

Simpson Academy of Cosmetology (SAC)  
Student Catalog  
2022 - 2023



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

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National Accrediting Commission of Career  
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**INTRODUCTION**

Simpson Academy of Cosmetology (hence forth will be referred to as SAC) was established July 2016, by Geniese Buford-Simpson.

Staff:

Owner/Director Geniese Simpson,  
Financial Aid/ Admission: Tara Rice

Office Manager: Deirdra Gray

Instructors: Geniese Simpson and Jocelyn Estes

**MISSION**

Our mission is to teach our future professionals to become servants and to serve the world of beauty, with advance knowledge and training. SAC takes pride in tomorrow's Cosmetology, Manicuring, Aesthetic, and Instruction Leaders, by inspiring our Training Professionals to use lifelong skills to serve their clients with passion, love, and giving. SAC students will also benefit from the programs by developing the requisite skills in business and customer service. ~Geniese Simpson

**ENROLLMENT REQUIREMENTS** (All courses are instructed in English)

A candidate for admission to SAC must provide:

- 1) Proof of age (government issued photo ID/DL)
- 2) Social Security Card
- 3) Proof of Education (High School Diploma/ GED/ Transcript that reflects high school graduation)
- 4) \$270 Registration and Student Permit Fee
- 5) Student Instructor applicants must hold a current Arkansas Cosmetology license
- 6) Transfer students are accepted and granted full credit for hours completed at another school. However, they must complete a "request of hours" form with the former school to have the certification of hours sent directly from the State of Arkansas Department of Health - Cosmetology Section

Applicants must be at least sixteen (16) years old. A Birth certificate is needed if student is under the age of 18 and must be accompanied by a parent/legal guardian to co-sign your contract. If diploma is foreign, verification must be performed by an outside agency, that is qualified to translate documents into English, and confirm the academic equivalence to a U.S. high school diploma. Students wanting to enroll in the Instructor Course must provide a current Cosmetology license and must be 21 years of age.

SAC does not recruit students attending an institution of similar study.

**ATTENDANCE POLICY**

SAC has an open enrollment policy; new students can start every Monday as long as all required documents are turned in and a permit has been sent over to the academy.

Students are expected to attend SAC as per the schedule agreed upon at time of enrollment. Students are required to attend SAC Monday- Friday from 9:00 am – 4:30 pm. Students have a scheduled 30-minute lunch break as well as two 15 minutes breaks, one in the morning and one in the afternoon.

### **SAC SCHEDULE**

SAC operating hours are Monday-Friday from 9:00 am – 4:30 pm. Clinical Hours are Monday- Friday 10:15-3:30pm. The Cosmetology program is 1,500 hours, the Manicuring, Instructor and Esthetics programs are 600 hours. **Monday – Friday theory class for Cosmetology is 9:00 am – 10:00 am, Esthetics Theory is 10:00am -11.00 am., Manicuring Theory is 11:00pm-12.00pm, and Instructor Theory is 1:00 p.m. -2:00 p.m.** Students must be present for the minimum required theory classes in order to meet graduation requirements. Students failing to enter class by 9:00 am will not be allowed to enter SAC until 10:00 am. Assignments will be posted daily in the classroom; it is the student responsibility to check the board to make up any missed assignment. Student service days are Mondays and Tuesdays only.

### **LUNCH/ BREAK ROOM**

Students have a scheduled 30-minute lunch break as well as two 15 minutes breaks, one in the morning and one in the afternoon. Lunch times are scheduled by an instructor. Students who fail to clock out for lunch will have their lunch break recorded by the instructor. Students not found on the campus grounds will be clocked out as of the last time the student was seen inside building. The break area is everyone's responsibility to keep clean. You are expected to pick up after yourselves.

### **EXCUSED AND UNEXCUSED ABSENCES**

Students who are absent from school fourteen (14) consecutive calendar days will be dropped from SAC roster. Students are excused from SAC with a doctor's excuse for themselves or a sick child, or written documentation of a death or accident.

### **CLOCKING PROCEDURES**

Student hours are monitored using an electronic time clock and a manual sign in sheet. Students failing to clock in or out must have their time corrected by a SAC administrator immediately. Failure to secure correction will result in loss of the clock hours involved. ***Students must learn to be responsible with clocking in and out and will only be permitted three (3) time clock adjustments in the length of their program.***

### **TARDINESS**

Developing and maintaining a good attendance record is an important part of each student's professional development. **All students are expected to attend all classes, be on time and remain in classes for the scheduled duration. Should the student be ill or late, they are expected to call the academy before the onset of the academy hours and report their absence or tardiness to an instructor.** If a student arrives 10 minutes late on their scheduled "Theory Day," the student is tardy and not allowed to clock in until end of scheduled theory class program. Attendance records are maintained on each student and all absences and partial days are recorded based on the Academy's time clock. Class cuts, tardiness, and partial days of absence will only delay your opportunity to graduate and can develop into poor job performance habits. Absence from class will incur additional tuition costs in accordance with the student enrollment agreement.

**Students should consult their instructor before leaving SAC premises during school hours.**

### **MANDATORY DAYS**

Students must be present on mandatory attendance day(s), which are Fridays. Any student who is not in attendance on a mandatory day will be charged **\$100.00** for each day missed. However, if the absence is preapproved or is considered an excused absence, the student will not be charged.

The \$100.00 is not considered extra instructional charges. If your mandatory day of absences take you over your contract end date, you will be charged for the time needed to complete your course of study as stated on your enrollment contract. Extra instructional charges must be paid in full before you will be eligible for the State Board examination.

### **SAC CLOSING DATE**

Thanksgiving November 22<sup>nd</sup>-25<sup>th</sup>

Christmas/New Year's Day December 25<sup>th</sup> -January 3<sup>rd</sup>

Spring Break- 3<sup>rd</sup> week in March

Memorial Day-Last Monday in May

Summer Break-week of May 20<sup>th</sup>

Fourth of July- July 4<sup>th</sup>

Public School start-3<sup>rd</sup> week in August

Labor Day- First Monday in September

**INCLEMENT WEATHER** When SAC is to be closed for inclement weather, notification of such cancellation will be broadcast on local news affiliate KARK Channel 4, KATV Channel 7, Communication from SAC educators, and on SAC Facebook @ Simpson Academy Students.

### **MAKE-UP WORK**

- (1) All work missed due to absence or tardiness must be made up the day the student returns to SAC. Failure to complete and submit make-up work will result in a 0% for that assignment.
- (2) You the student are responsible for making an appointment with the appropriate Instructor (Instructor who originally made the assignment) to complete missed work.

### **LEAVE OF ABSENCE POLICY (LOA)**

1. An authorized Leave of Absence is a temporary interruption in a student's program of study. A LOA must meet certain conditions (such as medical, financial and unforeseen emergency) to be approved: A Leave of Absence must be submitted an advance in writing and should include the reason for student's request and student's signature. Student's must follow the school's policy when requesting an LOA.
2. The maximum time frame for a LOA is 45 calendar days. SAC permits 4 LOAs during the course of the program. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated.

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3. The LOA along with any additional Leave of Absence must not exceed a total of 180 calendar days in any twelve-month period.
4. In instance of unforeseen circumstance that prevent the student from doing so, the student would not have to request the Leave of Absence in advance. The institution may grant and administrative 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 decision and collects the request form the student at a later date. In this example, the beginning date of the approved LOA would be determined by institution to the first date the student was unable to attend due to the documented circumstance.
5. The institution has a reasonable expectation that the student will return from LOA.
6. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
7. The institution will not access additional institutional charges as a result of the LOA.
8. A student granted a LOA that meets SAC requirements is not considered to have withdrawn and no refund calculation is required at that time.
9. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of calendar days in the LOA. Changes to the contract period will either be changes to the enrollment agreement or an addendum to the enrollment agreement and signed by all parties.
10. If a student does not return from the LOA, the six-month grace period for Student Loans will start as of their last day of attendance.
11. A student applying for an LOA, must be satisfactory and grades
  - a. 68 % attendance
  - b. 70% GPA
12. A Leave of Absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner the student will be withdrawn from the institution.
13. A student on approved Leave of Absence that notifies SAC that he/she will not be returning will have a date of withdrawal based on the last date of attendance. Students who fail to return to SAC or are on an unapproved LOA and do not notify the institution will have refund calculations based on the student last day of attendance.
14. Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculation a refund will be the student's last date of attendance.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in his/her student file, as to the student's progress at the point of withdrawal. Student must fill out 5-step voluntary withdrawal policy. An exit interview with SAC is required. 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.

**RE- ENTRY TO SAC**

All students re-entering SAC will be charged a registration & student permit fee of **\$190** unless mitigating circumstances apply. All students re-entering the program within 12 months will be contracted for his/her current balance plus credited tuition in addition to the registration fee, student permit fee, badge fee and for any reissued kit/books. Students, who are re-entering the program after 12 months, will be contracted for the current tuition rate per hour plus a registration fee; student permit fee, bar code fee, and any reissued kit/books fees. The student returning will also be required to sign a legally binding promissory note for the student's previous contractual obligation at which time all hours will be released as "certified" with ADH- Cosmetology section. Students will re-enter under the same satisfactory progress status that they left under.

**CREDIT FOR PREVIOUS TRAINING**

All hours presented before signing a contract can be accepted any presented after signing the contract may not be accepted. The school will verify the certified clock hours provided by ADH-Cosmetology section and the campus instructor/manager will conduct a skills assessment test to determine whether the student skill level is in accordance with the certified hours recorded by ADH-Cosmetology section. The student will receive credit for the determined hours. This may shorten the course, but in extreme cases it may increase the hours, or no credit hours may be granted per SAC.

**TRANSFER HOURS**

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

**TRANSFER STUDENT POLICY**

The student must have previous training in the program he or she is transferring to. EXCEPTION: Students accepted into the Cosmetology Program may be able to transfer hours from previous Cosmetology School. That decision will be made by the Arkansas Department of Health-Cosmetology Section. For students possessing a current Cosmetology License, upon approval by ADH-Cosmetology Section, SAC will credit up to 900 hours of the 1500 hours required by the state for the Cosmetology training program.

