

**JDA ASSOCIATES, INC.**

dba

# ACADEMY <sup>OF</sup> BEAUTY

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# PROFESSIONALS



**CATALOG**

**[www.abpwi.com](http://www.abpwi.com)**

525 N. Westhill Blvd.  
Appleton, WI 54914  
920-815-3375

2575 W. Mason St.  
Green Bay, WI 54303  
920-857-1081

6414 Odana Rd.  
Madison, WI 53719  
608-709-5204

**MISSION STATEMENT**

To provide a quality post-secondary education that will prepare our students to pass the state licensing exam and gain employment in the Cosmetology/Barbering/Esthetics and Nail Technology fields.

**THE PURPOSE**

We work together to help students succeed. Our purpose is to educate, motivate and mold students into successful, happy professionals in fields of cosmetology/barbering. We focus on the strengths of what a person can do rather than on what she/he cannot do. Our Instructors coach each student to accept and like the individual she/he has become. What makes the ultimate difference is ongoing evaluations which help students assess their level of excellence. We are schools designed to offer each student varied career opportunities through goal orientated success program!

**OBJECTIVES**

- To educate individuals so they can succeed in the cosmetology/barbering industry;
- To set the highest standards for our students so that they meet the requirements of the Cosmetology/Barbering Examining Board for licensing;
- To encourage our students to develop a professional manner and personal code of ethics in relationship to their vocation in cosmetology;
- To instill in our students the importance of continuing education; i.e. learning new techniques to keep them abreast of the changing times;
- To maintain the overall school student/teacher ratio to approximately 20 to 1;
- To alert students to the possibility of becoming a salon manager or owner of their own business.

**The Academy of Beauty Professionals**

**All Campuses are of a corporate ownership, by JDA Associates, Inc. dba The Academy of Beauty Professionals**

**6414 Odana Road, Madison, WI 53719**

This facility consists of classrooms that can accommodate up to 80 students in a state of the art training facility. Client service area equipped with 28 styling stations, facial room, manicure stations, student and staff lounges, dispensary, library, offices, supply room, color area and spacious parking lot and Admissions and Administrative offices.

**2575 W Mason Street, Green Bay, WI 54303**

This facility consists of classrooms that can accommodate up to 84 students in a state of the art training facility. Client service area equipped with 32 styling stations, facial room, manicure stations, student and staff lounges, dispensary, library, offices, supply room, color area and spacious parking lot and Admissions and Administrative offices.

**525 N Westhill Blvd., Appleton, WI 54914**

This facility is equipped for 80 students, houses classrooms, a client service area with 28 styling stations, facial rooms, manicure area, color area, student lounge, dispensary, library, supply rooms, both Admissions and Administrative offices and a spacious parking lot. Each location is close to bus routes and equipped with handicap ramps, restrooms. Administrative offices for the schools: 110 Mary Street, Reedsville, WI 54230

**NON- DISCRIMINATION:** The Academy of Beauty Professionals does not discriminate on the basis of race, age, color, religion (creed), gender, gender expression, ethnic origin, national origin (ancestry), disability, marital status, sexual orientation, military status in any of its activities or operations or any other basis prohibited by federal or state law, in application, admission, operation, participation, access and treatment of the School’s programs or activities.

**Faculty/Staff**

David Kwitek – President of JDA Associates, Inc., WI  
 Sue Kwitek- Financial Aid Director /Compliance, WI  
 Emily Dothage, Financial Aid Advisor, WI  
 Meagan Herrick – Marketing Director/Administrative Assistant, WI  
 Elaine Vogel – Master Educator, WI  
 Joan Bursack – Master Educator, WI

**Instructors**

<b>Green Bay:</b>	<b>Appleton:</b>	<b>Madison:</b>
Joan Bursack	Suzette Nguyen	Elaine Vogel
Lindi Kamps	Karen Reed	Andrea Brownlow
Nikki Cornette	Tracy Campbell	Kristine Hrubes
Tracie Bryfczynski	Patty Tomasko	Nadine Juoni-Blumenstein
Laura Scherr	Julieann Panske	Katie Maertz

**Admission Requirements:**

All courses are written and taught in English.  
 Requirements for entrance comply with those of the Barbering/Cosmetology Examining Board.  
 Cosmetology  
 Esthetics  
 Barbering  
 Nail Technology

### **Admissions Policies & Procedure:**

The Academy of Beauty Professionals admits as regular student's only persons having a "Valid" high school diploma or it recognized equivalent A valid diploma, or documentation of high school completion, or GED or HSED certificate or apply through a dual-enrollment/dual credit program in compliance with Wis. Stat. § 118.55; or documentation of home schooling including transcript (As determined by the University of Wisconsin- Extension). While homeschooled students are not considered to have a high school diploma or equivalent, they are eligible for admissions, provided their primary education was in a home school that state law treats as a home or private school. If this is the case in the state where the student was homeschooled, she/he must obtain this credential in order to be eligible for enrollment.

Foreign High School Diplomas: the student must have the diploma/transcript, translated in detail, by using a "foreign diploma evaluation service". There are multiple outside services available for them to choose from, that are qualified to translate documents into English. It is very important that the detailed translation include information such as GPA, credits and subjects for the secondary education they received from the country where they completed their education. The translated diploma will indicate that the foreign transcript must show high school completion.

Start dates are available from the Admissions Department at each location. To apply for admission a prospective student must:

Schedule with our Admissions Representative a personal interview and participate in a campus visit and successfully complete a pre-admission interview.

Submit the Academy of Beauty Professionals application with the required documents listed below:

Attach a photo copy of driver's license or government issued ID; Attach copy of a Valid High School diploma or GED (general equivalency certificate), or HSED, or Home school transcripts or proof of dual-enrollment/dual credit from a program in compliance with Wis. Stat. § 118.55. Submit the \$10.00 Application Fee, once the application fee has been paid and the student has met the admissions requirements, then the \$90.00 Registration Fee is due at the time of the signing of the enrollment agreement.

No vaccinations are required by the Academy of Beauty Professionals to enroll.

After Admissions Procedures are completed The Academy of Beauty Professionals will send a letter of acceptance. Any applicant not accepted by The Academy of Beauty Professionals is entitled to a refund of all money paid the school.

Physically challenged students should contact the administrator prior to enrolling to determine if they can be reasonably accommodated.

