



TAYLOR ANDREWS
ACADEMY - ST. GEORGE

Student Catalog

2214 E Riverside Drive

St George, UT 84790

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www.taylorandrewstgeorge.com

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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: December 1, 2025

Our Staff

Amanda Maxfield – Instructor/Owner

Jim Maxfield – Owner

Mckenzie Whittaker – Instructor/Program Director

Alexa Milne – Instructor/Program Director

Krystal Karns – Instructor/Program Director

Jennifer Taylor – Financial Aid Director

Kaylynn Hardy – Instructor/Admissions Advisor

Elizabeth Pitt –Financial Aid Assistant

Brooke Lewis – Operation Director

Heather Gifford– Front Desk Specialist

Gabrielle Lewis – Front Desk Specialist

Hannah Watts –Instructor

Marcos Vasquez-Wetenkamp- Instructor

Holly Axtell – Instructor

Jocie Covington – Instructor

Dalys Coil – Instructor

Camille Zohner – Instructor

Jaclyn Lamoreaux - Instructor

Sarah Gardner – Instructor

Megan Donnelly – Instructor

Paige Meza - Instructor

Brandi Funk – Instructor

Sidney Hintze – Instructor

Camille Nelson - 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 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, hair design or esthetics school: 1. A certified transcript of hours earned, and requirements previously completed. 2. Meet with the Program Director to determine what classes will still need to be completed. 3. Completion of standard admission requirements. 4. Transfer students will be charged \$13 for cosmetology/barber 1600 hour, \$16 for esthetics or hair design 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, esthetics, or Hair Design program at Taylor Andrews Academy - St George. Taylor Andrews Academy does not accept Nail Technician & Lash & Brow 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	\$2,865
<u>Tuition</u>	<u>\$15,900</u>
Total:	\$18,865

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

Option 1 \$100 registration fee Financial Aid is available to those who qualify.

Option 2 \$100 registration fee and you may finance directly through the school with
\$2500 down and 24 payments of \$600 @ 8% interest with a balloon payment of \$3,540.57 or

Option 3 \$100 registration fee, \$2500 down and 24 payments of \$706.31 @ 4% interest with no balloon payment or

Option 4 \$100 registration fee, \$5,278 down, 1 payment of \$5,277 at 451 hours, \$4,105 paid at 901 hours, & \$4,105 paid at 1251 hours with no interest.

Esthetics 1200 hours:

Registration fee	\$100
Books, Supplies, and Equipment	\$2,300
<u>Tuition</u>	<u>\$17,100</u>
Total:	\$19,500

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

Option 1 \$100 registration fee and Financial Aid is available to those who qualify.

Option 2 \$100 registration fee and you may finance directly through the school with
\$6,500 down and 16 payments of \$500.00 @ 8% interest with a balloon payment of \$5,973.83 or

Option 3 \$100 registration fee, \$7,500 down and 16 payments of \$765.00 @ 4% interest with no balloon payment or

Option 4 \$100 registration fee, \$7,276 down, and 1 payment of \$7,274 at 451 hours, and 1 payment of \$4,850 at 901 hours with no interest.

Nail Technician:

Registration fee	\$100
Books, Supplies, and Equipment	\$1,200
<u>Tuition</u>	<u>\$5,200</u>
Total:	\$6,500

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

Option 1 \$100 registration fee and you may finance directly through the school with \$2,500 down and 8 payments of \$502.24 @ 8% interest or

Option 2 \$100 registration fee, \$2,500 down and 6 payments of \$657.60 @ 4% interest or

Option 3 \$100 registration fee, \$2,500 down and 4 payments of \$975.00 @ 0% interest or

Option 4 \$100 registration fee, \$3,150 down, and 1 payment of \$3,250 at 151 hours with no interest.

Hair Design:

Registration fee	\$100
Books, Supplies, and Equipment	\$2,600
Tuition	<u>\$14,000</u>
Total:	\$16,700

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

Option 1 \$100 registration fee and Financial Aid is available to those who qualify.

Apply online at www.studentaid.gov our school code is **041842**

Option 2 \$100 registration fee and you may finance directly through the school with \$3,250 down and 16 payments of \$650.00 @ 8% interest with a balloon payment of \$4,048.97 or

Option 3 \$100 registration fee and you may finance directly through the school with \$3,250 down and 16 payments of \$870.28 @ 6% interest with no balloon payment

Option 4 \$100 registration fee, \$3,250 down and 8 payments of \$1681.25 with no interest

Option 5 \$100 registration fee, \$7,415 down, 1 payment of \$7,515 at 451 hours, and 1 payment of \$1,670 at 901 hours with no interest.

Lash & Brow:

Registration fee	\$100
Books, Supplies, and Equipment	\$1,000
Tuition	<u>\$4,600</u>
Total:	\$5,700

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

Option 1 \$100 registration fee and you may finance directly through the school with \$2,500 down and 8 payments of \$399.22 @ 8% interest or

Option 2 \$100 registration fee, \$2,500 down and 6 payments of \$522.71 @ 4% interest or

Option 3 \$100 registration fee, \$2,500 down and 4 payments of \$775.00 @ 0% interest or

Option 4 \$100 registration fee, \$2,750 down, and 1 payment of \$2,850 at 135 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 = (30 hrs per week + 5 hours of distance education – 57 weeks – 1600 clock hours) including allowed absences

Part time am/pm = (22 hrs per week + 4 hours of distance education -76 weeks-1600 clock hours) including allowed absences

State of Utah suggested curriculum for cosmetology/barber schools plus 350 more hours. 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. Distance Education is online through Milady CIMA.

