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WELCOME TO ART22 ACADEMY!

Art22 Academy offers education in cosmetology, esthetics and teacher training. Art22 Academy education enables students to become industry professionals in many specialty areas. Art22 Academy's teachings, disciplines and learning methods help students turn their ambitions and dreams into reality.

The purpose of the catalog/handbook is to assist prospective students in the process of choosing an educational institution, to describe Art22 Academy (hereafter referred to as "the Academy," and/or "institution"), and to advise students and prospective students of the rules and regulations of the Academy and their rights and responsibilities while enrolled.

Note: The rules, regulations and/or policies in this catalog and as represented on addendums to the catalog may change from time to time and without notice.

CAREERS IN THE BEAUTY INDUSTRY

Careers in the beauty industry are not just professions but exciting opportunities. Professionals in the industry provide personal beauty services for their clients to improve and enhance their appearances. The industry offers a wide range of opportunities to suit a variety of interests and needs. It is a portable profession that affords one the opportunity to meet people and express creativity no matter where in the world they may find themselves.

Professionals in all areas of the industry should have a sense of form and artistry. They should enjoy dealing with the public and be sensitive and aware of their clients' requests and preferences.

The skills and talents developed through a beauty education can be employed in a variety of ways, which are well-suited to both scientific and creative minds. There is a high degree of flexibility that allows professionals to work part time or full time to accommodate individual needs. The environment also varies from working in a salon or spa, to working in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill level of the designer, esthetician, and technician.

CAREER OPPORTUNITIES

The list below is not intended to represent all of the career occupation opportunities available. Please note: Although placement assistance is provided, employment is not guaranteed.

Salon & Spa

- Hair Designer
- Makeup Artist
- Esthetician
- Color Specialist
- Nail Technician
- Waxing Specialist
- Salon/Spa Manager
- Salon/Spa Owner
- Salon/Spa Trainer

Travel

- Platform Artist
- Private Consultant
- Salon or Corporate Sales Director

Education

- Salon Education Director
- Retail Product Educator
- Academy Educator*
- Corporate Educational Director*
- Academy Educational Director*

Sales

- Retail Manager
- Advertising/Marketing Director
- Account Executive
- Manufacturer's Rep

* May require additional certification or licensure

Those who choose to enter the professional beauty industry are taking the first step toward a rewarding and exciting future. But to really reach the top and make the best possible use of individual talent and artistry requires an exceptional education. A Pivot Point education is just that; it is an education that works for everyone.

Placement rates may be found in the Disclosures section on our website at art22academy.com.

JOB OUTLOOK & EARNINGS

The outlook for industry professionals is good. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than the supply, and that trend is expected to continue.

Income and methods of compensation vary widely based on several factors. Some of the main factors that determine an income include the size and location of the salon, hours worked per week, the tipping habits of clients, and competition from other salons and shops. The ability to bring in and maintain regular clients is another factor in determining salaries. According to the United States Department of Labor many cosmetologists, and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked. Nearly every professional in the cosmetology industry receives tips and commissions for the products they sell. Some salons pay bonuses to employees who bring in new business.

Earnings vary depending on geographic location, size of the town or city, work experience, and the employer. Some professionals working in a salon or spa may earn a straight salary while others may get an additional commission based on the number of clients and services. Typical commission can range from around 30-50% and is negotiated individually. Self-employed professionals who rent space in a salon or spa typically keep all their earnings but pay rent for their station, product costs, taxes, insurance, and other expenses related to maintaining their own business.