- a) They must have an official transcript of academic grades and hours
  - b) The student must have an official transcript of financial aid
- The student will be evaluated on his/her practical ability and theory through testing.
  - Additional fees for mannequins, textbooks, and kits

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- The SAC has the right to recognize credit for all or part of the applicant's previous training. If it is recognized by the Arkansas Department of Health- Cosmetology Section.
  - a) According to degree of proficiency the student has on practical ability and theory
  - b) According to the length of time that has lapsed since previous enrollment
- Tuition will be as follows:
  - a) Registration & Student Permit fee of **270.00**
- Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by an SAC instructor. A transfer student must be able to satisfactorily test out of each phase of the institution's program. For example, a student entering Phase 4 would be required to have written exams and practical evaluations transfer to Phase 1-3 levels of SAC.
- Transfer students are required to attend orientation.

NOTE: Transfer students will be given full credit for up to 900 hours. Students must complete a minimum of 600 hours at this academy. The institution reserves the right to not accept transfer hours for previous training.

**STUDENT RIGHTS OF PRIVACY & ACCESS POLICY AND PROCEDURE**

SAC respects and protects each student's right to privacy and access. No personal information about any student will be communicated by staff or faculty to anyone without the student's written permission. Student files are maintained in restricted areas, with access limited to appropriate personnel only. Further, any student has the right to inspect his/ her files and may authorize release of any information to any recipient by signing a "Release of Information". All requests for information about students from outside parties must be in writing. No telephone inquiries about students will be acknowledged without the student's explicit permission. (Exception: parents/ guardians of dependent minor students may be given information about the student and gain access to the student's files without permission from the student).

**PROCEDURE:** **1.** At time of enrollment, all students are required to complete and sign a "Release of Information" authorizing the institute to make specific types of information available to only those the student specify. **2.** Whenever a student requests an information release to outside parties the student is required to complete and sign a "Release of Information." Signed releases are kept with all corresponding information and maintained in the student's file. **3.** Protected files are maintained in the student services office, which is kept locked whenever unoccupied. Access to protected files is limited to school employees. (Student teachers do not have access to students' personal files. **4.** No originals may be released from student files without explicit permission from institute directors. **5.** Students may inspect their files with reasonable notice. A student may authorize others to inspect file contents but must first complete and sign a "Release of Information". No student file may be reviewed by students or others unless done so in the presence of staff member.

\*Students are hereby informed that the school's accrediting commission (NACCAS), State and Federal Student Aid Organizations, and Program Reviewers/Auditors, are authorized access to all student records for any accreditation process initiated by NACCAS, in responding to a NACCAS directive, and during the implementation of DOE related Financial Aid Audits and/or Program Reviews.



### **STUDENT ACCESS TO RECORDS**

All records concerning a student's academic, financial, or personal activities are confidential. A student's academic or administrative academy record is available for review upon written request by the student or the parent or guardian of dependent minor students. The request must be made of a school staff member or administrator during normal academy hours. The staff member or administrator and student will receive the record at the earliest time convenient to both. All files are in a fireproof cabinet in a lock room for safety of personal information, and student records may not leave the academy administrative office. Individual student administrative and /or academic information is released to a third party only with a written request from the student. Students must fill out the institution's "Release of Student Information Form" each time he/she request information to be released. The academy provides and permits access to the academy and student records to authorized State, Federal, and Accrediting Agencies or their Agents in accordance with current law. The academy provides and permits access to student and other school records as required for any accreditation process initiated by the institution.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

SAC complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All students' records are confidential. Students (or parents/guardians of dependent minor students), who are in regular attendance at SAC. SAC have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual, and do not violate the student's privacy or other rights. Students and/or parents/guardians should schedule an appointment with Student Services or the Institute Director to review the student's records.

### **ADVISING**

1. The student body is divided equally among instructors for advising.
2. Advising hours for the administrative and education departments are posted outside those offices. Students can schedule an appointment in advance or receive assistance during those hours. If the student is experiencing an emergency, he/she may speak with their assigned Advisor so that assistance can be provided immediately.
3. Individual advising is available for students with personal or academic problems. Schedule an appointment with your Advisor or one of the other staff members.
4. Advising hours for the administrative office is posted outside of the office

### **EMERGENCY EVACUATION PROCEDURES**

The evacuation plan will be explained in total at the beginning of each class or the first day of attendance of any new student to ensure that all students are familiar with the plan. At the direction of an instructor or at the indication of an emergency that would require the evacuation of the building the following actions will take place:

1. Proceed to the nearest exit in an orderly fashion, notifying other students or clients of the emergency and make sure they are responding in a like manner.

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2. Walk, do not run. Do not take personal belongings. Meet in the student parking area in front of the academy.
3. Roll call will be taken to ensure no one was left in the building; Instructors will report the results of the roll call to the director. Do not re-enter the building until directed by an instructor.

**Emergency Telephone Numbers**

Police, Fire Department, Ambulance.....911  
Owner: Geniese Simpson ..... 501-952-0608  
Director: Tara Rice .....501-398-9518  
Instructor: Jocelyn Estes .....501-523-3024

Fire Extinguishers are located in the break room and on the clinic floor by the exit door.  
First Aid kits are located in the classroom and on the clinic floor at the bottom of the dispense chart.

**SANITATION**

Proper hygiene and sanitation must be practiced each day SAC. Students wearing dirty or improper uniforms or footwear or have an obvious body odor will not be allowed to attend class.

**SANITATION DUTIES**

Sanitation duties are assigned every month. You are not allowed to leave for the day until your assignment has been completed and inspected by an instructor. A list of assignments will be posted by the sign in sheet/ clock.

All sanitation duties will begin no later than one-half hour before closing. Sanitation of all equipment, work areas, tools, and implements are extremely important, it is not just a school rule, it is a requirement by the Arkansas State Board of Cosmetology.

**UNIFORM/DRESS CODE:**

The dress code for Simpson Academy of Cosmetology is business casual: black top, black bottom, close-toed shoes. Student Instructors may wear white or black and any color close-toed shoes. Supplies that the student wishes to use other than that supplied by the academy will be at the student's expense. Students by the nature of their training must present a mature and conservative appearance. The Students must always present a clean, neat, and well-groomed appearance. The supervising Instructor will be the final authority.

**APPEARANCE OF WORKSTATION**

Every workstation must be kept clean and neat at all times. All equipment and supplies must be kept in their proper places. Soiled linens will be placed in marked containers. Mirrors and counter tops will be visibly clean. No food or beverages will be allowed or consumed by students on the clinic floor. At the end of the day every workstation, Manicuring table, pedicure stations and the esthetic room will be visually inspected by an instructor.

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**CLINIC FLOOR RULES:**

1. Student must have on lab coat /apron (clock out/sign out and go home)
2. No students clocking/signing another student in and out. (Student will be sent home for 72 hours)
3. No students using foul language or inappropriate conversation (Student will receive a write up (advisory report)
4. Students are not allowed in the dispensary unless appointed by an instructor
5. Clinic appointments must be in SAC appointment book
6. Student must get clinic services checked by an instructor
7. Monday and Tuesday are student service days. If student does hair, nails, or makeup without an approved service they will receive a write up and may forfeit service. (Student is in violation of his/her contract; therefore, must clock out and go home for 24hrs)
8. Students will receive a copy of their clocked hours once a month
9. If a student has a communicable disease/condition or has a fever student will be sent home and may not return for 24-hours.
10. Student refuses a client or passes client off to another student or student takes too long to acknowledge client (5 Min limit), this will be considered a refusal of client and is a violation of contract. Student must clock out and go home for 24 hours.
11. If a student is not clocked in, they must leave SAC ground.
12. **Cell phones are to be used in the breakroom or outside only.**

**CODE OF CONDUCT**

All students of SAC are expected to represent SAC in a manner which is respectful and follows the guidelines as established in this school catalog and SAC textbook.

Training Professionals at SAC have the right to express their views, feelings, and beliefs inside and outside the classroom.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of SAC. Disorderly conduct is not permitted.

**RULES AND REGULATIONS / TERMINATION POLICY**

The following is a list of such grounds but is not limited to such list:

1. Missing 14 consecutive days.
2. Unsatisfactory Academic Progress or attendance
3. Nonpayment
4. The use of alcohol and/or drugs on SAC premises
5. Padding of operational sheets, i.e.: daily and/or monthly worksheets
6. Insubordination to clients, fellow students, Instructors, or any member of the administration
7. Disruption of classes
8. Obtaining credits by dishonest means

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9. Theft
10. Fighting, physical threat or harassment
11. Name drop/gossip

SAC may terminate a student's enrollment for noncompliance with General Policies; the enrollment contract; State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of SAC; willful destruction of SAC property; and theft or any illegal act. Student will receive a warning if issue not corrected termination will be forced.

**SOCIAL MEDIA**

Any negative comments containing SAC on any social media website will lead to immediate termination.

**VISITOR POLICY**

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval. SAC has an open-door policy. This policy is practiced by the faculty and staff at SAC.

**STUDENT SERVICES**

SAC will allow up to 2 gas cards quarterly valued at **\$20.00** for students in hardship. SAC does not provide transportation. SAC does have a referral program and is co-partner with a used car dealership and Daycare within 5 to 10 miles radius. Tutoring is provided for students who needs additional instructions/help. One on one coaching is provided on a first come first served basis. A student support station is also available.

**STUDENT GRADUATION**

SAC holds two graduations a year, one in the beginning of the year and the other mid-year. The institution provides caps and gowns. Currently attending students are welcome to join us at upcoming graduations.

**STUDENT OF THE MONTH**

Once a month, the staff and instructors will select a student for student of the month. The qualifications of achieving student of the month include but are not limited to: attendance, grade average, citizenship, professional image, and professional ethics.

**HONOR ROLL**

The student with the highest attendance and excellent academic achievement, 90% GPA and 90% attendance higher will be recognized each quarter at our Barber and Beauty Elites celebration (BBE).

**FIELD TRIP**

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and hair salons. Field Trips are incorporated into the lesson plans of the institution, and they

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are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

**ADVISING**

Personal advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor on an as needed basis for evaluation of progress. Students receive a progress report monthly.

**HOUSING**

SAC does not have on-campus housing. Apartment housing is available near SAC facility. SAC office will gladly refer student to an agency for assistance.

