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Alexander Academy, Inc.

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COSMETOLOGY & BARBERING STUDENT CATALOG

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Mission Statement

Alexander Academy's mission is to provide excellent training for Barbering and Cosmetology students. Our students will be prepared for the Massachusetts State Boards of Cosmetology or Barber examinations and for entry level jobs through effective lesson planning and demonstrations of techniques while enforcing discipline and moral values. Training at Alexander Academy is administered by Licensed Instructors carefully selected to teach in increments effective for all types of learning styles, which cater to the needs of each individual student. We instill professionalism in each student and provide the most up-to date training information. Our track record proves our graduates reach their potential for an entry-level position in a salon or barbershop and with this mission in mind we continuously strive for excellence in teaching our students to reach their highest potential in this industry.

Objectives

Upon completion of the program students should be able to:

1. Effectively and efficiently perform skills necessary for an entry-level position in the fields of Barbering or Cosmetology.
2. Communicate effectively with employers, co-workers, and patrons in a professional manner.
3. Develop awareness of the scope in the fields of Cosmetology & Barbering.
4. Continually attend postgraduate seminars and hair shows to keep current with the trends in Cosmetology & Barbering.
5. Carefully select and use properly the products that are related to the application of beauty treatments.
6. Continuously educate patrons in their beauty care needs.
7. Information and advice on any available financial assistance are accessible to students. The school demonstrates that it complies with applicable state and/or federal regulations in providing this advice.

School Facilities

Alexander Academy occupies 5,800 sq. ft. of space and is located in Lunenburg Massachusetts, has ample parking for students, staff and clients and is adequately equipped according to the Division of Professional Licensure Cosmetology and Barber Board. We are handicapped accessible with a Cosmetology basics classroom, practical room & clinic floor, Barber classroom, Barber clinic, reception area, laundry facilities and restrooms, teachers break room, and a student break room.

Administrative Services

The school has in place administrative policies and services appropriate to Barbering and Cosmetology program. Such policies and services meet applicable federal, state, local, and NACCAS policies.

- The legal authorization of the school to provide training is attested by the prominent display of the appropriate licenses and certificates issued by state and/or other regulatory authorities
- The school has adopted written policies and procedures describing each area of responsibility, administrative lines of authority, and operating procedures for the administration of the school.
- The school's administrative staff provides evidence, through documentation of attendance at training sessions and conferences, and in other appropriate ways, that they have knowledge of applicable federal, state, and local statutes and regulations governing the operations of the school.
- In the event that concerns are raised about a school's compliance with applicable federal, state or local laws and regulations, the school can demonstrate that the reasons for such concerns do not represent a lack of educational quality.
- The school complies with the *NACCAS Rules of Practice and Procedure*.

- A school that participates in any student financial assistance program must demonstrate, at a minimum, that:
 1. The school has a designated staff person who is capable of, and responsible for, administering and/or supervising administration of all the student financial assistance programs in which the school participates.
 2. The school has a current, signed participation agreement with the source of the program, if applicable.
 3. The school submits any audits required by the program in accordance with the participation agreement and/or the regulations applicable to the program.
 4. If participating in federal loan programs, the school maintains an official cohort default rate below the threshold established by the U.S. Department of Education.

Admission and Enrollment Requirements

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. Applicants must be beyond the age of compulsory education (16) and have obtained a High School Certification of Completion or GED (HiSet) Equivalency. The school requires that each student enrolling in the Cosmetology or Barbering programs must:

- Complete and sign the application for enrollment.
- Sign various forms including but not limited to: Student Verification Form, Release of Information Form, If applicable - Estimated Financial Aid Award Letter
- Provide proof of secondary education such as a high school Certification of Completion, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Provide a copy of a government issued photo ID, Social Security Card and pay the \$100 Registration fee.

Should an enrolling student provide a foreign high school Certification of Completion, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school Certification of Completion sometimes a fee may be required to retrieve the GED transcripts as this documentation must come from an outside agency. Student body diversity information regarding Alexander Academy can be found at <https://nces.ed.gov/collegenavigator/> .

WITHDRAWALS/RE-ENTERING: 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

TRANSFER HOURS: Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

Satisfactory Academic Progress Policy

The Satisfactory Progress Policy is consistently applied to all students (full & part-time) enrolled at the school. All students receive a copy prior to enrollment. The policy complies with the guidelines established by NACCAS and the federal regulations established by the United States Department of Education. Students are evaluated at 450 & 900 actual hours. Program evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress (SAP). The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by

dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student must graduate within the maximum time frame allowed of 1500 scheduled hours (no longer than 150% of the program 1000 hour requirement). Students are given access to their satisfactory academic progress evaluation results.

Academic Progress Evaluation

The qualitative & quantitative elements used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic progress will be cumulative. 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 the practical assignment as a 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 70%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	EXCELLENT
80 – 89	VERY GOOD
70 - 79	SATISFACTORY
Below 70	FAILING

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. Each student is provided with written evaluations of Progress Reports during their program period. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. **NOTE:** Students may receive an informal report card on a monthly basis that shows academic and attendance progress.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be withdrawn, unless student prevails upon appeal (see appeal process). If student prevail on appeal, student will be placed on probation (see probation).

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The school will develop an academic plan for the student who has been placed on probation that if followed will ensure that the student will be able to meet the schools satisfactory academic progress requirements. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. There will also be a notice, advising of financial aid eligibility given to the student. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, 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 PROGRESS: Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

APPEAL PROCESS (as it pertains to academic and attendance progress): Students, who may have been terminated after failing to achieve minimum requirements, may appeal this determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The student needs to provide sufficient evidence as to why the attendance or academic progress was below satisfactory level and how it has changed and will stay changed in order to finish within the 150% time frame of the program. This appeal must be received in the Administrative Offices within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and a school Administrative Staff Member. A decision on the student's appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final. All results, communications, etc, regarding this Appeal will become a permanent part of the students file. Should a student prevail upon his/her appeal, the student will be automatically re-entered in the program and financial aid funds will be re-instated to the eligible student.

WITHDRAWALS/RE-ENTERING: 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.

TRANSFER HOURS: Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence (LOA)

A LOA may be granted by the School Director. Students receiving TITLE IV funding who have been granted a LOA is not considered to be withdrawn from the school will not be charged any additional fees as a result of the LOA. A LOA is approved if the student has made a written request within 14 calendar days to the School Director and the Director has determined that there is a reasonable expectation the student will return from the leave, and has granted written approval. Failure to return by the agreed upon return date will result in the student being officially withdrawn from the school.

Any student receiving Title IV HEA program funds who has been granted an approved Leave of Absence is not considered to be withdrawn from school; will not be charged any additional fees as a result of the LOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their LOA; however, PELL funds may be credited to a student's account during a LOA because these funds have already been earned. Any student receiving VA Benefits who takes an approved Leave of Absence is now considered to be withdrawn from school per VA requirements and their VA benefits stopped. VA must be notified of the leave and resulting paperwork dispatched to VA. The school should contact the State Approving Agency for VA for correct procedure of VA notification and re-instatement of benefits. Two LOA's may be taken; however, a maximum of 30 days for a non-medical leave and up to 90 days for a medical LOA. Two LOA's are allowed. A written LOA must be submitted. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students returning after this interruption will enter in the same progress status as when they left.