The U.S. Department of Labor provides current job information at Bureau of Labor Statistics. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

BUREAU OF LABOR STATISTICS

<https://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+nondegree+award&training=None&newjobs=&growth=&submit=GO>

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

<http://www.bls.gov/oes/current/oes395012.htm>

39-5094 SKIN CARE SPECIALISTS (ESTHETICS)

<http://www.bls.gov/oes/current/oes395094.htm>

25-1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY:

<http://www.bls.gov/oes/current/oes251194.htm>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES

COSMETOLOGY:

<http://www.onetonline.org/link/summary/39-5012.00>

SKINCARE SPECIALISTS (ESTHETICS):

<http://www.onetonline.org/link/summary/39-5094.00>

VOCATIONAL EDUCATION TEACHER TRAINING, POSTSECONDARY:

<http://www.onetonline.org/link/summary/25-1194.00>

CONTINUING EDUCATION REQUIREMENTS/NEEDS

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas in order to achieve all goals and meet the diverse needs of clients today. Students at Art22 Academy are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. Many classes are regularly publicized through the Art22 Academy network. Students and graduates should contact the Student Services department to gain information and advice on continuing education opportunities.

INDUSTRY PHYSICAL AND SAFETY DEMANDS

The beauty industry is best suited for persons who are generally in good to excellent health. Many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and/or demonstrate the use of the products carried by the Academy, both for classroom as well as clinical work.

Physical Demands: Stylists and technicians, by the very nature of what they do, are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. As with other physically demanding vocations, these work activities can cause fatigue and/or pain in various parts of the body and serious injury can sometimes occur. Some aches, pains and/or injuries develop slowly over a long period of time.

In many cases, health challenges can be prevented through improved posture, better work habits, proper equipment and proper equipment use. An important part of one's education is to understand that developing good habits at the beginning of training will help prevent injury and/or health issues in the future.

Safety: In order to protect the general public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

LICENSURE REQUIREMENTS

Every state in the U.S. requires cosmetologists, estheticians, and instructors to have a license in order to legally practice. Licensure requirements differ among states. Licensure and endorsement information may be obtained by contacting the Administrative Office during regular business hours.

To become licensed in cosmetology in Indiana, students must be 18 years of age, complete 1500 hours of approved training, graduate from an approved school, not committed an act for which the applicant could be disciplined under IC 25-8-14, paid all fees for issuance of license and pass the state board exams.

To become licensed in esthetics in Indiana, a student must be 18 years of age, complete 700 hours of approved training, graduate from an approved school, not committed an act for which the applicant could be disciplined under IC 25-8-14, paid all fees for issuance of license and pass the state board exams.

To become licensed as an instructor in Indiana, a student must be 18 years of age, hold a cosmetologist, esthetician, manicurist, or barber license issued under this article, completed the 6 months salon experience requirements required (excluding barber), complete 1000 hours of approved training, graduate from an approved school, not committed an act for which the applicant could be disciplined under IC 25-8-14, paid all fees for issuance of license and pass the state board exams.

Disclosure: Please note that the State Board of Cosmetology and Barber Examiners may suspend, deny, or revoke a license or certificate for certain felony convictions per section IC 25-1-1.1-2 and IC 25-1-1.1-3. Therefore, the institution makes no guarantees of licensure to anyone enrolling in our programs who have a felony record.

ABOUT ART22 ACADEMY

Artisan Academy of Cosmetology, INC d/b/a Art22 Academy owns the Academy referred to in this catalog.

Art22 Academy Mission Statement

The objective of Art22 Academy is to provide the educational tools needed for students to become exceptionally trained, qualified professionals in cosmetology, esthetics (skin care) and teacher training. By providing each student with a comprehensive education in each of the above areas, Art22 Academy strives to provide opportunity for employment and advancement in the beauty industry.

What Can Be Expected

Art22 Academy offers more than just the education necessary to pass the state board examination to become a practicing cosmetologist, esthetician or teacher. Simply put, the academy offers an education far beyond the “how” and into the “why.” All course offerings stem from fundamental art and design concepts and principles and incorporate classroom instruction as well as practical client application.

Why We partnered with Pivot Point

Pivot Point teaches design through its *A Designer's Approach* (formerly known as the *Scientific Approach*) program. This approach has its roots in the Bauhaus Theory established by Walter Gropius in 1899. This theory is based on a unique harmony between science, technology and art. Originally directed toward architecture, Gropius broke tradition by blending scientific formulas and measurements with artistic visual effects. Decades later, Pivot Point International's founder, Leo Passage, used these same principles to create a curriculum based on a set of design principles that would bridge cultural and language barriers. This makes it possible for virtually anyone, anywhere, to learn through Pivot Point's unique system of teaching.