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 along with CIMA by Milady. 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 plus adds an additional 350 hours to allow students to become efficient in all areas of Cosmetology, 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: (3 hours)
 - (a) history of cosmetology and
 - (b) overview of the curriculum;
- (3) implements, tools and equipment for cosmetology (6 hours)
- (4) analysis of the skin, hair and scalp consisting of: (15 hours)
 - (a) properties of hair, skin, and scalp;
 - (b) working with various hair textures;
- (5) diseases and disorders of skin, nails, hair, and scalp including: (40 hours)
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- (6) personal, client and salon safety including: (24 hours)
 - (a) first aid;
 - (b) disinfection methods and procedures;
 - (c) sterilization methods and procedures;
 - (d) aseptic techniques;
 - (e) sanitary procedures;
 - (f) blood exposure procedures;
 - (g) Environmental Protection Agency (EPA) regulations;
 - (h) safety data sheet; and
 - (i) department of health and human services requirements;
- (7) Hair types and textures including: (4 hours)
 - (a) cut;
 - (b) style; and
 - (c) product
- (8) Basic hairstyling and hair cutting including: (50 hours)
 - (a) draping;
 - (b) clipper variations;
 - (c) scissor cutting;
 - (d) shear cutting;
 - (e) razor cutting; and
 - (f) wet styling and thermal styling;
- (9) Hair extensions including: (35 hours)
 - (a) tape ins;
 - (b) wefts;
 - (c) keratin tip or "K-tip";
 - (d) application process;
 - (e) cutting and blending; and
 - (f) maintenance and care
- (10) Coloring including: (70 hours)
 - (a) draping;
 - (b) the color wheel;
 - (c) understanding color theory;
 - (d) color application;
 - (e) permanent color;
 - (f) toning and glossing;
 - (g) corrective toning;
 - (h) color correction;
 - (i) filling/replacing lost pigment;
 - (j) virgin application;
 - (k) low lights
- (11) Bleaching including: (45 hours)
 - (a) product understanding;
 - (b) best practices for using bleach;
 - (c) understanding hair texture;
 - (d) compromised hair;

- (e) chemical breakage;
 - (f) hair porosity and elasticity;
 - (g) virgin application;
 - (h) non-virgin application;
 - (i) color correction;
 - (j) highlights;
 - (k) bleach placement;
 - (l) balayage; and
 - (m) on scalp bleach
- (12) Permanent or "perm" waving including: (25 hours)
- (a) different types of perms;
 - (b) rod sizes;
 - (c) best practices;
 - (d) virgin application; and
 - (e) non-virgin application;
- (13) Chemical Relaxers including: (20 hours)
- (a) hair textures;
 - (b) best practices;
 - (c) compromised hair;
 - (d) maintenance; and
 - (e) product understanding including the effects of formaldehyde, formalin, or methylene glycol.
- (14) Anatomy and Physiology of the Eye Area (10 hours)
- (15) Eyebrow Extensions including: (1 hour)
- (a) Preparation;
 - (b) contraindications;
 - (c) aftercare; and
 - (d) removal
- (16) Eyelash and Eyebrow Chemical Services including: (23 hours)
- (a) preparation;
 - (b) contraindications;
 - (c) product knowledge;
 - (d) lash lift;
 - (e) brow lamination;
 - (f) lash tinting;
 - (g) arching and shaping of the eyebrows;
 - (h) brow tinting; and
 - (i) aftercare
- (17) Hair Removal including: (20 hours)
- (a) draping;
 - (b) hard wax;
 - (c) soft wax;
 - (d) sugaring;
 - (e) depilatories;
 - (f) tweezing;
 - (g) shavings; and
 - (h) pre and post care;
- (18) Extractions including: (3 hours)
- (a) manual; and
 - (b) comedone extractor;
- (19) Facials including: (20 hours)
- (a) manual methods;
 - (b) cleansing clays; and
 - (c) masks
- (20) Chemistry for Nail Technology (15 hours)
- (21) Theory of Basic Manicure and Pedicure (5 hours)
- (22) Artificial Nail Techniques including: (25 hours)
- (a) wraps;
 - (b) nail tips;
 - (c) gel nails;
 - (d) other acrylic nails; and
 - (e) nail art
- (23) Sculptured Nails including: (25 hours)
- (a) hard gel;
 - (b) poly gel;
 - (c) acrylic nail; and
 - (d) extreme nail art form
- (24) Law and Rule (2 hours)
- (25) Business and shop management including: (50 hours)
- (a) Developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising;
- (26) Legal issues including: (20 hours)
- (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws
- (27) Elective Topics (239 hours)
- MINIMUM SERVICE COUNTS INCLUDING:**
- (1) Cutting, clipping, or trimming various styles and hair textures of the human head using scissors, shears, clippers, or another appliance (70 counts & 70 hours)
 - (2) Shampooing with scalp treatments (6 counts & 6 hours)
 - (3) Basic wet styling and blow drying, thermal styling (50 counts & 50 hours)
 - (4) Removing hair from the face or neck using shaving equipment (20 counts & 10 hours)
 - (5) Beard and mustache cut and trim (15 counts & 7.5 hours)
 - (6) Wigs and hair pieces for the human head, including cutting, wet styling, fitting, measuring and forming caps (4 counts & 8 hours)
 - (7) Gently massaging the head, neck, and shoulders by manual or mechanical means (included in other services & hours)
 - (8) Hair extensions including preparation and application (10 counts & 20 hours)
 - (9) Cutting, trimming, or blending hair extensions using scissors, shears, clippers or another appliance (10 counts & 5 hours)
 - (10) Permanent Waving (30 counts & 60 hours)
 - (11) Any combination of bleaching, balayage, highlighting, or lightening (30 counts & 75 hours)
 - (12) Chemical relaxer which may be done on virgin hair, non-virgin hair, or as a touch-up application (10 counts & 20 hours)
 - (13) Hair Coloring to include tinting, toning, glossing, color correction, filling or replacing lost pigment, or low lights. These services may be performed on virgin hair, non-virgin hair, or as a touch-up application (25 counts & 50 hours)
 - (14) Waxing of the brow, lip, nose, cheeks, or chin using hard or soft wax or sugaring in any combination (18 counts & 9 hours)
 - (15) Small or medium area of waxing (10 counts & 10 hours)
 - (16) Large area waxing (5 counts & 7.5 hours)
 - (17) Manual extractions, including using a comedone extractor (10 counts & 2.5 hours)
 - (18) Back or Basic Facial (20 counts & 14.5 hours)
 - (19) Cleansing the skin, applying oils, or antiseptics (included in other services & hours)
 - (20) Limited Chemical Exfoliation including pre and post care (8 counts & 8 hours)
 - (21) Arching of the eyebrows by tweezing (5 counts & 1.25 hours)
 - (22) Eyelash perming or brow lamination (5 counts & 5 hours)
 - (23) Tinting eyelashes or eyebrows (5 counts & 2.5 hours)
 - (24) Securing the eyelash using tape or pad (5 counts & 3.75 hours)
 - (25) Natural manicure including the use of manual tools or e-file (10 counts & 5 hours)
 - (26) Natural pedicure including the use of manual tools or e-file (10 counts & 5 hours)
 - (27) Sculptured nails including the use of manual tools or e-file (10 counts & 15 hours)
 - (28) Artificial nails including the use of manual tools or e-file (10 counts & 15 hours)
 - (29) Removal of artificial nails including the use of manual tools or e-file (5 counts & 2.5 hours)
 - (30) Smooth, shave or remove dead skin from the feet using blades, including corn or callus planer, or rasp (10 counts & 2.5 hours)
 - (31) Gently massage the hands, feet, lower arms, or lower legs by manual means (included in other services & hours)
 - (32) Draping (included in other services & hours)
 - (33) Client Consultation (included in other services & 107.75 hours)
 - (34) Sanitation, sterilization, decontamination, and infection control (included in other services & 107.75 hours)
 - (35) Electives based on technology and industry advancements (93 hours)
 - (36) Cosmetology practical exam review (1 count & 4 hours)

