



TAYLOR ANDREWS  
ACADEMY - ST. GEORGE

# Student Catalog

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## Our Mission

Our mission is generating beauty through personal and professional growth and success.

## Our Facilities

The St George facility is a 15,000 square foot building, including: 37 hair stations, 9 private esthetics treatment rooms, an amazing pedicure retreat including 6 stations, 6 nail tables, a comfortable shampoo retreat including 5 shampoo bowls, and several practical classroom areas. The Taylor Andrews Academy facility is highly visible, housing top quality equipment, which was designed spherically to be modern, artistic, and functional. The training facility houses enough training equipment so that each student can be properly trained. Laundry facilities maintain sanitation and sterilization and there are appropriate amounts of necessary linens for the student and clients use. Taylor Andrews Academy has a professional atmosphere of which both our staff and students can be proud.

## Date of Publication: August 14, 2023

## Our Staff

Amanda Maxfield – Instructor/Owner

Jim Maxfield – Owner

Mckenzie Whittaker – Instructor/Program Director

Kara Reid – Instructor/Program Director

Jennifer Taylor – Financial Aid Director

Kaylynn Hardy – Instructor/Admissions Advisor

Sara Bradford – Financial Aid Assistant

Brooke Lewis – Front Desk Manager

Elizabeth Pitts – Front Desk Specialist

Allyson Steinert – Front Desk Specialist

Gabrielle Lewis – Front Desk Specialist

Jaycie Tate – Instructor

Aubriana Delapinia – Instructor

Marcos Vasquez-Wetenkamp- Instructor

Candace Grace - Instructor

Holly Axtell – Instructor

Krystal Karns – Instructor/Inventory Specialist

Jocie Covington – Instructor

Dalys Coil – Instructor

Camille Zohner – Instructor

Allyson Piribauer – Instructor

Shakota Prisbrey – Instructor

Megan Noto – Instructor

Sheyenne Labrum - Instructor

## Admission Requirements

Taylor Andrews Academy admits students without regard to race, color, religion, creed, sex, age, financial status, military status or ethnic origin. A prospective student must provide a picture for their file, driver's license or birth certificate, and be in possession of a high school diploma, General Education Development (GED) Certificate, state certification of home-school completion, or be beyond the age of compulsory high school attendance and pass an ATB (ability to benefit) test, as prescribed by Utah law. (See Section 4.3, p.4 of UPPSA) Taylor Andrews Academy accepts the Accuplacer with a score of 233 Reading Comprehension, 235 Writing, and 230 for Arithmetic. All students attending during High School must meet the state requirements for admission, obtain permission in writing from the secondary school in which they are enrolled, must pass a pre-enrollment test with an 80% or higher, and have a transcript from their current high school with a cumulative GPA of no less than 2.5.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This must come from an outside agency and will be at the expense of the student.

Taylor Andrews Academy does not recruit students already attending or admitted to another school offering a similar program of study.

## Transfer Students

The following requirements must be met by students who transfer to Taylor Andrews Academy from another cosmetology or esthetics school: 1. A. certified transcript of hours earned, and requirements previously completed. 2. Completion of standard admission requirements. 3. Transfer students will be charged \$12 for cosmetology/barber 1600 hour, \$15 for basic esthetics 600 and esthetics 1200 hour for each hour of instruction needed plus the registration fee. If a kit is needed, additional costs will be incurred.

\*All hours earned from another institution will be counted towards hours needed for graduation if the student attended the same program, they will be attending at Taylor Andrews Academy. Transfer students must earn a minimum of 400 hours for cosmetology/barber and 200 hours for either esthetics program at Taylor Andrews Academy - St George. Taylor Andrews Academy does not accept Nail Technician transfer students.

## Re-Enrollment Policy for Previously Enrolled Students

Students that are dropped or withdrawn for more than 180 days from the academy, have the option to re-enter the same program. The student will return to Taylor Andrews Academy in the same status that the student left. The student will be enrolled at whatever the current rate of tuition is when they re-enroll. Taylor Andrews Academy does not re-enroll any student into the same program more than once.

Taylor Andrews Academy – St George does not discriminate based on sex, race, age, color, ethnic origin, or religion.

## Tuition Costs

Taylor Andrews Academy accepts cash, credit card, money orders, checks, and Title IV Federal Funding for eligible programs.

### Cosmetology/Barber:

Registration fee	\$100
Books, Supplies, and Equipment	\$2,500
<u>Tuition</u>	<u>\$14,000</u>
Total:	\$16,600

**Payment Options** - Payments may be made by Cash, Credit/Debit Card, Check, Title IV or Private Loan.

**Option 1** Financial Aid is available to those who qualify. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), our school code is **041842**

**Option 2** You may finance directly through the school with  
\$2500 down and 24 payments of \$500 @ 8% interest with a balloon payment of \$3,476.85 or

**Option 3** \$2500 down and 24 payments of \$607.95 @ 4% interest with no balloon payment or

**Option 4** \$4,641 down, \$4,640 paid at 451 hours, \$3,610 paid at 901 hours, & \$3,609 paid at 1251 hours with no interest.

### Basic Esthetics 600 hours:

Registration fee	\$100
Books, Supplies, and Equipment	\$1,600
<u>Tuition</u>	<u>\$7,800</u>
Total:	\$9,500

**Payment Options** Payments may be made by Cash, Credit/Debit Card, Check, Title IV or Private Loan.

**Option 1** Financial Aid is available to those who qualify. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), our school code is **041842**

**Option 2** You may finance directly through the school with  
\$3,500 down and 8 payments of \$450 @ 8% interest with a balloon payment of \$2,553.89 or

**Option 3** \$3,500 down and 8 payments of \$748.61 @ 4% interest with no balloon payment or

**Option 4** \$4,700 down, and 1 payments of \$4,700 at 300 hours with no interest.

### Esthetics 1200 hours:

Registration fee	\$100
Books, Supplies, and Equipment	\$2,300
<u>Tuition</u>	<u>\$15,600</u>
Total:	\$18,000

**Payment Options-** Payments may be made by Cash, Credit/Debit Card, Check, Title IV or Private Loan.

**Option 1** Financial Aid is available to those who qualify. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), our school code is 041842

**Option 2** You may finance directly through the school with  
\$6,000 down and 16 payments of \$450.00 @ 8% interest with a balloon payment of \$5,701.14 or

**Option 3** \$7,500 down and 16 payments of \$668.57 @ 4% interest with no balloon payment or

**Option 4** \$6,713 down, and 1 payment of \$6,712 at 451 hours, and 1 payment of \$4,475 at 901 hours with no interest.

**Nail Technician: (not currently offered)**

Registration fee	\$100
Books, Supplies, and Equipment	\$1,200
Tuition	<u>\$3,900</u>
Total:	\$5,200

**Payment Options** Payments may be made by Cash, Credit/Debit Card, Check, or Private Loan.

**Option 1** You may finance directly through the school with  
\$1,500 down and 8 payments of \$476.48 @ 8% interest or

**Option 3** \$1,500 down and 6 payments of \$623.88 @ 4% interest or

**Option 4** \$2,550 down, and 1 payment of \$2,550 at 151 hours with no interest.

**Scholarships & Fee Waivers**

Scholarships are at the discretion of the owners and will be offered to each student equally. Fees waived are at the discretion of the owners in extenuating circumstances.

**Schedule Change**

Any changes in schedules must be approved by the Owner. Changes will be made if space is available. If approved there will be a \$300 fee.

**Course Outline-Cosmetology/Barber 1600 clock hour program**

**1. Course Outline -**

Taylor Andrews Academy Cosmetology/Barber Course – 1600 clock hours.

Full time = (35 hrs per week - 57 weeks-1600 clock hours) including allowed absences.

Part time day = (29 hrs per week - 69 weeks-1600 clock hours) including allowed absences.

State of Utah suggested curriculum for cosmetology/barber schools. The language in which the program is taught is English.

**2. Description of course**

Taylor Andrews Academy educates students in Laws, Rules, and Regulations, and Theory and Practical skills pertaining to the Cosmetology/Barber industry. Upon completion, the student may have several career choices, for example a Cosmetologist/Barber Stylist, Salon Owner, Salon Manager, Educational Consultant, Manicurist, Platform Artist, etc.

**3. Course Format**

Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes), and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.

**4. Course Objectives**

The objective of Taylor Andrews Academy is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology/Barbering and to prepare students to successfully pass the Utah State Board Examination. Students who successfully pass the Taylor Andrews Academy Cosmetology/Barber course will be granted a Certificate and will be prepared for successful employment, in the Cosmetology profession. Did you know? A cosmetology graduate has many career opportunities including the following: Hairstylist, Makeup artist, Manicurist, Color specialist, Salon manager and Salon owner. As well as educational opportunities including: Instructor, Sales representative, Consultant and Trainer. Or you may become involved in work for film, theatre, fashion or print.

## 5. Text & References

Taylor Andrews Academy uses the Milady's Standard Foundations Textbook & Standard Textbook of Cosmetology for both theory and lesson planning. Taylor Andrews Academy also uses the Prosper U system for both business and customer service instruction. In addition, numerous business and technical books are available in the Owners library. All books must be checked out through the Owner.