As with any art form, cosmetology, esthetics, and nail technology can be broken down into basic elements. Design principles are universal plans of organization that can be effectively applied to hair, skin and nails as in music, poetry and other art forms. Pivot Point has developed and utilized an educational foundation based on timeless universal principles of art and science. These two disciplines blend to form a practical educational framework that has a scope beyond a beauty school. Vocational training centers worldwide have adopted curriculum and teaching system— making their concepts internationally accepted.

ACCREDITATION

Art22 Academy is not yet an accredited institution.

LICENSING BODY

Art22 Academy is licensed by the Indiana Professional Licensing Agency located at 302 W Washington Street, Indianapolis, IN 46204, Phone number: (317) 232-2980 or <http://www.in.gov/pla/cosmo.htm>.

PROFESSIONAL AFFILIATIONS

Art22 Academy is a proud member and in good standing with the following agency.
American Association of Cosmetology Schools (AACS)
9927 E. Bell Rd. #110
Scottsdale, AZ 85260
800-831-1086
480-281-0431
beautyschools.org

EDUCATIONAL FACILITIES

Art22 Academy is located at 2440 Getz Road, Fort Wayne, IN 46804 in the Canopy Corners Shopping Plaza. The facility contains 6,500 square feet and includes offices, student salon and spa area, dispensary, break room, and classrooms.

Our workshop-style classrooms are divided with a modern glass garage door. Each one adapts easily either to a lecture, workshop-style class and/or work area with seating and modern audio-visual equipment. The worktables are designed for students to perform lab work quickly and efficiently. The hallway outside the classrooms contains a wet station, color

center, storage cabinets and student restroom and lockers. Our Color Room doubles as a chemical laboratory classroom and is especially designed for learning in a clinical, scientific atmosphere.

The student salon models a professional salon. This large and well-ventilated area has workstations, a private shampoo area, a color bar, and reception area. The spa area contains a facial bar designed specifically for esthetics services and eyebrow design. The spa also offers an area to perform manicures and pedicures services. The student break room is equipped with vending machines, a microwave oven and a refrigerator.

COURSE OFFERINGS

1,500 CLOCK HOUR COSMETOLOGY COURSE

Students can expect to complete this program in approximately 1 year attending on a full time schedule.

Course Objectives

The objective of the cosmetology course is to train students on all aspects of cosmetology to successfully pass the state licensing examination. By incorporating Pivot Point's innovative philosophy of See, Think, Create and Adapt as a designer in their Cosmetology Fundamentals curriculum, students are prepared for meeting and exceeding the demands of today's increasingly well-informed salon clientele. In addition, Art22 Academy offers a complete *Salon Professional* module integrated into the program, which helps students prepare for their career. The interactive *Salon Professional* component addresses communication and business skills specifically designed for the salon or spa environment. With a strong technical background and strong communication skills, graduates will have the resources necessary to become successful salon professionals.

Course Description

The cosmetology course is offered through four Phases of instruction.

During Phase 1 (Weeks 1-5) students are introduced to the fundamentals of Sculpture/Cut, Hair Design, Long Hair, Client-Centered Design and Science. Study in these areas will explore sculpting and designing services for all types of hair. Focus is placed on learning how to see as a designer as students become familiar with the theory, tools and procedures used for providing sculpting and designing. Additional areas of study include the practice of appropriate infection control and safety procedures, Professional Development, Business, Life Skills and concludes this phase by providing study in Guest Relations that are necessary for entry-level salon proficiency. Students will apply learned techniques and practice on mannequins and/or live models.