Cosmetology/Barber Advancement

Taylor Andrews Academy has 7 tracks. Students will be advanced based on their student schedule and scheduled weeks of school.

Freshmen (Hair)	3 models, a grid and a Final Written and Practical test
Purple, Green, & Blue (Hair)	3 grids, 7 models, and 3 end of Track Practical tests
Skin & Nail	2 grids, and 2 end of Track Practical tests
Salon Group	State Laws Test, Final Practical test, & Final Theory test

Cosmetology/Barber Graduation Requirements

- The student must score 80% or higher on all theory tests, practical tests, grids and finals.
- The student must pass a final written and final practical exam with a score of 80% or higher.

3. The student must complete 1600 hours of training.
4. The student must complete all 7 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 \$10 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 State Requirements for Licensure

1. Graduate from a school of cosmetology/barbering with at least 1250 hours and complete the minimum service requirements as per the state law.
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 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 exams, Freshmen exams, 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

Full-time Day School Mon-Thur

Freshmen Track

8:30-12:00 Subject Theory/Practical classroom instruction
12:00-12:30 Lunch Break
12:30-4:30 Subject Theory/Practical classroom instruction
15-minute break

Green, Purple, Blue, Skin, Nail & Salon Group Tracks

Floor Days

8:30-4:30 Practical Application on the clinic floor

30 minute lunch break

AM Class Days

8:30-11:00 Practical Classroom instruction
11:00-11:30 Lunch Break
11:30-4:30 Practical Application on the clinic floor

PM Class Days

8:30-1:30 Practical Application on the clinic floor
1:30-2:00 Lunch Break
2:00-4:30 Practical Classroom instruction

AM Part Time Day school Mon-Thur

Freshmen Track

8:30-12:00 Subject Theory/Practical classroom instruction
12:00-12:30 Lunch Break
12:30-2:30 Subject Theory/Practical classroom instruction
15-minute break

Green, Purple, Blue, Skin, Nail & Salon Group Tracks

Floor Days

8:30-2:30 Practical Application on the clinic floor
30 minute lunch break

AM Class Days

8:30-11:00 Practical Classroom instruction
11:00-11:30 Lunch Break
11:30-2:30 Practical Application on the clinic floor

PM Part Time Day school Mon-Thur

Freshmen Track

2:00-4:30 Subject Theory/Practical classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Subject Theory/Practical classroom instruction

15-minute break

Green, Purple, Blue, Skin, Nail & Salon Group Tracks

Floor Days

2:00-8:00 Practical Application on the clinic floor

30 minute lunch break

PM Class Days

2:00-4:30 Practical Classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Practical Application on the clinic floor

****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= (30 hrs per week + 5 hours of distance education per week - 43 weeks- 1200 clock hours) including allowed absences.

State of Utah suggested curriculum for Esthetics schools –Master Esthetics

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. Distance Education is online through Milady CIMA.

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 along with CIMA by Milady. 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 Master Esthetics curriculum, consisting of 1200 hours of training.

ESTHETICS 1200 CLOCK HOUR TRAINING PROGRAM

INCLUDE INSTRUCTION IN:

(1) orientation including overview of the curriculum (2 hours)

(2) implements, tools, and equipment for master esthetics (5.5 hours)

(3) Analysis of the hair and skin including: (22 hours)

(a) properties of hair and skin;

(4) Disease and disorders of the hair and skin including: (30 hours)

(a) bacteriology;

(b) sanitation;

(c) sterilization;

(d) decontamination; and

(e) infection control;

(5) Personal, client, and shop safety including: (40 hours)

(a) Cardiopulmonary resuscitation (CPR);

(b) first aid;

(c) disinfection methods and procedures;

(d) sterilization methods and procedures;

(e) aseptic techniques;

(f) sanitary procedures;

(g) blood exposure procedures;

(h) Environmental Protection Agency (EPA) regulations;

(i) Safety data sheet; and

(j) Department of health and human services regulations

(6) Manual hair removal including: (10 hours)

(a) draping;

(b) hard wax;

(c) soft wax;

(d) sugaring;

(e) depilatories;

(f) tweezing;

(g) shavings; and

(h) pre and post care;

(7) Extractions including: (10 hours)

(a) manual methods;

(b) advanced; and

(c) comedone extractor;

(8) Facials including: (7.5 hours)

(a) manual methods;