**NON-DISCRIMINATION**

SAC, its admission, instruction, and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. SAC owner/administration is designated to coordinate the academy compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a)

**SERVICES FOR STUDENTS WITH DISABILITIES**

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

**SAC EQUIPMENT AND LOCKERS**

A locker is available for every student. Locks must be provided by the student. The academy is not responsible for lost, stolen, or damaged articles. The academy reserves the right to inspect lockers or styling stations at any time for safety or sanitary reasons.

**FACILITIES EQUIPMENT**

SAC is located at 501 North First Street, Suite B, Jacksonville, Arkansas. SAC is located on the ground level and is easily accessible to handicapped students. Our classroom consists of both printed material (books and magazines) and video that pertain to all areas of Cosmetology, Manicuring, Esthetics, and Instructor. DVD's, video players, televisions, white boards, and charts are a few examples of the equipment utilized in the presentation of subject matter. SAC assigns lockers to each student. It is the responsibility of the student to keep personal property secure. Our clinic floor consists of over 25 workstations and seating, a relaxing shampoo area with chairs and shampoo bowls, and Nail and spa room filled with comfortable sitting for our guests.

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**GRADUATION REQUIREMENTS** (applies to all courses)

Certificates of completion are given upon completing the following requirements:

- 1) Maintain Satisfactory Academic Progress
- 2) Completion of training hours required by the State of Arkansas Department of Health for your course of study (Cosmetology 1500 clock hours, Manicuring/Esthetics/Instructor 600 clock hours)
- 3) Completion of minimum practical requirements
- 4) Completion of all written and practical exams with a grade of 70 percent or higher.
- 5) Payment of all debts owed to the school (before student receive certificates all debts must be paid to apply for state board)

**LICENSING REQUIREMENTS**

The State of Arkansas Department of Health will admit to the examination for a license as a **Cosmetologist, Esthetician** or **Manicurist**, a person who has submitted an application to the Department in proper form, has paid the required \$60 fee and:

- 1) Is not less than 16 years of age
- 2) Has completed two years of high school in public schools of this State; and
- 3) Has completed one of the following:
  - a. For Cosmetology training of 1500 hours
  - b. For Manicuring training of 600 hours
  - c. For Esthetics training of 600 hours
  - d. The prescribed course of study in cosmetology under the laws of another state whose licensing requirements are equal to or stricter than those in Arkansas.

The state license is earned once the candidate student has sat for and passed both the written exam with a minimum score of 70% and the practical exam with a minimum score of 75% sections of the examination given by the State of Arkansas Department of Health.

The State of Arkansas Department of Health will admit to examination for a license as an **Instructor** a person who has submitted an application to the Department in proper form, has paid the required fee and:

- 1) Is a currently licensed Cosmetologist in the State of Arkansas
- 2) Is 21 years of age or older and has 600 hours of Instructor training in a School of Cosmetology over a period not less than 4 months.

The license is earned once the candidate student has passed an examination given by the State of Arkansas Department of Health

**PANDEMIC POLICY**

Pandemics occur when a novel virus emerges that infects and can be efficiently transmitted between humans. Animals are the most likely reservoir for these emerging viruses.

Given the ease in which seasonal viruses spread among the population, it is assumed that the academic environment of classrooms cannot be maintained in the face of a pandemic virus without putting students, staff, and others at risk of infection. In addition, Simpson Academy of Cosmetology may be directed by local, state, or federal authorities to close the campus regardless of the institutions interest in doing otherwise.

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Any decision to close Simpson Academy of Cosmetology will be made by the Owner, Geniese Simpson with input from the CDAC and recommendations will be based upon a combination of the following decision criteria/factors.

- World Health Organization (WHO) declaration of Phase 6-Pandemic period: Increased and sustained transmission in the general U.S. population.
- Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)
- Rate/speed of disease spreading
- Local public plan recommendations to curtail/cancel public activities in county or state
- Falling class attendance/ students leaving campus
- Rising employee absenteeism
- Other regional schools/ school systems closing
- Transportation systems closing/ curtailing interstate travel
- Cases in the Mid-South area occurring early versus late in the overall U.S. experience with the unfolding pandemic.

During this pandemic period ALL instructions will be done virtually or thru other social media resources. Buildings will be closed to all but approved essential staff. Staff will make contact with all active students and ensure that they will have access to virtually learning.

**TRANSCRIPT**

A transcript may not be issued for a student who has dropped/ graduated unless their balance is paid in full.

**ENROLLMENT TERMS AND CONDITION**

**STUDENT UNDERSTANDS THAT:**

1. I am to make my payments at the times scheduled unless SAC office, in writing, extends the time. As stated in contract and secured by my Promissory note, I may at SAC's option, pay SAC \$\_\_\_\_ per month, in monthly installments. The first installment is due and payable on \_\_\_\_\_, \_\_\_\_\_ and all subsequent installments are due and payable on the same day or each subsequent month until paid in full. Furthermore, SAC may, at its option and without notice, prevent me from attending class until the unpaid balance is satisfied.
2. Upon acceptance of my application by SAC, this enrollment contract will constitute a binding contract and both SAC and I will abide by its terms.
3. I give SAC permission to request a transcript of my high school records.
4. Time is of essence for this contract. I understand that if I am absent, it is my responsibility to make up missed time. If I do makeup missed time, I will be charged \_\_\_\_ per hour missed. All time must be made up by graduation date.
5. Fridays are mandatory, not attending on Friday without prior approval will result in **\$100** charge.
6. If I do not notify SAC that I am withdrawing, formal termination shall be based on monitoring of participation determined by the institution.

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7. If I were to take a Leave of Absence and not return on my return date, last date of leave is used as my termination date.
8. The student and/or his parent or guardian hereby give permission to call upon a physician or dentist and/or to refer the student to same for medical/dental assistance in the event of sudden illness. It is understood and agreed that any expenses incurred will be the sole responsibility of the student and/or his parent or guardian.
9. The student's rights under this Agreement may not be assigned to any other person. SAC may assign or sell its rights to payment under this Agreement. Such assignment, however, will not relieve SAC from fulfillment of its duties hereunder and any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
10. SAC reserves the right to change class schedules and to change curriculum. Changes will not increase the student's tuition unless he or she has been absent for an extended time.
11. Student must maintain a complete kit at all times. Students failing to have required tools and equipment will not be allowed to remain in SAC. Items lost or misplaced during the course of training must be replaced at the student's expense.
12. This agreement is to be governed by and construed according to the laws of Arkansas. If any part or provision hereof is contrary to the provision of laws of the United States, Arkansas, or any other applicable authority, then the remaining provisions shall be binding and effective, nevertheless.
13. Grounds for termination by SAC prior to completion are: **1)** Missing 14 Consecutive Days **2)** Unsatisfactory academic progress or attendance, **3)** Nonpayment, **4)** The use of alcohol and/or drugs on SAC premises, **5)** Padding of operational sheets (i.e.: daily and/or monthly worksheets), **6)** Insubordination to clients, fellow students, Instructors, or any member of the administration, **7)** Disruption of classes, **8)** Obtaining credits by dishonest means, **9)** Theft, **10)** Fighting, physical threat or harassment, **11)** Name drop/gossip. SAC may terminate a student's enrollment for noncompliance with General Policies; the enrollment contract; State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of SAC; willful destruction of SAC property; and theft or any illegal act. Student will receive a warning if issue not corrected termination will be forced. Termination does not discharge or waive the student's obligations under this contract. Refunds, if any, shall be completed on the basis of the policy set forth in the Refund Policy.
14. I understand that SAC does not make any guarantees of employment or salary upon my graduation. Upon my request SAC will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.
15. In order to graduate from the program and receive a diploma, you must: **1)** Maintain Satisfactory Academic Progress. **2)** Complete hours of training required by the State of Arkansas Department of Health for your course of study. **3)** Complete minimum practical requirements. **4)**



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Completion of all written and practical exams with a grade of 70 percent or higher. **5) Pay all debts to the school (all debts must be paid to apply for the state board).**

16. **SAC reserves the right to withhold all transcripts of grades and hours until such time as financial obligations to SAC have been satisfied.**
17. Any equipment or supplies used by student that's found to be broken while in students used will be billed to students account and due upon receipt by that student.
18. No responsibility will be assumed by SAC for negligence, or lack of skill by one or more students while practicing any part of SAC's course upon another student.
19. Should any party to the enrollment agreement commence a legal action against another party, such litigation relating in any way to their respective obligations pursuant to the agreement, or concerning the meaning or interpretation of any provision contained in the agreement, all parties agree that venue shall lie only in the State Courts in Little Rock, AR.
20. In the event of any litigation involving the parties to this enrollment agreement, such litigation relating in any way to their respective obligations pursuant to the agreement or concerning the meaning or interpretation of any provision contained in the agreement, the losing party shall pay the prevailing party's costs and expenses of such litigation, without limitation, reasonable attorney's fee.
21. Students have to right to gain access to their files, one time upon request.
22. I must conduct myself in accordance with SAC's Rules and Regulations at all times during my course of training pursuant to the enrollment agreement.
23. Agrees to pay applicable SAC and state fees and provide all required registration paperwork in a timely manner.
24. Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
25. Agrees not to refuse to perform client services or other program requirements.
26. Agrees to provide all financial aid documents, if applicable, in the designated time frame.
27. Agrees to comply with SAC's dress code at all times and project a professional image representative of the cosmetology and image industry.
28. Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of SAC.
29. Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
30. Understands that if he/she is a Title IV financial aid recipient, \* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
31. Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
32. Competency-Based Programs with a Clock Hour Component – Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

**\*SAC is not authorized for Title IV funding**

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### **ACKNOWLEDGEMENT**

1. This is a legally binding document, which should be read carefully before signing. This contract contains my entire agreement with SAC and no further modifications or representation except as here in expressed in writing will be recognized. **I acknowledge that I have read this contract in its entirety, and that I have received a copy of this contract and all blank spaces have been filed into my satisfaction.**
2. Any student who is under eighteen years of age will require a guarantor who will be liable to SAC for the fees agreed to in this agreement if the student should default in any payments thereof. This provision may be waived by written agreement between the student and SAC only.
3. The Guarantor/Surety hereby expressly acknowledges and agrees to all terms, provisions and stipulations set forth in this contract. The Guarantor/Surety understands that they are liable for the amounts set out herein if the student does not pay.