**Re-Entry into a program:** Any student who withdraws or has been withdrawn from the Academy of Beauty Professionals could wait a minimum of 3 months before they are eligible to seek re-enrollment for classes.

Students who re-enter their program, will join the class closest to where they were in clocked hours at the time of their withdrawal. A withdrawal has no impact on satisfactory academic progress determination.

**Transfer Students Policy:** Applicants for transfer are considered on an individual basis. *The Academy of Beauty Professionals reserves the right to refuse admission to any student who has attended other Wisconsin Cosmetology schools.* The Academy of Beauty Professionals may, at its discretion, refuse transfer students if its admission requirements cannot be met. Transfer hours are accepted on an individual basis. The transfer student may be required to take a proficiency/practical exam to determine student's placement in the program and/or the distribution of hours earned by subject. It is the Academy of Beauty Professionals sole discretion to accept whatever hours the student has provided through documentation. If the Academy of Beauty Professionals agrees to credit the transfer student's hours, it would shorten the length of that student's course of study.

Tuition is prorated based on the remaining hours needed to complete the program at the Academy of Beauty Professionals and hours are based on acquired knowledge in comparison to the Academy of Beauty Professionals curriculum. There may be an additional cost for necessary materials or items needed to complete the course of study. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

### **Tuition Plans & Tuition Payments:**

All payments are due by the first day of school unless a payment plan is agreed upon in writing, with the Financial Aid office.

Methods of Payments: are cash, check, debit/credit cards, certified check, Title IV and or government agency.

Students who enroll at Academy of Beauty Professionals, who chose to pay their tuition over time (term payments); must complete a payment plan form, and sign & date it.

Students who elect to pay over term payments must make those payments on the agreed upon date for the agreed upon amount.

Student who are late on their payments or make less than the agreed upon amount will be considered in default; and may be subject to suspension or termination until the balance is brought current. It is the policy to suspend students for non-payment, and to withhold all paperwork and/or the completion of certification until the account is paid in full. Students who are suspended, will remain out of school until the account is brought current or paid in full.

This policy applies to all students regardless of program and/or eligibility of Federal Financial Aid programs.

Personal checks will require a 20 day hold on the release of paperwork; until the check clears the bank for payment.

### **Expectations of Cosmetology and its Related Sciences:**

**Physical Demands:** although the fields of cosmetology and its related sciences are not considered physically demanding, you will find that it does require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required.

**Many opportunities:** With license in hand, most graduates find their first employment in a beauty salon. Beauty salons are located everywhere from Main Street to vacationland, offering many, many opportunities for the ambitious cosmetologist. The art of beauty culture is ever challenging, ever rewarding. Whether you prefer to remain in your own hometown or seek the pleasure of resort living, the choice is yours to make. For the really true adventurer there are openings around the globe and the airlines to take you there.

**License is required:** Practical (Service Area) and Theory hours are required by the state and are part of your academic program. To be licensed in the State of Wisconsin, the student must complete the required clock hours for each course, Cosmetology, Barbering, Esthetics, & Nail Technology. Once they have completed the course, they may sign up for the state board exam, once they successfully pass the written and practical portions, the State of Wisconsin will issue a valid license to the student. Licenses expire every two years in the "odd" year. Your license will be honored anywhere in the state you examined and successfully passed, and in many states through the reciprocity act. Please check with the individual state you wish to work in. In WI it is the Department of Safety and Professional Services, 4822 Madison Yards Way., Madison, WI 53705 \* 608-266-2112.

**Job Opportunities for Cosmetology/Barbering Course Students:** Stylist, Nail Technology, Salon owner, Skin Care Specialist, Make-up Artist, Salon Manager, Hair Color Technician, Salon Owner. The cosmetology field offers entry level occupations as salon stylist, or owner, make-up and skin care technician, nail technician, hair consultant or product or sales representative. The nature of this field is to serve the Barbering/ Cosmetology needs of the general public.

**Job Opportunities for Esthetics Course Students:** Esthetician Assistant to Dermatologist, Salon or Spa manager, Product Demonstrator, Cosmetic Buyer, Make-up Artist, skin care specialist, esthetician, salon or spa employee or owner, manufacturer's representative or product sales consultant.

**Job Opportunities for Nail Technology Course Students:** nail technologist, pedicurist, design specialist, manufacturer representative, and sales consultant or nail salon owner.

**In addition: Job opportunities for Cosmetology, Barbering, Esthetics and Nail Technology Courses**

Beauty Editor, Editorial Assistant, Technical Support, Educational Assistant, Buyer, School Owner, Free Lance Writer, School Manager, Guest Artist, Teacher/Instructor, Sales person, Representative, Educational Demonstrator, state Board Inspector, State Board Member, Research Assistant, School Director.

**Two Week Trial Period**

The Academy of Beauty Professionals requires our students to participate in a Two Week Trial Period prior to full acceptance to the program. This allows the prospective students to participate in classes, meet with instructors and to get a feel for the environment at the Academy of Beauty Professionals. If during that two-week period, he/she determines not to continue with training, the student withdraws with no additional tuition commitment. The Academy of Beauty Professionals will retain the \$10 application fee and the \$90 registration fee to cover administrative costs; all other monies paid to the Academy of Beauty Professionals will be refunded to the student. The student who discontinues must return any equipment or books that were issued or will be charged accordingly for those items. The Two Trial Period also allows The Academy of Beauty Professionals to assess the student's aptitude to determine if the student is capable of successfully completing and benefiting from the program. At the end of the two week trial period, a personal interview will be held between the student and a member of the Academy's staff to evaluate the student's training progress. Specific areas that will be evaluated during the Trial Period are:

**Ability/Skill:** the initial two weeks of training have many new skills learned daily. The student must demonstrate the ability to learn the technical skills necessary to be successful in their chosen career field. Students must maintain an 80% average.

**Academics:** The Academy of Beauty Professionals must ascertain whether the student will be able to successfully pass the written State Board Exam to attain licensure in their field. Therefore, students must commit to their education. An 80% average must be maintained during this basic trial period.

**Attendance:** Each day of class is a pre-requisite for the class that follows; therefore, attendance is essential for successful passing of the Two/Four Week Trial Period and for eventual course success. Perfect attendance is expected during the Two/Four Week Trial Period. Any days missed will be factored into the decision of whether to allow the student to continue training at this time. Student in the Barbering/Cosmetology Course are scheduled for 35 hours per week; Esthetics is scheduled for 28 hours per week; Nail Technology students are scheduled for 20 hours per week.