INCOMPLETES/REITERATION or NON_CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

Orientation

Each student who enrolls in either Cosmetology or Barbering must attend the Orientation before he/she starts training. Orientation is held the 1st Monday of every month at 8:30am. Orientation lasts approximately 1/2 hour. The orientation provides information about the instructional program, the goals of each program or course, any policies affecting students, and services available to students. Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice are available to students on these subjects:

- Regulations governing certification or licensure to practice, including reciprocity among jurisdictions;
- Opportunities for continuing education following graduation.

Transfer Students

Transfer students will be enrolled for the full contracted hours of the program. Students will receive credit for previous training from an accredited barber school with proper documentation of hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The contracted program will then be modified proportionately and the contracted hours and educational costs adjusted on the student's tuition ledger card. The acceptance of any and/or all of the transferring hours and services is at the discretion of Alexander Academy. Transferring hours to another institution is at the discretion of the accepting institution, and the licensing agency within that state and the students responsibility to confirm whether or not their clock hours, services, chapters etc. earned at Alexander Academy will be accepted by another institution of the students choice. Accreditation does not guarantee transferability.

Massachusetts State Tuition/Refund and Cancellation Policy

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. This policy is mandated by the State of Massachusetts. As of 2016 our total tuition for the Cosmetology Program is \$15,384.38 and the Barbering Program is \$15,560.94. This amount includes a non-refundable \$100.00 registration fee. Additional costs included are smock, tuition, kit, textbook, workbook, test booklet and Certificate of Completion. The payment schedule is listed below. If a student withdraws or is terminated from the program the following costs will be charged against said student, in addition to cost of scheduled hours of attendance listed below. A student or guardian who cancels his/her enrollment in writing within three business days of signing the enrollment contract is entitled to a refund of all monies paid less equipment, costs of books, supplies, etc., this applies regardless of whether or not the student has started training. After the initial THREE-Day period, and prior to the commencement of the program, an applicant is entitled to a refund of all monies, notification, or the date in which it is delivered to the Director of the Academy. If a course is cancelled prior to the students actual start date, the student is entitled to a refund of all monies paid. If a course is cancelled after the student starts the program, or if the school is permanently closed and no longer offering instruction, then the student is entitled to a state policy refund, for Title IV recipients, Department of Education Return to Title IV fund regulations still apply.

In the event a student fails to enter, cancels, withdraws or is dismissed/discontinued from instruction, the following refund policy shall apply. An applicant rejected by the school shall be entitled to a refund of all monies paid except the non refundable registration fee. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than US Mail. If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00. * Cancellation after attendance has begun, but prior to 50% completion of the program, the School shall abide by the following refund policy

Any student whose scheduled hours fall between:

1-250 hours the student is required to pay 25% of the total tuition, plus associated fees
251-500 hours the student is required to pay 50% of the total tuition, plus associated fees
501-750 hours the student is required to pay 75% of the total tuition, plus associated fees
751-1000 hours the student is required to pay 100% of the total tuition, plus associated fees

*Non-refundable Registration Fee	\$100
*Books (Textbook, Workbook, Test Booklet)	\$275 (Cosmetology)
*Books (Textbook, Workbook, Test Booklet)	\$300 (Barbering)
* Kit	\$995
*Smock	\$80
Tuition	\$13,850 (Cosmetology)
Tuition	\$14,000 (Barbering)
*Administrative Fee for withdrawal (if applicable)	\$150
Change of Attendance Schedule (if applicable)	\$100

Students accepted into the program agree to submit payments according to their scheduled enrollment status of full or part time. Financial Aid is available to those who qualify by filling out a FAFSA application. Please visit www.fafsa.ed.gov and fill out the application for the appropriate academic school year. Students that become delinquent in their payments will be notified and a late payment fee will be issued. All payments are expected no later than the 5th of every month or a date or payment plan agreed upon and written into contract.

Alexander Academy also offers a minimum monthly payment plan, with a balloon payment due 2 weeks prior to their scheduled graduation date. The minimum monthly payment plan of \$800/month is available to all students of Alexander Academy.

- Any monies due the applicant shall be refunded within 45 days after cancellation or withdrawal
- Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school, or written postmarked notification is received.
- In the case of illness or disabling accident, death in the immediate family or circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
- Unofficial withdrawals are determined by school monitoring at least every 30 days

Title IV Financial Aid Availability

Alexander Academy offers Federal Financial Aid to those who qualify. In order to qualify for federal financial aid the student will need to complete the FAFSA application. The FAFSA application is free and quick and gives you access to the largest source of Federal Financial Aid to pay for school. To complete this important application go the www.fafsa.ed.gov. Alexander Academy offers Financial Aid processing assistance; contact Ms. Phyllis or Ms. Jeanine to set up an appointment for assistance. Types of Financial Aid available are Federal PELL Grant and Direct Loan Programs (Subsidized, Unsubsidized and Parent Plus Loans). Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or income. Additional information regarding student aid can be viewed at www.studentaid.ed.gov.

Those who are eligible must meet the following basic requirements:

- Demonstrate financial need
- Enrolled at least half-time
- Are a U.S. citizen or eligible noncitizen
- Making satisfactory progress in your program of study
- You are not in default on a National Direct Student Loan (NSDL), FFEL or PLUS Loan
- You do not owe a refund on a PELL Grant and/or Supplemental Educational Opportunity Grant (SEOG)
- You must sign a statement that you understand how Federal Student Aid funds work and that only Direct Loans (Subsidized, Unsubsidized, Plus Loan); this is called entrance counseling and completed online. Verification of such is sent to the school electronically

- Have a valid social security number
- Register with Selective Service if you are a male between 18 and 25 years of age
- Maintain satisfactory academic progress in college or career school
- Have a H.S. Certification of Completion, GED or have completed a homeschooling program approved by your state

Verification Process

If an applicant is selected for verification through the central processing center, the schools Financial Aid office will advise the student about the verification process immediately upon receipt of the students completed FAFSA application, have them sign the verification procedures documents and worksheet, a copy of documents will be available to the student. The original documents will be maintained in the students financial aid file. Verification documents for the award year of enrollment are to be initiated and submitted before the start of classes. If verification is required for a subsequent award year they must be submitted prior to the start of that award year. If that time line is not met the student may be put on a LOA until verification documents have been submitted to the financial aid office.

Financial Need

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

PELL Grants

The student must complete the Free Application for Federal Student Aid (FAFSA). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants. Your school will input your application and give you an award letter. Your school will then receive and credit your award to your account, until your school account is paid in full, and the student receipted accordingly. The school receives the student's award in two payments, one at the beginning of school, and the second after one-half of the academic year. For Financial Aid Award years, the institutions academic year consists of 900 clock hours, but the student must complete all of their program clock hours (1000) to graduate from this School. How much you actually receive depends on the following factors:

1. Your student aid index number.
2. Cost of education at your school, whether you are a full-time or 3/4-time student.
3. How long will you be enrolled in the academic year.

