



Pre-Enrollment Information / Right to Know

For additional pre-enrollment information please see the Consumer Information document for The Academy.

Licensing Requirements in Michigan

- Cosmetology graduates completing 1500 hours and all course work and fulfilling Satisfactory Academic Progress requirements may take the state board exam to receive a cosmetology license in Michigan.
- Esthetics graduates completing 600 hours and all course work and fulfilling Satisfactory Academic Progress requirements may take the state board exam to receive an esthetics license in Michigan.
- Cosmetology Instructor graduates completing 500 hours and all course work and fulfilling Satisfactory Academic Progress requirements may take the state board exam to receive a cosmetology instructor license in Michigan.
- Limited Skincare Specialist Instructor graduates completing 300 hours and all course work and fulfilling Satisfactory Academic Progress requirements may take the state board exam to receive a Limited Skincare Specialist instructor license in Michigan.
- The state(s) that the school has determined the above programs meet curriculum educational requirements for licensure and certification is Michigan. The school has not determined if the programs meet curriculum educational requirements for licensure and certification in any other state.
- The Salon Professional Academy has not verified the curriculum transferability to any other state. Students should be aware that other states' licensure requirements are subject to changes.
- Students are encouraged to check with their state licensure board to confirm licensure requirements and obtain additional guidance as needed from the respective licensure board.

Graduation, Licensure, and Placement Rates

The Department of Education requirements for programs:

The Academy must count completed or graduated students as those who have completed or graduated by the end of the 12-month period ending August 31 of the prior award year during which 150% of the normal time for completion or graduation from their program has lapsed. Therefore, the statistics listed below are based on students who began their program between 9-1-2018 to 8-31-2019, allowing for 150% of the normal time for completion or graduated by August 31, 2021. The annual rates are based on the full-time, first-time certificate (diploma) seeking students. Normal time is the amount of time necessary for a student to complete all requirements for a diploma (certificate) according to The Academy's catalog. Rates below are for Title IV approved, GE Programs. The placement rates for students completing a gainful employment program are determined under a methodology developed by the National Center for Education Statistics (NCES). **NOTE:** Graduation rates disaggregated by gender, major racial and ethnic subgroup, recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant and students who did not receive either a Pell Grant or subsidized Stafford Loan can be found at <http://nces.ed.gov/collegenavigator/>. The Academy will make available upon request information regarding the placement / employment of and source of / time frames of the information and types of employment obtained by its graduates prior to enrolling or entering into any financial obligation with The Academy.

Cosmetology

Graduation/Completion Rate: 78%

Licensure: 88%

Placement: 72%

Esthetics

Graduation/Completion Rate: N/A

Licensure: N/A

Placement: N/A

Accreditation reporting time frames of 1-1-2020 to 12-31-2020.

Statistics below are from the most recent NACCAS Annual Report based on the calendar year 2020.

Below are the rates and verbiage according to NACCAS regulations. Minimum outcomes thresholds: 50% graduation; 60% placement; 70% licensure exam pass rate.

The Graduation Rate is based on all students scheduled to graduate the program in 2020. Of those students scheduled to graduate in 2020, the percentage that actually graduated before November 30, 2020. The scheduled graduation date is derived from a student's most recent contract end date taking into account all leave of absences, schedule changes and re-enrollments. A student may count as a graduate if they have completed all applicable graduation requirements at The Academy. *The Licensure Rate* is based on graduates from the 2020 graduation cohort who sat for all required parts of the licensure exam prior to 11-30-2021. A student in the licensure cohort may count as a "pass" if they have passed all required portions of the national/state examination prior to 11-30-2021. *The Placement Rate* is based on a graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2021. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Cosmetology

Graduation Rate: 92.86%

Licensure Rate: 100%

Placement Rate: 80.77%

Esthetics

Graduation Rate: 100%

Licensure Rate: 100%

Placement Rate: 64.29%

Cosmetology Instructor

Graduation Rate: 100%

Licensure Rate: 100%

Placement Rate: 100%

Limited Skincare Specialist Instructor

Graduation Rate: n/a

Licensure Rate: n/a

Placement Rate: n/a

Accreditation requires disclosure of combined rates of all programs

Combined graduation rate is 95.45%, combined licensure rate is 100%, combined placement rate is 76.19%.