Phase 2 (Weeks 6-10) students are introduced to the fundamentals of Color, Texture and Wigs & Hair Additions. Study in these areas will explore how to make permanent texture changes in hair—including making curly hair straight and straight hair curly—and how to formulate hair color for any client while relating numerous color designs to the sculpted form. Student will be able to determine the competency and complexities of the medium used in Trichology (the study of hair). Additional areas of study in Phase 2 is theory and practice for Manicuring, Pedicure, Skin Care and Makeup. Students will also continue developing their skills in Professional Development, Business and Life Skills. Students will apply learned techniques and practice on mannequins and/or live models.

Phase 3 (Weeks 7-49) of the course continues to feature Cosmetology Fundamentals workshops for Sculpture, Hair Design, Texture, Color, Nail and Skin Care Services. Focus during this phase is on the introduction of the student to Salon/Clinical portion of the course where students can practice the skills they have acquired to this point on guests visiting the student salon environment. Students will work on developing communication and technical skills and continue the practice of appropriate infection control and safety procedures as they operate under the supervision of licensed professionals.

In Phase 4/Salon Life (Weeks 37-49), students review and prepare for final Academy testing and Indiana Professional Licensure Exam. Students will be evaluated both theoretically and practically on all subjects/aspects they have studied since the beginning of the course. Continued practice of adapting as a designer while scheduled for student salon sessions during Phase 4/Salon Life will help assure the students' success.

Note: consecutive sequence of phases and salon segments may be subject to change and re-order at the discretion of Academy Management and in consultation with the Education Department. Hours may vary slightly based on full- or part-time schedules.

Instructional Methods

Within the course students will be taught through audiovisual presentations, lectures, demonstrations, practical hands-on experiences, question-and-answer sessions, discussions, and written and practical testing.

Grading and Evaluation Procedures

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average. Practical exams are graded with a pass/fail system. Students receive a pass/fail on specific criteria, which are outlined before each practical examination. Each passed criteria within a practical exam will receive 3 points. Points are then tallied and issued a percentage score based upon the total number of criteria covered. All students are required to pass all phases/segments to move on to the next phase/segment. Exams (practical and/or written) are timed to assess the student's timing and efficiency against the time standards in the beauty industry.

Grading Scale

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 80% to 100% are considered to be satisfactory (passing) and 79% and below are considered unsatisfactory (failing).

Program Content:	Theory & demo	Actual practice +Sanitation	Total hours
Hair cutting	100	175	275
Sanitation	40		40
Statute & rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow, upper lip & chin area			
Anatomy & physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture Services	70	250	320
Hair styling	70	210	280
Wet & thermal sets, hair waving, hair pressing, hair braiding & finger waves			
Discretionary hours	150		150
Totals	575	925	1500

Students in cosmetology are required to perform at minimum the following number of performances:

Hair styling	400
Hair styling – finger waves	20
Texture services	100
Scalp performances	25
Facial treatments	30
Makeup applications	15
Hair cuts	250
Hair coloring	75
Manicures	25
Pedicures	15
Salesmanship	25
Hair removal	30

700 CLOCK HOUR ESTHETICS COURSE

Students can expect to complete this program in approximately 6 months attending on a full time schedule.

Course Objective

The objective of the esthetics course is to instruct students on the artistic and scientific principles of esthetics including theory, concepts and applications. The course includes the study of esthetics and incorporates the study of communication skills specifically designed for the spa environment. With a strong technical background and strong people skills, graduates will have the resources necessary to become successful estheticians.

Course Description

Esthetics students study the art of skin care in theory, concept and application in addition to the study of skin and the analysis of skin types, conditions, maintenance and corrective facial treatments. Students further receive training in the art of makeup application for both day and evening. Techniques for hair removal, using strip and non-strip wax techniques (excluding electrolysis), will also be covered.

Students will also discover the proper procedures to sanitize and disinfect equipment, implements and supplies, including the appropriate sanitary measures for the protection of oneself, the spa/salon, and the client.

Make-Up Application

Professional Makeup Techniques including artificial eyelashes.