Direct Loans

1. The program that Alexander Academy offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated. Students who do not qualify for this program should speak to the Financial Aid office about alternative funding. These loans are at a higher interest rate and repayment may begin within thirty (30) days of receiving the loan. Repayment varies with each lender.
2. To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet. 30 days after starting classes, the school (or its servicer) will certify loan to the lender. Once the guarantee agency approval is obtained,

the lender will electronically transfer funds to the school's account for disbursement to the student's tuition account.

3. Undergraduate first year students may borrow up to \$9,500.00 a year. There are no application deadlines for these programs. Repayment begins six (6) months after the student leaves school, graduates or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect.

Other Payment Methods

Students may also pay by cash, credit card, check, money order or certified bank check.

Title IV Financial Aid Refund Policy

Students who enrolled in a program, and who received Federal Title IV assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on:

- 1] In which payment period did the student terminate from school, and
- 2] The number of hours that were scheduled to have been completed as of the withdrawal date.

Any payment period in which less than 60% of scheduled was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or greater of scheduled hours was completed of a payment period, the school is entitled to retain 100% of the aid received. From time to time, this federally required calculation results in the student also refunding aid money. Should that occur, the student would be notified by the school in writing. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV, within forty five (45) days from the date of determination. In the case of a leave of absence, the refund shall not exceed forty five (45) days from the date of documented return. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (printed on the back of their contract) and charge for unpaid portions of their schooling.

Absentee & Tardiness Policy

1. The student must notify the school if he/she is going to be late or absent from classes and must arrange to make up Theory and Practical assignments immediately upon returning to class.
2. The only absenteeism that will be permitted is one that is accompanied with a valid note provided within 5 days of returning to class and no later, no exceptions
3. The school will determine if an absence of a non-medical nature is permitted
4. If a student is late for class, after 9am, he/she will not be allowed into class unless an excused absence is given upon arriving to school. All students are expected to arrive on time each day
5. If a student arrives after 9am three times within a month (unexcused tardiness) that student will be suspended one day. For every tardy thereafter, within that month, the student will not be allowed in class for the day and sent home.
6. A student must maintain a Theory and Practical GPA average of 70% or better and an attendance rate of missed hours (not exceeding 100 unexcused hours). Once a student has passed 100 hours of unexcused absenteeism then the student will be charged \$18.00 per hour for overtime hours accrued
7. All students are expected to clock in and clock out daily, and on time
8. The school is run on clock hours, therefore students only receive credit for the time signed in and signed out
9. Tardiness will reduce the amount of clock hours and will increase the student's projected graduation date. Therefore, it is in the student's best interest to be on time daily

Termination Policy

A student may terminate their enrollment with the school at any time in accordance with the school's minimum cancellation and settlement policy. The school may terminate the student's enrollment under the following conditions:

- Failure to meet school satisfactory progress policies for attendance and GPA
- Failure to attend classes for 14 calendar days without a leave of absence
- Failure to meet tuition requirements
- Conduct deemed inappropriate by the Director(s) of the School
- Infractions of the school's rules and regulations
- Not maintaining satisfactory progress for 3 consecutive months
- Failure to return from a leave of absence on the scheduled date
- Student's failure to meet their financial obligations to the school. For non-title IV recipients, payments are due by the 1st of every month or a late charge of \$25.00 will apply. If a Student is late 2 months then they are put on an involuntary Leave of Absence until payments have been caught up. If a student fails to pay their tuition for 3 months or more they are terminated from the program
- If anyone, is suspected to have used drugs or alcohol, prior or during school hours will be withdrawn

The student shall be given a written notice of the reason for termination, and has the option to file a written appeal.

Drug and Alcohol Abuse Policy

Alexander Academy is committed to protecting the safety, health, and well being of all individuals in our school. Alexander Academy has a zero tolerance for drug and alcohol abuse on campus or before school. It is a violation of our drug-free school policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to sanctions such as suspension to termination. Alexander Academy has a Drug and Alcohol Abuse Prevention Program information and organizations available to any student and/or staff member. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and information.

Student Rules

1. The school is not responsible for lost, stolen or damaged property
2. Students are not allowed to converse with one another while working on clients
3. All work on students must be done with instructor's permission
4. The floor and unit must be cleaned after each service
5. The instructor reserves the right to tell the student when, where and how to work
6. Students are not allowed to leave the building without permission
7. Students are not allowed to receive cellular phone calls. All emergencies need to be directed to the school phone. Personal calls are not permitted
8. All students must obey rules of personal hygiene, sanitation and personal conduct
9. Students must have tools, books, and smocks in possession to receive credit. Students without tools, textbooks, or smocks will be sent home with no time for the day. NO EXEPTIONS
10. Make-up work is given at the discretion of the Instructor. If students miss demonstrations or assignments it is the responsibility of the student to coordinate a time and date to review the information or lesson missed. Students who are in attendance and do not take the scheduled exam will get an automatic grade of "0" and will be allowed only one retake only
11. No food or drink is allowed on the clinic floor. Food should be eaten during break times only in designated areas
12. Waiting area is for clients only

Student Rights

It is the policy of Alexander Academy to guarantee the rights of the students and their parents, if the student is a dependant minor, to have access to their cumulative records. A written consent from the student or guardian for release of records in response to each 3rd party request unless otherwise required by law. Before we publish "directory information" such as name address, etc we must allow the student or guardian to deny authority to publish one or more of these items. Also provide access to student and other school records as required for any accreditation process initiated by the institution or NACCAS. A member of our teaching staff will properly supervise and interpret the student's records when they are being reviewed. Students who are 18 years of age or older must sign a Right of Privacy Statement before the school will release personal information concerning them. For students under 18 years of age, a parent or guardian may sign for the release.

FERPA- STUDENTS RIGHTS AND PRIVACY ACT & SAFEGAURDING CUSTOMERS INFORMATION POLICY AND RED FLAGS RULE

The Family Educational Rights and Privacy Act (FERPA), gives a student (or in case of a minor, his/her parents or legal guardian), certain rights with respect to their education records. These rights include:

1. To gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect
2. The right to request the amendment of the student's education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The request to amend should be in writing. The school will notify the student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal
3. If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days
4. The school will not release any educational or non-public personal information, i.e. Information which is not publically available, such as a name, address, social security number, financial institution, account numbers, enrollment application info, etc. Student files are maintained in locking files, and available only to authorized personnel
5. Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA. Written complaints are sent to: Family Policy Compliance Office, USDE, 400 Maryland Ave., SW, Washington, DC 20202-5901
6. Students are not permitted to inspect the financial records of their parents
7. The school will permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, audit, by NACCAS, by DOE or in response to a directive of Commission or policy included in the Patriot Act that permit disclosure of personally identifiable information from a student's record in case of an immediate threat to the health and safety of students or other individuals

Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript (without school seal or signature) and a notation will be placed on the transcript stating that the student owes money to the school. Furthermore, although the school is in low risk category (per the Red Flag Rules) the school annually review it policies for safeguarding information. The school does not publish student directory information. Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish, Student files are kept in the Administrative Office that has a sprinkler system in case of fire, and maintained in locked, heavy gauge metal file cabinets. The computers that hold student information is backed

up weekly, and kept off site. Students' enrollment, academic and attendance records will be kept permanently by the school, and financial aid records for only three (3) years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft.

