital education platform (Milady CIMA) in which students will access a library of videos, books, and training materials. Students have access at all times to industry-related educational resources and content from the internet.

## Section 504/ Americans with Disabilities Act Policy

COLLECTIV Academy (the Academy) does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request an academic adjustment or auxiliary aids, please contact the Academy's Section 504 Compliance Coordinator. You may contact the Compliance Coordinator at 10301 S 1300 E, Sandy, UT 84094, Phone: (801) 561-5610, Email: [lgibson@collectivacademy.com](mailto:lgibson@collectivacademy.com). You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Academy will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program, or activity; or result in undue financial or administrative burdens considering the Academy's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Compliance Department, the Academy's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature, and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Academy would accept a verbal request. You may contact Compliance at 10301 S 1300 E, Sandy, UT 84094, Phone: (801) 561-5610, Email: [lgibson@collectivacademy.com](mailto:lgibson@collectivacademy.com).
- 2) The Compliance Coordinator will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Academy is obtaining adequate information and understanding of your individual needs.
- 3) The Compliance Coordinator will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact Fielding Graham, Academy Director of COLLECTIV Academy, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to Fielding Graham by email at [fgraham@collectivacademy.com](mailto:fgraham@collectivacademy.com), or by mail to Fielding Graham, COLLECTIV Academy, 6757 Arapaho Road, Suite 777, Dallas, TX 75248.

## Discrimination Grievance Procedure

COLLECTIV Academy has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810 Telephone: (214) 468-6599, Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov).

Step 1: A person who believes that he/she has been discriminated against by the Academy is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator/Compliance Coordinator at 10301 S 1300 E, Sandy, UT 84094, Phone: (801) 561-5610, Email: [lgibson@collectivacademy.com](mailto:lgibson@collectivacademy.com). If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the Academy Director, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the Academy's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Academy Director who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred, and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the Academy will take to prevent the recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Academy Director within 10 business days after receipt of the written disposition. The Academy Director or her designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The Academy hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Academy's Section 504 Coordinator at 10301 S 1300 E, Sandy, UT 84094  
Phone: (801) 561-5610, Email: [lgibson@collectivacademy.com](mailto:lgibson@collectivacademy.com).

## Student Benefits

### Personal Services

We offer free haircuts 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 the revocation of this privilege. Students receive a 40% discount on retail products.

## **Family Services**

COLLECTIV Academy provides complementary haircutting and styling services for immediate family members (spouse, children, parents) and reduced pricing for technical (hair color) and Esthetics services for student family members. All others are charged the regular price for all services.

## **Career Coaching**

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

## **Personal and Professional Development**

Our curriculum materials include 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 and Employment Assistance**

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. Representatives from local salons, spas, and other beauty industry employers may be available from time to time through open houses, career fairs, and guest presentations at the academy. We encourage you to build relationships with the local community to further expand your opportunities for employment.

## **Tuition**

### **Cosmetology Full Time (35 hours per week):**

Tuition - \$13,750  
Student Kit - \$3,247.50 (tax included)  
Registration Fee (non-refundable)- \$50  
TOTAL = \$17,047.50

### **Cosmetology Part Time (27 hours per week):**

Tuition - \$14,950  
Student Kit - \$3,247.50 (tax included)  
Registration Fee (non-refundable)- \$50  
TOTAL = \$18,247.50

### **Esthetics Full Time and Part-Time (30 hours and 21.5 hours per week):**

Tuition - \$9,950  
Student Kit - \$2,760.37 (tax included)  
Registration Fee (non-refundable)- \$50  
TOTAL = \$12,760.37

All prices listed include sales tax and does not include Ipads. Ipads can be purchased through the school for \$350 (tax included).

Tuition and fees are your responsibility as a student. All tuition is due on the selected/agreed-upon day of each month, with the exception of the first payment, which is made on or before the first day of school. Any late payments 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, cashier's check, or money order. Cash payments may be accepted at the discretion of the Academy Director. 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. Students that fail to make payments may be sent to a collections agency if we are unable to reach you to make payment arrangements.