### **SCHOLARSHIPS**

We're so happy to support our Training Professionals! That's why we offer a number of scholarships at Simpson Academy of Cosmetology. While grants are often need-based, scholarships are usually merit-based. Students who will not need any financial assistance will be set up on monthly cost of attendance. All payments are due First day on every month.

### **TUITION AND FEES**

All tuition and fees must be paid in FULL prior to completion of clock hours, except for students who have been awarded scholarships or grants.

<b>Program</b>	<b>Tuition</b>	<b>Kit, Books, &amp; Supplies</b>	<b>Registration &amp; Student Permit</b>	<b>Total</b>
Cosmetology	\$8,750	\$1,000	\$270	\$10,020
Manicuring	\$5,400	\$1,000	\$270	\$6,670
Esthetics	\$5,400	\$1,000	\$270	\$6,670
Instructor	\$5,400	\$1,000	\$270	\$6,670

\*Charges for extra instruction see Tuition and Fees

\*Training Professionals are to make my payments at the times scheduled unless prior approval writing by SAC's Director extends the time. As stated in the contract and secured by the student's promissory note, student may at SAC's option, pay SAC per month, in monthly installments. The first installment is due per outlined in the contract signed by student and all subsequent installments are due and payable on the same day or each subsequent month until paid in full. Furthermore, SAC may, at its option and without notice, prevent Training Professional from attending class until the unpaid balance is satisfied.

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**ADDITIONAL TUITION CHARGES**

If a student must attend the academy longer than the prescribed time allotted for the course of study, he or she must pay an additional Contract Overage fee of **\$250.00** per week. This fee is based on hours remaining starting the day after the student contract ending date and is due after the contract ending unless other arrangements are made with the academy. The additional weekly fee or any portion thereof may be waived with written consent of the academy under demonstration of any circumstances warranting such a waiver. The student requesting a waiver must submit their reasons in writing with any documentation supporting the claim. The Director will evaluate the request and decide what portion if any will be excused.

Official Transcript	\$10.00
Copy of Permanent Record Fee	\$2.00
Termination/ Withdrawal Fee	\$150.00
Replacement Name Tag Fee	\$10.00
Replacement Kit Fee	\$1000.00
Replacement Book	\$65.00
State Board Practical Exam Fee	\$65.00
State Board Written Exam Fee (PSI)	\$60.00
Missed Mandatory Friday Fee	\$100.00

Students with transfer or re-entry hours may use the following formula to calculate their tuition cost  
 **$(\$10.00 \times (\text{total contracted hours})) = \text{Total Tuition Charge}$**

**INSTITUTIONAL CHARGES**

Students are advised that all school fees and additional charges are the responsibility of the student in accordance with the student contract. For Student Aid, U.S. dept of Education has additional requirements to meet, which includes the Title IV Satisfactory Progress Policy. I understand that if I have not completed my course by the "Contract Ends" date listed on my contract, that I will be responsible to pay "additional" institutional charges. Students pay **\$250.00** per week for every hour required to reach 1500 hours training including 180 "Theory" or classroom hours past the "Contract Ends" date which cannot exceed maximum time frame of 150%. If a student enrolled w/750 hours or more graduates on or before the "Contract Ends" date or by the 20% with holiday dates, then the student will receive a scholarship of **\$65**. All student accounts are maintained in accordance with Federal and Arkansas laws.

**PAYMENT**

SAC accepts as payments the following methods: cash, check, money order, credit card, or through non-federal agency or loan programs.

Payments are established by student completion of FAFSA application for financial aid or by completion of Cash Promissory Note. Payment arrangements must be established prior to students start date.

Students utilizing financial aid will receive an Award Letter from the Financial Aid Office.

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**REFUND POLICY**

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or SAC closure. Refund calculations are performed, and refunds made timely. For those students that begin classes, refunds are made based on scheduled hours as of students last date of attendance SAC.

Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that

- a. An applicant is not accepted for training by SAC shall be entitled to a refund of all monies paid.
- b. A student (or in the case of student under legal age, his/her parent or guardian) cancels his/her contract and demands his or her money back in writing, within three (3) business days of the signing of the enrollment agreement regardless of whether the student has actually started training. All monies collected by SAC are refunded.
- c. A student cancels his/her contract **after** three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to SAC, less the Registration & Student Permit fee in the amount of **\$270**.
- d. A student notifies SAC of his/her withdrawal.
- e. A student on an approved leave of absence notifies SAC that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. A student on an approved leave of absence does not notify SAC of withdrawal and does not return from leave of absence, the last date of leave is used as the termination date.
- f. A student is expelled by SAC.
- g. In type b, c, d, or e official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to SAC administrator/owner in person.

Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, SAC monitors student attendance at a minimum of once a month (every 30 days). Refund is calculated based on the student's last date of attendance. Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. A refund to the student may exceed the minimum cancellation and settlement policy at the discretion of SAC. **Books and equipment are non-refundable items.** All fees are identified in this catalog and on the enrollment contract.

- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, SAC shall at its option:

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- provide a full refund of all monies paid or
- provide completion of the course and/or program
- If SAC cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, SAC shall at its option:
  - provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; OR
  - provide completion of the course and /or program; OR
  - participate in a Teach-Out Agreement; OR
  - provide a full refund of all monies paid.
- If SAC closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, SAC must make arrangements for students. SAC has at its option:
  - provide a pro rata refund; OR
  - participate in a Teach-Out Agreement.

Students that terminate their enrollment before program completion will be charged a termination fee of **\$150.00**. For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by SAC applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SAC SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Concerning late payment by the VA**

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.

- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Prior Credit**

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. Credit will be given for prior training for veterans and eligible programs.

38 FR 21.4254.

### **Standards of Progress for VA Students**

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 75 % academic average and 75 % attendance will be considered making satisfactory progress until the next scheduled evaluation.

For a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on probation for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation.

If the student fails to meet minimum requirements in either academics or attendance, the student will be determined to not be making satisfactory progress and the academy's certifying official will submit a 22-1999b, effective on the last day of probation.

Reinstatement of VA student's educational benefits: Once VA students' educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the school's certifying official by submitting a 22-1999.

The academy may terminate you from the academy's attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

### **COUNESELING PROCUDRES**

Counseling sessions will be used to discuss satisfactory progress with the student in the following areas. Attendance, theory classes, practical work, past assignments, attitude, professionalism, and student concerns.

### **JOB PLACEMENT POLICY**

While SAC cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with SAC and follow-up with SAC on current employment or employment needs. In addition, SAC maintains a network of relationships with professionals and employers who provide mentoring to students while they are attending the academy. Job referrals are made known to interested graduates as available.

**ASSURANCE OF THE FACILITY**

**SAC DOSE NOT USE ANY MISLEADING PRACTICES, ERRONEOUS, OR DECEPTIVE.**

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

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

**\*NOTE:** Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

**\*SAC is currently not authorized to offer Title IV Funding.**

- **Evaluation Period**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450hrs (15wks); 900hrs (30wks); 1,200hrs (40wks); 1,500hrs (52wks)

Esthetics, Manicuring, Instructor: 300-clock hours (10wks);600 clock hours (20wks)

\*clocked (actual) hours\*

\*Transfer Students – Midpoint of the contracted hours or the established evaluation periods whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. 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 will receive copies of all evaluation. Satisfactory Academic Progress evaluations are calculated at the conclusion of each evaluation period and no later than seven (7) school business days following the established evaluation point.

- **Attendance Progress Evaluation**

Students are required to attend a minimum of 67% 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

- **Maximum Time Frame**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

- The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.
- Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.
- Students exceeding the maximum time frame shall be terminated and reenrolled on a cash pay basis.

**COURSE**

**MAXIMUM TIME ALLOWED**

	Weeks	Scheduled Hours
Cosmetology Full Time (32.5 hrs./wk.) - 1500 hours	69 Weeks	2235

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Instructor Full Time (37.5 hrs./wk.) - 600 hours	24 Weeks	894
Manicuring Full Time (32.5 hrs./wk.) - 600 hours	28 Weeks	894
Esthetics Full Time (32.5 hrs./wk.) - 600 Hours	28 Weeks	894

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

- **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of 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 three comprehensive practical 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 70% practical and written prior to graduation. Students must make up failed or missed test and incomplete assignments (When the absence is excused). Numerical grades are considered according to the following scale:

- 90 - 100 A Excellent
- 80 - 89 B Good
- 70 - 79 C Satisfactory
- 0 - 69 D/F Unsatisfactory/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. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding, Rehab, Workforce, and SAC scholarship interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

- **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds, Rehab, Workforce, and SAC Scholarship. The student's enrollment and eligibility for financial aid may be terminated, with the option to appeal.

- **Appeal Procedure**

If a student is determined not to make satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination includes 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 school on the designated form describing why they failed to meet satisfactory academic progress



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standards, along with supporting documentation (i.e., medical documentations, jury duty documents, death certificate, etc.), describing why they failed to meet satisfactory academic progress standards and of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be placed on probation and federal student aid will be reinstated, if applicable.

- **Probation**

Students, who fail to meet minimum requirements for attendance or academic progress after the warning period, and prevail upon appeal, will be placed on probation, and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has 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, Rehab, Workforce, and SAC Scholarship.

- **Re-Establishment Of Satisfactory Academic Progress**

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

- **Noncredit And Remedial Courses**

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

- **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

- **Interruptions, Course Incompletes, Withdrawals**

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

\*Simpson Academy of Cosmetology is currently not authorized to offer Title IV Funding.