- (b) mechanical methods;
 - (c) cleansing clays;
 - (d) masks; and
 - (e) product knowledge
 - (9) Laser including: (125 hours)
 - (a) laser and light physics training;
 - (b) laser technologies and application; and
 - (c) safety and maintenance of lasers
 - (10) Cosmetic medical procedures allowed (5 hours)
 - (11) Chemical Peels including: (30 hours)
 - (a) basic and advanced
 - (12) Body wraps (15 hours)
 - (13) Microneedling (25 hours)
 - (14) Dermabrasion and sanding (25 hours)
 - (15) Chemistry for Master Esthetics (75 hours)
 - (16) Body contouring and body dysmorphia as it relates to body contouring including: (15 hours)
 - (a) anatomy
 - (17) Manual lymphatic massage including: (40 hours)
 - (a) Anatomy
 - (b) Physiology of the lymphatic system
 - (c) Associated modalities
 - (18) Law and Rule (2 hours)
 - (19) Business and shop management including: (30 hours)
 - (a) Developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising;
 - (20) Legal Issues including: (20 hours)
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws
 - (21) Elective Topics (75.75 hours)
- MINIMUM SERVICE COUNTS INCLUDING:**
- (1) Waxing of the brow, lip, nose, cheeks, or chin using hard or soft wax or sugaring in any combination (20 counts & 10 hours)
 - (2) Small or medium waxing area (20 counts & 20 hours)
 - (3) Large area waxing (10 counts & 15 hours)
 - (4) Manual extractions, including using a comedone extractor (10 counts & 2.5 hours)
 - (5) Back or Basic facial (10 counts & 10 hours)
 - (6) Cleansing the skin, applying oils, or antiseptics (included in other services & hours)
 - (7) Limited chemical exfoliation including pre and post care (10 counts & 10 hours)
 - (8) Arching of the eyebrows by tweezing or waxing (5 counts & 1.25 hours)
 - (9) Eyelash perming or brow lamination (5 counts & 5 hours)
 - (10) Tinting eyelashes or eyebrows (5 counts & 2.5 hours)
 - (11) Securing the eyelash using tap or pad (10 counts & 5 hours)
 - (12) Classic eyelash application or applying replacement lashes (10 counts & 20 hours)
 - (13) Removal of lashes (2 counts & .5 hours)
 - (14) Natural manicure including the use of manual tools or e-file (5 counts & 2.5 hours)
 - (15) Natural pedicure including the use of manual tools or e-file (5 counts & 2.5 hours)
 - (16) Callus removal by buffing or filing (5 counts & 1.25 hours)
 - (17) Lymphatic massage (5 counts & 7.5 hours)
 - (18) Body wraps (5 counts & 7.5 hours)
 - (19) Hydrotherapy (3 counts & 3 hours)
 - (20) Sanding to the stratum corneum (5 counts & 7.5 hours)
 - (21) Microneedling (3 counts & 5.5 hours)
 - (22) Dermaplaning (5 counts & 10 hours)
 - (23) Other esthetic preparation using LED, galvanic, high frequency, or ultrasonic exfoliation (10 counts & 10 hours)
 - (24) Hot stone therapy (3 counts & 4.5 hours)
 - (25) Contouring or cryolipolysis using any radiofrequency, ultrasonic, cavitation, or laser and light device (13 counts & 26 hours)
 - (26) Advanced chemical or mechanical exfoliation including pre and post care (15 counts & 22.5 hours)
 - (27) Small or medium area laser hair removal using any approved laser device (20 counts & 15 hours)
 - (28) Large area laser hair removal using any approved laser device (10 counts & 15 hours)
 - (29) Anti-aging resurfacing enhancements using any approved laser or light device (10 counts & 20 hours)
 - (30) Photo rejuvenation using any approved laser or light device (7 counts & 14 hours)
 - (31) Cleansing the skin, applying oils, or antiseptics (included in other services & hours)
 - (32) Draping (included in other services & hours)
 - (33) Client Consultation (included in other services & 62 hours)
 - (34) Sanitation, sterilization, decontamination, and infection control (included in other services & 62 hours)
 - (35) Electives based on technology and industry advancements (187.75 hours)
 - (36) Master Esthetics Practical exam review (1 count & 2.5 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	1 grid, 5 models, a Dermallogica Binder, and a practical test
Level 3	1 grid, 3 models, a book report, and a practical test & Basic Final theory test
Level 4	1 grid, 4 models, a resume, and a practical test
Level 5	1 grid, 1 model, a dream spa project, State Laws Test, Final Practical test, & Final Master Theory test

Esthetics 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 \$10 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 State Requirements for Licensure

1. Graduate from a school of Masters Esthetics with at least 1200 hours and complete the minimum service requirements as per the state law.
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 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 exams, Level 1 Freshmen 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

Full-time Day School

Level 1 Freshman Attending Monday through Thursday

Monday-Thursday

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

30 min Lunch

Level 2 Attending Monday-Thursday

Monday, Wednesday & Thursday

8:30-8:45 FISH

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

12:30-1:00 Lunch

1:00-4:15 Practical Application on the floor

4:15- 4:30 Clean up

Tuesday

8:30-4:15 Practical Classroom Instruction

30 min Lunch

4:15- 4:30 Clean up

Level 3 attending Monday through Thursday

Monday, Tuesday & Wednesday

8:30-8:45 FISH

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

12:30-1:00 Lunch

1:00-4:15 Practical Application on the floor

4:15- 4:30 Clean up

Thursday

8:30-4:15 Practical Classroom Instruction

1 hr Lunch

4:15- 4:30 Clean up

Level 4 attending Monday through Thursday

Tuesday, Wednesday & Thursday

8:30-8:45 FISH

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

12:30-1:00 Lunch

1:00-4:15 Practical Application on the floor

4:15- 4:30 Clean up

Monday

8:30-4:10 Practical Classroom Instruction

30 min Lunch

4:15- 4:30 Clean up

Level 5 attending Monday through Thursday

Monday, Tuesday & 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

Wednesday

8:30-4:15 Practical Classroom Instruction

30 min Lunch

4:15- 4:30 Clean up

**Student Break times may vary

Course Outline- Nail Technician 300 clock hour program

1. Course Outline -

Taylor Andrews Academy Nail Technician Course – 300 clock hours.

Part time day or night = (22 hrs per week + 4 hours of distance education - 14 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. Distance Education is online through Milady CIMA.