Dress Code

1. Students are expected to dress as a representation of good grooming
2. School issued jackets called "smocks" must be worn at all times, with nametags on them.
3. Hats and/or sunglasses are not to be worn at any time
4. Cell phones are not part of your uniform so please leave them in your locker or automobile
5. Headphones or personal stereos are not to be used in school at any time
6. Tank tops shirts are not to be worn
 - **Males** should wear black shoes (white are acceptable). Pants must be black and fit well (such as dress pants). They should wear a barber jacket over a fitted or non-bulky shirt. White or black shirts/slacks must also be worn at all times. No hooded sweatshirts, shorts, or baggy pants should be worn.
 - **Females** should wear black slacks or a black skirt that come down to the knees and something under the barber jacket that is not revealing (no cleavage or mid-drifts). All shirts must be either black or white. Shoes must be either black or white. Clean, ironed, proper fitting clothing, decent shoes, (open-toes shoes of any kind are not permitted for hygienic reasons) ironed haircloths, and clean wrinkle free smocks – that is what we ask to preserve a professional setting.

Code of Conduct: A student may be suspended or terminated for any of the following reasons:

1. All students are expected to conduct themselves in a professional manner at all times.
2. Profanity or rude comments are strictly prohibited, and will result in the student's dismissal from school with loss of hours for the remainder of the day
3. Sexual harassment in any form is prohibited
4. General lack of interest
5. Threatening behavior, being disrespectful, or creating a disturbance to any client, student or employee of Alexander Academy
6. Possession of alcohol or drugs on school property or during any school activity
7. Non-payment of tuition
8. Lack of academic progress as outlined in the school's progress policy
9. Suspended students must immediately leave the school and the building premises

Licensing Requirements: Cosmetology

Upon graduation, students are expected to register for the next available regularly scheduled Massachusetts State Board of Cosmetology Licensing Examination. Currently the cost is \$150 for the Cosmetology Licensing Examination and \$60 for the License Fee. Once you have passed this Examination you will obtain the title Type 2 Cosmetology Registered Operator. Of which you must work under a class one cosmetologist for 2 years in order to obtain class one status. Once you have finished your two years working as a registered operator you are encouraged to apply for your class one license. No additional testing is required to obtain a Type 1 Cosmetologist License. You may find a copy of these rules and regulations online at www.mass.gov or mail them a request to send you a copy at:

Commonwealth of Massachusetts
Division of Professional Licensure
Attn: Board of Cosmetology
1000 Washington Street
Boston, MA 02114

Licensing Requirements: Barbering

Upon graduation, students are expected to register for the next available regularly scheduled Massachusetts State Board of Barbers Licensing Examination. Currently the cost is \$145 for the Barbering Licensing Examination and \$20 for the License Fee. Once you have passed this Examination you will obtain the title Apprentice Barber. Of which you must work under a Master Barber for 18 months in order to obtain a Masters License. Once you have finished your 18 months as a working apprentice you are encouraged to apply for your Master Barber license. With this application you must be prepared to retake to Massachusetts State Board Barbers Practical Examination including the Facial and expect to be tested on The Massachusetts Rules and Regulations pertaining to Barber Shops and Barber Schools. You may find a copy of these rules and regulations online at www.mass.gov Or mail them a request to send you a copy at:

Commonwealth of Massachusetts
Division of Professional Licensure
Attn: Barber Board
1000 Washington Street
Boston, MA 02114

Alexander Academy Planned Curriculum: Cosmetology

The school offers the 1000-hour State regulated Cosmetology and 1000-hour State Regulated Barbering programs of study. The school has developed a written curriculum, which is based on its stated mission and criteria set by the Massachusetts State Boards of Cosmetology and Barbering. The curriculum for programs in these fields include instruction in the fundamental principles of the care of the health, condition, and appearance of the hair, skin and nails, and include instruction in the cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology and barbering profession. Each program includes both theoretical knowledge and practical skill development.

The first 300 hours of training will be conducted in the classroom with both theory and practical work on mannequins and fellow students only. The remaining 700 hours will be conducted in a classroom and clinic. Clinical work is done on patrons as well as on fellow students in a salon atmosphere under constant supervision & individual guidance from the instructor.

Instructional Methods

The teaching methods the institution uses are lectures, class discussions, chapter reviews to prepare for exams, note taking, video watching, instructor demonstrations to name a few. Programs in the cosmetology and barbering fields include instruction in the following specific subject areas as applicable to the programs, unless prohibited by state law or regulation:

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program is primarily classroom work. The latter portion continued theory and the actual application of all phases on live models and mannequins, under the supervision of the instructor.

Cosmetology Topics and Hours Allotted (1000 hours)

Topic	Hrs	Topic	Hrs	Topic	Hrs
Shampooing	25	Fingerwave & Pincurls	50	Waxing	20
Anatomy	125	Haircutting	125	Facials	60
Sanitation	25	Relaxers & Perms	250	Manicures	25
Curling& Flat Iron	45	Hair-coloring	150	Pedicures	25
		Scalp Treatment	50	Professionalism	25

Content of Units of Instruction Description

Alexander Academy offers Cosmetology Training. In this 1000-hour program, you will acquire a thorough knowledge of sanitation, hairstyling, cutting, shaping, coloring, scalp treatments, conditioning treatments, permanent waving, hair relaxing, and finger waving, roller-setting, manicures, pedicures, acrylics, facial waxing and facial treatments.

The course objective will also cover Salon Management, appointment scheduling, and the laws & guidelines of Massachusetts State Board of Cosmetology, that relate to the salon businesses.

Course Educational Objective & Teaching Methods

This clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board Preparation, graduation and job entry level skills. Clinic Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance is useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. The Cosmetology Program is divided into two main sections. The first section is 300 hours of instruction called "Basics" which covers the technical classroom training, with practical experience on mannequin heads. At the end of the students initial 300 hour "Basics" training, the student must pass the mock state board exam, before being promoted to the "Clinic". The second section is "Clinic" for the remaining 700 hours of instruction and experience. During this section, a student will receive closely supervised practical experience on live models in preparation for graduation, state board testing and entry level positions in a salon.

Shampooing

Students will examine different types of shampoos and conditioners for different types of hair conditions, and be able to effectively communicate to their client what types of shampoo will benefit them.

Anatomy

Students will learn about the functions of the muscular, skeletal, and nervous and circulatory systems. They will also be able to determine the effects nutrition has on the body.

Sanitation

Students will implement sanitation and sterilization practices. Use proper measuring for mixing percentage solutions for manufacturer's recommendations.

Curling& Flat Iron

Students will use Marcel thermal curling irons to manipulate curls throughout creating a wide variety of styles. The use of a flat iron will be used for temporarily straightening curly hair.

Finger Waves & Pin Curls

Students will perform a wide variety of different pin curls for use of various styles, and sculpt finger waves for use of curl reform styling.

Haircutting

Students will perform various haircuts using bone structure and hair texture as a guide. They will use several tools for cutting such as shears, thinning shears, texturing shears, razors, clippers and trimmers. Students will learn different angles for different cutting effects as well as dry cutting.

Relaxers & Perms

Students will perform various wave techniques and patterns for achieving select styles using a wide variety of perm rods. They will be able to differentiate between different wave solutions, proper application of solution and perform test curls. Students will perform chemical relaxing using thio & hydroxide relaxers using proper precautions and procedures applying product.