## 6. Curriculum

**1600 clock hour program** Taylor Andrews Academy follows the State of Utah Course of Studies for Cosmetology/Barber School curriculum, consisting of 1600 hours of Cosmetology/Barbering, Basic Esthetics, and Nail Technology.

### COSMETOLOGY/BARBER TRAINING PROGRAMS INCLUDE INSTRUCTION IN:

- (1) Orientation (2 hours)
- (2) introduction consisting of: (10 hours)
  - (a) history of barbering, cosmetology/barbering, esthetics, nail technology; and
  - (b) overview of the curriculum;
- (3) personal, client and salon safety including: (35 hours)
  - (a) aseptic techniques and sanitary procedures;
  - (b) disinfection and sterilization methods and procedures;
  - (c) health risks to the cosmetologist/barber;
- (4) business and salon management including: (50 hours)
  - (a) developing clientele;
  - (b) professional image;
  - (c) professional ethics;
  - (d) professional associations;
  - (e) public relations; and
  - (f) advertising;
- (5) legal issues including: (3 hours)
  - (a) malpractice liability;
  - (b) regulatory agencies; and
  - (c) tax laws;
- (6) human immune system; (2 hours)
- (7) diseases and disorders of skin, nails, hair, and scalp including: (15 hours)
  - (a) bacteriology;
  - (b) sanitation;
  - (c) sterilization;
  - (d) decontamination; and
  - (e) infection control;
- (8) implements, tools and equipment for cosmetology, barbering, basic esthetics and nail technology, including: (5 hours)
  - (a) high frequency or galvanic current; and
  - (b) heat lamps;
- (9) first aid; (1 hours)
- (10) anatomy; (5 hours)
- (11) science of cosmetology/barbering, basic esthetics and nail technology; (2 hours)
- (12) analysis of the skin, hair and scalp; (10 hours)
- (13) physiology of the human body including skin and nails; (5 hours)
- (14) electricity and light therapy; (7 hours)
- (15) limited chemical exfoliation including: (5 hours)
  - (a) pre-exfoliation consultation;
  - (b) post-exfoliation treatments; and
  - (c) chemical reactions;
- (16) chemistry for cosmetology/barbering, basic esthetics and nail technology; (10 hours)
- (17) temporary removal of superfluous hair including by waxing; (25 hours)
- (18) properties of the hair, skin and scalp; (50 hours)
- (19) basic hairstyling including: (575 hours)
  - (a) wet and thermal styling;
  - (b) permanent waving;
  - (c) hair coloring;
  - (d) chemical hair relaxing; and
  - (e) thermal hair straightening;
- (20) haircuts including: (400 hours)
  - (a) draping;
  - (b) clipper variations;
  - (c) scissor cutting;
  - (d) shaving; and
  - (e) wigs and artificial hair;
- (21) razor cutting for men; (3 hours)
- (22) mustache and beard design; (5 hours)
- (23) basic esthetics including: (200 hours)
  - (a) treatment of the skin, manual and mechanical;
  - (b) packs and masks;
  - (c) aroma therapy;
  - (d) chemistry of cosmetics;
  - (e) application of makeup including:
    - (i) application of artificial eyelashes;
    - (ii) arching of the eyebrows;
    - (iii) tinting of the eyelashes and eyebrows;
  - (f) massage of the face and neck; and
  - (g) natural manicures and pedicures;
- (24) medical devices; (1 hour)
- (25) cardio pulmonary resuscitation (CPR); (4 hours)
- (26) artificial nail techniques consisting of: (80 hours)
  - (a) wraps;
  - (b) nail tips;
  - (c) gel nails;
  - (d) sculptured and other acrylic nails; and
  - (e) nail art;
- (27) pedicures and massaging of the lower leg and foot; (25 hours)
- (28) elective topics; and (45 hours)
- (29) Utah Cosmetology/Barber Examination review. (20 hours)

## Cosmetology/Barber 1600 clock hours Advancement

Taylor Andrews Academy has five levels. Students will be advanced based on their student schedule and scheduled weeks of school.

Level 1 Freshmen	1 Grid, 2 Models, and a final written and practical test
Level 2	1 Grid, 4 Models, and a practical test
Level 3	1 Grid, 3 Models, and a practical test
Level 4	1 Grid, 1 Model, a resume, a research paper, and a practical test
Level 5	1 Grid, a portfolio, state laws test, a final written test, and a final practical test

## Cosmetology/Barber 1600 clock hours Graduation Requirements

1. The student must score 80% or higher on all theory tests, practical tests, grids and finals.
2. The student must pass a final written and (Level 5) practical exam with a score of 80% or higher.
3. The student must complete 1600 hours of training.
4. The student must complete all 5 levels of training.

Any student not completed with graduation requirements once they have completed their clock hours, will have 2 weeks to complete graduation requirements at no extra charge. After the two weeks, the student will be required to pay a \$150 fee AND \$7 per hour to complete any graduation requirements needed.

Once the student has completed all the above requirements, the student will be granted a Certificate of Completion. Note, the Academy will not release any student hours for graduation, or any other reason, unless the student has paid off all financial obligations to the academy. The Academy will provide materials and literature to prepare the student for the State Board Examination, however, the Academy does not guarantee passing of the examination. All graduates must pass a Written & Practical State Board examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## Cosmetology/Barber 1600 clock hour State Requirements for Licensure

1. Graduate from a school of cosmetology/barbering with at least 1600 hours.
  2. Pass a state administered written theory exam, and practical exam with a 70% or higher.
- \*\*a passing exam score is only good for 1 year, the student must complete step 3. before the year is over\*\***
3. Complete state required application and pay license fee.

## Cosmetology/Barber 1600 clock hour Academic Policy

Taylor Andrews Academy requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 70%. For theory and practical work, students are graded based upon points earned verses points possible, which are then converted to a percentage. Students will be graded on the following scale:

### Grading Scale

90%- 100% A                      89% - 80% B                      79%- Below Failing

### Classes/Practical/Theory

1. Practical Tests=Practical/Clinical grids and Practical Level Tests.
2. Written Tests=Theory, Level 1 test, Freshmen Final and Theory Final.

### Practical/Clinical Grids

Practical/Clinical instruction will be based on the Criteria for Grading Practical Worksheet found in the instructor's office, student break room, and student app. All services are pass or fail. If a student fails, they can go back and fix any mistakes for a passing grade.

## Class Schedules- Cosmetology/Barber 1600 hours

### Full-time Day School

#### Level 1 Attending Monday through Friday

8:30-11:30 Practical/Written Classroom Instruction  
11:30- 12:30 Lunch  
12:30- 4:15 Practical/Written Classroom Instruction  
4:15- 4:30 Clean up

#### Level 2 Attending Monday through Friday

**Monday, Tuesday, and Wednesday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1 hour lunch break

4:15- 4:30 Clean up

### **Thursday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

**Friday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

**Levels 3 Attending Monday through Friday**

**Monday, Tuesday, and Wednesday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1 hour lunch break

4:15- 4:30 Clean up

**Thursday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

**Friday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

**Levels 4 Attending Tuesday through Saturday**

**Tuesday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

**Wednesday**

8:30-11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

**Thursday, Friday, and Saturday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1 hour lunch break

4:15- 4:30 Clean up

**Levels 5 Attending Tuesday through Saturday**

**Tuesday**

8:30-11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

**Wednesday**

8:30 –11:30 Textbook Theory Instruction

11:30-12:30 Lunch

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

**Thursday, Friday, & Saturday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1-hour lunch break

4:15- 4:30 Clean up

**Salon Life for Level 5 students that complete all classes & theory chapters Attending Tuesday through Saturday**

**Tuesday-Saturday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1-hour lunch break

4:15- 4:30 Clean up

**Part Time Day School**

**Level 1 Attending Tuesday through Saturday**

**Tuesday – Friday**

12:30-5:45 Practical/Written Classroom Instruction

5:45-6:00 Clean up

**Saturday**

8:30-11:30 Practical/Written Classroom Instruction

11:30- 12:30 Lunch

12:30- 4:15 Practical/Written Classroom Instruction

4:15- 4:30 Clean up

**Level 2 Attending Tuesday through Saturday**

**Tuesday through Thursday**

12:30-12:45 FISH

12:45-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

4:30-6:00 Textbook Theory Instruction

**Friday**

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

4:30-6:00 Textbook Theory Instruction

**Saturday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1 hour lunch break

4:15- 4:30 Clean up

**Level 3 Attending Tuesday through Saturday**

**Tuesday, Wednesday, & Friday**

12:30-4:15 Practical Application on the clinic floor

4:15- 4:30 Clean up

4:30-6:00 Textbook Theory Instruction

**Thursday**

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up

4:30-6:00 Textbook Theory Instruction

**Saturday**

8:30-8:45 FISH

8:45 – 4:15 Practical Application on the floor

1 hour lunch break

4:15- 4:30 Clean up

**Level 4 Attending Tuesday through Saturday**

**Tuesday**

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up  
4:30-6:00 Textbook Theory Instruction

**Wednesday, Thursday, and Friday**

12:30-4:15 Practical Application on the clinic floor  
4:15- 4:30 Clean up  
4:30-6:00 Textbook Theory Instruction

**Saturday**

8:30-8:45 FISH  
8:45 – 4:15 Practical Application on the floor  
1 hour lunch break  
4:15- 4:45 Clean up

**Level 5 Attending Tuesday through Saturday**

**Tuesday, Thursday, & Friday**

12:30-4:15 Practical Application on the clinic floor  
4:15- 4:30 Clean up  
4:30-6:00 Textbook Theory Instruction

**Wednesday**

12:30-4:15 Practical Classroom Instruction

4:15- 4:30 Clean up  
4:30-6:00 Textbook Theory Instruction

**Saturday**

8:30-8:45 FISH  
8:45 – 4:15 Practical Application on the floor  
1 hour lunch break  
4:15- 4:30 Clean up

**Salon Life for Level 5 students that complete all classes & theory chapter Attending Tuesday through Saturday**

**Tuesday-Friday**

12:30-5:45 Practical Application on the clinic floor  
5:45- 6:00 Clean up

**Saturday**

8:30-8:45 FISH  
8:45 – 4:15 Practical Application on the floor  
1 hour lunch break  
4:15- 4:45 Clean up

**Course Outline- Basic Esthetics 600 clock hour program**

**1. Course Outline**

Taylor Andrews Academy Basic Esthetics Course – 600 clock hours.