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 along with CIMA by Milady. 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) overview of the curriculum; (.5 hours)
- (3) history of nail technology; (.5 hours)
- (4) implements, tools, and equipment for nail technology including electrical equipment based on technology and industry advancements (5.5 hours)
- (5) Anatomy and physiology of nails and skin (10 hours)
- (6) Disease and disorders of the nails including: (20 hours)
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- (7) Personal, client, and shop safety including: (15 hours)
 - (a) first aid;
 - (b) disinfection methods and procedures;
 - (c) sterilization methods and procedures;
 - (d) aseptic techniques;
 - (e) sanitary procedures;
 - (f) blood exposure procedures;
 - (g) Environmental Protection Agency (EPA) regulations;
 - (h) safety data sheet; and
 - (i) department of health and human services requirements;
- (8) Chemistry for nail technology (10 hours)
- (9) Artificial nail techniques including: (15 hours)
 - (a) wraps;
 - (b) nail tips;
 - (c) gel nails; and
 - (d) other acrylic nails
- (10) Sculptured nails including: (15 hours)
 - (a) hard gel;
 - (b) poly gel;

- (c) acrylic nail; and
 - (d) extreme nail art form
 - (11) Law and rules (2 hours)
 - (19) Business and shop management including: (25 hours)
 - (a) Developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising;
 - (20) Legal Issues including: (10 hours)
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws
 - (21) Elective Topics (29 hours)
- MINIMUM SERVICE COUNTS INCLUDING:**
- (2) Natural manicures including the use of manual tools or e-file (10 counts & 5 hours)
 - (2) Natural pedicure including the use of manual tools or e-file (10 counts & 5 hours)
 - (3) Sculptured nails including the use of manual tools or e-file (10 counts & 15 hours)
 - (4) Artificial nails including the use of manual tools or e-file (10 counts & 15 hours)
 - (5) Removal of artificial or sculptured nails including the use of manual or e-file (5 counts & 2.5 hours)
 - (6) Smooth, shave or remove dead skin from the feet using blades, including corn or callus planer, or rasp (10 counts & 2.5 hours)
 - (7) Gently massage the hands, feet, lower arms, or lower legs by manual means (included in other services & hours)
 - (8) Draping (included in other services & hours)
 - (9) Client Consultation (included in other services & 19 hours)
 - (10) Sanitation, sterilization, decontamination, and infection control (included in other services & 19 hours)
 - (11) Electives based on technology and industry advancements (19.5 hours)
 - (12) Nail technology practical exam review (1 count & 2 hours)

Nail Technician Advancement

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, 2 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 Graduation Requirements

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 \$10 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

1. Graduate from a school of Nail Technology with at least 300 hours and complete the minimum service requirements as per the state law.
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

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 exams, Level 1 Freshmen Final, & Theory 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-

Part Time AM attending Monday through Thursday

Level 1 Freshman

8:30 - 2:15 Subject Theory/Practical classroom instruction

30 minute break

2:15-2:30 Clean up

Level 2

Monday, Wednesday & Thursday

8:30 - 2:15 Practical Application on the clinic floor

30 minute break

2:15-2:30 Clean up

Tuesday

8:30-2:15 Practical Classroom Instruction

30 minute break

2:15-2:30 Clean Up

**Student Break times may vary

Part Time PM attending Monday through Thursday

Level 1 Freshman

2:00 - 7:45 Subject Theory/Practical classroom instruction

30 minute break

7:45-8:00 Clean up

Level 2

Monday, Wednesday & Thursday

2:00 - 7:45 Practical Application on the clinic floor

30 minute break

7:45-8:00 Clean up

Tuesday

2:00-7:45 Practical Classroom Instruction

30 minute break

7:45-8:00 Clean Up

**Student Break times may vary

Course Outline- Hair Design 1000 clock hour program

1. Course Outline -

Taylor Andrews Academy Hair Design Course – 1000 clock hours.

Full time = (30 hrs per week + 5 hours of distance education – 36 weeks – 1000 clock hours) including allowed absences

Part time am/pm = (22 hrs per week + 4 hours of distance education - 48 weeks-1000 clock hours) including allowed absences

State of Utah suggested curriculum for Master Hair Design 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 Hair industry. Upon completion, the student may have several career choices, for example Hair Stylist, Barber, 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. Distance Education is online through Milady CIMA.

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 Hair Design and to prepare students to successfully pass the Utah State Board Examination. Students who successfully pass the Taylor Andrews Academy Hair Design course will be granted a Certificate and will be prepared for successful employment, in the Hair Design. Did you know? A hair design graduate has many career opportunities including the following: Hair Stylist, Barber, 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 Cosmetology for both theory and lesson planning along with CIMA by Milady. In addition, numerous business and technical books are available in the Owners library. All books must be checked out through the Owner.

6. Curriculum

1000 clock hour program Taylor Andrews Academy follows the State of Utah Course of Studies for Hair Design curriculum, consisting of 1000 hours of Hair Design.

- (1) Orientation (2 hours)
- (2) overview of the curriculum (.5 hours)
- (3) History of hair design & barbering (.5 hours)
- (4) Professional ethics (1 hour)
- (5) Professional associations (.5 hours)
- (6) implements, tools and equipment for hair design (1 hours)
- (7) analysis of the hair and scalp consisting of: (10 hours)
 - (a) properties of hair including texture, skin, and scalp
- (8) Hair types and textures including: (2 hours)
 - (a) cut;
 - (b) style; and
 - (c) product
- (9) diseases and disorders of hair and scalp including: (20 hours)
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- (10) personal, client and salon safety including: (24 hours)
 - (a) first aid;
 - (b) disinfection methods and procedures;
 - (c) sterilization methods and procedures;
 - (d) aseptic techniques;
 - (e) sanitary procedures;
 - (f) blood exposure procedures;
 - (g) Environmental Protection Agency (EPA) regulations;
 - (h) safety data sheet; and
 - (i) department of health and human services requirements;
- (11) Basic hairstyling and hair cutting including: (15 hours)
 - (a) draping;
 - (b) clipper variations;
 - (c) scissor cutting;
 - (d) shear cutting;
 - (e) shaving and facial hair design;
 - (f) razor cutting; and
 - (g) wet styling and thermal styling;
 - (h) basic massage of the head, neck, and shoulders
- (9) Hair extensions including: (15 hours)
 - (a) tape ins;
 - (b) wefts;
 - (c) keratin tip or "K-tip";
 - (d) application process;
 - (e) cutting and blending; and
 - (f) maintenance and care
- (10) Coloring including: (30 hours)
 - (a) draping;
 - (b) the color wheel;
 - (c) understanding color theory;
 - (d) color application;
 - (e) permanent color;
 - (f) toning and glossing;
 - (g) corrective toning;
 - (h) color correction;
 - (i) filling/replacing lost pigment;
 - (j) virgin application;
 - (k) low lights
- (11) Bleaching including: (25 hours)
 - (a) product understanding;
 - (b) best practices for using bleach;
 - (c) understanding hair texture;
 - (d) compromised hair;
 - (e) chemical breakage;
 - (f) hair porosity and elasticity;
 - (g) virgin application;
 - (h) non-virgin application;
 - (i) color correction;
 - (j) highlights;
 - (k) bleach placement;
 - (l) balayage; and
 - (m) on scalp bleach
- (12) Permanent or "perm" waving including: (15 hours)
 - (a) different types of perms;
 - (b) rod sizes;
 - (c) best practices;
 - (d) virgin application; and
 - (e) non-virgin application;
- (13) Chemical Relaxers including: (20 hours)
 - (a) hair textures;
 - (b) best practices;