There will be no Leave of Absence granted for the first 45 calendar days of school, unless it is medical, with documentation from the physician.

**Attitude:** Being in the classroom on time and commitment to the topic and demonstration is a priority. Students being disruptive in class, disturb the classroom learning environment, use inappropriate language, engage in unapproved or untimely cell phone activity or are disrespectful to other students or instructional staff will not be allowed to continue training at the Academy of Beauty Professionals.

**At the end of the Two Week Trial Period, the student will be charged the full amount of the tuition from the beginning of the class start date and will receive credit for all time attended.**

**Right to Privacy:**

It is the policy of The Academy of Beauty Professionals not to release information about any student without prior written consent from the student, and if a dependent minor, the consent of a parent or guardian for each third party request. Academy of Beauty Professionals will permit access to student's records as required for any accreditation process or as required by law. Directory information is not published. Written permission would be requested prior to publication.

**Satisfactory Academic Progress Policy:**

This policy applies consistently to all students who are enrolled in a NACCAS approve program. This policy is published in the catalog and provided to the student prior to enrollment, and is applied consistently to all students regardless of program whether it is full-time or part-time program. The maximum time frame for completion of the Cosmetology, Barbering, Esthetics and Nail Technology is 1.25 times the scheduled hours.

All students regardless of their course must maintain at least an 80% cumulative average on theory and practical tests to satisfy the academic portion of this standard as well as a minimum cumulative attendance of 80%. SAP evaluations periods are based on actual hours completed at the institution. This policy is published in the catalog and student handbook. Attendance and academic evaluations will be made at the following checkpoints in order to make a determination of satisfactory progress the Academy of Beauty Professionals measures clock hours in a 900-hour academic year. Attendance and academic evaluations will be made at the following checkpoints: Cosmetology at 450, 900, 1225 hours; Barbering at 450 & 900 hours; Esthetics at 300 hours; Nail Technology Course at 150 hours, in written form. When a student has completed each of the above increments the school will check to determine if she/he has successfully met the standard for satisfactory progress. Students meeting the minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. Students making satisfactory progress will be eligible for aid.

Full-time Cosmetology students' evaluations occur at 13 weeks; 26 weeks and 35.28 weeks

Part-time Cosmetology students' evaluations occur at 26 weeks, 52 weeks and 68.25 weeks

Full-time Barbering students' evaluations occur at 13 weeks and 26 weeks

Part-time Barbering students' evaluations occur at 26 weeks and 52 weeks

Esthetics students' evaluations occur at 10.7 weeks and 21.42 weeks

Nail Technology students' evaluations occur at 7.5 weeks

SAP evaluation periods are based on actual contracted hours at the institution. All evaluations will be completed within seven (7) school business days following each established evaluation periods.

**SAP Warning:**

Students who fail to meet minimum requirements for attendance or academic progress will be notified and are placed on a Title IV SAP warning and considered to be making satisfactory academic progress while during the warning period. Title IV aid will be disbursed during the warning period. The student will be notified in writing and placed on a Title IV warning until the next scheduled SAP checkpoint. SAP may be re-established by attaining an 80% cumulative average on theory and practical tests and meeting a cumulative total of at least 80% attendance.

For Cosmetology and Barbering students, the warning period is one evaluation period.

**SAP Procedure for All Other Courses:**

\*For the Esthetics and Nail Technology courses, the option of a SAP warning period would not be possible because these programs are so short and SAP warnings would delay a rigorous review of the students' academic performance until late in (or the end of) these programs; therefore, at the SAP check point of actual hours for these courses and in lieu of an SAP warning, an appeal would be necessary.

**SAP Probation:**

The institution may allow for the status of probation for students who are not considered meeting minimum standards for satisfactory progress if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for that individual student.

An appeal may be filed by the student to the school administrator outlining the reason for appeal such as death of a family member, serious illness or injury of the student or family member or other extenuating circumstances. An appeal should be in writing and outline the details of the special circumstances causing the student to fail SAP standards and how those circumstances have changed. The appeal and the school's response will be maintained in the student file. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds, and students failing to meet SAP may be suspended or terminated for an unsatisfactory SAP.

**Re-Establishing Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by attaining at least an 80% minimum average for attendance and 80% minimum academic requirements by the end of the warning or probationary period. If for any reason a student becomes ineligible for Title IV aid, suitable arrangements must be made for all unpaid tuition.

Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

A student who re-enters a program, will return to school in the same satisfactory progress status as when they left school; therefore if they left in satisfactory progress, they will return to school in the same status.

There are no incomplete, remedial, non-credit courses or repetitions offered at this institution; nor do they have any effect upon the school’s satisfactory academic progress standards. A withdrawal has no impact on satisfactory progress determination.

Students are provided copies of their student progress reports at least twice during their course of study.

**LEAVE OF ABSENCE POLICY:**

Temporary interruptions in the student’s program may be allowed through the process of a leave of absence. Students must follow the institution’s policy in requesting a leave of absence. A leave of absence may be granted for personal reasons, medical or unique situations pertaining to the student’s life. A leave of absence may be granted a period no less than 7 calendar days and not more than 45 calendar days. A request for a LOA must be made in advance of the leave of absence and in writing and must include the reason for the request and is signed by the student prior to the leave. Unless unforeseen circumstances prevent the student from doing so. Example: if a student were injured in a car accident and needed a few weeks to recover before returning to school. The student would not have been able to request the LOA in advance. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for the its decision and collects the request from the student at a later date. In this example, *the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.* It is reasonable to expect that the student WILL return after the LOA based on the reason given for the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Under documented circumstances an additional leave may be requested; these LOA’s together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period. While on a leave of absence, the student will not accrue absent hours, therefore not affecting satisfactory progress. A leave of absence will extend the student’s contract period and maximum time frame by the same number of calendar days taken in the leave of absence. An addendum to the enrollment agreement must be signed/initialed by all parties. The satisfactory progress status prior to the leave will be reinstated upon return from the leave. The student will not be assessed any additional charges as a result of the LOA.

If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student’s withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance.

The leave of absence policy may be found in the school catalog and the student handbook.