Full Time= (35 hrs per week - 22 weeks- 600 clock hours) including allowed absences.

Part Time Night= (20 hrs per week - 38 weeks-600 clock hours) including allowed absences.

State of Utah suggested curriculum for Esthetics schools – Basic Programs. Language in which the program is taught is English.

**2. Description of Course**

Taylor Andrews Academy educates students in Laws, Rules, Regulations, and Theory and Practical Skills pertaining to the Esthetics industry. Upon completion, the student may have several career choices- Esthetician, Spa Owner, Education Consultant, Eyelash Specialist, Manicurist, Pedicurist, etc.

**3. Course Format**

Classes are presented in the form of lectures, clinic instruction on clients, theory and practical classes (models, mannequins, audio/visual, etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.

**4. Course Objective**

The objective of Taylor Andrews Academy is to teach, develop and graduate students to be professionals in the Arts and Sciences of Esthetics and to prepare students to successfully pass the Utah State board examinations. Students who successfully pass the Taylor Andrews Academy Basic Esthetics course will be granted a certificate and will be prepared for successful employment in the Basic Esthetics profession. A Basic Esthetics graduate has many career opportunities including the following: Salon or Day Spa Esthetician, Makeup Artist, Educator, or Eyelash Extension Specialist.

**5. Text and References**

Taylor Andrew uses the Milady's Standard Fundamental for Estheticians for both theory and lesson planning. In addition, numerous business and technical books are available in the Owner's library. All books must be checked out through the Owner.

**6. Curriculum**

**600 clock hour program** Taylor Andrews Academy follows the State of Utah course of studies for Basic Esthetics curriculum, consisting of 600 hours of Basic Esthetic training.

## **BASIC ESTHETICS 600 CLOCK HOUR TRAINING**

### **PROGRAM INCLUDE INSTRUCTION IN:**

- (1) orientation (2 hours)
- (2) introduction consisting of: (8 hours)
  - (a) history of esthetics; and
  - (b) an overview of the curriculum;
- (3) personal, client, and salon safety including: (20 hours)
  - (a) aseptic techniques and sanitary procedures;
  - (b) disinfection and sterilization methods and procedures; and
  - (c) health risks to the basic esthetician;
- (4) business and salon management including: (20 hours)
  - (a) developing a clientele;
  - (b) professional image;
  - (c) professional ethics;
  - (d) professional associations;
  - (e) public relations; and
  - (f) advertising.
- (5) legal issues including: (4 hours)
  - (a) malpractice liability;
  - (b) regulatory agencies; and
  - (c) tax laws;
- (6) human immune system; (4 hours)
- (7) diseases and disorders of the skin including: (15 hours)
  - (a) bacteriology;
  - (b) sanitation;
  - (c) sterilization;
  - (d) decontamination; and
  - (e) infection control;
- (8) implements, tools, and equipment for basic esthetics including; (30 hours)
  - (a) high frequency or galvanic current; and
  - (b) heat lamps;
- (9) first aid; (2 hours)
- (10) anatomy; (6 hours)
- (11) science of basic esthetics; (15 hours)
- (12) analysis of the skin; (15 hours)
- (13) physiology of the skin; (4 hours)
- (14) facials, manual and mechanical; (100 hours)
- (15) limited chemical exfoliation including: (30 hours)
  - (a) pre-exfoliation consultation;
  - (b) post-exfoliation treatments; and
  - (c) chemical reactions;
- (16) chemistry for basic esthetics; (5 hours)
- (17) temporary removal of superfluous hair by waxing; (50 hours)
- (18) treatment of the skin; (5 hours)
- (19) packs and masks; (10 hours)
- (20) Aroma therapy; (4 hours)
- (21) application of makeup including: (110 hours)
  - (a) application of artificial eyelashes;
  - (b) arching of the eyebrows; and
  - (c) tinting of the eyelashes and eyebrows;
- (22) medical devices; (1 hour)
- (23) cardio pulmonary resuscitation (CPR); (4 hours)
- (24) basic facials; (20 hours)
- (25) chemistry of cosmetics; (4 hours)
- (26) skin treatments, manual and mechanical; (15 hours)
- (27) massage of the face and neck; (17 hours)
- (28) natural nail manicures and pedicures; (40 hours)
- (29) elective topics; and (20 hours)
- (30) Utah Esthetic Examination review. (20 hours)

### **Basic Esthetics 600 clock hours Advancement**

Taylor Andrews Academy Basic Esthetics program has four levels. Students will be advanced based on their student schedule and scheduled weeks of school.

Level 1 Freshmen	1 grid, a Layers of the Skin Project and a final written and practical test
Level 2 Basic	1 grid, 5 models, a Dermalogica Binder, and a practical test
Level 3 Basic	1 grid, 3 models, Book Report, State Laws Test and a Final written & practical test(min 600 hours)

### **Basic Esthetics 600 Clock Hour Graduation Requirements**

1. The student must score 80% or higher on all theory tests, practical tests and finals.
2. The student must pass a 600 hour written and practical exam with a score of 80% or higher.
3. The student must complete 600 hours of training.
4. The student must complete all 3 levels of training.

Any student not completed with graduation requirements once they have completed their clock hours, will have 2 weeks to complete graduation requirements at no extra charge. After the two weeks, the student will be required to pay a \$150 fee AND \$7 per hour to complete any graduation requirements needed.

Once the student has completed all the above requirements, the student will be granted a Certificate of Completion. Note, the Academy will not release any student hours for graduation, or any other reason, unless the student has paid off all financial obligations to the academy. The academy will provide materials and literature to prepare the student for the State Board Examination, however, the academy does not guarantee passing of the examination. All graduates must pass a Written and Practical State Board Examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## Basic Esthetics 600 clock hour State Requirements for Licensure

1. Graduate from a school of Basic Esthetics with at least 600 hours.
2. Pass a state administered written theory exam, and practical exam with a 70% or higher.  
\*\*a passing exam score is only good for 1 year, the student must complete step 3. before the year is over\*\*
3. Complete state required application and pay license fee.

## Basic Esthetics 600 clock hour Academic Policy

Taylor Andrews Academy requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 70%. For theory and practical work, students are graded based upon points earned verses points possible, which are then converted to a percentage. Students will be graded on the following scale:

### Grading Scale

90%- 100% A                      89% - 80% B                      79% - Below Failing

### Classes/Practical/Theory

1. Practical Tests=Practical/Clinical and Practical Tests
2. Written Tests=Theory, Level 1 Freshmen Final and Basic Final.

### Practical/Clinical

Practical/Clinical instruction will be based on the Criteria for Grading Practical Worksheet found in the instructor's office, student break room, and student app. All services are pass or fail. If a student fails, they can go back and fix any mistakes for a passing grade.