- (c) compromised hair;
- (d) maintenance; and
- (e) product understanding including the effects of formaldehyde, formalin, or methylene glycol.

(24) Law and Rule (2 hours)

(25) Business and shop management including: (30 hours)

- (a) Developing a clientele;
- (b) professional image;
- (c) professional ethics;
- (d) professional associations;
- (e) public relations; and
- (f) advertising;

(26) Legal issues including: (20 hours)

- (a) malpractice liability;
- (b) regulatory agencies; and
- (c) tax laws

(27) Elective Topics (105.5 hours)

MINIMUM SERVICE COUNTS INCLUDING:

- (1) Cutting, clipping, or trimming various styles and hair textures of the human head using scissors, shears, clippers, or another appliance (70 counts & 70 hours)
- (2) Shampooing with scalp treatments (6 counts & 6 hours)
- (3) Basic wet styling and blow drying, thermal styling (50 counts & 50 hours)
- (4) Removing hair from the face or neck using shaving equipment (30 counts & 15 hours)

(5) Beard and mustache cut and trim (20 counts & 10 hours)

(6) Wigs and hair pieces for the human head, including cutting, wet styling, fitting, measuring and forming caps (4 counts & 8 hours)

(7) Gently massaging the head, neck, and shoulders by manual or mechanical means (included in other services & hours)

(8) Hair extensions including preparation and application (10 counts & 20 hours)

(9) Cutting, trimming, or blending hair extensions using scissors, shears, clippers or another appliance (10 counts & 5 hours)

(10) Permanent Waving (30 counts & 60 hours)

(11) Any combination of bleaching, balayage, highlighting, or lightening (30 counts & 75 hours)

(12) Chemical relaxer which may be done on virgin hair, non-virgin hair, or as a touch-up application (10 counts & 20 hours)

(13) Hair Coloring to include tinting, toning, glossing, color correction, filling or replacing lost pigment, or low lights. These services may be performed on virgin hair, non-virgin hair, or as a touch-up application (25 counts & 50 hours)

(14) Draping (included in other services & hours)

(15) Client Consultation (included in other services & 73.75 hours)

(16) Sanitation, sterilization, decontamination, and infection control (included in other services & 73.75 hours)

(17) Electives based on technology and industry advancements (120 hours)

(18) Master Hair Design exam review (1 count & 6 hours)

Hair Design Advancement

Taylor Andrews Academy has 5 tracks. Students will be advanced based on their student schedule and scheduled weeks of school.

Freshmen	3 models and a Final Written and Practical test
Purple, Green, & Blue	3 grids & 3 end of Track Practical tests
Salon Group	1 grid State Laws Test, Final Practical test, & Final Theory test

Hair Design Graduation Requirements

1. The student must score 80% or higher on all theory tests, practical tests and finals.
2. The student must pass a 1000-hour written and practical exam with a score of 80% or higher.
3. The student must complete 1000 hours of training.
4. The student must complete all 5 tracks 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 \$10 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.

Hair Design State Requirements for Licensure

1. Graduate from a school of Hair Design with at least 1000 hours and complete the minimum service requirements as per the state law.
 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.

Hair Design 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, Freshmen Final, & Final Theory Exam.

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- Hair Design 1000 clock hours-

Full Time Day School

Freshmen Track Mon-Thur

8:30-12:00 Subject Theory/Practical classroom instruction

12:00-12:30 Lunch Break

12:30-4:30 Subject Theory/Practical classroom instruction

Green, Purple, Blue, & Salon Group Track Mon-Thur

Floor Days

8:30-4:30 Practical Application on the clinic floor

30 minute lunch break

AM Class Days

8:30-11:00 Practical Classroom instruction

11:00-11:30 Lunch Break

11:30-4:30 Practical Application on the clinic floor

PM Class Days

8:30-1:30 Practical Application on the clinic floor

1:30-2:00 Lunch Break

2:00-4:30 Practical Classroom instruction

AM Part Time Day school

Freshmen Track Mon-Thur

8:30-12:00 Subject Theory/Practical classroom instruction

12:00-12:30 Lunch Break

12:30-2:30 Subject Theory/Practical classroom instruction

Green, Purple, Blue, & Salon Group Track Mon-Thur

Floor Days

8:30-2:30 Practical Application on the clinic floor

30 minute lunch break

AM Class Days

8:30-11:00 Practical Classroom instruction

11:00-11:30 Lunch Break

11:30-2:30 Practical Application on the clinic floor

PM Part Time Day school

Freshmen Track Mon-Thur

2:00-4:30 Subject Theory/Practical classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Subject Theory/Practical classroom instruction

Green, Purple, Blue, & Salon Group Track Mon-Thur

Floor Days

2:00-8:00 Practical Application on the clinic floor

30 minute lunch break

PM Class Days

2:00-4:30 Practical Classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Practical Application on the clinic floor

**Student Break times may vary

Course Outline- Lash & Brow 270 clock hour program

1. Course Outline -

Taylor Andrews Academy Lash & Brow Course – 270 clock hours.

PM Part time= (22 hrs per week + 4 hours of distance education per week - 14 weeks-270 clock hours) including allowed absences.

State of Utah suggested curriculum for Lash & Brow License. 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 Lash & Brow industry. Upon completion, the student may have several career choices, for example a Lash Extension Artist, Brow Lamination Specialist, Lash & Brow 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. Distance Education is online through Milady CIMA.