Phase 1 (Weeks 1-5) will include theory and practical demonstrations with hands-on participation from students. During this phase of the program, students will practice all services on each other. Students will explore the history of esthetics and how they can help shape the future in the industry as professional estheticians. Students will learn about how the sense of touch and proper skin analysis within a treatment can benefit a client in many ways. Students cover a variety of theory subject matter including, but not limited to, Skin Physiology, Anatomy, Client Care, Infection Control, Electricity, and Hair Removal. Students will also explore practical services including hand treatments, petite facials, signature facials, back treatments and basic waxing.

Phase 2 (Weeks 6-10) will include theory and practical demonstrations with hands-on participation from students. Students will continue to practice all services offered in this phase on each other. Students will also perform services on clients (and/or models) in the student spa two days per week. During this phase students will learn how advanced equipment/techniques such as microdermabrasion can benefit a client's skin. Students will cover theoretical chapters in advanced treatments, chemistry and makeup. Practical services covered include facial and body waxing, body treatments, microdermabrasion, and professional exfoliation treatments. Students will learn that performing a variety of spa services, recommending products for home use to clients and selling retail products are three crucial components of a successful esthetician. With this in mind students will also be assigned service and retail goals each week to prepare them as professionals.

Phase 3 (Weeks 11-39) will include theory and practical demonstrations with hands-on participation from students. Students continue to practice all services offered in the phase on one another. Students will also perform services on clients (and/or models) in the student spa three days per week. During this phase, the student sets goals for his or her career and develops a personal portfolio including cover letter, and résumé. Theoretical coursework in medical office, professional development and business basics will be covered. Instruction is provided on licensing requirements/regulations and state board review. Additional services covered in this phase include various body treatments. Students will also be assigned service and retail goals each week to prepare them to become a professional esthetician.

Note: consecutive sequence of phases and salon segments may be subject to change and re-order at the discretion of Academy Management and in consultation with the Education Department. Hours may vary slightly based on full or part-time schedules.

Instructional Methods

Within the course students will be taught through audiovisual presentations, lectures, demonstrations, practical hands-on experiences, question-and-answer sessions, discussions, and written and practical testing.

Grading and Evaluation Procedures

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average. Practical exams are graded with a pass/fail system. Students receive a pass/fail on specific criteria, which is outlined before each practical examination. Each passed criteria within a practical exam will receive a point. Points are then tallied and issued a percentage score based upon the total number of elements covered. All students are required to pass all phases/segments before moving on to the next phase/segment. Exams (practical and/or written) may be timed in order to assess the student's timing and efficiency against the time standards in the beauty industry.

Grading Scale

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 80% to 100% are considered to be satisfactory (passing) and 79% and below are considered unsatisfactory (failing).

Program Content:	Theory & Demo	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology & Histology	30	30	60
Anatomy			
Skin & gland structure and function			
Conditions & disorders of the skin			
Histology of skin; cells & tissue			
Bacteriology, Disinfection, Sterilization, Sanitation	15	20	35
Personal hygiene			
Public health			
Sanitation Disinfection, Sterilization			
Methods & procedures			
Introduction to & operation to skin care machinery	20	30	50
Types of current			
Purpose & effects			
Introduction to skin care	15	30	45
Facial structure			
Skin analysis			
Patron appointments & consultation			
Skin care	35	120	155
Massage and cleansing procedures			
Movements in facial massage manipulations			
Mask & packs			
Massage & cleansing hands & feet			
Extraction technique			
Makeup	15	40	55
Contouring			
Application			
Color accent			
Purpose & effects			
Supplies & implements			
Preparation & procedures			
Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing & depilatories			
Eyebrow arching			
Lip, chin, face, leg and body areas			
Intro. to Advanced Spa Techniques	10	15	25
Exfoliation Techniques			
Advanced Techniques			
Safety precautions	5	15	20
In skin care			
machinery (electrical)			
facial treatments			

makeup			
Professional & personality development	20		20
professional ethics & practices			
personality development			
& personal attitude & image			
Salesmanship, marketing & salon mgmt & retailing	25	20	45
salon development			
insurance			
client records			
State statutes & rules	10		10
Discretionary hours		70	70
Totals	230	470	700