Hair Coloring

Students will effectively use the color wheel in determining levels of color and color tones. They will perform strand tests, apply temporary color, semi-permanent and permanent color applications with a brush.

Scalp Treatments

Students will demonstrate how to effectively perform a scalp treatment using therapeutic brushing, scalp moisturizer or astringent.

Waxing

Students will be able to identify shapes of the eyebrows and correctly determine where to apply the wax depilatory and remove effectively unwanted hair from any part of the face while using implements correctly and practicing safety & sanitation measures as well.

Facials

Students will be able to identify the different types of skin and apply the designated products for the facial.

Manicures & Pedicures

Students will learn basic manicures & pedicures as well as acrylic overlays and nail tips. Using proper sanitation & disinfectants of instruments used, students will be able to provide an excellent service for nail care.

Professionalism

Students will demonstrate professionalism throughout the duration of their education. Using Instructors and staff as prime examples, they will be properly dressed according to dress code, and exemplify excellent client/stylist communication

Setting you up for Success (Grading Procedures)

As new material is covered written theory tests are given. These grades are averaged to determine the theory grade for each evaluation period. Practical performance and test grades are recorded and kept on file. Each grading period, a GPA of at least 70% must be maintained for both practical and theory work individually. The grading scale is as follows:

Grading Scale

A = 90-100

B = 80-89

C = 70-79

Below 70 is failing

Alexander Academy Planned Curriculum: Barbering

Barbering Topics and Hours Allotted (1000 hours)

Haircutting & Styling	400	Honing & Stropping	10	Manipulations	15
Perming	90	Shampooing	10	Light Therapy	5
Hair-coloring	75	Mustache & Beards	20	Facials	20
Chemical Relaxing	40	Sterilization & Sanitation	80	Shop Management	20
Shaving	50	Scalp Treatments and		Theory	165

Instructional Methods

This clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board Preparation, graduation and job entry level skills. Clinic Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance is useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student barbershop clinic activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program is primarily classroom work. The latter portion continued theory and the actual application of all phases on live models and mannequins, under the supervision of the instructor.

Content of Units of Instruction

Alexander Academy offers Barber Training. In this 1000-hour program, you will acquire a thorough knowledge of sanitation, hair cutting, perming, hair-coloring, chemical relaxing, shaving, honing and stropping, shampooing, mustache and beards maintenance, scalp treatments, facials and shop management that follows the laws & guidelines of Massachusetts State Board of Barbering, that relate to the Barber and Barbershop operation.

Haircutting & Styling

Shear over comb tapering, clipper over comb and styling men's and women's clipper styling, blow-drying and curling iron work. Braiding may be included but is not mandatory.

Perming

Standard perming procedures, soft curl, (i.e: Jeri-Curl) may be done on patrons, manikins and students. Videos and special techniques will be shown whenever possible.

Hair coloring

Students will effectively use the color wheel in determining levels of color and color tones. They will perform strand tests, apply temporary color, semi-permanent and permanent color applications with a brush. Temporary, semi-permanent, permanent, double process, frosting, tipping, foiling and cap hi-lights.

Chemical Relaxing

Students will perform various wave techniques and patterns for achieving select styles using a wide variety of perm rods. They will be able to differentiate between different wave solutions, proper application of solution and perform test curls. Students will perform chemical relaxing using thio & hydroxide relaxers using proper precautions and procedures applying product. To be done on manikins, patrons or students when available.

Shaving

To be done on patrons & students. When there are not live persons available, the school will use a manikin that has been marked with the 14 stroke shave.

Honing & Stropping

This exercise is done on a daily basis. A hardened steel razor, stone hone and leather strop is available at the school for practice. For sanitary purposes a disposable blade straight razor & gloves should be used when working on patrons during shaving exercises.

Shampooing

Students will examine different types of shampoos and conditioners for different types of hair conditions, and be able to effectively communicate to their client what types of shampoo will benefit them, thus, teaching the

importance of loosening dry scalp and improving blood circulation and used in conjunction with hair treatments for varied conditions of dryness & oiliness.

Mustache & Beard Trim

Both shear over comb, clipper method, and advanced options of various ways to shave in a beard design taught. To be done on manikins, patrons or students when available.

Sterilization & Sanitation

Daily sanitation tasks will be assigned. Such as cleaning their areas, both counters, chairs and chair base. Heavy emphasis on disinfecting combs and brushes, cleaning of metal instruments, and oiling of machines along with using sterilization sprays and liquids that prevent tool rusting. Use proper measuring for mixing percentage solutions for manufacturer's recommendation.

Scalp Treatments

Students will demonstrate how to effectively perform a scalp treatment using therapeutic brushing, scalp moisturizer or astringent. Also to be used in conjunction with hair treatments for varied conditions of dryness or oiliness.

Facials

Students will be able to identify the different types of skin and apply the designated products for the facial. Plain facials, dry skin, oily skin, and other combination facials may be used.

Shop Management

In class discussion from textbook, also may have local successful shop owners volunteer to speak with the students. The student should have a minimum of four hours of telephone time before graduation.

Theory

Theory consists of the textbook, minus the Manicuring chapter and other unrelated subjects concerning state laws. Some states do license barbers for manicuring, etc, but Massachusetts does not. The Massachusetts Rules & Regulations is taught during the Shop Management portion.

Setting you up for Success (Grading Procedures)

As new material is covered written theory tests are given. These grades are averaged to determine the theory grade for each evaluation period. Practical performance and test grades are recorded and kept on file. Each grading period, a GPA of at least 70% must be maintained for both practical and theory work individually. The grading scale is as follows:

Grading Scale	A = 90-100
	B = 80-89
	C = 70-79
	Below 70 is failing

Student Lockers

A locker is available to each student during the first week of school. In Cosmetology the students are provided lockers but need to bring in their own combination lock. In Barbering, a lockable station is assigned to a student and key is issued. Any lost key can be re issued at a cost of \$20 but must be returned at the end of the students contracted term. No deposit is required. (Should a locker shortage occur, no more than two students will share a locker.) Each student will be required to maintain his or her locker in good repair while enrolled at The Barber School. Should damage occur, the student will receive an itemized statement of repair cost. No graduation or licensing paperwork will be completed until any locker damage charges have been paid in full. The Barber School reserves the right to enter any student's locker with or without the student's permission should the school deem it necessary.

Students are discouraged from sharing or trading lockers. To do so means the students run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates.

Employment Assistance / Placement Services / Career Counseling

Alexander Academy has an excellent employment record and is happy to assist students in their job search by providing employment information, including names and phone numbers of salons who are hiring various positions. This information is distributed through a job bulletin board at the school. It is the student’s responsibility to apply for the jobs and schedule interviews. The school cannot guarantee job placement or specific salaries upon graduation.