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 Lash & Brow and to prepare students to successfully pass the Utah State Board Examination. Students who successfully pass the Taylor Andrews Academy Lash & Brow course will be granted a Certificate and will be prepared for successful employment, in the Nail profession. Did you know? A Lash and Brow graduate has many career opportunities including the following: Lash Extension Artist, Brow Lamination Specialist, Lash & Brow 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 & Advanced Services: Eyelashes 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

270 clock hour program Taylor Andrews Academy follows the State of Utah Course of Studies for Lash & Brow School curriculum, consisting of 270 hours of Lashes & Brows.

LASH & BROW 270 CLOCK HOUR TRAINING PROGRAM

INCLUDE INSTRUCTION IN:

- (1) orientation including overview of the curriculum (2 hours)
- (3) implements, tools, and equipment for eyelash and eyebrow technology (5.5 hours)
- (4) diseases and disorders of the eye area including: (20 hours)
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- (5) personal, client, and shop safety including: (15 hours)
 - (a) First aid;
 - (b) disinfection methods and procedures;
 - (c) sterilization methods and procedures;
 - (d) aseptic techniques;
 - (e) sanitary procedures;
 - (f) blood exposure procedures;
 - (g) Environmental Protection Agency (EPA) regulations;
 - (h) safety data sheet; and
 - (i) Department of Health and Human services
- (6) anatomy and physiology of the eye area; (10 hours)
- (7) Application of eyelashes and eyebrows including: (10 hours)
 - (a) Preparation;
 - (b) contraindications;
 - (c) product knowledge;
 - (d) application;
 - (e) application and removal of artificial eyebrows;
 - (f) arching and shaping of the eyebrows;
 - (g) removal; and
 - (h) aftercare;
- (8) Eyelash and eyebrow chemical services including: (16 hours)
 - (a) Preparation;
 - (b) contraindications;
 - (c) product knowledge;
 - (d) application;
 - (e) pH levels;
 - (f) lash lift;
 - (g) brow perming;
 - (h) lash tinting;
 - (i) brow tinting; and
 - (j) aftercare
- (9) Facial hair removal including: (5 Hours)
 - (a) draping;
 - (b) hard wax;
 - (c) soft wax;
 - (d) sugaring;
 - (e) depilatories;
 - (f) tweezing;
 - (g) shavings; and
 - (h) pre and post care;
- (10) Law and rule (2 hours)
- (11) Business and shop management including: (20 hours)
 - (a) Developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising;
- (12) Legal issues including: (10 hours)
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws
- (13) Elective Topics (5.75 hours)

MINIMUM SERVICE COUNTS INCLUDING:

- (1) Waxing of the brow, lip, nose, cheeks, or chin using hard or soft wax or sugaring in any combination (15 counts & 7.5 hours)
- (2) Arching of the eyebrows by tweezing or waxing (10 counts & 2.5 hours)
- (3) Eyelash perming or brow lamination (15 counts & 15 hours)
- (4) Tinting eyelashes or eyebrows (20 counts & 10 hours)
- (5) Securing the eyelash using tape or pad (15 counts & 7.5 hours)
- (6) Classic eyelash application or applying replacement lashes (25 counts & 50 hours)
- (7) Removal of lashes (2 counts & .5 hours)
- (8) Draping (included in other services & hours)
- (9) Client consultation (included in other services & 25.5 hours)
- (10) Sanitation, sterilization, decontamination, and infection control (included in other services & 25.5 hours)
- (11) Electives based on technology and industry advancements (3.75 hours)
- (12) Eyelash and Eyebrow practical exam review (1 count & 1 hours)

Lash & Brow Advancement

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

Lash & Brow Graduation Requirements

1. The student must score 80% or higher on all theory tests, practical tests and finals.
2. The student must pass a 270 hour written and practical exam with a score of 80% or higher.
3. The student must complete 270 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 \$10 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.

Lash & Brow State Requirements for Licensure

1. Graduate from a school of Lash & Brow Technology with at least 270 hour and complete the minimum service requirements as per the state law.
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.

Lash & Brow 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- Lash & Brow 270 clock hours-

PM Part Time school

Level 1 Mon-Thur

2:00-4:30 Subject Theory/Practical classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Subject Theory/Practical classroom instruction

Level 2 Mon-Thur

Floor Days

2:00-8:00 Practical Application on the clinic floor

30 minute lunch break

PM Class Days

2:00-4:30 Practical Classroom instruction

4:30-5:00 Lunch Break

5:00-8:00 Practical Application on the clinic floor

**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, Lash & Brow Techs, and Hair Stylists. 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, Hair Design, and Lash & Brow – Cosmetology/Barber, Nail Technician, Hair Design, and Eyelash & Brow students are required to wear professional clothing. "Professional clothing" – No belly's, butt's, and boobs.

Dress Code for Esthetics – All Esthetics students are required to wear scrubs. They may wear a Taylor Andrews Academy T-shirt instead of a scrub top. 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 & Hair Design Full Time Students – between 8:15-8:30 or between 12:15-12:30
 - Cosmetology & Hair Design AM Part Time Students – between 8:15-8:30 or between 11:15-11:30
 - Cosmetology & Hair Design PM Part Time Students - between 1:45-2:00 or between 4:45-5:00
 - Esthetics Full Time Students - between 8:15-8:30 or between 1:15-1:30
 - Nail Technician AM Students – between 8:15-8:30 or between 12:15-12:30
 - Nail Technician PM Students – between 1:45-2:00 or between 4:45-5:00
 - Lash & Brow PM Part Time Students - between 1:45-2:00 or between 4:45-5:00
- * 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, nails, hair design or lash & brow 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 | * Any action which causes or could cause bodily harm to a client, a student or employee of the school. |
| * Noncompliance with educational requirements, Rules of Conduct, General Policies, and/or the Enrollment contract. | * Willful destruction of school property or theft. |
| * Noncompliance with the school's Satisfactory Progress Policy. | * Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol. |
| * Noncompliance with state laws and regulations. | * 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
Nail Technician	150 actual hours and 5 weeks
Hair Design	450 actual hours and 13 weeks & 900 actual hours and 26 weeks
Lash & Brow	135 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, 26 hrs/wk) – 1600 Hours	77 Weeks	2000
Esthetics 1200 hour (Full time, 35 hrs/wk) – 1200 Hours	43 Weeks	1500
Nail Technician (Part time, 20hrs/wk) – 300 hours	19 Weeks	375
Hair Design (Full time Day, 35 hrs/wk) – 1000 Hours	36 Weeks	1250
Hair Design (Part time, 26 hrs/wk) – 1000 Hours	48 Weeks	1250
Lash & Brow (Part time, 26 hrs/wk) – 270 hours	13 Weeks	338