**Completion of Training:**

*Maximum Time Frame:* For all courses offered, students must be finished by their established maximum time frame, times normal length from date instruction begins to be eligible for financial aid. A student in a clock hour program can NOT receive aid for hours beyond those in the program; maximum timeframe applies to the amount of calendar time the student takes to complete those hours. Students who fail to complete in the maximum timeframe for their program, will be subject to withdrawal, and may re-enter with additional tuition charges for the balance of the program left to complete. Maximum timeframe would be calculated on the new enrollment agreement, BUT, the student has lost all Title IV, HEA funding for their program.

**Tardiness Policy:** Students are considered tardy when they are not in attendance at the start of the scheduled class or clinic. Habitual tardiness is unprofessional and will result in a Conduct Violation, and repeated disregard could result in disciplinary action. If a student is going to be tardy, he/she is expected to call prior to start time. All tardy time counts against attendance for satisfactory progress.

**Theory/Practical Progress:** Student’s achievements are evaluated by means of written and practical examinations. These are based on the theory and practice taught in the classroom. These testing situations give the student the opportunity to demonstrate competency. The written test require the student to demonstrate competency in the required comprehension and knowledge of the theory, principals and practice of their course, by responding to questions related to the subject. The student’s progress will be observed and evaluated during each class session.

Earning a minimum of 80% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

100	Excellent
99 to 90	Good
89 to 80	Passing-Satisfactory
79 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S = Satisfactory  
 U = Unsatisfactory

**Grading Chart:**

100 % - 80% Satisfactory  
 79% to 0% Unsatisfactory

**Refund Policy (English Language) the Academy of Beauty Professionals uses the Wisconsin Refund Policy (RL 62.07) as its institutional refund policy, and it is equivalent to the NACCAS refund policy.**

**Refund Standards:**

(1) Full Refund. A school’s or specialty school’s refund policy shall provide for a full refund of all money paid by a student, except for a non-refundable application fee of no more than \$10, if;

- a) The student cancels the enrollment agreement or enrollment application within 3 business days after receipt of notice of acceptance from the school or specialty school; or
- b) The student was accepted for enrollment but was unqualified for entrance; or
- c) The student’s enrollment was procured as a result of any written or oral misrepresentations made by the school or specialty school or its agent.

(2) Partial Refund: (a) in this subsection, “percentage of enrollment time” means the number of class days elapsed from the start of the student’s attendance until the student’s last date of attendance divided by the total class days required to complete the course of instruction (b) If for any reason, a student withdraws or is dismissed by the school or specialty school prior to the commencement of classes, the charge may not exceed 15% of the total cost of the course of instruction or \$100, whichever is less.

(c) if, for any reason, a student withdraws or is dismissed by the school or specialty school after the commencement of classes, the school’s or specialty school’s refund policy may not permit any charge to the student which exceeds \$150 plus the amount shown on the “Partial Refund Chart”, in Table 62.07. In no case may the charge to the student exceed the total cost of the course of instruction.

**TABLE 62.07 920 PARTIAL REFUND CHART**

PERCENTAGE OF ENROLLMENT TIME		MAXIMUM PERCENTAGE OF TOTAL COST OF COURSE OF INSTRUCTION MAY BE CHARGED
GREATER THAN	LESS THAN OR EQUAL TO	
0%	5%	20%
5	10	30
10	15	40
15	25	45
25	45	70
50	100	100

**ENROLLEES RIGHT TO CANCEL:**

**You may cancel this agreement by mailing or delivering a notice to the Academy of Beauty Of Professionals, 110 Mary Street, Reedsville, WI. 54230 before midnight of the third business day after your signed this agreement. “Business day” means any calendar day except Saturday or Sunday, and except the following business holidays: New Year’s Day, Martin Luther King Jr.’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing “I hereby cancel” and adding your name and address. A duplicate of this page is provided to you by the school for your records.**

- a) Prior to applying the refund policy, unearned Title Iv aid must be calculated based on a formula as required by the United States Department of Education. Title IV regulations require the return of any unearned funds to the United States Department of Education for the course of instruction in the payment period.
- b) Allocation of funds: (1) to eliminate outstanding balances on Federal Stafford Loans and/or Direct Loans (2) to eliminate the outstanding balances on Federal PLUS Loans and/or Direct PLUS Loans (3) to eliminate any amount of Federal Pell Grants awarded to the student for the period of enrollment for which he or she was charged (4) to repay required refunds of other Federal, State, private or institutional student assistance received by the student (5) to the student.
- c) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (d) Provide completion of the course and/or program; or (e) Participate in a teach out agreement; or (f) Provide a full refund of all monies paid.
- d) The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

(3) Equipment fees: a school or specialty school shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who for any reason, withdraws, or is dismissed by the school or specialty school, and who, within 15 days of withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition. (4) School closing: if a school or specialty school closes or terminates a program and no longer offers instruction in a program in which a person is enrolled, the person shall be entitled to a prorata refund of the total cost of the course of instruction. No such refund may defeat any person’s claim to indemnification to which he/she is otherwise entitled under the bond required by SPS 61.06 (5) Refund Deadline: a school or specialty school shall make any refunds due to the student or enrollee within 30 days of the date the school or specialty school dismisses the student or enrollee or receives notice of withdrawal, or of the school or specialty school closing. \* 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”. Any monies due the student shall be refunded within 30 days of formal cancellation by the student, or formal termination/unofficial withdrawal by the school, which shall occur no more than 30 days from the last day of physical attendance. **A termination fee of \$150.00 will be assessed.**

**Unofficial Withdrawals** Are monitored on an ongoing basis and a determination is made to withdraw a student who is absent 14 consecutive days without notification to the school.

**Collection** procedures by the Academy of Beauty Professionals reflect good tastes and sound and ethical practices. Our accreditors and/or approving agencies' names will not be used in collection efforts. Any refundable refund policy will be applied prior to collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If a contract is sold to a third party, the third party must comply with cancellation and settlement policy of the institution.

**COURSES OFFERED**

**NAIL TECHNOLOGY COURSE SYLLABUS**

The 300 hour course is instructed on a minimum of 20 hours per week.

Orientation is 1-1.5 hours long. The students do receive clock hours for this period of time, included as individual needs, under the WI syllabus.