### **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 an additional daily fee 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.

### **Student Kit**

You must purchase the COLLECTIV Academy Student Kit or the equivalent, which includes the required e-book, equipment and supplies, as required by your contract. Student kits purchased through COLLECTIV Academy may be returned only if unopened and must be returned within 3 business days of the class start.

Your Student Kit contains the necessary professional 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 Texas Department of Licensing & Regulation. 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.

Students that are in a partial distance education program must have access to high-speed internet and must use an approved electronic device. See the Policy on Distance Education for requirements.

Any student may purchase an I-pad from the school for \$350 (tax included) or bring a personal electronic device that is approved.

## Other Costs

You will need to pay other fees and costs for program requirements. This includes 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.

- Student Permit with TDLR - \$25 (due at Orientation)
- State Written Licensure Exam Fee - \$55 per attempt
- State Practical Licensure Exam Fee - \$76 per attempt
- Cosmetology or Esthetics State Licensure Application Fee - \$50
- Students in hybrid courses must have access to high-speed internet and a device on which to attend scheduled hours via distance education.

## Tuition Discounts

COLLECTIV Academy may provide tuition discounts to employees, spouses of employees, and children of employees, after a minimum employment of one year with COLLECTIV Academy. Tuition discounts may be provided for other reasons not outlined in this section.

## 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

Student's right to cancel:

- All cancellations or intent to withdraw must be received in writing at the institution's address via mail, hand delivery, or email to the Academy Director. The date of termination will be determined by the postmark date on the letter if mailed, or the date that the student indicates in writing if hand delivered or emailed. Students that do not provide written notice of cancellation or withdrawal will be considered terminated after failing to attend school for 10 consecutive scheduled school days.
- Students have the right to cancel enrollment and receive a tuition refund, less the registration fee, if (a.) the student cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed or (b.) the student cancels the enrollment contract after the third business day after signing the enrollment agreement, but before the 1<sup>st</sup> day of class, or (c.) the student cancels the enrollment contract within the first three scheduled class days.
- Student Kit items are refundable if the student kit has not been opened and is returned to the school within 3 days of cancellation or class start.
- In the event of course cancellations, you may opt to move your start date or you may request a refund.
- If the school closes prior to course completion the student will be entitled to a tuition refund following the school's refund policy.
- If the student or the school cancels the enrollment agreement after the student has started the course and after the cancellation period expires, or the student is terminated from the program for any reason, the student will be entitled to a pro-rata refund as determined by the school's refund policy.

## REFUND POLICY

The Academy follows the refund policies set by the Texas Department of Licensing and Regulation (TDLR) and Department of Education (DOE).

1. Refund calculations will be based on scheduled course time of class attendance through the last date of attendance and refunds will be based on the time of your determination date. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If you withdraw from the course of training before your cancellation period expires, we will refund the tuition paid to the academy, less the registration fee.
4. If tuition and fees are collected in advance of entrance, and if after the expiration of the 72-hour cancellation period the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
5. Students that begin classes but withdraw or are terminated prior to the completion of the program and within the last 50% of the course are not entitled to a refund and the school may retain 100% of the tuition and fees paid by the student. The school is not obligated to refund any additional outstanding tuition.
6. Students that begin classes but withdraw or are terminated prior to program completion within the first 50% of the program shall be entitled to a refund as follows:
  - 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
  - 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or the first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
  - 75% of any outstanding tuition for a withdrawal or a termination that occurs after the first three weeks of the course but not later than the completion of the first 25% of the course; and
  - 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50% of the course.
  - A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the school cancels a course of instruction or discontinues a course prior to the program start date;
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
8. Student Kit items are refundable if the student kit has not been opened and is returned to the school within 3 days of cancellation. Once opened the student kit is non-refundable.
9. If you voluntarily withdraw or are terminated after 50% of the course, you may request to re-enter at any time during the forty-eight (48) month period following the date of withdrawal or termination. We shall record a grade of "Incomplete" if you withdraw but are not entitled to a refund under this section, if you request the grade at the time you withdraw and if the withdrawal is for an appropriate reason unrelated to your academic status. (TDLR Section 1602(462))

## REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

10. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
- a. If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
11. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

## RETURN OF FEDERAL STUDENT AID

COLLECTIV Academy has Provisional Additional Location Accreditation approval with NACCAS and is approved for Financial Aid with the U.S. Department of Education. COLLECTIV Academy will follow the return policy set by the United States Department of Education (USDOE).

If a student withdraws or is terminated from the COLLECTIV Academy program, the school and student may be required to return a portion of the Federal Student Aid received. The student's last date of attendance is used to determine the amount of federal aid that must be returned. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period (as of the last date of attendance) by the total number of clock hours in the payment period.

If the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid and no return of funds is due.

If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be required. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by COLLECTIV Academy. If the student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, COLLECTIV Academy will notify the student of the repayment amount within thirty (30) days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and is ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education.

COLLECTIV Academy returns unearned Federal Student Aid within forty-five (45) calendar days of the date the school becomes aware that the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to that student's account, the student may be entitled to a post-withdrawal disbursement of Federal Student Aid. The post-withdrawal disbursement is first used by the School to pay any outstanding charges; any remaining amount is offered to the student or parent borrower. COLLECTIV Academy will send the borrower written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend an in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the school's Financial Aid Department.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policy.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to COLLECTIV Academy.

If the student has a remaining balance owed to COLLECTIV Academy after all refund calculations are completed, whether the student withdraws or the school withdraws the student, there may be up to a 15% interest fee added to the owed remaining balance. COLLECTIV Academy will send an invoice to withdrawn students if a balance is owed to the school. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined by using the Return to Federal Student Aid Policy.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## Student Records

COLLECTIV Academy respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when the Academy can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes the Academy is not in compliance with the statute and governs when the Academy can disclose directory information about students. A notice to students outlining these rights and topics is available to students on the Academy's website at [www.collectivacademy.com/consumer-information/](http://www.collectivacademy.com/consumer-information/).

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to COLLECTIV Academy, Attn: Academy Director, Fielding Graham. The Academy will arrange for access and notify the student of the time and place where the records may be inspected. The Academy may charge a reasonable fee for copies of student records.



In accordance with FERPA, the Academy will disclose information from the academic records of a student to authorized persons, provided the Academy has on file the written consent of the student. The form is available from the Academy Director. Except to the extent that FERPA authorizes disclosure without consent, a student must submit a written consent for each third-party request for information. The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. The Academy may also disclose information to federal and/or state government officials, as well as to its accrediting agency, as allowed under FERPA.

All rights given to students regarding the Student Records would also be extended to parents or guardians of students who are dependent minors. Questions about your records may be addressed to the Texas Department of Licensing & Regulation.

## **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.

**Effective date 04/4/2023**

# CATALOG INSERT 2023

## Program Start Dates

COLLECTIV Academy reserves the right to add or delete any course dates in a calendar year.

## Cosmetology Start Dates

A new Cosmetology course begins on the first Tuesday of each month. The average enrollment per class is fourteen students or less.

## Esthetics Start Dates

### Schedule A:

Monday, Tuesday,-Wednesday from 8:30am - 4:30pm, plus 7.5 hours via distance education per week

- April 3rd, 2023
- July 10th, 2023
- October 1st, 2023

### Schedule B:

Thursday, Friday, Saturday from 8:30am - 4:30pm, plus 7.5 hours via distance education per week.

- May 4, 2023
- August 3rd, 2023

### Schedule C:

Evenings Monday - Friday from 6:00pm - 9:30pm, plus 4 hours via distance education per week.

- May 1st, 2023