## Class Schedules- Basic Esthetics 600 clock hours

### Full-time Day School

#### Level 1 Freshman Attending Monday through Friday

##### Monday-Friday

8:30-4:15 Practical/Theory classroom instruction

1 hr Lunch

4:15-4:30 Clean up

#### Level 2 Attending Monday through Friday

##### Monday & Thursday

8:30-8:45 FISH

8:45-12:30 Practical Application on the floor

12:30-1:30 Lunch

1:30-4:15 Practical Application on the floor

4:15- 4:30 Clean up

##### Tuesday

8:30-3:00 Practical Classroom Instruction

1 hr Lunch

3:00-4:15 Theory Study Hall

4:15- 4:30 Clean up

##### Wednesday & Friday

8:30 –12:30 Practical Application on the floor

12:30-1:30 Lunch

1:30-4:15 Textbook Theory Instruction

4:15- 4:30 Clean up

#### Level 3 attending Monday through Friday

##### Monday & Tuesday

8:30-8:45 FISH

8:45-12:30 Practical Application on the floor

12:30-1:30 Lunch

1:30-4:15 Practical Application on the floor

4:15- 4:30 Clean up

### Wednesday & Friday

8:30 –12:30 Practical Application on the floor

12:30-1:30 Lunch

1:30-4:15 Textbook Theory Instruction

4:15- 4:30 Clean up

### Thursday

8:30-3:00 Practical Classroom Instruction

1 hr Lunch

3:00-4:15 Theory Study Hall

4:15- 4:30 Clean up

\*\*Student Break times may vary\*\*

### Part Time Night school

#### Freshman Attending Monday through Thursday

##### Monday-Thursday

5:00 - 9:45 Subject Theory/Practical classroom instruction

15-30 minute break

9:45-10:00 Clean up

#### Levels 2 Attending Monday through Thursday

##### Monday

5:00-9:00 Practical Classroom Instruction

15-30 minute break

9:00-9:45 Theory Study Hall

9:45-10:00 Clean Up

##### Tuesday & Thursday

5:00-6:30 Textbook Theory Instruction

6:30-7:00 Dinner Break

7:00-9:45 Practical Application on the clinic floor

9:45-10:00 Clean Up

### **Wednesday**

5:00-5:15 FISH

5:15-9:45 Practical Application on the clinic floor

15-30 minute break

9:45-10:00 Clean up

### **Levels 3 Attending Monday through Thursday**

#### **Monday**

5:00-5:15 FISH

5:15-9:45 Practical Application on the clinic floor

15-30 minute break

9:45-10:00 Clean up

#### **Tuesday & Thursday**

5:00-6:30 Textbook Theory Instruction

6:30-7:00 Dinner Break

7:00-9:45 Practical Application on the clinic floor

9:45-10:00 Clean Up

### **Wednesday**

5:00-9:00 Practical Classroom Instruction

15-30 minute break

9:00-9:45 Theory Study Hall

9:45-10:00 Clean Up

**\*\*Student Break Times May Vary\*\***

## **Course Outline- Esthetics 1200 clock hour program**

### **1. Course Outline**

Taylor Andrews Academy Esthetics Course – 1200 clock hours.

Full Time= (35 hrs per week - 43 weeks- 1200 clock hours) including allowed absences.

Part Time Night= (20 hrs per week - 75 weeks-1200 clock hours) including allowed absences.

State of Utah suggested curriculum for Esthetics schools – Basic & Master Programs

Language in which the program is taught is English.

### **2. Description of Course**

Taylor Andrews Academy educates students in Laws, Rules, Regulations, and Theory and Practical Skills pertaining to the Esthetics industry. Upon completion, the student may have several career choices- Esthetician, Spa Owner, Education Consultant, Eyelash Specialist, Manicurist, Pedicurist, Laser Tech, or Medical Esthetician.

### **3. Course Format**

Classes are presented in the form of lectures, clinic instruction on clients, theory and practical classes (models, mannequins, audio/visual, etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.

### **4. Course Objective**

The objective of Taylor Andrews Academy is to teach, develop and graduate students to be professionals in the Arts and Sciences of Esthetics and to prepare students to successfully pass the Utah State board examinations. Students who successfully pass the Taylor Andrews Academy Esthetics course will be granted a certificate and will be prepared for successful employment in the Esthetics profession. An Esthetics graduate has many career opportunities including the following: Salon or Day Spa Esthetician, Makeup Artist, Educator, Medical Esthetician, Eyelash Extension Specialist, or they could work in the office of a Dermatologist, Cosmetic Surgeon, or Laser Center.

### **5. Text and References**

Taylor Andrew uses the Milady's Standard Esthetics: Fundamental and Milady's Standard Esthetics: Advanced for both theory and lesson planning. In addition, numerous business and technical books are available in the Owner's library. All books must be checked out through the Owner.

### **6. Curriculum**

**1200 clock hour program** Taylor Andrews Academy follows the State of Utah course of studies for Basic and Master Esthetics curriculum, consisting of 600 hours of Basic Esthetic training, and 600 hours of Master Esthetic training.

#### **ESTHETICS 1200 CLOCK HOUR TRAINING PROGRAM**

##### **INCLUDE INSTRUCTION IN:**

(1) orientation (2 hours)

(2) introduction consisting of: (12 hours)

(a) history of esthetics and master esthetics; and

(b) an overview of the curriculum;

(3) personal, client, and salon safety including: (25 hours)

(a) aseptic techniques and sanitary procedures;

(b) disinfection and sterilization methods and procedures; and

(c) health risks to the basic & master esthetician;

(4) business and salon management including: (30 hours)

(a) developing a clientele;

(b) professional image;

- (c) professional ethics;
- (d) professional associations;
- (e) public relations; and
- (f) advertising.
- (5) legal issues including: (4 hours)
  - (a) malpractice liability;
  - (b) regulatory agencies; and
  - (c) tax laws;
- (6) human immune system; (4 hours)
- (7) diseases and disorders of the skin including: (20 hours)
  - (a) bacteriology;
  - (b) sanitation;
  - (c) sterilization;
  - (d) decontamination; and
  - (e) infection control;
- (8) implements, tools, and equipment for basic & master esthetics including; (40 hours)
  - (a) high frequency or galvanic current; and
  - (b) heat lamps;
- (9) first aid; (2 hours)
- (10) anatomy; (15 hours)
- (11) science of basic and master esthetics; (25 hours)
- (12) analysis of the skin; (15 hours)
- (13) physiology of the skin; (9 hours)
- (14) facials, advanced facials, manual and mechanical; (150 hours)
- (15) limited & advanced chemical exfoliation including: (100 hours)
  - (a) pre-exfoliation consultation;
  - (b) post-exfoliation treatments; and
  - (c) chemical reactions;
- (16) chemistry for basic and master esthetics; (12 hours)
- (17) temporary removal of superfluous hair by waxing and advanced waxing; (65 hours)

- (18) treatment of the skin; (5 hours)
- (19) packs and masks; (15 hours)
- (20) Aroma therapy and advanced Aroma therapy; (8 hours)
- (21) the aging process and its damage to the skin; (30 hours)
- (22) application of makeup including: (150 hours)
  - (a) application of artificial eyelashes;
  - (b) arching of the eyebrows; and
  - (c) tinting of the eyelashes and eyebrows;
- (23) medical devices; (1 hour)
- (24) cardio pulmonary resuscitation (CPR); (4 hours)
- (25) basic facials; (20 hours)
- (26) hydrotherapy; (30 hours)
- (27) advanced mechanical and electrical devices including instruction in using: (100 hours)
  - (a) sanding and microdermabrasion techniques;
  - (b) galvanic or high-frequency current for treatment of the skin;
  - (c) devices equipped with a brush to cleanse the skin;
  - (d) devices that apply a mixture of steam and ozone to the skin;
  - (e) devices that spray water and other liquids on the skin; and
  - (f) any other mechanical devices, esthetic preparations or procedures approved by the Division in collaboration with the Board for the care and treatment of the skin;
- (28) chemistry of cosmetics; (14 hours)
- (29) skin treatments, manual and mechanical; (30 hours)
- (30) massage of the face and neck; (25 hours)
- (31) natural nail manicures and pedicures and advanced pedicures; (50 hours)
- (32) elective topics; and (168 hours)
- (33) Utah Master Esthetic Examination review. (20 hours)

### Esthetics Advancement-1200 clock hours

Taylor Andrews Academy has five levels. Students will be advanced based on their student schedule and scheduled weeks of school.

Level 1 Freshmen	1 grid, a Layers of the Skin Project and a final written and practical test
Level 2 Basic	1 grid, 5 models, a Dermalogica Binder, and a practical test
Level 3 Basic	1 grid, 3 models, a book report, and a practical test & Basic Final theory test
Level 4 Master	1 grid, 4 models, a resume, and a practical test
Level 5 Master	1 grid, 1 model, a dream spa project, State Laws Test, Final Practical test, & Final Master Theory test

### Esthetics 1200 Hour Graduation Requirements

1. The student must score 80% or higher on all theory tests, practical tests and finals.
2. The student must pass a 1200 hour written and practical exam with a score of 80% or higher.
3. The student must complete 1200 hours of training.
4. The student must complete all 5 levels of training.

Any student not completed with graduation requirements once they have completed their clock hours, will have 2 weeks to complete graduation requirements at no extra charge. After the two weeks, the student will be required to pay a \$150 fee AND \$7 per hour to complete any graduation requirements needed.

Once the student has completed all the above requirements, the student will be granted a Certificate of Completion. Note, the Academy will not release any student hours for graduation, or any other reason unless the student has paid off all financial obligations to the academy. The academy will provide materials and literature to prepare the student for the State Board Examination, however, the academy does not guarantee passing of the examination. All graduates must pass a Written and Practical State Board Examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

### **Esthetics 1200 clock hour State Requirements for Licensure**

1. Graduate from a school of Basic & Masters Esthetics with at least 1200 hours.
2. Pass a state administered written theory exam, and practical exam with a 70% or higher.  
\*\*a passing exam score is only good for 1 year, the student must complete step 3. before the year is over\*\*
3. Complete state required application and pay license fee.

### **Esthetics 1200 Clock Hour Academic Policy**

Taylor Andrews Academy requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 70%. For theory and practical work, students are graded based upon points earned verses points possible, which are then converted to a percentage. Students will be graded on the following scale:

#### **Grading Scale**

90%- 100% A                      89% - 80% B                      79%- Below Failing

Classes/Lab/Theory

1. Practical Tests=Practical/Clinical
2. Written Tests=Theory, Level 1 Freshmen Final, Basic Final, & Master Final.

Practical/Clinical

Practical/Clinical instruction will be based on the Criteria for Grading Practical Worksheet found in the instructor’s office, student break room, and student app. All services are pass or fail. If a student fails, they can go back and fix any mistakes for a passing grade.