Subjects and Hours	Theory	Practical
1) Introduction to nails/manicure, laws and codes, bookkeeping, business management history and ethics	36	0
2) Safety, sanitation and sterilization, first aid and Bacteriology	10	25
3) Nails, disorders, skin	24	10
4) Anatomy, physiology	18	8
5) Manicuring (including artificial nails) and pedicuring	24	112
6) Introduction to Advertising	12	0
7) Individual student needs and electives	7	14
SUBTOTAL OF HOURS	131	169
TOTAL HOURS    131       +	169	=       300

**Course Objectives:**

This program trains high school graduates and GED recipients to meet the general education requirements for licensing as a nail technician. Appropriate hours will be met in both theory and practical areas. Students are given feedback on their knowledge and skills throughout their program. Basic skills include, care of finger & toe nails, manicuring, pedicuring, nail applications of artificial nails.

**Graduation Requirements:**

- 1) 80% minimum grade point average for all written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 300-hour course and assignments.
- 4) All financial obligations met.
- 5) Exit Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to the student upon completion of the aforementioned.

**Tuition:** Page 18

**Career Opportunities:**

The nail technology field offers entry level occupations such as nail technologist, pedicurist, design specialist, manufacturer representative, Book ISBN # used for this course is:

MiLady Standard Nail Technology

ISBN -13: 9781285080475

Earning a minimum of 80% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

100	Excellent
99 to 90	Good
89 to 80	Passing-Satisfactory
79 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S =	Satisfactory
U =	Unsatisfactory

**Grading Chart:**

100 % - 80%	Satisfactory
79% to 0%	Unsatisfactory



**COSMETOLOGY COURSE SYLLABUS**

This 1,550-hour course is a full-time program, based on 35 hours per week for 45 weeks and a part-time program based on 20 hours per week for 76 weeks. Orientation is 1-1.5 hours long. The students do receive clock hours for this period of time, included as individual needs, under the WI syllabus.

Subjects and Hours	Theory	Practical
1) Hygiene, grooming and personal development	10	0
2) Bacteriology, sterilization and sanitation	20	20
3) Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin-curl placement, blow-drying, shampoos scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts. Tools and implements (identification and usage).	140	440
4) Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting bleaching and chemistry. Tools, equipment and implements (identification and usage).	185	392
5) Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basis principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).	35	60
6) Manicuring, including nail Enhancement. Tools, equipment and implements (identification and usage).	10	25
7) Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50	0
8) Product knowledge, product use and sales, preparing and consulting with customers for services.	30	0
9) Laws, rules, professional ethics and the history of cosmetology.	18	0
10) Individual student needs, industry trends and electives (E.g. record-keeping, mathematics, communications, human relations, public relations, first aid, etc.)(Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology establishments)	40	75
TOTAL OF HOURS	538	1012
TOTAL HOURS    538       +       1012       =       1550		

The service area imitates the atmosphere of a hairstyling salon and gives students the necessary exposure to the reality of working in a salon.

As the curriculum lists **minimum** Wisconsin requirements, The Academy of Beauty Professionals with its objectives of a better-qualified student, must meet The Academy of Beauty Professionals requirements. Learning new material on industry needs is pertinent to the cosmetology profession and is included in the curriculum. Basic skills include, haircutting, perming, styling, color, nails and skin care.

**Course Objectives:**

This program trains high school graduates and GED recipients to meet the general education requirements for licensing as a cosmetologist. Appropriate hours will be met in both theory and practical areas. Students are given feedback on their knowledge and skills throughout their program.

**Graduation Requirements:**

- 1) 80% grade point average for all theory written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 1550 hour course, assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to students upon completion of the aforementioned.

**Tuition:** Page 18

**Career Opportunities:**

The cosmetology field offers entry level occupations as salon stylist, or owner, make-up and skin care technician, nail technician, hair consultant or product or sales representative. The nature of this field is to serve the Barbering / Cosmetology needs of the general public.

Earning a minimum of 80% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

100	Excellent
99 to 90	Good
89 to 80	Passing-Satisfactory
79 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S =	Satisfactory
U =	Unsatisfactory

**Grading Chart:**

100 % - 80%	Satisfactory
79% to 0%	Unsatisfactory

**ESTHETICS COURSE SYLLABUS**

The 600 hour course is instructed on a minimum of 28 hours per week.

Orientation is 1-1.5 hours long. The students do receive clock hours for this period of time, included as individual needs, under the WI syllabus.

Subjects and Hours	Theory	Practical
1) Introduction, law and code, bookkeeping Business management, history and ethics	26	0
2) Safety and sanitation and sterilization	30	20
3) Anatomy and Physiology	30	0
4) Chemistry, treatments and process	24	0
5) Treatment, product, and techniques	52	101
6) Electricity, machines and equipment	10	40
7) Make-up and color analysis	17	45
8) Individual student needs and electives	65	140
SUBTOTAL OF HOURS	254	346
TOTAL HOURS    254	+            346        =	600

- The 600 hours Esthetics Course is in line with the requirements of more employers and therefore allows for more flexibility for placement. Basic skills include, facials, make-up applications, waxing.

**Course Objectives:**

This program trains high school graduates and GED recipients to meet the general educational requirements of licensing as an esthetician. The service area imitates the atmosphere of an esthetician studio and gives the student the necessary exposure to the reality of working in a salon, and using client service communication they have learned. Students are given feedback on their knowledge and skills throughout their program.

**Graduation Requirements:**

- 1) 80% minimum grade point average on all written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 600 hour course and assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to the students upon completion of the aforementioned.

**Tuition:** Page18

**Career Opportunities:**

The Esthetics field offers entry level occupations such as skin care specialist, make-up consultant, esthetician, salon or spa employee or owner, manufacturer's representative or product sales consultant.

Earning a minimum of 80% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

100	Excellent
99 to 90	Good
89 to 80	Passing-Satisfactory
79 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S =	Satisfactory
U =	Unsatisfactory

**Grading Chart:**

100 % - 80%	Satisfactory
79% to 0%	Unsatisfactory

**BARBERING COURSE SYLLABUS**

The 1,000-hour course is instructed full-time on 35 hours per week for 29 weeks and a part-time program based on 20 hours per week for 50 weeks. Orientation is 1-1.5 hours long. The students do receive clock hours for this period of time, included as individual needs, under the WI syllabus.