**Simpson Academy of Cosmetology Annual Report Data**

	2019	2020	2021
Cosmetology	<p><b>3</b> students began training in 2019</p> <p><b>2</b> students scheduled to graduate in 2019</p> <p><b>2</b> students were scheduled to graduate in 2019 and graduated as of 11/30/2020</p> <p><b>2</b> students who graduated as of 11/30/2020 and are eligible for employment</p> <p><b>2</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>2</b> individuals took all portions of the licensing exam</p> <p><b>2</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2020</p> <p>Graduation Rate 100%</p> <p>Placement Rate 100%</p> <p>Licensure Rate 100%</p>	<p><b>12</b> students began training in 2020</p> <p><b>5</b> students scheduled to graduate in 2020</p> <p><b>5</b> students were scheduled to graduate in 2020 and graduated as of 11/30/2021</p> <p><b>5</b> students who graduated as of 11/30/2021 and are eligible for employment</p> <p><b>4</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>3</b> individuals took all portions of the licensing exam</p> <p><b>3</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2021</p> <p>Graduation Rate 100%</p> <p>Placement Rate 80%</p> <p>Licensure Rate 100%</p>	<p><b>10</b> students began training in 2021</p> <p><b>6</b> students scheduled to graduate in 2021</p> <p><b>6</b> students were scheduled to graduate in 2021 and graduated as of 11/30/2022</p> <p><b>6</b> students who graduated as of 11/30/2022 and are eligible for employment</p> <p><b>5</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>5</b> individual took all portions of the licensing exam</p> <p><b>4</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2022</p> <p>Graduation Rate 100%</p> <p>Placement Rate 83%</p> <p>Licensure Rate 80%</p>
Esthetics	<p><b>1</b> student began training in 2019</p> <p><b>1</b> student scheduled to graduate in 2019</p> <p><b>1</b> student was scheduled to graduate in 2019 and graduated as of 11/30/2020</p> <p><b>1</b> student who graduated as of 11/30/2020 and is eligible for employment</p> <p><b>1</b> eligible individual reported that they were employed in a field for</p>	<p><b>2</b> students began training in 2020</p> <p><b>1</b> student scheduled to graduate in 2020</p> <p><b>1</b> student was scheduled to graduate in 2020 and graduated as of 11/30/2021</p> <p><b>1</b> student who graduated as of 11/30/2021 and are eligible for employment</p> <p><b>1</b> eligible individual reported that they were employed in a field for</p>	<p><b>5</b> students began training in 2021</p> <p><b>4</b> student scheduled to graduate in 2021</p> <p><b>4</b> student was scheduled to graduate in 2021 and graduated as of 11/30/2022</p> <p><b>4</b> student who graduated as of 11/30/2022 and are eligible for employment</p> <p><b>3</b> eligible individual reported that they were employed in a field for</p>

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	<p>which the training prepared them  <b>1</b> individual took all portions of the licensing exam  <b>1</b> individual passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2020</p> <p>Graduation Rate 100%            Placement Rate 100%            Licensure Rate 100%</p>	<p>which the training prepared them  <b>1</b> individual took all portions of the licensing exam  <b>1</b> individual passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2021</p> <p>Graduation Rate 100%            Placement Rate 100%            Licensure Rate 100%</p>	<p>which the training prepared them  <b>2</b> individual took all portions of the licensing exam  <b>2</b> individual passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2022</p> <p>Graduation Rate 100%            Placement Rate 75%            Licensure Rate 100%</p>
Instructor	<p><b>2</b> students began training in 2019  <b>1</b> student scheduled to graduate in 2019  <b>1</b> student were scheduled to graduate in 2019 and graduated as of 11/30/2020  <b>1</b> student who graduated as of 11/30/2020 and are eligible for employment  <b>1</b> eligible individual reported that they were employed in a field for which the training prepared them  <b>1</b> individual took all portions of the licensing exam  <b>1</b> individual passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2020</p> <p>Graduation Rate 100%            Placement Rate 100%            Licensure Rate 100%</p>	<p><b>2</b> students began training in 2020  <b>2</b> students scheduled to graduate in 2020  <b>2</b> students were scheduled to graduate in 2020 and graduated as of 11/30/2021  <b>2</b> students who graduated as of 11/30/2021 and are eligible for employment  <b>2</b> eligible individuals reported that they were employed in a field for which the training prepared them  <b>2</b> individuals took all portions of the licensing exam  <b>2</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2021</p> <p>Graduation Rate 100%            Placement Rate 100%            Licensure Rate 100%</p>	<p><b>2</b> students began training in 2021  <b>1</b> students scheduled to graduate in 2021  <b>1</b> students were scheduled to graduate in 2021 and graduated as of 11/30/2022  <b>1</b> students who graduated as of 11/30/2022 and are eligible for employment  <b>1</b> eligible individuals reported that they were employed in a field for which the training prepared them  <b>0</b> individuals took all portions of the licensing exam  <b>0</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2022</p> <p>Graduation Rate 100%            Placement Rate 100%            Licensure Rate 0%</p>
Manicure	<b>4</b> students began training	<b>3</b> students began training	<b>2</b> students began training

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	<p>in 2019</p> <p><b>4</b> students scheduled to graduate in 2019</p> <p><b>3</b> students were scheduled to graduate in 2019 and graduated as of 11/30/2020</p> <p><b>3</b> students who graduated as of 11/30/2020 and are eligible for employment</p> <p><b>3</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>3</b> individuals took all portions of the licensing exam</p> <p><b>3</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2020</p> <p>Graduation Rate 75%</p> <p>Placement Rate 100%</p> <p>Licensure Rate 100%</p>	<p>in 2020</p> <p><b>2</b> students scheduled to graduate in 2020</p> <p><b>2</b> students were scheduled to graduate in 2020 and graduated as of 11/30/2021</p> <p><b>2</b> students who graduated as of 11/30/2021 and are eligible for employment</p> <p><b>2</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>2</b> individuals took all portions of the licensing exam</p> <p><b>2</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2021</p> <p>Graduation Rate 100%</p> <p>Placement Rate 100%</p> <p>Licensure Rate 100%</p>	<p>in 2021</p> <p><b>3</b> students scheduled to graduate in 2021</p> <p><b>3</b> students were scheduled to graduate in 2021 and graduated as of 11/30/2022</p> <p><b>3</b> students who graduated as of 11/30/2022 and are eligible for employment</p> <p><b>3</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>2</b> individuals took all portions of the licensing exam</p> <p><b>2</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2022</p> <p>Graduation Rate 100%</p> <p>Placement Rate 100%</p> <p>Licensure Rate 100%</p>
All Programs	<p><b>10</b> students began training in 2019</p> <p><b>8</b> students scheduled to graduate in 2019</p> <p><b>7</b> students were scheduled to graduate in 2019 and graduated as of 11/30/2020</p> <p><b>7</b> students who graduated as of 11/30/2020 and are eligible for employment</p> <p><b>7</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>7</b> individuals took all portions of the licensing</p>	<p><b>19</b> students began training in 2020</p> <p><b>10</b> students scheduled to graduate in 2020</p> <p><b>10</b> students were scheduled to graduate in 2020 and graduated as of 11/30/2021</p> <p><b>10</b> students who graduated as of 11/30/2021 and are eligible for employment</p> <p><b>9</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>8</b> individuals took all portions of the licensing</p>	<p><b>19</b> students began training in 2021</p> <p><b>14</b> students scheduled to graduate in 2021</p> <p><b>14</b> students were scheduled to graduate in 2021 and graduated as of 11/30/2022</p> <p><b>14</b> students who graduated as of 11/30/2022 and are eligible for employment</p> <p><b>12</b> eligible individuals reported that they were employed in a field for which the training prepared them</p> <p><b>9</b> individuals took all</p>

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<p>exam <b>7</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2020</p> <p>Graduation Rate 87.50% Placement Rate 100% Licensure Rate 100%</p>	<p>exam <b>8</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2021</p> <p>Graduation Rate 100% Placement Rate 90% Licensure Rate 100%</p>	<p>portions of the licensing exam <b>8</b> individuals passed all portions of the licensing exam</p> <p>Rates as calculated for and reported to NACCAS, November 30, 2022</p> <p>Graduation Rate 100% Placement Rate 85% Licensure Rate 88%</p>
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**CONSUMER INFORMATION**

To help you make an informed decision about whether to enroll in Simpson Academy of Cosmetology (SAC), we want you to be aware of the following information. Additional school policies are available for student review throughout this catalog.

Salon and Spas in the surrounding areas overwhelmingly prefer to hire our graduates due to our sales training and business course that is integrated within our program. The training makes our graduates “salon ready” and marketable in the field of cosmetology and related areas. Successful graduates can expect employment in the field because of the current shortage of Cosmetology professionals as reported in local and national publications.

Pay will be commensurate with the abilities and personality of the student, ranging anywhere from minimum wage and up. One method is a guaranteed minimum wage plus a commission on services over a set level. Another is a flat commission, usually 50% of services rendered, but we are recently hearing reports of 60% being offered. Generally, tips will be a good secondary source of income. We recommend against chair or booth rental until you have had time to become established in your field. Your workdays may require extended periods of time standing so comfortable shoes and generally good health is required of an individual in the cosmetology profession. There is minimal exposure to damaging chemicals other than items such as hot wax and common solvents and acrylic manicuring liquids. You will be trained in the use of most readily available products.

An Arkansas license is required in the state of Arkansas prior to working as a Cosmetologist, Manicurist, Esthetician, or Instructor. The licensure requirement is to successfully complete the required clock hours, including theory or classroom hours and successful completion of both the practical examination scoring 75% or above as well as the written examination which requires a 70% score or above; the written examination also includes a small state law test. All testing must be successfully completed before a license is issued by the American Department of Health/Cosmetology Section.

**Sexual Harassment:** means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, instruction or participation in other Academy activities; (2) submission to or rejection of such conduct by an individual is used as a basis for

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making academic, employment or personnel decisions affecting that individual; or (3) such conduct has the purpose or effect of creating an intimidating or hostile educational or working environment.

**Alcohol and Drugs:** SAC prohibits the abuse of alcohol and expects Training Professionals of SAC to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. SAC prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

**Assault, Endangerment of Infliction of Physical Harm:** Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The owner of Simpson Academy of Cosmetology and its board members will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the local Police Department adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

**Anti-Harassment:** Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or SAC Administration. Students found to be engaged in the harassment of other students or SAC's faculty will be expelled.

**Hate Crime Reporting:** Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the 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 these categories to your instructor or directly to SAC Administration as soon as possible.