### **Class Schedules- Esthetics 1200 clock hours**

#### **Full-time Day School**

#### **Level 1 Freshman Attending Monday through Friday**

##### **Monday-Friday**

8:30-4:15 Practical/Theory classroom instruction  
1 hr Lunch

#### **Level 2 Attending Monday-Friday**

##### **Monday & Thursday**

8:30-8:45 FISH  
8:45-12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Practical Application on the floor  
4:15- 4:30 Clean up

##### **Tuesday**

8:30-3:00 Practical Classroom Instruction  
1 hr Lunch  
3:00-4:15 Theory Study Hall  
4:15- 4:30 Clean up

##### **Wednesday & Friday**

8:30 –12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Textbook Theory Instruction  
4:15- 4:30 Clean up

#### **Level 3 attending Monday through Friday**

##### **Monday & Tuesday**

8:30-8:45 FISH  
8:45-12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Practical Application on the floor  
4:15- 4:30 Clean up

##### **Wednesday & Friday**

8:30 –12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Textbook Theory Instruction  
4:15- 4:30 Clean up

##### **Thursday**

8:30-3:00 Practical Classroom Instruction  
1 hr Lunch  
3:00-4:15 Theory Study Hall  
4:15- 4:30 Clean up

#### **Level 4 attending Tuesday through Saturday**

##### **Tuesday & Thursday**

8:30 –12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Textbook Theory Instruction  
4:15- 4:30 Clean up

##### **Wednesday & Saturday**

8:30-8:45 FISH  
8:45-12:30 Practical Application on the floor  
12:30-1:30 Lunch

1:30-4:15 Practical Application on the floor  
4:15- 4:30 Clean up

**Friday**

8:30-3:00 Practical Classroom Instruction  
1 hr Lunch  
3:00-4:15 Theory Study Hall  
4:15- 4:30 Clean up

**Level 5 attending Tuesday through Saturday**

**Tuesday & Thursday**

8:30 –12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Textbook Theory Instruction  
4:15- 4:30 Clean up

**Wednesday**

8:30-3:00 Practical Classroom Instruction  
1 hr Lunch  
3:00-4:15 Theory Study Hall  
4:15- 4:30 Clean up

**Friday & Saturday**

8:30-8:45 FISH  
8:45-12:30 Practical Application on the floor  
12:30-1:30 Lunch  
1:30-4:15 Practical Application on the floor  
4:15- 4:30 Clean up

**Part Time Night school**

**Freshman Attending Monday through Thursday**

5:00 - 9:45 Subject Theory/Practical classroom instruction  
15-30 minute break  
9:45-10:00 Clean up

**Levels 2 Attending Monday through Thursday**

**Monday**

5:00-9:00 Practical Classroom Instruction  
15-30 minute break  
9:00-9:45 Theory Study Hall  
9:45-10:00 Clean Up

**Tuesday & Thursday**

5:00-6:30 Textbook Theory Instruction  
6:30-7:00 Dinner Break  
7:00-9:45 Practical Application on the clinic floor  
9:45-10:00 Clean Up

**Wednesday**

5:00-5:15 FISH  
5:15-9:45 Practical Application on the clinic floor  
15-30 minute break  
9:45-10:00 Clean up

**Levels 3 Attending Monday through Thursday**

**Monday**

5:00-5:15 FISH

5:15-9:45 Practical Application on the clinic floor  
15-30 minute break  
9:45-10:00 Clean up

**Tuesday & Thursday**

5:00-6:30 Textbook Theory Instruction  
6:30-7:00 Dinner Break  
7:00-9:45 Practical Application on the clinic floor  
9:45-10:00 Clean Up

**Wednesday**

5:00-9:00 Practical Classroom Instruction  
15-30 minute break  
9:00-9:45 Theory Study Hall  
9:45-10:00 Clean Up

**Levels 4 Attending Monday through Thursday**

**Monday & Wednesday**

5:00-6:30 Textbook Theory Instruction  
6:30-7:00 Dinner Break  
7:00-9:45 Practical Application on the clinic floor  
9:45-10:00 Clean Up

**Tuesday**

5:00-5:15 FISH  
5:15-9:45 Practical Application on the clinic floor  
15-30 minute break  
9:45-10:00 Clean up

**Thursday**

5:00-9:00 Practical Classroom Instruction  
15-30 minute break  
9:00-9:45 Theory Study Hall  
9:45-10:00 Clean Up

**Levels 5 Attending Monday through Thursday**

**Monday & Wednesday**

5:00-6:30 Textbook Theory Instruction  
6:30-7:00 Dinner Break  
7:00-9:45 Practical Application on the clinic floor  
9:45-10:00 Clean Up

**Tuesday**

5:00-9:00 Practical Classroom Instruction  
15-30 minute break  
9:00-9:45 Theory Study Hall  
9:45-10:00 Clean Up

**Thursday**

5:00-5:15 FISH  
5:15-9:45 Practical Application on the clinic floor  
15-30 minute break  
9:45-10:00 Clean up

\*\*Student Break times may vary

## **Course Outline- Nail Technician 300 clock hour program – NOT CURRENTLY OFFERED**

### **1. Course Outline -**

Taylor Andrews Academy Nail Technician Course – 300 clock hours.

Part time day = (20 hrs per week - 19 weeks-300 clock hours) including allowed absences.

State of Utah suggested curriculum for Nail schools. The language in which the program is taught is English.

### **2. Description of course**

Taylor Andrews Academy educates students in Laws, Rules, and Regulations, and Theory and Practical skills pertaining to the Nail industry. Upon completion, the student may have several career choices, for example a Manicurist & Pedicurist, Nail Technician, Salon Owner, Salon Manager, Educational Consultant, Platform Artist, etc.

### **3. Course Format**

Classes are presented in the form of lectures, clinic instruction on clients, and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.

### **4. Course Objectives**

The objective of Taylor Andrews Academy is to teach, develop, and graduate students to be professionals in the Art and Sciences of Nails and to prepare students to successfully pass the Utah State Board Examination. Students who successfully pass the Taylor Andrews Academy Nail Technician course will be granted a Certificate and will be prepared for successful employment, in the Nail profession. Did you know? A nail graduate has many career opportunities including the following: Manicurist, Nail Technician, Salon manager and Salon owner. As well as educational opportunities including: Instructor, Sales representative, Consultant and Trainer.

### **5. Text & References**

Taylor Andrews Academy uses the Milady's Standard Foundations Textbook & Standard Textbook of Nail Technology for both theory and lesson planning. In addition, numerous business and technical books are available in the Owners library. All books must be checked out through the Owner.

### **6. Curriculum**

**300 clock hour program** Taylor Andrews Academy follows the State of Utah Course of Studies for Nail School curriculum, consisting of 300 hours of Nail Technology.

#### **NAIL TECHNICIAN 300 CLOCK HOUR TRAINING PROGRAM**

##### **INCLUDE INSTRUCTION IN:**

- (1) orientation (2 hours)
- (2) introduction consisting of: (6 hours)
  - (a) history of nail technology; and
  - (b) an overview of the curriculum;
- (3) personal, client, and salon safety including: (15 hours)
  - (a) aseptic techniques and sanitary procedures;
  - (b) disinfection and sterilization methods and procedures; and
  - (c) health risks to the nail technician;
- (4) business and salon management including: (15 hours)
  - (a) developing a clientele;
  - (b) professional image;
  - (c) professional ethics;
  - (d) professional associations;
  - (e) public relations; and
  - (f) advertising.
- (5) legal issues including: (2 hours)
  - (a) malpractice liability;
  - (b) regulatory agencies; and
  - (c) tax laws;
- (6) human immune system; (2 hours)
- (7) diseases and disorders of the nails and skin including: (6 hours)
  - (a) bacteriology;
  - (b) sanitation;
  - (c) sterilization;
  - (d) decontamination; and
  - (e) infection control;
- (8) implements, tools, and equipment for nail technology including: (12 hours)
- (9) first aid; (1 hour)
- (10) anatomy; (6 hours)
- (11) science for nail technology; (12 hours)
- (12) theory of basic manicuring including hand and arm massage; (15 hours)
- (13) physiology of the skin and nails; (4 hours)
- (14) chemistry for nail technology: (4 hours)
- (15) artificial nail techniques consisting of: (140 hours)
  - (a) wraps;
  - (b) nail tips;
  - (c) gel nails;
  - (d) sculptured and other acrylic nails; and
  - (e) nail art;
- (16) pedicures and massaging the lower leg and foot; (15 hours)
- (17) elective topics; and (35 hours)
- (18) Nail Technology Examination Review (8 hours)

### **Nail Technician Advancement-300 clock hours- NOT CURRENTLY OFFERED**

Taylor Andrews Academy has two levels. Students will be advanced based on their student schedule and scheduled weeks of school.