Alexander Academy offers job placement services to help graduates’ efforts to secure employment in the field represented by the program the graduate completed or in a related field that include, but are not limited to:

- a. Professional appearance guidelines
- b. Job referral
- c. Follow-up
- d. Resume writing & planning
- e. Interviewing skills

The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

It is the objective and goal of Alexander Academy to provide educational and vocational training to its students, so that upon graduation the student is capable of passing the Massachusetts State Licensing exam. Alexander Academy is carefully designed to assimilate a salon/barbershop environment for the sole purpose of beauty education. Our entire educational system, including our expectations from our students, are well designed to provide quality training in a safe environment to prepare for a rewarding career. Education at Alexander Academy is centered around the student learning through practical operations on a repetitive basis. This provides a great learning atmosphere where you learn by experience. The beauty industry has come to expect a high standard of proficiency and excellence in the skills and professionalism of Alexander Academy graduates

Working Conditions

Cosmetologists and Barbers work in a clean, pleasant environment, with good lighting and comfortable temperatures. Their work can be tiring and physically demanding because they must be on their feet for long hours at a time and work with their hands at shoulder level. Professionals also work with sharp implements (razors) and a small amount of chemicals. Many full-time stylists work more than 40 hours a week, including evenings and weekends when salons and barbershops are busiest.

Careers for Cosmetologists and Barbers

Hair care has been an important profession since the beginning of time. Throughout history, a great deal of effort has gone into acquiring a fashionable hairstyle or a perfectly trimmed beard. Although styles change from year to year, the Barber’s task remains the same - to make an attractive change in a person’s appearance. Barbers shampoo, cut and style hair, and advise patrons on how to properly care for their hair. Frequently, they straighten or texturize a patron’s hair to keep the style in shape. Barbers may also lighten or darken the color of the hair at the patron’s request. Barbers may give manicures, scalp and facial treatments; and clean and style hairpieces. Barbers keep their work area clean and sanitize their haircutting tools and implements. Those who operate their own salons also have managerial duties, which include hiring and supervising workers, keeping records, and ordering supplies and the list goes on and on.

Barber Shop Owner/Manager
 Beauty Salon Owner/Manager
 Beauty School Owner

Cosmetology/Barbering
 Instructor
 Educator

Hair Coloring Specialist
 Hair Stylist
 Lecturer or Demonstrator

Make-up Artist	Product Development &	Wig and Hair Goods Specialist
Facial Expert	Manufacturing	
Manicurist	Skin-Scalp-Hair Specialist	

Cosmetology & Barbering Fees

- Cosmetology 1000 hour program..... \$15,384.38
- Barbering 1000 hour program \$15,560.94

Total Tuition Cost includes all implements and products used throughout the program, registration fee, smock fee and Sales Tax. Milady's Textbook, Theory Workbook, Test Booklet, Starter kit, and Advanced Kit. Prices are valid thru June 2018

HOLIDAY SCHEDULE

2018		2019	
New Years Eve & Day	Dec. 31, Jan 1, 2018	New Years Eve & Day	Dec. 31, '18, Jan 1, 2019
Martin Luther King Day	Jan 15	Martin Luther King Day	Jan 21
Presidents Day	February 19	Presidents Day	February 18
Memorial Day	May 28	Memorial Day	May 27
Independence Day	July 2-6	Independence Day	July 1-5
Labor Day	September 3	Labor Day	September 2
Columbus Day	October 8	Columbus Day	October 14
Thanksgiving	November 22 & 23	Veterans Day	Nov. 11
Christmas Vacation	December 24-26	Thanksgiving	November 28 & 29
New Years Eve & Day	Dec. 31 & Jan. 1, 2019	Christmas Vacation	December 23-27
		New Years Eve & Day	Dec. 30 & Jan. 1, 2020

School Calendar

The Academy has open enrollment and enrolls prospective students on a monthly basis. Classes for both Cosmetology and Barbering start the first Monday of every month. The Academy closes every year during the week of Christmas and the week of Fourth of July. We also close on the Federal holidays listed below:

- New Years Eve
- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day (5 Days)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving (2-3 Days)
- Christmas week (4-8 days)

Cosmetology Course Outline

PART ONE

- Cosmetology: The History and Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

PART TWO

- Infection Control
- Anatomy & Physiology
- Chemistry and Electricity

PART THREE

- Properties of the Hair and Scalp
- Principles of Hair Design
- Shampooing, Rinsing & Conditioning
- Haircutting & Hairstyling
- Braiding & Extensions

- Wigs & Hair Enhancements
- Chemical Texture Services
- Hair coloring & Foiling

PART FOUR

- Histology of the Skin
- Hair Removal
- Facials & Makeup

PART FIVE

- Nail Structure & Growth
- Manicure & Pedicure
- Advanced Nail Techniques

PART SIX

- The Salon Business
- Management Skills & Business Training
- Seeking Employment

Barbering Course Outline

PART ONE

- Study skills
- The History of Barbering
- Professional Image

PART TWO

- Bacteriology
- Infection Control & Safe Work Practices
- Implements Tools & Equipment
- Anatomy & Physiology
- Chemistry
- Electricity & Light Therapy
- Properties & Disorders of the Skin
- Properties & Disorders of the Hair & Scalp

PART THREE

- Treatment of the Hair & Scalp
- Men's Facial Massage & Treatments
- Shaving and Facial Hair Design
- Men's Haircutting & Styling
- Men's Hairpieces

PART FOUR

- Women's Haircutting & Styling
- Chemical Texture Services
- Hair coloring & Lightening

PART FIVE

- Barbershop Management & Business Training
- The Job Search
- State Board Preparation & Licensing Laws

Expected Compensation (Job Demand in the Cosmetology and Barbering Industry)

The following are excerpts from the **U.S. Department of Labor, Bureau of Labor Statistics**

OCCUPATIONAL OUTLOOK HANDBOOK, Published December 17, 2015. For more in depth information about your career interest, please go on line to: <http://www.bls.gov/> and input the SOC code (39-5011.00) and view our website (www.alexanderacademy.com) for all gainful employment information

Earnings

Median hourly wages in May 2015 for barbers, including tips, were \$12.22.

The lowest 10% earned less than \$8.25 and the highest 10% earned more than \$21.94

Employment

Barbers, cosmetologists, and other personal appearance workers held about 656,400 jobs in 2014. Of these, barbers held 59,200.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States. Nearly half of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

Job Outlook/Placement Policy

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Alexander Academy has an excellent placement record for its graduates. Due to the ever increasing dollars spent in the barber industry, our graduates have excellent opportunities to obtain a position in the barbering field, if they are highly motivated, and are ready to seriously work towards learning their chosen profession. No school, however, can absolutely guarantee employment. This depends entirely upon each student. All inquiries from area salons needing barbers are posted on a Job Placement Bulletin Board located in the Student break room. All students nearing graduation are encouraged to seek help from our Counselor in assisting them in securing a professionally written resume and for assistance on job interviewing and how to dress for success.

- The total number of employment in the field as of 2014, 59,200
- Projected employment through to 2024, 65,100
- Change in employment 2014-2024, 5,900
- Percentage of increase in jobs, 10%

Advising of Students

Appointments can be scheduled on any school day, by students with the Administrative and/or Instructing personnel who are in need of advice in academic, attendance, financial aid, etc. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school.