**Anti-Violence:** Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. SAC does not permit weapons, including knives and firearms in the school building. Students with firearms permits are not permitted to carry their firearms while in the school building or premises.

**Weapons, Fireworks and Hazardous Chemicals:** The possession or use of firearms, ammunition, air guns, spring guns, slingshots and paintball guns, or hazardous chemicals is forbidden. Possession or use of a knife with a double-edge blade, a spring blade, or a blade over 4 inches in length is prohibited by the Academy policy.

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Students found carrying weapons in SAC's building or premises or students making threats against other students or faculty will be expelled.

**DISCIPLINARY ACTION**

If a student should violate these regulations, he/she will be terminated from classes and the violation or violations will be referred to the City Police Department. Severity of the offense and any action needed will be determined by and enforced by the Police Department.

Reinstatement after termination resulting from violation of this regulation will require demonstration that all violations have been corrected. The academy will work closely with the Police Department and any state approved counseling of rehabilitation agency. The Academy will follow the professional judgment of the organization involved.

Any employee in violation of this regulation will be permanently terminated. The violation or violations will be referred to the City Police Department for whatever action they deem applicable.

**PHYSICAL DEMANDS/SAFETY**

Physical demands of the courses are as follows, a Cosmetology / cosmetology cross- over student can expect to spend at least 75% of their total course time on their feet. A Manicuring student can expect to spend at least 80% of their time seated at a manicuring table or seated on a pedicure stool. Esthetics students can expect to spend at least 75% of their time seated and an Instructor training student should expect to spend 80% of their time standing. If a prospective student has a history or suspicion of physical limitations to chemical odors, standing, sitting, bending, stooping, or light lifting, he/she should consult his/ her physician before entering training. Safety and hygiene are stressed in all aspects of all courses. The academy is inspected regularly by the Arkansas State Board of Cosmetology. All reasonable accommodations will be considered for mentally or physically disabled students.

**INTERNAL ACADEMY COMPLAINT PROCEDURE**

This procedure provides an avenue and directions for students, employees, and other interested parties to officially file a complaint against the academy.

The complaint must be submitted to the academy director in writing, dated, and state the nature of the complaints.

All complaints will be discussed and evaluated by the complainant and Director within 10 calendar days of receipt. The minutes of the meeting will be recorded in writing and a copy will be given to the complainant.

If the complaint cannot be resolved to the satisfaction of the complainant, it will be forwarded to the school complaint committee. SAC complaint committee will be comprised of the academy owner, the director, and instructor and a senior student. The complaint committee will meet within 21 calendar days of the receipt of the complaint.

The complaint Committee will examine the minutes from the initial meeting, and any additional information or evidence that has been submitted in writing. The Complaint Committees will offer a decision on the allegations within 15 calendar days of this meeting.

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If the complaint is determined to be valid the Committee will document in writing the steps taken by the academy to correct the problem. If the complaint is determined to be unwarranted the Committee will document in writing their findings as to why the allegations were not warranted and a copy will be issued to the complainant.

If after receiving the Committees findings the complainant is not satisfied, they will be advised to contact either the Arkansas Department of state board of the National Accrediting Commission of Cosmetology Arts and Sciences and obtain the correct Complaint Form from that agency.

This last resort should not be exercised until all in the academy procedures for resolving the complaint are exhausted.

The academy will maintain written records of all proceedings in the complainant's student file and in a separate file for a minimum of 3 years.

### **GRIEVANCE PROCEDURE**

In accordance with the SAC's mission statement, we 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 SAC's 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. Student's Teachers Trainers, and other interested parties are asked to resolve any issues with the SAC verbally before putting any complaints in writing.
2. 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.
3. The complaint form will be given to SAC's Director.
4. 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.
5. 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.
6. 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.
7. 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 SAC 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 enrolled a SAC, and another member who may not be employed by SAC or related to the SAC 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. SAC 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.

8. Students must exhaust SAC's internal complaint process before submitting the complaint to the SAC accrediting agency (NACCAS), if applicable.

#### **RETURN OF UNEARNED TITLE IV FUNDS**

In the event a student withdrawal or is terminated from the program, the following policy applies to the treatment of Title IV Aid.

The law specifies how SAC must determine the amount of Title IV program assistance that you earn if you withdraw from SAC. The Title IV programs that are covered and that the academy participates in are: Federal Pell Grant, Direct Student Loans (Stafford Loans), and Plus Loans.

When you withdraw during your period or period of enrollment (your academy can define these for you and tell which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your academy or parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by SAC and/ or you. The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period or period of enrollment, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your academy may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the academy). SAC needs your permission to use the post-withdrawal grant disbursement for all other academy charges. If you do not give your permission (some academies ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the academy to keep the funds to reduce your debt at the academy.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of the eligibility requirements. For example, if you are a first-time, first year undergraduate student and you have not completed the first 30 days of your programs before you withdraw, you will not receive any FFEL or Direct loan funds that you would have remained enrolled past the 30<sup>th</sup> day.

If you receive (or your academy or parent receives on your behalf) excess Title IV programs funds that must be returned, your academy must return a portion of the excess equal to the lesser of:

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1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The Academy must return this amount even if it didn't keep this amount of your Title IV programs funds. If your academy is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a plus loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds that you received or were scheduled to receive. You must make arrangements with your academy or the Department of Education to return the unearned grant funds.

The requirements for the Title IV programs funds when you withdraw are separate from any refund policy that your academy may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your academy may also charge you for any Title IV funds that the academy was required to return. If you don't already know what your academy's refund policy is, you can ask your academy for a copy. Your academy can also provide you with the requirements and procedures for officially withdrawing from the academy.

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

#### **REINSTATEMENT OF TITLE IV AID**

When a student is reenrolling into SAC within 180 days of their termination date and there was a refund of their Title IV aid, the student may qualify for reinstatement of the Title IV aid. In this event, the school would fill out an administrative relief and send it to the Department of Education for approval of the reinstatement of the funds. As soon as the SAC has been notified of the approval and the monies reach SAC, the student's account will be credited.

**\*SAC is currently not authorized to offer Title IV Funding**

#### **FINANCIAL AID INFORMATION:**

#### **COST OF ATTENDANCE BUDGETS**

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending SAC.

**NOTE:** Tuition & Fees and Kits/Supplies are figured per enrollment. Room & Board, Transportation, Misc./Personal, and Other Cost are figured per month.

#### **FINANCIAL AID FOR STUDENTS**

SAC participates in Financial Aid Programs to assist students who need money as a way to attend school. Whether a student is eligible for assistance and how much is determined by the need of each individual

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student. Every student is different. The Federal Financial Aid Programs that the school has available to students are the Pell Grant and Direct Loan Program. All students must complete a Free Application for Federal Student Aid (FAFSA) online or at the school before they can be considered for enrollment. Students will need to enter our school code (030234). Our Financial Aid Administrator will assist any student that needs help with their application.

**ELIGIBILITY**

In general, an applicant is eligible for Federal Aid if he/she meets the requirements below. The applicant must: A. Be enrolled at least halftime as a regular student to receive aid from Pell Grant and Federal Direct Loan Programs. B. Be a US citizen or an eligible non-citizen. C. Show that he/she has NEED D. Not be in default on any Federal Student Loan or Perkins Loan. E. Not have an Over award on Pell Grant. F. The applicant must make satisfactory progress in their course of study. G. Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending your school. H. Sign a statement of registration status indicating you have registered with the Selective Service if you are required to do so. The U.S. Department of Education will verify student's registration with the Selective Service. The names of any students, who claimed to have registered, but have not, will be referred to the U.S. Department of Justice. I. Be enrolled in a financial aid eligible course.

**VERIFICATION PROCESS**

Simpson Academy of Cosmetology (SAC) have developed the following policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs:

1. Only those students selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Transcript from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No federal student aid funds (Pell grants or Direct loans) will be disbursed prior to the completion of verification.
3. The institution, prior to the completion of verification will certify a Direct Loan application. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not complete by that time, the check must be returned to the lender.
4. Students eligible to receive Pell grants will have until 60 days after their last day of attendance. However, in the interim, the student must have made arrangements with SAC for payment of all tuition and fees due or risk termination from SAC. After the passage of the fore mentioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of time parameters and the consequences of not completing the verification cycle. The institution will notify the student of

the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

6. If student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after counseled by the institution, SAC will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

7. The financial aid file must be documented with the date that verification is completed. Direct Loan checks are not to be released prior to this date.

### **FINANCIAL NEED**

Most Federal Student Aid is awarded based on financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other related expenses) and the amount you and your family are expected to contribute towards your education. A standard formula is used for all applicants that determine this amount, which is called the Expected Family Contribution (EFC) or Family Contribution (FC). The amount left over after subtracting the expected contribution from your cost of education is your financial need.

**Need-based:** Federal Pell Grant Subsidized Loan

**Non-need based:** Direct Unsubsidized Loan

### **FEDERAL AID PROGRAMS**

1. Federal Pell Grant
2. William D. Ford Federal Direct Loan
3. William D. Ford Federal Direct PLUS Loan

### **FEDERAL PELL GRANT**

Federal Pell Grants are awards of Federal Aid Funds ranging up to \$6,345 for the 2020 - 2021 award year. A Pell Grant is an entitlement, which means it does not have to be paid back. If a student qualifies for an award, the U.S. Department of Education will disburse the funds to SAC on the student's behalf. The school must apply the funds to the student's account and record the disbursement on the student ledger. The amount of the award is based on the U.S. Department of Education's determination of the student's need. How much you are actually eligible for depends on the following:

1. Your Student Aid Index Number
2. Cost of education at your school, whether you are a full-time or part-time student
3. How long you will be enrolled in the academic year

### **APPLYING FOR A GRANT**

The necessary forms are available from SAC office. The forms are to be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure that it has processed.

### **RE-APPLYING FOR A GRANT**

Federal financial aid does not automatically continue from one year to the next. Students must re-apply every award year. Forms are available from SAC office during regular SAC hours. July 1st of each year begins a new award year.

### **ARKANSAS RURAL ENDOWMENT FUND LOAN PROGRAM**

Students may apply for the Arkansas Rural Endowment Fund Loan provided they live in a rural area or in a city with less than 7,000 in population.