Level 1 Freshmen	1 grid, 4 models and a final written and practical test
Level 2	1 grid, 2 models, and State Laws Test, Final Practical test, & Final Theory test

### **Nail Technician 300 Hour Graduation Requirements- NOT CURRENTLY OFFERED**

1. The student must score 80% or higher on all theory tests, practical tests and finals.
2. The student must pass a 300 hour written and practical exam with a score of 80% or higher.
3. The student must complete 300 hours of training.
4. The student must complete all 2 levels of training.

Any student not completed with graduation requirements once they have completed their clock hours, will have 2 weeks to complete graduation requirements at no extra charge. After the two weeks, the student will be required to pay a \$150 fee AND \$7 per hour to complete any graduation requirements needed.

Once the student has completed all the above requirements, the student will be granted a Certificate of Completion. Note, the Academy will not release any student hours for graduation, or any other reason unless the student has paid off all financial obligations to the academy. The academy will provide materials and literature to prepare the student for the State Board Examination, however, the academy does not guarantee passing of the examination. All graduates must pass a Written and Practical State Board Examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

### **Nail Technician 300 clock hour State Requirements for Licensure- NOT CURRENTLY OFFERED**

1. Graduate from a school of Nail Technology with at least 300 hours.
2. Pass a state administered written theory exam, and practical exam with a 70% or higher.  
\*\*a passing exam score is only good for 1 year, the student must complete step 3. before the year is over\*\*
3. Complete state required application and pay license fee.

### **Nail Technician 300 Clock Hour Academic Policy- NOT CURRENTLY OFFERED**

Taylor Andrews Academy requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 70%. For theory and practical work, students are graded based upon points earned verses points possible, which are then converted to a percentage. Students will be graded on the following scale:

#### **Grading Scale**

90%- 100% A	89% - 80% B	79%- Below Failing
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#### **Classes/Lab/Theory**

1. Practical Tests=Practical/Clinical
2. Written Tests=Theory, Level 1 Freshmen Final, Basic Final, & Master Final.

#### **Practical/Clinical**

Practical/Clinical instruction will be based on the Criteria for Grading Practical Worksheet found in the instructor's office, student break room, and student app. All services are pass or fail. If a student fails, they can go back and fix any mistakes for a passing grade.

### **Class Schedules- Nail 300 clock hours- NOT CURRENTLY OFFERED Part Time Night school**

#### **Level 1 Freshman Attending Monday through Thursday**

5:00 - 9:45 Subject Theory/Practical classroom instruction  
15-30 minute break  
9:45-10:00 Clean up

#### **Level 2 Attending Monday through Thursday**

##### **Monday & Wednesday**

5:00-6:30 Textbook Theory Instruction  
6:30-7:00 Dinner Break  
7:00-9:45 Practical Application on the clinic floor  
9:45-10:00 Clean Up

##### **Tuesday**

5:00-9:00 Practical Classroom Instruction  
15-30 minute break  
9:00-9:45 Theory Study Hall  
9:45-10:00 Clean Up

##### **Thursday**

5:00-5:15 FISH  
5:15-9:45 Practical Application on the clinic floor  
15-30 minute break  
9:45-10:00 Clean up

\*\*Student Break times may vary

## **Employment Assistance for all Students**

Taylor Andrews Academy does not guarantee employment; however, Taylor Andrews Academy will assist students upon graduation by maintaining a list of employers seeking qualified Cosmetologists, Estheticians, & Nail Techs. Graduates may examine this list at any time. The Academy will also help the students by teaching them professionalism, resume development, interview skills, job search skills and any other pertinent skills that would be needed to help find employment. Additionally, it is the responsibility of the student to finalize financial obligations, obtain licensure and secure job placement in a reasonable amount of time.

## **Standards of Conduct - Requirements**

**Dress Code for Cosmetology/Barber & Nail Technician** – Cosmetology/Barber & Nail Technician students are required to wear professional clothing. “Professional clothing” – No belly’s, butt’s, and boobs.

**Dress Code for Basic Esthetics & Esthetics** – All Esthetics students are required to wear scrubs. They may wear a Taylor Andrews Academy T-shirt instead of a scrub top. Thursday at 4:30pm & Friday all day Esthetics students may wear professional clothing.

**All Students** –All students will be required to wear a name tag provided by the school. Students will be responsible for their own name tag and will have to purchase a new one if misplaced. Clothes will be checked daily. Students not appearing in the proper attire will be asked to clock out and sent home to change.

\*Students are expected to maintain high standards of personal hygiene, i.e., daily showers and shaves, teeth brushed, hair and fingernails clean and groomed upon arrival at school.

\* Students are expected to maintain a high standard of conduct, showing professionalism and respect to clients, other students and staff members.

\* Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.

\* Students involved in any form of physical violence or threatening the use of physical violence with another student, staff member or client may be terminated immediately.

\* Any student found guilty of willful destruction or theft of school property may be terminated immediately.

\*Students may only check into school as follows:

Cosmetology Full Time Students – between 8:15-8:30 or between 12:15-12:30

Cosmetology Part Time Students – between 12:15-12:30 or between 3:00-3:15

Basic & Esthetics Full Time Students - between 8:15-8:30 or between 1:15-1:30

Basic & Esthetics Night Students - between 4:45-5:00 or between 7:00-7:15

Nail Technician Night Students – between 4:45-5:00 or between 7:00-7:15

\* If a student cannot attend school or will be checking in late the student must call in and talk to a school official or text the school number 15 minutes prior to their scheduled start time.

\*If a student will be late from break/lunch time, the student must call in and talk to a school official or text the school number by their scheduled return time.

\*Any student found cheating in any capacity may be terminated immediately.

\*Students must be prepared for theory and/or class with Books and student kit items. Students who are unprepared will be asked to clock out and go home.

\*Students must take lunch during their assigned time period, all lunches will automatically be deducted daily. If a student is unable to take a lunch from 10:30am-2:30pm because of a client scheduled during that time, the student may complete an hour discrepancy form to regain that hour.

\*When students are on the clinic floor, they must inform the front desk when they are leaving for lunch.

- \* Students must not leave the school at any time during the day without receiving permission from an instructor and the front desk.
- \* Any discrepancies with hours must be disputed within 14 days.
- \* Student may not, under any circumstances, bring their children to school and collect hours for that day.
- \* No visitors are permitted in the classroom, student lounge, on the clinic floor or on the school premises unless approved by the school staff.
- \* Food and drink are allowed in the student lounge only.
- \* No smoking or Vaping is allowed in or around the building
- \* Students are not allowed to perform any service on a client or student without a service ticket.
- \* Work by students must be checked by an instructor and stamped on the student's grid the same day to receive credit.
- \* All appointments are to be made by desk personnel. No changes can be made by a student. **Students must accept all appointments given to them.**
- \* Students are not allowed behind the front desk, and students must not congregate in the reception areas or around the front desk.
- \* Students may not receive personal services unless they have 80% on all their practical work, have passed all tests, and have 80% attendance.
- \* All personal services must be scheduled through the front desk after all requirements have been met.
- \* Students must immediately pay for personal services and any supplies used after their service is complete.
- \* Students who are not working on a client are responsible for applying their efforts towards the study of cosmetology, esthetics, or nails in practice or theory.
- \* All loose hair must be swept up immediately following the service.
- \* Students are responsible for cleaning up after themselves in the break room.
- \* A sanitation assignment is to be completed each day by each student and signed by an instructor.
- \* Cell phones must be turned off while in school or on the clinic floor. If a phone is distracting the instructor may ask the student to clock out and go home.
- \* Students who do not participate in class may be asked to clock out and go home.
- \* For the privacy of other students and staff, no video conferencing or video recording while in the school without permission from an administrator.

### **Disciplinary Policies**

Students must understand that any infraction of the Standards of Conduct Policies, Satisfactory Progress Policy or the Enrollment Contract, could result in any of the following disciplinary actions.

**Automatic Suspension:** A student will be put on an automatic one-day suspension with no warning given for the following infractions: Refusing a client, not calling/texting in and then not coming to school, leaving school without permission while being clocked in, not being readily available while on the clinic floor or inappropriate language.

**Warning:** Upon first offense, a written warning will be given for any other infraction not listed under Automatic Suspension.

**Suspension:** Students who have not corrected a progress or disciplinary policy problem may be suspended for a period of 1 day. A second offense would result in a 2-day suspension, and a third offense would result in a 1-week suspension, a fourth offense could result in termination.

**Dismissal-Termination:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- \* Immoral or improper conduct
- \* Noncompliance with educational requirements, Rules of Conduct, General Policies, and/or the Enrollment contract.
- \* Noncompliance with the school's Satisfactory Progress Policy.
- \* Noncompliance with state laws and regulations.
- \* Any action which causes or could cause bodily harm to a client, a student or employee of the school.
- \* Willful destruction of school property or theft.
- \* Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- \* Not meeting all terms of a probation or suspension.