Gender Policy The Academy does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. The enrollment in our industry is primarily female, however; gender is not considered in any factor of enrollment and has no bearing on admitting financial aid or non-financial aid students.

Vaccination Policy

The Academy does not require vaccination records for admittance to The Academy. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

Physical Demands Placed On the Body

There are physical demands placed on the body in most careers. Care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program. Because this job requires that you stand / sit for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an

individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Compensation Expected

Our graduates will find a variety of employment opportunities and a variety of earning potential within our industry, including salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay industry professionals resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons / spas now offer benefits resulting in higher earnings.

Booth rental is popular in some areas of the country. A booth rental salon operates as an independent salon therefore; income of the owner / service provider will be based on profitability and best business practices. For more information on compensation please visit the US Bureau of Labor Statistics website at:

<http://www.bls.gov/bls/blswage.htm>

Employability:

The Salon Professional Academy curriculum prepares students for today's salons and spas. Our students receive training in the basic as well as cutting-edge, advanced technical skills, client communication skills, client retention, prebooking, and retail sales skills. Advice and feedback is received from The Academy Advisory Board members who include salon and spa owners, professional educators and business owners to aid The Academy in gaining the most current information provided from the labor market. Employer surveys are sent to salons that hire our graduates so The Academy stays current with salon owner recommendations regarding our graduate's preparedness for today's salon environment.

I have read and understand the information provided above. I have received this information prior to signing my Enrollment Agreement (Contract). I also acknowledge that I have reviewed the median student loan debt for The Academy that is posted on The Academy's website at www.tspaholland.com and The Academy Consumer Information.

Student Signature

Date

Biennial Drug Review Summary for Students

The Academy's alcohol and other drug program includes annual notification of the following standards which are required of all colleges and vocational training facilities: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with AOD (Alcohol or Other Drug) use; a description of treatment options; disciplinary sanctions for violations of the standards of conduct and a biennial review of the program's effectiveness and consistency of enforcement of sanctions.

Below is a summary of the most recent review of The Academy's Alcohol or Other Drug Program Elements

Biennial Review Date of Review July 5, 2021

Review conducted by: Amber Modena – Office Administrator & Scott Harned – Chief Executive Office

Summary of Review and Findings and Improvement Plan, if any:

Introduction

- The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

Why do we conduct a Biennial Review

- **Mission Statement**
 - The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared to work in 21st century salons and spas. As a member of The Salon Professional Academy franchise, we are dedicated to keeping our educational quality at the highest level in the cosmetology arts and sciences. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success. In addition, we prepare our students to pass the Michigan state board licensing exam which is required to pursue employment.
- The Salon Professional Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on the property or as part of any Academy activities.
- Commitment to the health and safety of students by providing a safe, drug-free campus in which all students can develop personally and academically.

Biennial Review Process

- The Salon Professional Academy reviews its Drug Prevention Policy and effectiveness of sanctions imposed every two years.
 - If changes are identified, they will be implemented during a staff meeting and all students will be informed in writing of the recent necessary changes for Alcohol and other Drug Abuse and Violence Prevention.
 - Newly enrolled students will receive this information during the orientation process.
 - If new staff member joins after the annual distribution, all drug related material will be given as part of the new hire program.