### **INFORMATION ON LOAN PROGRAMS**

#### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

A Direct Loan provides low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education...rather than a bank or other financial institution.

#### **DIRECT LOAN ELIGIBILITY REQUIREMENTS**

Student eligibility is determined using Cost of Attendance (COA) budget that we establish including tuition based on your enrollment level and program, a room and board allowance, and an allowance for books and supplies, personal expenses, and transportation costs. We subtract the Expected Family Contribution (EFC) as calculated on your FAFSA. The difference between these two figures is "Demonstrated Financial Need."

We may revise any student's eligibility if any elements of your COA budget changes. For example, an initial award is based on your intention for full-time enrollment may be reduced due to you changing to part-time enrollment.

#### **APPLYING FOR AN DIRECT LOAN**

Applying for a Direct Loan must be done by filling out the FAFSA. The information on the student's FAFSA is transmitted to the school that the student lists on the application, and those schools use the information to assess your financial need for student aid. If you are an undergraduate student attending a school participating in the Pell Grant Program, SAC will have to determine whether you are eligible for a Pell Grant before you can receive a Direct Loan.

### **EXIT COUNSELING**

Upon leaving SAC, graduated or withdrawn, federal regulations require that the student participate in an exit counseling session at [www.nsls.ed.gov](http://www.nsls.ed.gov). This session is designed to provide the student with

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information regarding rights and responsibilities with regard to loan repayment, which include but are not limited to grace period, loan terms and conditions, where to send payment, payment options, conditions to defer repayment and what happens when the student's loan goes into default. To get an idea of what the repayment schedule might be, the student can get customized estimates by using the on-line repayment calculators at Direct Loans at [www.directl.ed.gov/calc.html](http://www.directl.ed.gov/calc.html). If the students completed Entrance Counseling for Direct Loans, the student will also receive an Exit Guide when they leave the school, as well as signing a statement that they have received the Guide and kept in the file for records. This can be given to them if graduated or mailed to them with their Official Withdrawal Letter.

**DIRECT LOAN BORROWER RESPONSIBILITIES AND REPAYMENT PLAN**

If a student leaves SAC, he/she must contact the lender and arrange a repayment schedule. (A student is considered to have left school if he/she falls below half-time status according to the school's definition.) Repayment amount depends on the size of the debt. Students should ask the lender what the monthly payments would be prior to taking out a loan. A Federal Loan is a serious responsibility. Failure to repay a loan can result in the lender (or agency of the Federal government making the loan) suing the borrower to collect the loan. Your future credit rating can be affected, and some states can withhold the student's state income tax refund to satisfy an outstanding Student Loan debt. Loan repayment begins 6 months after the student leaves SAC. The following chart is based on a minimum monthly payment of \$50.00 and a standard repayment period of 10 years. You can also find a Loan Payment Calculator on the Direct Loan website, [www.studentaid.gov](http://www.studentaid.gov) there are various repayment options; standard, graduated, extended, income contingent or income based. Provisions are made for certain deferment or forbearance options.

**FEDERAL DIRECT PLUS LOANS (PARENT PLUS LOANS)**

Direct PLUS loans are parent borrowers. This loan provides additional funds for educational expenses. FPLUS Loans have a fixed interest rate of 8.5%. Like Direct Stafford, a lender such as a bank, credit union, or saving and loan association make FPLUS loan. Unlike Direct Stafford borrowers, however, FPLUS borrowers do not have to show need, although they may have to undergo a credit analysis. The amount the parent may borrow under the Federal Direct PLUS Program will depend on the financial aid award established by the institution the student is attending. This loan may not exceed the student's cost of attendance minus other financial aid. Federal Direct PLUS may be used to replace the Expected Family Contribution (EFC

**PARENT PLUS REPAYMENT**

Borrowers must begin repayment 60 days from the disbursement date unless special circumstances apply.

**SELF-PAYMENT POLICY**

The student agrees to pay Simpson Academy of Cosmetology a monthly payment that shall be applied to the total educational cost. In addition, any receipt of the Title IV funds and/or credits due upon receipt of paperwork and funds shall also be applied to the total educational cost. Any extra charges will be

added to the total education cost before financing is complete. Students are not charged interest while enrolled in SAC. If it is determined that any time during or after completion of the course that information has been falsified or not provided for the determination of the correct financial aid for the student; any refunds shall be charged back to the student's account.

**STUDENT WITHDRAWAL**

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Business Officer will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to. Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1st. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

**COMPLETING PROGRAM EARLIER THAN CONTRACT TIMEFRAME**

Students receiving aid to attend school are expected to maintain a minimum attendance rate of 67%. Students are highly discouraged from maintaining an attendance rate of 105% or more. Students with an attendance rate of more than 105% attendance risk completing the program earlier than calculated for their financial aid package. A recalculated financial aid package may result in liabilities owed by the student and/or the institution. Students may monitor their attendance percentage by logging into the school attendance tracker ([www.attendance.fameinc.com](http://www.attendance.fameinc.com)), logging into class app, viewing their monthly progress report, or speaking with a member of their education team.

**\*SAC is currently not authorized to offer any of these federal financial aid options.**

## COURSE OUTLINE

### **Cosmetology courses and/or programs include instruction in:**

1. Sciences
  - a. Infection control
  - b. Chemistry
  - c. Electricity and light therapy
  - d. Anatomy and physiology
2. Principles and techniques of:
  - a. Hair styling
  - b. Hair shaping
  - c. Hair coloring
  - d. Chemical texture services
  - e. Scalp and hair treatments
3. Principles and techniques of skin care treatments and application of cosmetics
4. Principles and techniques of nail services
5. Product knowledge and use as applicable
6. Career and employment information including:
  - a. Professional ethics
  - b. Effective communication
  - c. Compensation methods
  - d. Licensing or certification requirements and regulations
  - e. Fundamentals of business management
  - f. Client recordkeeping
  - g. Professionalism
  - h. Interview preparation
  - i. Job search skills
  - j. Orientation
  - k. Professional development
  - l. Law

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student, for a license as a cosmetologist, after 150 hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for service or materials.



**Manicuring training courses and/or programs include instruction in:**

1. Sciences
  - a. Infection control
  - b. Anatomy and physiology
  - c. Skin structure, growth, and nutrition
  - d. Nail Disorders and diseases
  - e. Chemistry
  - f. Electricity
2. Principles and techniques of
  - a. Manicuring
  - b. Pedicuring
  - c. Electric Filing
  - d. Nail enhancements
  - e. Nail art
3. Career and employment information including:
  - a. Seeking employment
  - b. On the job
  - c. The salon business
  - d. Professionalism
  - e. Interview preparation
  - f. Job search skills
  - g. Orientation
  - h. Professional development
  - i. Law

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student for a license as a manicurist, after 60 hours of instruction may engage in the school as a student in work connected with manicuring taught in the school upon a client who is paying for service or materials.

**Esthetics courses and/ or programs include instruction in:**

1. Sciences
  - a. Infection control
  - b. Anatomy and physiology
  - c. Chemistry
  - d. Electricity
  - e. Nutrition
2. Skin sciences

- a. Physiology and Histology of the skin
  - b. Disorders and Diseases of the skin
  - c. Skin Analysis
  - d. Skin care products: Chemistry, Ingredients
3. Esthetics
- a. Treatment room
  - b. Facial treatment
  - c. Facial Massage
  - d. Facial Machines
  - e. Hair removal
  - f. Advanced Topics and treatments
  - g. Makeup
4. Career and employment information including:
- a. Career planning
  - b. Skin care business
  - c. Selling products and services
  - d. Professionalism
  - e. Interview preparation
  - f. Job search skills
  - g. Orientation
  - h. Professional development
  - i. Law

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student for a license as an Esthetician, after 60 hours of instruction may engage in the school as a student in work connected with aesthetics taught in the school upon a client who is paying for service or materials.

**Instructor training courses and/or programs include instruction in:**

- 1. Principles of teaching and learning
- 2. Understanding learning styles and student diversity
- 3. Teaching methodology
- 4. Course and/or program development
  - a. Lesson plan development
  - b. Development and use of teaching aids
  - c. Test development
- 5. Student evaluation
  - a. Evaluation of theoretical knowledge
  - b. Evaluation of practical skills

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6. Providing academic advising
  - a. Delivering feedback on student performance
  - b. Creating plans for improvement of student performance
7. Administrative responsibilities
8. Career and employment information
  - a. Professional ethics
  - b. Effective communication
  - c. Compensation methods
  - d. Licensing or certification requirements and regulations
  - e. Fundamentals of business management
  - f. Professionalism
  - g. Interview preparation
  - h. Job search skills
  - i. Orientation
  - j. Professional development
  - k. Law

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student, for a license as an Instructor, after 60 hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology instruction taught in the school.

## COSMETOLOGY COURSE (1500 HOURS)

**Instructor:** Genesis Simpson, Jocelyn Estes

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures

### **REFERENCES AND TEXTBOOKS:**

All new students are issued the Milady Standard Cosmetology Textbook, Milady Exam Review, DVD's, worksheets, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

### **TEACHING AND LEARNING METHODS:**

The 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 of 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.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of 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 academy. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D/F = 0 - 69	Unsatisfactory/ Failing

**Kit List**

QTY COMPONENT	QTY COMPONENT
1 Rolling Bag	1 Box of combs
1 Box of All Purpose Combs	1 Shear kit
1 Clips for Rollers	1 Flat Iron
1 Long Hair Mannequin	1 Black Colored Cape
1 Water Bottle	1 Black Colored Apron
1 Blow Dryer	1 Large Clip 6-Pack - Black/White

SAC is not responsible for lost or stolen items. Student is responsible for the security of kit and books. Students should *NOT* bring large amounts of cash to school.