School Closure Due to an Emergency

In the event the School needs to be closed due to an Emergency regarding hurricane, flooding, fire, etc., a notice will be placed on the door (if possible, or notified by an alternate source, ie: tv, newspaper, radio, text message or posted at the school driveway entrance) giving staff, students & customers all necessary reopening information, as well as providing a number that they can call for more information. Furthermore, an emergency announcement will be placed on the schools automated phone system, if the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

Emergency Response and Evacuation Procedures

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or

staff occurring on the campus, unless said notification compromises efforts to contain the emergency. Upon acceptance to this institution the required policy and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution's Administrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system. Phone systems are available to call 911. Building has all required safety codes in place for student and faculty safety.

Weapons on Campus

The Barber School has a zero tolerance regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, fireworks or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff member who sees or hears of anyone on campus with a weapon is urged to notify the Administrative offices immediately.

Hate Crime Reporting

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible.

Dispensary Rules

It is the responsibility of all students to keep the dispensary area "neat, orderly and sanitized" at all times. This includes but not limited to:

1. Sinks clean
2. Towels neatly folded and put away
3. All items stored properly and labeled
4. Floor swept clean
5. Wipe down counters
6. Bottles, brushes and bowls sanitize

Clinic Floor Rules/Student Conduct

Students are expected to conduct themselves in a courteous, respectful and professional manner and observe school rules at all times. See "Rules and Regulations Sampling" section this catalog: If a first time student or previously enrolled student is dismissed or terminated from school for any reason other than fighting, weapons violation or drugs or withdraws on their own, at the schools discretion, the school may not consider the student for re-enrollment or returning to school for a minimum period of 6 months.

1. School approved smocks are worn at all times.
2. Clean, professional-looking, closed toe, shoes must be worn at all times.
3. Fingernails (natural or artificial) must be kept short and shapely at all times. This is a safety measure for student and client. If a student's nails interfere with their ability to perform clinical duties they will be asked to trim them to a reasonable length.
4. All supplies in kits must be labeled. Once students are issued kits, it is their responsibility to keep all of their tools and implements with them at all times. Alexander Academy will not provide extras for student use. The kits have been carefully stocked for all services to be performed using students equipment.
5. Students are expected to keep chair, work stations and floor free from hair at all times.
6. All work performed by students must be checked by an instructor daily.

7. Students are expected to be courteous and respectful to all instructors, staff, other students and clients.
8. No profane language is allowed.
9. Students must obtain permission before leaving the classroom or clinical area.
10. Students must call the school by no later than 9am if absent.
11. Permission must be obtained for any student to work on a fellow student.
12. Students may have personal services done with the instructor's permission only; however, students must pay in advance to cover costs of chemical services.
13. Area clean-up must be approved before students can leave the building.
14. Pets are not allowed in the building.
15. Students are not allowed to receive or make cellular phone calls during school hours. All emergency calls should be directed through the school phone # 978-345-0011.
16. Instructor may request a physician's note in the event of makeup testing or credit to be issued.
17. Student nametags are to be worn at all times.
18. All reading material must be related to cosmetology or barbering.
19. All phases of personal hygiene must be practiced daily.
20. Students must park vehicles in areas designated by the school.
21. All personal articles, purses, books not related to cosmetology, etc. must be kept in lockers at all times.
22. If a student refuses to perform services to their assigned client or refuses to complete their required daily assignment, they will be clocked out for the day and will not receive hours.

Classroom Rules/Student Conduct

1. All students must obey all rules. (Personal hygiene, sanitation, sanitation assignments and personal conduct...etc)
2. School begins promptly at the particular school's start time
3. A phone call is mandatory if a student is going to be late or absent. (See separate Rules/Tardiness) TARDINESS - Students reporting to school after the "start time" without an excuse are considered tardy. Tardy students must call the school (courtesy call) before class begins if arrival is going to be after the start of class. Tardy means that a student will arrive within the first fifteen minutes of the beginning class. A phone call is mandatory if a student is going to be late or absent
4. Tuition payments are expected without the student being reminded. It is the student's obligation to see that payments are made on time each and every month. Late fees may apply to late or missed payments
5. Each student is responsible for their own equipment at all times
6. Misuse of another person's belongs or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected
7. Smoking inside the School is prohibited
8. Ill temper, open hostility, belligerence or quarrelsome attitudes toward instructors, staff, clients or other students will not be tolerated and will subject a student to school disciplinary procedures, suspension and/or dismissal
9. Profanity will not be tolerated
10. School Uniform Attire: Black or khaki color pants (no jeans), slacks or skirts only (no miniskirts), black school T-shirt w/school logo worn with the Academy smock. Fridays are dress down days however no holes or frayed edges will be allowed. The idea is casual, neat and professional
11. School Foot Attire: All students must wear close-toed shoes (ie; sneakers, tennis shoes, or professional nursing type shoes) at all times

12. No student is permitted to refuse any service. As long as the student has hours remaining in attendance, services will be taken as given
13. Stealing is grounds for termination and expulsion

Front Reception Desk

The reception area is for clients only. Students will be expected to greet their clients initially before the service is performed and finish the service by walking them back to the reception area. Magazines and books should be neatly stored in designated holders. Students are not allowed to gather and socialize around the reception desk. No personal property is to be kept at the front desk, unless they are designated to do so or are conducting business. Telephone use is limited to business and emergency calls only.

Attendance

The schools policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives the appropriate attendance credit for all hours attended. The school does not add or deduct hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement. The importance of regular attendance cannot be over emphasized. Employers are interested in dependability. Each student is expected to be in school regularly unless hindered by his/her illness or death by his/her family. If you are going to be absent or late, you are required to call the school before 9am. The Barbering or Cosmetology Programs are each a 1000 hour clock program. Students are allowed to be absent for 100 hours before overtime charges begin to apply. The Student or Guarantor agrees to pay Alexander Academy the total cost of tuition and fees of attendance at the academy. In the event the student fails to complete his or her course of study within the contract date and time period allowed then the student or guarantor shall pay the rate of \$18.00 per overtime hour exceeding the 100 hours for the program to which they are enrolled (Cosmetology or Barbering). The transcript and Certification of Completion are to be withheld until all fees and charges have been met.

Class times are as follows:

9:00 am - 10:00am : Theory

10:00am - 10:15am: Break and set up for clients

10:15am - Lunch: Practical/Clinic Floor

12:30pm - 1:00pm Lunch (approximate) **Lunch times are staggered based on client needs. Half hour is allocated for lunch

1:00pm - 2:30pm: Practical/Clinic Floor

2:30pm - Part time students leave

2:30pm - 2:45pm Break

2:45pm - 4:00pm Practical/Clinic Floor

4:00pm - Full time students leave

The academy reserves the right to allow students to make up any missed theory time at 8:30am - 9:00am Monday through Friday. Your instructors are here to help you and made themselves available for extra help should you need it. Students are encouraged to use this time for extra help, missed theory assignments, reviews and/or make up chapter tests. The same applies to practical assignments for students who choose to stay between 2:30pm - 4:00pm to complete missing practical/clinic tasks.