### Satisfactory Academic Progress Policy

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

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology/Barber	450 actual hours and 13 weeks, 900 actual hours and 26 weeks & 1250 actual hours and 36 weeks
Esthetics	450 actual hours and 13 weeks & 900 actual hours and 26 weeks
Basic Esthetics	300 actual hours and 9 weeks
Nail Technician	150 actual hours and 5 weeks

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

Evaluations will be conducted at the conclusion of each evaluation period to determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% 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 80% cumulative attendance since the beginning of the course which indicates that the student will graduate within the maximum time frame.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs/wk) - 1600 Hours	57 Weeks	2000
Cosmetology (Part time Day, 29 hrs/wk) – 1600 Hours	69 Weeks	2000
Esthetics 1200 hour (Full time, 35 hrs/wk) – 1200 Hours	43 Weeks	1500
Esthetics 1200 hour (Part time, 20 hrs/wk) – 600 Hours	75 Weeks	1500
Basic Esthetics (Full time, 35 hrs/wk) – 600 Hours	22 Weeks	750
Basic Esthetics (Part time, 20 hrs/wk) – 600 Hours	38 Weeks	750
Nail Technician (Part time, 20hrs/wk) – 300 hours	19 Weeks	375

## Title IV Payment Period Maximums

	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
(Full time, 35 hrs/wk) - 450 Hours	16 Weeks	563
(Part time Day, 29 hrs/wk) – 450 Hours	19 Weeks	563
(Part time, 20 hrs/wk) – 450 Hours	28 Weeks	563
(Full time, 35 hrs/wk) – 350 Hours	13 Weeks	438
(Part time, 29 hrs/wk) – 350 Hours	15 Weeks	438
(Part time, 20 hrs/wk) – 350 Hours	22 Weeks	438
(Full time, 35 hrs/wk) – 300 Hours	11 Weeks	375
(Part time, 29 hrs/wk) – 300 Hours	13 Weeks	375
(Part time, 20 hrs/wk) – 300 Hours	19 Week	375
(Part time, 20hrs/wk) – 150 Hours	9 Weeks	188

This institution operates all programs according to a schedule of 900 clock hours over at least 26 Academic weeks of instruction.

Students who have not completed the course within the maximum timeframe will be terminated, but may re-enroll in the course on a cash pay basis, see re-enrollment policy on page 4.

## 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 two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	(A)	EXCELLENT
80 - 89	(B)	SATISFACTORY
79 and BELOW	(F)	UNSATISFACTORY

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will have their Title IV Funding interrupted until they are able to reestablish Satisfactory Academic Progress, unless the student is on warning.

### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be deemed ineligible to receive Title IV funds. At this point the student will be offered a financial plan to finish the balance owed to the Academy to remain enrolled. All decisions will be made at the school's discretion.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

academic progress status as at the time of withdrawal. Changes in majors/degrees or pursuit of a second degree are not offered at this institution.

#### **APPEAL PROCEDURE**

Taylor Andrews Academy does not currently acknowledge any appeal process for Financial Aid Warnings or Unsatisfactory Progress.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **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.

#### **ACCESS TO RESULTS**

All Satisfactory Academic Progress reports are kept in the student's file. Students may request access to them at any time by an administrator.

#### **Attendance Policy**

1. The course length is 1600 clock hours for Cosmetology/Barber, 600 clock hours for Basic Esthetics, 1200 clock hours for Esthetics, 300 clock hours for Nail Technician.
2. It is understood that the course length that is being paid for is 57 weeks (F/T Day) or 69 weeks (P/T Day) for 1600 clock hours Cosmetology/Barber, and 22 weeks (F/T Day), or 38 weeks (P/T night) for 600 clock hours Basic Esthetics, and 43 weeks (F/T Day), or 75 weeks (P/T night) for 1200 clock hours Esthetics, or 19 weeks (P/T night) for 300 clock hours Nail Technician, depending on the students' schedule.
3. The student agrees to pay extra instructional charges for each hour needed to complete requirements beyond the calculated completion date. Extra instructional charges will accrue whether or not the student actually attends, and will be charged at a rate of \$7 per hour. All charges will be due and payable monthly. Transfer students will be calculated pro-rata. Excused/Unexcused absences are not applicable, as time has been added to your contract graduation date to accommodate sick and personal days. Medical documentation for absences will not be accepted, as time has been added to your contract graduation date to accommodate sick and personal days. Exceptional and emergency medical conditions will be reviewed individually by the Academy Owner on a case-by-case basis, and the decision will be final.
4. All students will be required to clock in and out using the time software provided by the school. If a student fails to clock in or out, they may complete an hour discrepancy form, which will be reviewed weekly by the administration. If there is a continued problem per student, the student may incur additional disciplinary action upon the discretion of the administration.
5. All students must sign out and in with the front desk during for their 15 min break time/dinner break time. If a student fails to sign back in, the school will assume the student has not returned for that day and the student will be clocked out. If the student did return, they will need to complete an hour discrepancy form which will be reviewed weekly by the administration. If there is a continued problem per student, the student may incur additional disciplinary action upon the discretion of the administration.
6. All students that are scheduled to attend Saturdays, may only miss one Saturday per month (not including any scheduled holidays off).
7. If a student fails to attend school for more than 14 calendar days, the student will be dropped from the Academy.

#### **Makeup-Work Policy**

Students who are absent must make up any tests, assignments, classes or theory prior to graduation. Hours may be made up during the students non-scheduled school time, according to the Makeup Hours Policy below. Tests may be made up during makeup test time as follows:

- Cosmetology/Barber – Tues or Wed 3:30-4:30
- Basic Esthetics & Esthetics – During Theory Study Hall
- Nail Technician – During Theory Study Hall

## **Makeup Hours/Extra Hours Policy**

### **Cosmetology/Barber Regularly Scheduled Hours:**

Monday & Saturday 8:15am-4:30pm      Tuesday-Friday 8:15am-6:00pm

### **Esthetics & Basic Esthetics Regular Scheduled Hours:**

Friday & Saturday 8:15am-4:30pm      Monday-Thursday 8:15am-10:00pm

### **Nail Technician – we do not offer Makeup hours/Extra Hours**

A student may make up or receive extra hours if:

-There is availability with our instructor to student ratio of 1:20 and the student has been put on the list at the front desk. Full-time students may text the school at 2pm, Part-time students must text the school prior to coming.

-The student can accept clients (not Level 1 Freshmen).

-The student is applying their efforts towards the study of Cosmetology or Esthetics in practice or theory.

-A maximum of 48 hours a week is allowed for any student.

The student must meet all these requirements to continue eligibility of this privilege, therefore if a student fails to meet this requirement: upon first offense, the student will be given a written warning, upon second offense the student will lose the privilege to attend any extra hours outside of their normal school schedule.

## **Leave of Absence Policy**

Taylor Andrews Academy prides itself in preparing the students for a real life work experience during training. Therefore, in order to take a leave of absence a student must complete a student request for leave of absence form in writing including the reason for the request. This must be signed by the student and turned into the Admissions Advisor at least one week in advance unless for reasons of unforeseen circumstances. If a leave is approved in this case the institution must document the reason for its decision and the request must be collected at a later date. The date the leave begins would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen incident. Each leave of absence request will be reviewed by the Owner on a case-by-case basis. **Please note that the Academy does not have to grant a leave of absence.** The Owner may grant a leave of absence based on the following criteria:

1. Temporary disability
2. Medical reasons deemed necessary by a physician
3. Charitable Sabbatical
4. Maternity Leave
5. Family/Personal problem
6. Covid-19

There must be a reasonable expectation that the student will return from the LOA in order to be approved. If a Leave of Absence is granted the authorized leave must be taken in succession. The student must understand that they may not receive all classes that are offered at the institution depending on the timeline of the leave of absence. The leave must be for a minimum of 30 days and a maximum of 90 days (unless approved by the academy), with the exception of Covid-19 the academy will grant a 14-day minimum Leave of Absence. Not ever to exceed a total of 180 days in any 12-month period of time. An authorized Leave of Absence will extend the calculated completion date by the same number of calendar days taken in the Leave of Absence, and the student and administration will initial the new completion dates on the enrollment agreement once the student returns from the Leave of Absence. No additional institutional charges will be assessed as a result of the leave of absence. A student granted an LOA that meets all the criteria is not considered to be withdrawn and no refund calculation is required at that time. If a student fails to return from a leave of absence when scheduled, and does not contact a school administrator to extend, the student will be withdrawn. The withdrawal date for the purpose of calculating a refund is always the students last day of attendance. A student will be withdrawn if the student takes an unapproved Leave of Absence.

## **Withdrawal/Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment at Taylor Andrews Academy – St George a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by Taylor Andrews Academy- St George. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her contract and demands his/her money back in writing within three business days of signing the enrollment contract. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to Taylor Andrews Academy – St George less the registration fee

in the amount of \$100.

- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/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.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) If a student does not notify that school that s/he is withdrawing, and has not attended for 14 days, a formal termination shall go into effect.
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to Taylor Andrews Academy – St George administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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%

- All refunds will be calculated based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded within 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. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, Taylor Andrews Academy – St George will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, Taylor Andrews Academy – St George will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, Taylor Andrews Academy – St George shall 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 OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at Taylor Andrews Academy – St George (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal and are non-refundable.

**Treatment of Title IV Aid when a student withdraws (R2T4 Policy)**

The law specifies how we must determine the amount of Title IV program assistance that you earn if you withdraw from school. The following federal aid funds may be affected if you withdraw, stop attending, or never attend classes:

- Direct Unsubsidized Loans
- Subsidized Loans
- Direct Parent PLUS Loans
- Pell Grants

. The system used to determine the withdrawal date is

- 1 A student notifies the institution of his/her withdrawal in writing.
- 2 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 3 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) If a student does not notify that school that s/he is withdrawing, and has not attended for 14 days, a formal termination shall go into effect.
- 4 In type 1, 2, or 3 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to Taylor Andrews Academy – St George administrator or owner in

person.