Subjects and Hours	Theory	Practical
1) Hygiene, grooming and personal development.	5	0
2) Bacteriology, sterilization and sanitation	15	10
3) Tools, equipment and implements	3	10
4) Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs, and wefts.	100	400
5) Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching (lightening) and chemistry.	87	250
6) Shaving, beard and mustache shaping, trimming, men's facials, facial massages, And basic principles of electricity.	20	30
7) Anatomy and physiology of the hair, skin and disorders of the hair, skin and scalp.	15	0
8) Product knowledge, product use and sales, preparing and consulting with customer for services.	15	0
9) Laws, rules, professional ethics, and history of barbering.	18	0
10) Individual student needs, industry trends and electives, such as record-keeping, mathematics, communications, human relations, public relations And first aid.	10	12
SUB TOTAL HOURS	288	712
TOTAL HOURS    288    +	712    =	1000

The service area imitates the atmosphere of a hairstyling salon and gives students the necessary exposure to the reality of working in a salon

As the curriculum lists **minimum** Wisconsin requirements, The Academy of Beauty Professionals with its objectives of a better-qualified student, must meet The Academy of Beauty Professionals requirements. Learning new material on industry needs is pertinent to the cosmetology profession and is included in the curriculum. Basic skills include, shaving, mustache trims, haircutting, styling and color.

**Course Objectives:**

This program trains high school graduates and GED recipients to meet the general education requirements for licensing as a barber. Appropriate hours will be met in both theory and practical areas. Students are given feedback on their knowledge and skills throughout their program.

**Graduation Requirements**

- 1) 80% grade point average for all theory written tests and school exams.
- 2) All practical's must be passed.

- 3) Completion of the 1000 hour course, assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to students upon completion of the aforementioned.

**Tuition:** Page 18

**Career Opportunities:**

The barbering field offers entry level occupations as salon stylist, or owner, hair consultant or product or sales representative. The nature of this field is to serve the Barbering/ Cosmetology needs of the general public.

Milady Standard Professional Barbering

IS Earning a minimum of 80% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

100	Excellent
99 to 90	Good
89 to 80	Passing-Satisfactory
79 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S =	Satisfactory
U =	Unsatisfactory

**Grading Chart:**

100 % - 80%	Satisfactory
79% to 0%	Unsatisfactory

BN-13: 978-1435497023

**General Information**

**Sexual Harassment:**

Students, Instructors and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined a unwelcome sexual advances (including sexual assault, request for sexual favors, and/or physical, verbal or written conduct of sexual nature).

- Submission to such conduct is made explicitly or implicitly as a term or condition of an individual’s employment education or participation in the school’s programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual’s employment, education, or participation in our school’s programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual’s work, education, or participation on our programs or activities.

Title IX Coordinator (for all 3 campuses):

Emily Dothage: 6414 Odana Rd., Madison, WI 53719, (608)-695-3881 Emily.d@abpwi.com

**Employment Assistance:**

The Academy of Beauty Professionals will make every effort to favorably recommend its students in securing positions in the cosmetology field. The Academy of Beauty Professionals offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and ongoing posting of job openings. The Academy of Beauty Professionals assumes no responsibility for, nor does it guarantee employment of its students/graduates.

**Conduct Policy:**

Students are expected to conduct themselves in a professional manner. Behavior, which tends to distract other people and disrupt routine class procedures, will not be tolerated.

The school may suspend or terminate any student for immoral or illegal conduct, theft, and willful destruction or defacement of building or student property. Use or possession of alcoholic beverages, illegal drugs, weapons on the premises, cheating or plagiarism, and the school shall be the sole judge of such conduct.

The Appeals procedure is found in the student handbook.

### **Student Records:**

Students have the right to review their educational records. The student must request the review on the appropriate form, which is supplied by the school. Once the request has been made, the student will be scheduled within 10 days to meet with the Administrator or his/her designee to review the file. In no case will the review of the file be scheduled more than 45 days after the request has been made. **Student academic/ Financial Aid records are the sole property of the Academy of Beauty Professionals and may not be copied or removed from the school.**

Students or parents or guardians if the student is a dependent minor and parents of students in attendance have the right under Federal Education Rights and Privacy Act FERPA to inspect or seek amendment of the student's educational records. Please read and review the FERPA section of the Right to Know Packet. Academic records are maintained for a minimum of 3 years, and progress reports, transcripts and courses completed and provided to the student. All institutional records related to accreditation must be maintained in accordance with the state and federal law, but not less than 6 years.

### **Financial Aid and Payment Information**

For your convenience, numerous payment arrangements are available. Methods of Payments: are cash, check, debit/credit cards, certified check, Title IV and or government agency.

You may wish to apply for Federal assistance through your school's financial aid office. Federal Pell Grants and Direct Student Loans are available to those who qualify at all locations for eligible programs. Anyone applying for the Pell Grants or Federal Direct Loans must begin by completing a FASFA (Federal Application for Student Aid) on line at <https://fafsa.ed.gov/>. Any type of loan funds used to finance your course must be repaid whether or not you graduate or find a job. For information on financial assistance or consumer information please contact our Admission/Financial Aid Director at any of the locations. Once a valid ISIR (Student Aid Report), the financial aid office will determine the amounts if any that you are eligible for. The Academy of Beauty Professionals defines its academic years as 900 hours/26 weeks. If eligible for federal aid, an application may come up for verification by the Department of Education. The applicant may have to provide additional information. This will be discussed during your financial aid appointment. Any student, who has a drug conviction that occurs while enrolled in school, will result in loss of all Title IV funding.

Academy of Beauty Professionals is approved for Federal VA Educational benefits for veterans and their spouses and dependents, or survivors of a veteran, reservist, or member of the National Guard.

### **Extra-Instructional Charges:**

This is separate from and in addition to the tuition charges. An additional instructional charge of \$9.00 per hour will be charged for attendance beyond the **contract graduation date**, less excused absences. This fee there will be no accrued extra instructional charges (late days). Payment for each day of extra instruction will be due on a day-to-day basis. \*In consideration for our students, for what could be personal days, the extra instructional charges will not begin until 5 days after the contracted graduation date for students who complete the full 1550 hour Cosmetology Program and the 1000 Barbering course; and 4 days after the contracted graduation date for students who complete the full 600 hour Esthetics Program and 8 hours for the Nail Technology course. Transfer students will have the personal days pro-rated based on the length of their hours left to complete.

### **Student-Teacher Conferences:**

Special emphasis will be given to individual student progress. Personal interviews, conferences, and discussions are part of the regular agenda to keep the student closely informed of his/her progress. The school has an open door policy based upon student need. Financial aid conferences are available upon request.