THE STUDENT'S ATTENDANCE MAY BE HELD AT THE OPTION OF THE ACADEMY UNTIL SUCH UNPAID BALANCE IS FULLY PAID. On any unpaid monies or tuition balance, the Student or Guarantor will be responsible for all costs of collection including attorney's fees and court costs

Certification of Educational Completion (Graduation)

Alexander Academy is proud to issue a certificate of completion to every student who successfully completes either 1000 required clock hour program. The 1000 clock hour program includes, passing with a 70% or better, all mock state board practical and written exams. Students are awarded a certificate of completion with the date of graduation, student full legal name, designated program, director's signatures and corporate seal upon satisfying the student's obligations to the school. Any outstanding financial obligation owed to the school will be due 2 weeks prior to graduation. Certification of Completions and all certificates will be withheld until all financial obligations have been paid to the school. **In the event a student completes their 1000 hour requirement, graduation certificates will be awarded once any and all outstanding financial obligations to the school have been satisfied or payment arrangements have been made.**

Completion rates for Alexander Academy are as follows:

NACCAS requires schools to have 50% for completion. For year 2015 we had 78% completion rate. NACCAS requires schools to have 60% for employment. For year 2015 we had 79% employment rate.

NACCAS requires schools to have 70% for licensure. For year 2015 we had 100% licensure rate.

Complaints Policy

The school has and follows an internal procedure to consider student complaints.

- Any complaint made against Alexander Academy, Inc. by a student, teacher, or interested party must be submitted in writing to the school Director and should outline the allegation or nature of the complaint.
- A school representative will meet with the complainant within 10 days of receipt of the written complaint. This meeting must be documented and the complainant will be provided a copy of this written record at the time of the meeting.
- If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to our Academy Directors/Staff. Our academy's complaint committee is comprised of at least three individuals that may be from the following categories: School Owner, School Director, Instructor, Assistant Instructor member of public interest, or a student.
- If the complainant wishes to pursue the matter further, they may contact Alexander Academy's Accrediting Agency (listed below) to request a complaint form.

NACCAS

3015 Colvin Street
Alexandria, Virginia 22314
703-600-7600

Withdrawals/ Settlement/Re-Entry Policy

Any Student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal (see Tuition/Refund Policy). A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school within 180 days from the date interruption and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month with accepted for re-enrollment. Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school.

Physical Demands of the Profession

Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. Barbers, cosmetologists, and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

Non-Discriminatory School

Alexander Academy the school, its administration, faculty and staff does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, or marital status. All students, and potential students, faculty, administration, staff and clients are treated equally and fairly.

Vaccination Policy

Alexander Academy does not have a policy regarding vaccinations.

Students Rights for Accessing Files

Any student, currently enrolled students, graduated students, termed or withdrawn students from either program may request in writing to view their files at any time. It is Alexander Academy's policy that no later than 2 business days after obtaining a written request, files will become available for the students to view. All school records are maintained and safeguarded against loss or damage.

Students Privacy

All information obtained by the school will be kept confidential. Any information about students provided to third parties will be issued only under written authorization from said student, or unless requested by any governmental agency, accrediting agency or unless required by law to include the Patriot Act (section 507).

The School follows policies that before publishing and/or selling "directory information" for either the student or guardian such as the name, address, phone number and e-mail address(es) of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items.

The School follows policies that Provide access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences.

VA Attendance Policy & Standards of Academic Progress

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three (3) days unexcused absences in a "calendar month" WILL BE TERMINATED from their VA benefits for unsatisfactory attendance.

Students receiving VA educational benefits must maintain a minimum GPA of 70% each evaluation period. The length of an evaluation period varies with each program (see page 28, Satisfactory Progress Policy). A VA student whose GPA falls below 70% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive evaluation periods of enrollment. If the VA student's GPA is still below 80% at the end of the second consecutive period of probation, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified after attaining a GPA of 70%.

Campus Crime Security Report

* Section 486(e) Higher Education Act of 1998) 2014 - 2015

Alexander Academy has designated the school directors, as the contact person for any issues relating to campus security.

1. The School Directors or whom else they appoint are the designated individuals to open and close the school.
2. Alexander Academy students and employees are encouraged to leave the building in groups and not linger in the parking lot alone after dark. No staff member closes and leaves the school at night while students are still in the premises (i.e.; in the parking area).
3. Alexander Academy refers all campus law enforcement issues to Lunenburg Police Department 655 Massachusetts Avenue, Lunenburg, MA 01462 978-582-4531. Since the institution does not have private campus based security personnel.
4. Alexander Academy has formally requested that the local Police Department notify this institution of criminal activity that may have been engaged in by this institutions student at off-campus locations.
5. Local Police Department representatives will visit our school upon request to address the students and employees assembly in safety and security procedures and crime watch programs for both themselves, and our institution.
6. Alexander Academy requested that students and employees report any criminal activity or actions on campus to the designated individual. The School Director will assist the students or employees in reporting the incident to state or local police authorities and keep an internal report log in the administrative office.
7. Alexander Academy encourages prompt reporting of criminal activity or actions (i.e.; manslaughter, arson, murder, forcible and non-forcible sex offense, robbery aggravated assault, burglary motor vehicle theft, liquor violations, illegal drug violation, weapons violations, and crimes of murder, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534), as being in the best interest of all students and/or employees.
8. In the event that a sexual assault (rape), acquaintance rape, and/or other forcible and non-forcible sex offenses should occur on campus, the individual should report it immediately to Ms Phyllis Gertsios, either by contacting her in the administrative offices or by asking a staff member to contact her at home. She will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus, counseling, mental health or other student services for victims of sex offenses, they should contact the Rape Crisis and Sexual Abuse Hotline at 901-946-3323, or 800- 394-2255 if needed. If a rape does occur it is important to \ preserve evidence for proof of a criminal offense. The individual should not bath or wash or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.
9. Any sexual offense occurring between students and/or employees or both will result in:
 - a. Discussing the options available for changing a victim's academic situation after the alleged sex offense, if changes are requested by the victim
10. The school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitle to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
11. The following are the Crime Statistics for the most recent calendar school year. During this year, there were no arrests for the following crimes occurring on campus: (2015-2016)

-
- 0 manslaughter on campus
 - 0 arson on campus
 - 0 murders on campus
 - 0 rapes on campus
 - 0 robbery on campus
 - 0 aggravated assaults on campus
 - 0 burglary on campus
 - 0 motor vehicle thefts on camp
 - 0 hate crimes on campus(i.e.; sex, race, and religion)
 - 0 liquor law violator's
 - 0 weapons possessions violator's

12. Alexander Academy in an attempt to prevent similar occurrence, will instantly report any incident immediately to the campus community of crimes, considered being a threat to other students or employees. These crimes would be of manslaughter, arson, murder, rape, robbery, aggravated assault, burglary, hate crimes and motor vehicle theft.

Alexander Academy Grievance Policy

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

2017 - 2018

Alexander Academy, Inc. Ref#031045-00

Accreditation Agency

Alexander Academy had been granted Accreditation with the National Accrediting Commission of Cosmetology Arts and Sciences, Inc. (NACCAS)

NACCAS

3015 Colvin Street

Alexandria, Virginia 22314, 703-600-7600

<http://www.naccas.org>

PLEASE RETURN THIS PORTION TO ADMINISTRATION

I have read and understand the Student Catalog. By signing this I agree to abide by the these rules and any future rule changes set forth by Alexander Academy, Massachusetts State Boards of Barbers and Cosmetologists, NACCAS, and the Department of Education.

I have been given a tour of the facility, and have attended the orientation needed to start training.

Student Signature

Date

Student Name (print)

Alexander Academy Representative

Date