**HOURS      SUBJECT – UNIT**

**120**      **THEORY - CLASSROOM INSTRUCTION** Orientation, State Laws and Regulations, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

- 80**            **Hygiene and Sanitation** - Instruction in sanitation, sterilization, hygiene, lighting, and ventilation. General sanitation duties performed by students shall not exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
- 1000**        **Hairdressing** – A course in cleaning hair, shampooing, haircutting, clipping, singeing, dyeing, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- 100**        **MANICURING, PEDICURING, NAIL EXTENSIONS** – A course in the construction, filing and shaping of the fingernails, loosening, and removing the dead cuticle and the art of hand and arm massage.
- 100**        **Esthetics** - A course in the skin, various, kinds of facial massage, cosmetics, packs, the area of makeup, eyebrow and eyelash dyeing.
- 50**            **SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**  
Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Professionalism, Compensation Packages, Payroll Deductions, Telephone Use, Interview Preparation, Advertising, Sales, Communications, Public/human Relations, Orientation, Insurance, Salon Safety; Job Search Skills, On the Job, and Professional Development
- 50**            **INSTRUCTOR DISCRETION** – To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
- 1500**        **TOTAL HOURS** - The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Theory class is held for one (1) hour per day Monday – Friday. Class is scheduled to begin at 9:00 a.m., students must be clocked in and in their seats by 9:10 a.m. The Cosmetology course is written and taught only in English, in accordance with the Arkansas Department of Health, Cosmetology Section.

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student, for a license as a cosmetologist, after 150 hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for service or materials.

## MANICURING COURSE (600 HOURS)

**Instructor:** Genesis Simpson, Jocelyn Estes

**DESCRIPTION:** The Manicuring Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Nail Technology or a related career field.

**Goals & Objectives:**

The objective of the course is to train men and women in the field of Manicuring to be Manicuring and prepare them for licensing by the Arkansas Department of Health/Cosmetology Section. The many job opportunities available include Manicuring Technician, Platform Artist, School Owner, or Representative to companies serving the Manicuring fields.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas Manicuring, pedicure, nail care and foot care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures

**TEACHING AND LEARNING METHODS:**

Classroom theory, and laboratory practical training utilizing Milady Standard textbooks, and Milady Standard Workbook. The 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 of 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.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of 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 academy. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D/F = 0 - 69	Unsatisfactory/Failing

**Kit List**

QTY COMPONENT	QTY COMPONENT
1 Nail Brush	1 Nail Dehydrator
2 Dappen Dishes	1 Box of Base Coat and Topcoat
1 Pack of 180 Abrasive boards	1 Nail Glue
1 Pack of Buffers Blocks	1 Nail Tip Adhesive
1 Tip Cutters	1 Toenail Clippers
1 Nail Primer	1 Nippers
1 Cuticle Pusher	

SAC is not responsible for lost or stolen items. Student is responsible for the security of kit and books. Students should *NOT* bring large amounts of cash to school.

**HOURS**

**75**

**SUBJECT – UNIT**

**Hygiene and Sanitation** - Instruction in sanitation, sterilization, hygiene, lighting and ventilation. General sanitation duties performed by students shall not



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exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.

- 150 MANICURING, PEDICURING**, – A course in the construction, filing and shaping of the fingernails, loosening, and removing the dead cuticle, callus and the art of hand arm massage and foot massage.
- 200 ADVANCE NAIL TECHNOLOGY** – A course in knowing how to create a sculptured nail, combining Monomer Liquid and polymer powder and to create small works of art on top or inside a nail enhancement.
- 75 THEORY - CLASSROOM INSTRUCTION, RELATED SCIENCE** - Orientation, State Laws and Regulations, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, Professional Image, First Aid, Chemistry, Anatomy & Physiology, Electricity
- 50 SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**  
Fundamentals of Business Management, Professionalism, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Interview Preparation, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Job Search Skills, On the Job, Orientation, and Professional Development
- 50 INSTRUCTOR DISCRETION** – To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
- 600 TOTAL HOURS** - The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Theory class is held for one (1) hour per day Monday – Friday. Class is scheduled to begin at 11:00 a.m., students must be clocked in and in their seats by 11:10 a.m. The Manicuring course is written and taught only in English in accordance with the Arkansas Department of Health, Cosmetology Section.

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student for a license as a manicurist, after 60 hours of instruction may engage in the school as a student in work connected with manicuring taught in the school upon a client who is paying for service or materials.

## Instructor Course (600 hours)

**INSTRUCTOR:** Geniese Simpson, Jocelyn Estes

**DESCRIPTION:** The purpose of the Instructor Course is to train the licensed cosmetologists to be professional Instructor, you'll be responsible for shaping the future of the beauty world by guiding emerging artists. Our areas of emphasis include how to teach theory, evaluating students' performance and examinations, preparing students to pass the cosmetology state board examination, and much more.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, and clients.
4. Plan carefully for the learning experience, interactive lecture, demonstrations, and practice.
5. Respect the need to deliver worthy service for value received in an employment environment.
6. Perform effective classroom management and supervision.
7. Apply strategies for different learning disability.
8. Apply different educational aids and technology in the classroom
9. Apply strategies for assessing progress and advising students
10. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures

### **REFERENCES AND TEXTBOOKS:**

Instructional Techniques: Classroom theory and laboratory practical training utilizing Milady Publishing Co. textbooks, and various other books and materials provided in our academy. The Instructor course is written and taught only in English in accordance with the Arkansas Department of Health, Cosmetology Section.

### **TEACHING AND LEARNING METHODS:**

The 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 of 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, and student participation. Audio-

visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of 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 Academy. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D/F = 0 - 69	Unsatisfactory/ Failing

<b><u>HOURS</u></b>	<b><u>SUBJECT - UNIT</u></b>
<b>50</b>	<b>PREPARATORY TRAINING</b>
<b>100</b>	<b>CLASS ATTENDANCE</b>
<b>50</b>	<b>CONDUCTING THEORY CLASSES</b>
<b>300</b>	<b>CONDUCTING PRACTICAL CLASSES</b>
<b>100</b>	<b>MAINTAINING STUDENT RECORDS</b>

Theory class is held for one (1) hour per day Monday – Friday. Class is scheduled to begin at 1:00 p.m., students must be clocked in and in their seats by 1:10 p.m. The instructor course is written and taught only in English in accordance with the Arkansas Department of Health, Cosmetology Section. Training in subjects in which the individual student Instructor may be deficient will be included in the course as the Trainee progresses.

## Esthetics Course (600 Hours)

**Instructor:** Genesis Simpson, Jocelyn Estes

**DESCRIPTION:** The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetic or a related career field.

### **Goals & Objectives:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the area's Facial treatments, facial massage, facial machines, hair removal skin care products.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures

### **TEACHING AND LEARNING METHODS:**

Classroom theory and laboratory practical training utilizing Milady Standard textbooks, Milady Standard Workbook and Milady Exam Review. The 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 of 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.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of 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 academy. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D/F = 0 - 69	Unsatisfactory/ Failing

**Kit List**

QTY	COMPONENT	QTY	COMPONENT
1	Makeup Brush	1	Makeup Apron
2	Makeup Sponges	1	Mannequin Head
1	Extraction Set		
1	Tweezers		
1	Lash Glue		
1	Lash Tape		
1	Carrying Case		

SAC is not responsible for lost or stolen items. Student is responsible for the security of kit and books. Students should *NOT* bring large amounts of cash to school.

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<b><u>HOURS</u></b>	<b><u>SUBJECT – UNIT</u></b>
40	CHEMISTRY
35	NUTRITION
35	INFECTION CONTROL & SANITATION
45	INTRODUCTION OF SKIN CARE
150	SKIN CARE
50	MAKEUP AND CORRECTIVE MAKEUP
40	EYEBROW & LASHES
40	HAIR REMOVAL
20	SAFETY PRECAUTIONS
20	PROFESSIONAL DEVELOPMENT & PERSONALITY DEVELOPMENT
20	MANAGEMENT, JOB SEARCH SKILLS, INTERVIEW PREPARATION, ORIENTATION
15	SALESMANSHIP
10	STATE LAWS, RULES, AND REGULATIONS
15	TESTING EVALUATIONS
65	INSTRUCTOR'S DISCRETION

Theory class is held for one (1) hour per day Monday – Friday. Class is scheduled to begin at 10:00 a.m., students must be clocked in and in their seats by 10:10 a.m. The Esthetics course is written and taught only in English in accordance with the Arkansas Department of Health, Cosmetology Section.

In accordance with Arkansas State Board of Health: Cosmetology Law Book:

A student for a license as an Esthetician, after 60 hours of instruction may engage in the school as a student in work connected with Esthetics taught in the school upon a client who is paying for service or materials.

Simpson Academy of Cosmetology  
Catalog

**STAFF**

**Geniese Simpson, INSTRUCTOR/OWNER**

Geniese Simpson is owner of Simpson Academy of Cosmetology. She has received proper training in the beauty industry and is a license Cosmetologist and a license Cosmetology Instructor to teach at any Cosmetology School in the state of Arkansas. Mrs. Simpson's is a Marketing Major and has worked in the Beauty/Cosmetic Industry for the past 10 years. She is the founder of Arkansas Fashion and Beauty Expo and has traveled over the US attending Fashion and Beauty Expo/Training classes. Geniese is passionate about this industry and through her expertise she has assisted numerous individuals opening businesses in the beauty and fashion industry.

**Jocelyn Estes, INSTRUCTOR**

Jocelyn Estes has over 5 years of experience in the beauty industry. She is a master Nail Tech but has excelled in all areas of the cosmetology field. She was student of the year at Simpson Academy of Cosmetology. Jocelyn has over 10 years' experience working as a Medical Assistant for a group of Podiatrists at Arkansas Foot and Ankle Clinic, specializing in nail and feet care. She has strong customer service skills and is passionate about sharing her wisdom and knowledge with the students.

**Tara Rice, DIRECTOR**

Tara Rice has been in the education field for over 20 years and have over 30 years in Business Management and has experience in the Retail industry as an entrepreneur. Mrs. Rice is a former Executive Director of a Educational Non-Profit Organization that was State and Federal Funded. She operated an annual budget of \$550,000 and supervised over 23 employees. Ms. Rice is very passionate about education and helping others reach their educational and career goals.

**Deirdra Gray, Office Manager**

Deirdra Gray has 7yrs experience in management, she also has a background in early childhood education. She majored in Sociology at Philander Smith College. Deirdra is dedicated to helping others and looks forward to aiding students on their journey to personal and professional growth.

**LICENSED BY:**

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Little Rock, Arkansas 72205  
501-682-2168

**CANDIDATE STATUS**

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