### **Student Records (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Academy of Beauty Professionals receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Academy of Beauty Professionals to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy of Beauty Professionals decides not to amend the record as requested, the Academy of Beauty Professionals will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Academy of Beauty Professionals discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy of Beauty Professionals discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Academy of Beauty Professionals in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Academy of Beauty Professionals who performs an

institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy of Beauty Professionals.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy of Beauty Professionals to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

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

FERPA permits the disclosure of PII from students; education records, without consent of the student, if disclosure meets certain conditions. Except for To school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student. FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A Postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student –

- To other school official, including teachers, within the institution whom the school has determined to have legitimate education interest. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §9.34.
- To authorize representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or State and local educational authorities, such as State postsecondary authority that is responsible for supervising the university’s State supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or State- supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by then s their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests;(b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as a “directory information” under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with the respect to that alleged crime or offense, regardless of the finding.
- To the General public, the final result of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the schools rules or policies with respect to the allegations made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State or local law, or of any rule or policy of the school, governing the use of possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

#### **Scholarships:**

Numerous scholarships are available, and information is available with your Admissions Department.

#### **Campus Security:**

All information is available from the Admission Representative in each school location; it is also located in the packet given to students on their first day of classes.

**Dress Code:**

The Academy of Beauty Professionals requires a professional standard of dress as outlined in the student handbook.

**Absentee Policy:**

When absent, it is the student's **responsibility** to meet with the instructor to discuss makeup work. It is the student's responsibility to complete missed assignments.

**Attendance, (Excused-Unexcused) Absence Policy:**

Students are expected to attend school based on the schedule outlined on their Enrollment Agreement. Excused absences are a privilege allowed to you by the ownership of the school. Students must furnish verification from a doctor, dentist, or appropriate professional in order to have an absence excused.

**Excused absences must be produced the day of return to school;** regardless of excused or unexcused absence, **all time must be made up,** prior to graduation. All excused time counts against attendance for satisfactory progress.

**Clock Hours:**

The Academy of Beauty Professionals reports to the State of Wisconsin, Department of Safety and Professional Services in clock hours. Academy of Beauty Professionals maintains attendance records through their computer program.

**Graduation Requirements:**

See each individual course for requirements.

**Termination Policy:**

The Academy of Beauty Professionals reserves the right to terminate student's contract for reasons of inability to perform, misconduct, poor attendance, breach of discipline, breach of school rules or regulations, failing to maintain satisfactory progress or other good cause. **Re-Entry Policy:** Any student whose education is terminated/suspended from the Academy of Beauty Professionals could wait a minimum of three (3) months before they are eligible to re-enroll for classes.

Re-enrollment requirements consist of: Writing a letter of intent including:

- How do you intend to successfully complete school at The Academy of Beauty Professionals?
- What are the expectations of yourself and The Academy of Beauty Professionals?
- Why is now the best time for you to restart?

Mail letter of intent to the President at PO Box 384, Manitowoc, WI 54221-0384, which will then go through a review process for approval. The review board will render its decision within 30 calendar days. If approval is met, the following steps will be taken.

The student will meet with the campus administrator to determine if maximum time frame for financial aid eligibility can be met (**prior attendance will affect my future financial aid.**)

Student will meet with the Admissions Representative BEFORE starting back to fulfill paperwork requirements- it will be the student's responsibility to contact the Admissions Representative to schedule a day for paperwork. Any student who re-enters a program, will return to school in the same satisfactory progress status as when they left school; therefore, if they left school in satisfactory progress, they will return to school in the same status. Students who re-enter their program, will join the class closest to where they were in clocked hours at the time of their withdrawal. Any balance due after enrollment ceases may carry a 1-1/2 % interest rate.

**Student Grievance/Complaint Procedure:**

The complaint procedure is provided to the student *prior to enrollment*. The procedure will outline the steps to file a complaint and will state that the complainant is required to try and resolve the problem through the schools' complaint process, prior to filing a complaint with the schools' accrediting agency. The school will maintain written records of all complaints filed through two complete accreditation cycles'

**Procedure:**

- A student, teacher or interested party may file a complaint against the school. The complaint must be in writing to the school owner/director and must outline the allegations or the nature of the complaint. No adverse action will be taken against a student for filing a formal complaint.
- A school representative will meet with the complainant within 10 days of receipt of the written complaint, the school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting. If after careful discussion the complaint will be referred to the school's complaint committee. The complaint committee is comprised of at least three people; President, Director of School Operations, Campus Administrator and or Compliance Staff.
- The school's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations.
- If more information from the complainant is needed, a letter will be written outlining the additional information requested.
- If no further information is needed, the complaint committee will act on the allegations. A letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted. A complainant may file an appeal to a formal complaint decision with Dave Kwitek, 110 Mary St., Reedsville to PO Box 384, Manitowoc, WI 54221-0384.

The complainant is required to try and resolve the problem through the school's complaint process prior to filing a complaint with the State of Wisconsin, Department of Safety and Professional Services, and/or the school's accrediting agency.

Department of Safety and Professional Services  
4822 Madison Yards Way  
Madison, WI 53705  
608-266-2112  
608-251-3036 Fax

NACCAS (The National Accrediting Commission of Career Arts & Sciences)  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

**School Hours of Operation:**

Academy of Beauty Professionals is open Monday through Saturday 9:00am – 4:30pm.

**Holidays:**

Exempt holidays during the school year are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

**Constitution Day:**

Constitution Day is on or about September 17, of each year to commemorate the signing of the Constitution on September 17, 1787. Educational information is provided to both Staff and Students pertaining to the United States Constitution. A complete copy of the Constitution is available in the Admissions office.

**Right to Know Policies & Procedures:**

The following documents are available from the Admissions office; these are also provided to the students on the first day of classes. Drug and Alcohol Policy; Wisconsin Alcohol and Drug Literature; Notice of a Drug Free Workplace; Drug and Alcohol Prevention Program FERPA; Jeanne Clery Disclosure of Campus Security Policies; Disclosure of Campus Security Policy and Campus Crime Statistics Anti- Harassment & Discrimination including TITLE IX- VAWA (Violence against Women's Act); Fire Safety and Prevention and Crime and Rape; Copyright Infringement and Peer-to Peer File Sharing.

**Voter Registration:**

Wisconsin voter registration forms and information are available in each school office

**Other Available Services:**

Career advising and professional services are available while attending Academy of Beauty Professionals. See your campus administrator.