In all 4 types of withdrawals, the institution will use the last date of attendance as the official withdrawal date. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount that 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 the school and/or you. The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, we must get your permission before we can disburse them. You may choose to decline some or all or a portion of your post-withdrawal disbursement of grant funds for tuition, kit, or fees. The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. If you receive excess Title IV program funds that must be returned, we must return a portion of the excess equal to the lesser of: 1. your institutional charges multiplied by the unearned percentage of your funds, or 2. the entire amount of excess funds. We must return this amount even if it didn't keep this amount of your Title IV program funds. If we are not required to return all the excess funds, you must return the remaining amount. Any Title IV program funds due for return shall be refunded to the Department of Education within 45 days of a determination that a student has withdrawn, whether officially or unofficially. The order of which Title IV funds will be returned first Unsubsidized Loans, if there is still a remaining balance to return from the payment period then second will be Subsidized Loans, and if there is still a balance to return from the payment period then third will be Direct Parent PLUS loan, and if there is still a balance to return from the payment period the last will be Pell Grant. Any loan funds that you must return, you 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. 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 you received or were scheduled to receive. You must decide with your school or the department of education to return the unearned grant funds. **The requirements for Title IV program funds when you withdraw are separate from our school's refund policy.** Therefore, you may still owe funds to the school to cover unpaid institutional charges. We may also charge you for any Title IV program funds that the school was required to return.

### **Financial Obligations**

Student hours, supplies and equipment will not be released until all financial obligations owed have been satisfactorily met to the Academy including any amounts owed under financing arrangements. The students must be paid in full in all financial obligations owed to the Academy to receive Verification of Hours that must be provided to the State of Utah to receive Licensing.

### **Available Services**

A notebook with available services such as financial counseling, drug and alcohol counseling and information on domestic abuse, GED's, shelters and housing, etc. will be kept in the Administration office. Current job opportunities will be posted in the student break room and our Employment Opportunities Book in the Instructors office.

### **Access to Records and Right to Privacy/FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the students' education records within 45 days of the day the Academy receives a request for access. A student should submit to the Administration of the Academy a written request that identifies the record(s) the student wishes to inspect. The Administration will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the Academy official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write to the Owner of the Academy, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the

student's right to appeal the Academy's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Owner of the Academy providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

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

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- Specified officials for audit or evaluation purposes;
- Accrediting organizations; specifically, NACCAS
- Judicial orders or lawfully issued subpoenas;
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Each third party request for educational records requires the student's written consent be provided to the Director of the Academy and include the following:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.
- 

Within the Academy the following directory information may be disclosed without student consent:

- Student First and Last Name or Student ID;
- Program of Attendance; and
- Honors, Awards and/or Recognitions

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA below.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **VAWA**

Taylor Andrews Academy is committed to creating and maintaining a learning, living, and working environment free from Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. Those prohibited types of conduct will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from the School and termination of employment.

Sexual Misconduct, Relationship Violence, Stalking, and Retaliation are collectively referred to in the VAWA policy as Prohibited Conduct. The VAWA Policy: describes Prohibited Conduct; explains multiple options for reporting Prohibited Conduct; sets forth the procedures the School will follow for promptly, thoroughly, and equitably investigating and resolving reports of Prohibited Conduct in order to eliminate Prohibited Conduct, prevent its recurrence, and address its effects on Complainants and/or the School community; identifies resources for Complainants; describes the School's prevention and awareness programs relating to Prohibited Conduct; and implements the requirements of Title IX, Title VII, and the Clergy Act with respect to Prohibited Conduct.

## **Starting Class Dates and Holidays**

Taylor Andrews Academy begins classes as follows:

<b><u>Cosmetology/Barber</u></b>	<b><u>Basic Esthetics</u></b>	<b><u>Esthetics</u></b>	<b><u>Nail Technician</u></b>
August 15, 2023 F/T & P/T	September 19, 2023 F/T	November 7, 2023 F/T	October 16, 2023 P/T
October 24, 2023 F/T	January 23, 2024 F/T & P/T	March 19, 2024 F/T	January 9, 2024 P/T
January 23, 2024 F/T & P/T	May 7, 2024 F/T & P/T	July 9, 2024 F/T	

The Academy is closed on the following days during 2023: 9/2, 9/4, 9/16, 10/7, 11/22-11/25, 12/22-12/31

2024: 1/1-1-3, 1/15, 2/19, 3/11-3/16, 3/30-4/1, 5/4, 5/25-5/27, 7/1-7/6, 7/24, 8/31-9/2, 10/5, 11/27-11/30, 12/22-12/31

Students will also be allowed to participate in all Voting days and may be released early or sometime during their schedule with no consequences to participate in the Vote. Ask the Director for more details.

### **Vital Statistics for Taylor Andrews Academy Students, 2021**

\*Taylor Andrews Academy – St. George graduation rate was 90.24%

- Basic Esthetics 600-hour graduation rate was 100%
- Esthetics 1200-hour graduation rate was 88.89%
- Cosmetology/Barber 1600-hour graduation rate was 87.5%
- Nail Technician 300-hour was not offered in 2021

\*Taylor Andrews Academy – St. George placement rate was 85.32%

- Basic Esthetics 600-hour placement rate was 80.95%
- Esthetics 1200-hour placement rate was 77.5%
- Cosmetology/Barber 1600-hour placement rate was 93.75%
- Nail Technician 300-hour was not offered in 2021

\*Taylor Andrews Academy – St. George licensure rate was 100%

- Basic Esthetics 600-hour licensure rate was 100%
- Esthetics 1200-hour licensure rate was 100%
- Cosmetology/Barber 1600-hour licensure rate was 100%
- Nail Technician 300-hour was not offered in 2021

### **Prerequisites for Cosmetology/Barber, Esthetics, & Nail Employment**

-**Licensure**- Must complete necessary requirements and obtain a license in the state of Utah.

-**Technical Skills**- Skilled in every facet of hairdressing, nail technology and esthetics.

-**Creativity**- A sense of creativity and can think of new and different ways to style hair, apply makeup, or perform other cosmetology or esthetics procedures.

-**Customer Service**- Fantastic customer service skills. Friendly and helpful to all clients and help create a welcoming atmosphere.

-**Stamina**- Physical capability to stand for long periods. Standing consumes the majority of a cosmetologist's shift, while sitting consumes the majority of an esthetician's shift. In addition, cosmetologists will encounter repetitive motions such as blow-drying hair, brushing or holding arms in a fixed position while styling, estheticians will encounter repetitive motions such as applying product, massaging, applying eyelashes, and other motions so all will need the physical capability to do so while maintaining a steady hand.

-**Dexterity**- Good with his or her hands. Whether cutting hair, performing a facial, applying makeup or lashes, or giving a manicure, a cosmetologist and esthetician must be able to perform intricate maneuvers for extended periods of time.

-**Adaptability**- Stay on top of changing techniques and technologies in the industry and can easily incorporate these changes into their work.

### **Regulatory Oversight Restrictions**

These background questions are asked during your Utah state license application

1. Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
2. Do you currently have any criminal action pending?
3. Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years?
4. Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?

\*If you are concerned about any criminal charges you can apply for a Criminal History Determination with DOPL prior to entering school.

### **State Licensure Reciprocity Disclosure**

Taylor Andrews Academy will provide the program of study that meets minimum curriculum requirements as prescribed by the state of Utah. For states outside of Utah: the institution has not made a determination on whether the program meets other states' educational/licensure requirements. Information regarding other states requirements can be found at the following link:

<https://www.beautyschoolsdirectory.com/faq/license-requirements>

Taylor Andrews Academy does not provide training or activities out-of-state. All programs offered at the institution lead to professional licensure in the state of Utah. All students, including those who live in bordering states, are notified prior to enrollment that education received at Taylor Andrews Academy follows the Department of Professional Licensing (DOPL) regulations which require: 1600 hours of education for Cosmetology, 1200 hours of education for Esthetics 600 hours of education for Basic Esthetics. The institution recommends that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, as applicable. Additionally, Taylor Andrews Academy does not guarantee transferability of credits earned to any other institution. Our curriculum has not been reviewed for compliance with other states' professional licensure requirements

### **Financial Aid Information**

Taylor Andrews Academy - St George offers Federal Student Aid, including: Pell Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, and Parent Plus Loans. The school will also certify enrollment for the Utah State Office of Rehabilitation, Washington County School District, and the VA. A free application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school will provide a paper copy upon request. Any student receiving Direct Loans, must complete entrance counseling prior to their start date, and exit counseling upon withdrawing or graduating.

Taylor Andrews Academy is approved for Financial Aid/Title IV funding through:  
United States Department of Education  
Federal Student Aid  
400 Maryland Avenue  
SW Washington, D.C. 20202

### **Licensing and Accrediting Agencies - Taylor Andrews Academy is licensed and Accredited by:**

The Department of Occupational and Professional Licensing  
160 East 300 South  
P. O. Box 45805  
Salt Lake City, UT 84145-0805  
(801) 530-6740

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