Biennial Drug Review Summary for Students

- The Academy will impose sanctions for violation of standards of conduct.
 - The Academy will terminate any student or staff member involved in unlawful possession, use or distribution of illicit drugs and alcohol on Academy premises.
 - The Academy will refer such cases to the proper authorities for prosecution.
 - A student or staff member may be reinstated upon completion of an appropriate drug rehabilitation program.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- If an arrest for drug or alcohol related incidences occurs off site, the student/staff member is urged to inform The Academy so the Title IX / Compliance Officer may assist with providing resources to aid the student/staff member.
- As a condition of employment, employees must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Academy policy supports and enforces state underage drinking and illicit drug laws.
- The Academy will make available, upon request, to the U. S. Department of Education and to the public, information distributed to students and staff regarding the results of the biennial review of The Academy's program that:
 - Determines the effectiveness of the program and implements needed changes;
 - Determines the number of drug and alcohol-related violations and fatalities that occur on The Academy property or as part of The Academy's school related activities and are presorted to Academy officials;
 - determines the number and type of sanctions that are imposed and;
 - ensures that sanctions are consistently enforced.
- All students receive the results of the biennial review during a monthly jump celebration.
 - To ensure all students will receive a copy, students who are absent on the day of jump celebration will be handed a copy by their team coach upon the student's return.
 - Team coaches will take an attendance role call during this jump celebration to determine missing students.
- The Biennial Review distribution for staff is conducted annually during a staff meeting. Absent staff members will be given a copy upon their return.
 - If new staff member joins after the annual distribution, all drug and alcohol related material will be given as part of the new hire program.

Drug and Alcohol Abuse Prevention

- The Academy will immediately contact law enforcement officials to report all unlawful activities.
- The health risks of the use of illicit drugs and alcohol include:
 - Health risk risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.



Biennial Drug Review Summary for Students

- The Academy provides drug and alcohol prevention education (including but may not be limited to: health, legal and social consequences of drug and alcohol use and providing techniques to resist peer pressure to use illicit drugs or alcohol) and distribution of materials annually and refers students and staff to local services.
 - Description of the program is as follows: The Academy will provide and schedule an outside service to educate student and staff on drug and alcohol prevention.
- The area drug abuse, counseling, referral, treatment and rehabilitation center information below is available to all students or staff members.
 - Pine Rest Retreat Clinic, Addiction treatment center
 - OAR.Inc., Addiction treatment center
 - Holland Hospital, addiction service.

The Academy offers alcohol free options by:

- Creating and promoting alcohol free events
- Student lounge is alcohol free setting
- The Academy encourages community service
- Educators are actively involved with students during all hours of operations

Health promotions

- Admissions promotes a healthy environment
- High staff engagement with students requires class attendance and academic responsibility for classroom theory and student salon training area
- Academy requires a minimum 85% Satisfactory Academic Progress Level and which students are recognized for their achievements at The Academy monthly jump celebration
- Promotes a normative environment
- The Academy is open on days, evenings and Saturdays

Promotions and Availability

- The Academy discourages alcohol availability and is banned from premises
- The Academy restricts marketing and promotion of alcohol on campus by not selling shot glasses, beer mugs, or wine glasses within The Academy promotional material.

Policy Development and Enforcement

- The Academy develops and enforces AOD policies
- Disciplinary sanctions for violation of Academy AOD policies are enforced
- Criminal prosecution of students for alcohol- related offenses are enforced
- Penalties for the sale of liquor to minors and for possessing fake IDs are enforced
- Laws against buying alcohol for minors are enforced
- DUI laws are enforced
- The Academy has had zero onsite incidences as a result of alcohol and/ or drug usage
- The Academy has had zero onsite fatalities as a result of alcohol and/ or drug usage

Students and staff can request/ receive a copy of the current or past Biennial Report by:

- Checking the student handbook
- Admissions materials



Biennial Drug Review Summary for Students

- Employee Handbook
- Student Orientation
- Staff Orientation
- Financial Aid Office
- Policy is renewed every two years when updated or if changes need to be adjusted prior. Policy information is kept for previous review for 2 years.

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Biennial Drug Review Acknowledgement of Receipt

I, _____ (print name) acknowledge that I have received the Biennial Drug Review results for 2021 from The Salon Professional Academy (hereinafter known as "The Academy") Holland, Michigan 49424. I understand if I have any questions regarding this information, I can follow up with The Academy Compliance Officer, Scott Harned – Sharned@tspaholland.com. I understand the Biennial Drug Review is completed once every two years, however; I understand this information must be presented to me on an annual basis.

Student / Staff Signature

Date