**Weather Closings:**

Notice of school closings due to snow or natural disaster will be aired on local television stations and television websites in the surrounding area of all Academy of Beauty Professionals locations. Closing will also be posted on the ABP Facebook page by 7:00am.

Green Bay & Appleton – TV WGBA (NBC26)

Madison- TV WMTV (NBC15)

**Surety Bond:**

JDA Associates, Inc., dba The Academy of Beauty Professionals has a surety bond to ensure it can meet financial and economic considerations. Information regarding claims can be obtained through the records office or Western Surety Company [www.cnasurity.com](http://www.cnasurity.com) PO Box 5077 Sioux Falls, South Dakota 57117-5077.

The conditions of this bond are:

- Fraud or misrepresentation by the school or specialty school;
- Violation of any state administrative rule, statute, or school policy relating to the licensing operation of a school or a specialty school; and
- A student or enrollee's inability to complete the course or courses of instruction due to the school's or specialty school's failure to perform its contractual obligations to the student or enrollee.
- A student or enrollee being refused a tuition refund to which he/she is entitled.

A student may make a claim on the bond by contacting the Department of Safety and Professionals Services, 1400 E. Washington Ave., PO Box 8935, Madison, WI. 53703



<b>COSMETOLOGY</b>			<b>PART-TIME COSMETOLOGY</b>	
	<b>GRAD</b>	<b>EXPIRE DATE</b>	<b>GRAD</b>	<b>EXPIRE</b>
1/18/2021	11/26/2021	2/11/2022	7/20/2022	12/6/2022
2/15/2021	12/24/2021	3/11/2022	8/17/2022	1/3/2023
3/15/2021	1/21/2022	4/18/2022	9/15/2020	1/31/2023
4/19/2021	2/25/2022	5/13/2022	10/20/2022	3/17/2023
5/17/2021	3/25/2022	6/13/2022	11/17/2022	4/4/2023
6/21/2021	4/28/2022	7/18/2022	12/22/2022	5/8/2023
7/12/2021	5/19/2022	8/8/2022	1/12/2023	5/30/2023
8/2/2021	6/10/2022	8/29/2022	2/2/2023	6/20/2023
8/23/2021	7/1/2022	9/20/2022	2/23/2023	7/12/2023
9/20/2021	7/29/2022	10/17/2022	3/23/2023	8/8/2023
10/18/2021	8/26/2022	11/14/2022	4/19/2023	9/6/2023
11/15/2021	9/26/2022	12/13/2022	5/17/2023	10/4/2023
1/17/2022	11/28/2022	2/13/2023	7/20/2023	12/6/2023

<b>BARBERING</b>			<b>PART-TIME BARBERING</b>	
1/18/2021	8/6/2021	9/27/2021	1/5/2022	4/4/2022
2/15/2021	9/2/2021	10/25/2021	2/2/2022	5/2/2022
3/15/2021	10/1/2021	11/22/2021	3/2/2022	5/31/2022
4/19/2021	11/5/2021	12/28/2021	4/6/2022	7/6/2022
5/17/2021	12/6/2021	1/25/2022	5/4/2022	8/3/2022
6/21/2021	1/7/2022	2/28/2022	6/8/2022	9/7/2022
7/12/2021	1/28/2022	3/21/2022	6/29/2022	9/28/2022
8/2/2021	2/18/2022	4/11/2022	7/21/2022	10/19/2022
8/23/2021	3/11/2022	5/2/2022	8/11/2022	11/9/2022
9/20/2021	4/7/2022	5/27/2022	9/8/2022	12/7/2022
10/18/2021	5/5/2022	6/27/2022	10/6/2022	1/4/2023
11/15/2021	6/3/2022	7/26/2022	11/3/2022	2/1/2023
1/17/2022	8/5/2022	9/27/2022	1/5/2023	4/4/2023

<b>ESTHETICS</b>		
1/18/2021	6/16/2021	7/26/2021
4/19/2021	9/16/2021	10/26/2021
7/12/2021	12/9/2021	1/18/2022
10/18/2021	3/16/2022	4/25/2022
1/17/2022	6/15/2022	7/26/2022

**NAIL  
TECHNOLOGY**

1/18/2021	4/30/2021	5/27/2021
2/15/2021	5/28/2021	6/25/2021
3/15/2021	6/28/2021	7/23/2021
4/19/2021	8/2/2021	8/27/2021
5/17/2021	8/30/2021	9/27/2021
6/21/2021	10/4/2021	10/29/2021

No nails offered in July or August

9/20/2021	1/3/2022	1/28/2022
10/18/2021	1/31/2022	2/25/2022
11/15/2021	2/28/2022	3/25/2022
1/17/2022	4/29/2022	5/26/2022

## **COSTS PER COURSE 2020-2021**

### **Full-time Cosmetology**

Application Fee	\$ 10.00
Registration Fee	\$ 90.00
Make-up Kit	\$ 381.05
Textbooks	\$ 590.82
Tuition for the 1550 clock hour course	<u>\$20,696.13</u>
Total	\$21,768.00

### **Part-time Cosmetology**

Application Fee	\$ 10.00
Registration Fee	\$ 90.00
Make-up Kit	\$ 381.05
Textbooks	\$ 590.82
Tuition for the 1550 clock hour course	<u>\$21,697.14</u>
Total	\$22,769.00

### **Full-time Barbering**

Application Fee	\$ 10.00
Registration Fee	\$ 90.00
Textbooks	\$ 532.48
Tuition for the 1000 clock hour course	<u>\$14,254.52</u>
Total	\$14,887.00

### **Part-time Barbering**

Application Fee	\$ 10.00
Registration Fee	\$ 90.00
Textbooks	\$ 532.48
Tuition for the 1000 clock hour course	<u>\$14,967.52</u>
Total	\$15,600.00

### **Esthetics**

Application Fee	\$ 10.00
Registration Fee	\$ 90.00
Make-up Kit	\$ 381.05
Textbooks	\$ 681.93
Tuition for the 600 clock hour course	<u>\$8,724.02</u>
Total	\$9,887.00

### **Nail Technology**

Application Fee	\$ 10.00
Registration	\$ 90.00
Textbooks	\$ 320.19
Tuition for the 300 clock hour course	<u>\$3,543.81</u>
Total	\$3,964.00