Title IV Payment Period Maximums

	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
(Full time, 35 hrs/wk) - 450 Hours	16 Weeks	563
(Part time AM/PM, 26 hrs/wk) – 450 Hours	22 Weeks	563
(Full time, 35 hrs/wk) – 350 Hours	13 Weeks	438
(Part time, 26 hrs/wk) – 350 Hours	17 Weeks	438
(Full time, 35 hrs/wk) – 300 Hours	11 Weeks	375
(Part time, 20hrs/wk) – 150 Hours	9 Weeks	188
(Part time, 26 hrs/wk) – 135 Hours	7 Weeks	169
(Part time AM/PM, 26hrs/wk) – 100 Hours	5 Weeks	125

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 students 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, 1200 clock hours for Esthetics, 300 clock hours for Nail Technician, 1000 clock hours for Hair Design, and 270 clock hours for Eyelash & Brow.
2. It is understood that the course length that is being paid for is 57 weeks (F/T Day) or 77 weeks (P/T AM/PM) for 1600 clock hours Cosmetology/Barber, and 43 weeks (F/T Day) for 1200 clock hours Esthetics, 19 weeks (P/T night or day) for 300 clock hours Nail Technician, 36 weeks (F/T day) or 48 weeks (P/T AM/PM) for 1000 hours Hair Design, and 14 weeks (P/T PM) for 270 clock hours Eyelash & Brow, 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 \$10 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. 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. Students will be given the chance to take the test 1 time & retake the test 1 time, if the student still needs to pass the test, they will pay \$15 for each retake past the 1st. If a student needs to retake a theory exam, they need to message their distance education instructor no later than Sunday @ 11:59pm, the exam will be re-opened by Monday @ 4:30p. *in the case of a school closure on Monday, the test will be re-opened on Tuesday.

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 our Circle App for students.

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 for Q1 & Q2 2026:

Cosmetology/Barber &

Hair Design

January 13th F/T

February 17th P/T PM

April 7th P/T AM

Esthetics

January 13th F/T

March 17th F/T

Nail Technician

January 13th P/T AM

March 31st P/T PM

Lash & Brow

January 13th P/T PM

March 31st P/T PM

The Academy is closed on the following days during 2026: 12/21-25-1/4/26, 1/19, 2/16, 3/9-3/15, 4/4-4/6, 5/23-5/25, 6/29-7/7, 7/24-7/26, 9/5-9/7, 11/25-11/29, 12/18-1/3/27

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 Operation Director for more details.

Vital Statistics for Taylor Andrews Academy Students, 2024

*Taylor Andrews Academy – St. George graduation rate was 94.56%

- Basic Esthetics 600-hour graduation rate was 91.7%
- Esthetics 1200-hour graduation rate was 94.7%
- Cosmetology/Barber 1600-hour graduation rate was 94%
- Nail Technician 300-hour graduation rate was 100%
- Hair Design 1000-hour was not offered in 2024
- Lash & Brow 270-hour was not offered in 2024

*Taylor Andrews Academy – St. George placement rate was 71.54%

- Basic Esthetics 600-hour placement rate was 56%
- Esthetics 1200-hour placement rate was 61.1%
- Cosmetology/Barber 1600-hour placement rate was 82.6%
- Nail Technician 300-hour placement rate was 82.6%
- Hair Design 1000-hour was not offered in 2024
- Lash & Brow 270-hour was not offered in 2024

*Taylor Andrews Academy – St. George licensure rate was 99.25%

- Basic Esthetics 600-hour licensure rate was 96.6%
- Esthetics 1200-hour licensure rate was 100%
- Cosmetology/Barber 1600-hour licensure rate was 100%
- Nail Technician 300-hour licensure rate was 100%
- Hair Design 1000-hour was not offered in 2024
- Lash & Brow 270-hour was not offered in 2024

Prerequisites for Cosmetology/Barber, Esthetics, Nail, Hair Design, and Lash & Brow Employment

Employment in the beauty industry requires a combination of licensure, technical ability, creativity, professionalism, physical stamina, and adaptability. Graduates seeking employment as a **Cosmetologist, Hair Designer, Nail Technician, Esthetician, or Lash & Brow Technician** should be aware of the following prerequisites:

Licensure:

Graduates must successfully complete their program and meet all state licensing requirements prior to practicing in the field. Employment is contingent upon holding and maintaining an active, valid license as required by state regulations.

Technical Skills:

Professionals must demonstrate strong technical proficiency in their chosen discipline, including safe sanitation practices, proper tool usage, and accurate service execution. Ongoing education and skill development are essential for long-term success in the industry.

Creativity:

Success in the beauty industry requires creativity, artistic vision, and the ability to customize services based on client needs, trends, and personal style. Professionals should be adaptable and open to continued innovation.

Customer Service:

Exceptional customer service skills are critical. Professionals must communicate effectively, maintain professionalism, manage client relationships, and provide a positive experience that promotes client trust, satisfaction, and retention.

Physical & Mental Stamina:

Beauty professionals must possess the physical endurance to stand for extended periods, perform repetitive motions, maintain proper posture, and manage full client schedules. Mental stamina, focus, and emotional resilience are equally important in a fast-paced, service-driven environment.

Manual Dexterity:

Strong hand-eye coordination and fine motor control are essential for performing detailed, precision-based services safely and effectively. Professionals must be able to execute consistent, controlled movements for extended periods of time.

Adaptability:

The beauty industry is constantly evolving. Professionals must be flexible and willing to adapt to changing trends, new techniques, client expectations, technology, and workplace demands in order to remain competitive and successful.

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: 1250 hours of education for Cosmetology (we do an additional 350), 1200 hours of education for Esthetics, 300 hours of education for Nail Technician, 1000 hours of education for Hair Design, and 270 hours of education for Lash & Brow. 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. 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