Students in esthetics are required to perform at minimum the following number of performances:

Skin care analysis/consultations		50
Facial cleansing		100
Massage		100
Facials		125
Acne treatments		5
Hand and foot treatments		25
Makeup applications		50
Eyelash applications – strip or individual		15
Waxing		110
Lip, Chin & Facial	30	
Eyebrow	40	
Leg	15	
Body Areas	25	
Sterilization & sanitation & Disinfection		50
Salesmanship – services or retail		50

1000 CLOCK HOUR INSTRUCTOR TRAINING COURSE

Limited class starts are available and are announced periodically based on market need. Students can expect to complete the 1000 hour program in approximately 8 months attending on a full time schedule.

Admissions Requirements

Must have an active cosmetologist licensed, provide proof of age, a high school diploma or GED, and at least 6 months salon experience.

Course Objectives

The objective of the Instructor Training Course is to prepare the licensed professional to become a well-trained and well-rounded teaching professional. Art22 Academy strives to teach a variety of techniques and principles that graduates will be able to rely on throughout their teaching career. Students in this course will also receive assistance in preparation for the state licensing examination.

Instructor Training Course Description

The Teachers Training Course consists of theoretical and practical instruction. The students demonstrate their knowledge of all subject matter in theory and application, through the completion of required written and practical applications. This curriculum and course of study are designed to instruct a student in basic teaching methods and *Mindful Teaching* while instructing with the latest in interactive education and technology. It is anticipated, for the effective implementation of this course, that the student is proficient in the art and practice of cosmetology.

Following sound training principles, the course provides an opportunity for each student to observe and assist experienced teachers in the performance of their duties, to perform skill demonstrations, to have supervised practice teaching and to thoroughly study the principles of teaching. The course permits the student to apply, in a classroom atmosphere, the practices and theories to which they are exposed in the course while under the supervision of a licensed educator.

During **Phase 1** students will receive instruction on seven modules including Mindful Teaching, Brain Basics and Learning, Preparing to Teach, Classroom Management, Instructional Methods, Assessing Learner Progress, and The Art of Teaching. This phase will also review the state licensing requirements and business methods.

As students' progress to **Phase 2** they will begin interning under the direction of a licensed instructor in the classroom and student salon environment.

In the final portion of this course, **Phase 3** students will continue their postgraduate training on all areas of the cosmetology course while interning under the direction of a licensed instructor in the classroom and student salon environment while completing an intern development journal.

Instructional Methods

Within the course, students will be taught through audiovisual presentations, lectures, demonstrations, practical hands-on experiences, question-and-answer sessions, discussions, and written practical testing.

Grading and Evaluation Procedures

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described or assigned. Written exams are graded on a point system which is then converted to a percentage. The converted percentages will be used when determining the grade average.

Practical exams are graded with a pass/fail system. Students receive a pass/fail on specific criteria, known as "Elements." A passed Element within a practical exam will receive a point. Points are then tallied and issued a percentage score based upon total number of Elements covered. All students are required to pass all phases/segments in order to move on to the next phase/segment. Exams (practical and/or written) may be timed in order to assess the student's timing and efficiency against the standards in the beauty industry.

Grading Scale

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 80% to 100% are considered to be satisfactory (passing) and 79% and below are considered unsatisfactory (failing).

Program Content:	Theory & Demo	Actual Practice	Total Hours
Orientation & curriculum review	50	100	150
Introduction to teaching	60		60
Course outline & development	160	170	330
Lesson planning			
Teaching techniques			
Teaching aids			
Developing, administering & grading exams			
School administration	30	20	50
Recordkeeping			
Law and rules			
Teaching			
Assisting in the clinic and theory class room		150	150
Practice teaching in the clinic and theory classroom		260	260
Totals	300	700	1000

ADMISSION/RE-ADMISSION REQUIREMENTS & PROCEDURES

Art22 Academy is a private institution looking for exceptional students who dare to believe they can achieve whatever their mind can conceive, and possess a burning desire and willingness to work hard in order to achieve their dreams. All programs are taught in the English language only.

Art22 Academy does not recruit students who have been admitted to or who are already attending another institution that offers similar programs of study. The Academy does not admit ability-to-benefit students. Art22 Academy reserves the right to change scheduled start dates and/or class schedule without prior notice. Schedules may vary. Note: Applicants who are not seeking a certificate are not considered regular students and will be enrolled as space availability allows.

The Process

To be considered for admission as a regular student to any program, a prospective student must complete the following requirements:

1. Must be at least 17 years of age.
2. Proof of Age – a copy of a driver's license or government issued photo identification card.
3. Proof of High School Graduation by submission of a copy of one of the following:
 - a. High school diploma;
 - b. G.E.D. certificate;
 - c. high school transcript with the graduation date;
 - d. State-issued credential for secondary school completion if home-schooled.
 - e. Foreign Diploma that has been translated and authenticated as equivalent to a High School Graduation Diploma in the United States. The institution must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. This is the responsibility of the student to provide this prior to enrollment.
4. Instructor program – in addition to meeting the above requirements the applicant must have at least 6 months salon experience in the field for which they are licensed as a practitioner (excluding barbers).
5. A signed complete Enrollment Agreement and payment on required fees.

The institution admits a limited number (10% of its current enrollment) of high school students who are not enrolled under a training agreement if the applicant meets the state requirements for admission, obtains permission in writing from the high school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution.

Please note that the State Board of Cosmetology and Barber Examiners may suspend, deny, or revoke a license or certificate for certain felony convictions per section IC 25-1-1.1-2 and IC 25-1-1.1-3. Therefore, The Salon Professional makes no guarantees of licensure to anyone enrolling in our programs who have a felony record.

External Transfer Applicants – Credit for Prior Education

Art22 Academy accepts credit for prior training on a case by case basis and reserves the right to review those requests for denial purposes. Will not accept transfer of credit if training which is outside of a 12 month period. No previous hours will be accepted if the transfer applicant has been out of school for more than 12 months from the date of his or her enrollment in the Art22 Academy. No credit will be considered from courses other than that for which he or she is applying.

The Academy strives to provide the best possible opportunity for success in the field and has the right to accept or deny the transfer of credit according to its policies and procedures. If accepted, Art22 Academy reserves the right to limit the hours accepted. An original transcript from the state licensed cosmetology school he or she attended is required prior to acceptance in order to determine proper course placement within the program. Art22 Academy accepts all transfer hours from students misplaced as a result of any institution which has closed.

All external transfer applicants must apply for admission through the Admissions office and must otherwise meet all admissions requirements. Transfers will only be accepted when space is available. Full course starts are granted priority. The transfer of credit will not impact the Academy's refund policy.

Internal Transfer Applicants

Students currently enrolled at Art22 Academy may apply for a transfer to a different schedule (day/night), if available. The application for internal transfer may be found online at art22academy.com or by contacting a Student Services Advisor during regular business hours; additional fees apply. During the transfer application period, the student must continue to

attend his or her original class schedule, or if unable to do so, he or she may withdraw and re-enroll. Internal transfers will be granted based on space availability and at the discretion of Academy Management.

Students wishing to transfer from one program to another must withdrawal from their current program and then enroll in the new program. Additional fees will apply.

Tuition and Fees for Regular Enrollment

Tuition and fee charges are based on course/program type, are standard for all regularly enrolled students and are based on the specific course start date. Specific fees are stated elsewhere in this catalog. Tuition and fees are subject to change periodically and affect class starts that fall on or after the effective date of the change. Cost of attendance estimates may be found on our website at art22academy.com.

Tuition and Fees for External Transfer Students

Charges for approved transfers will be based on the number of hours needed and will be assessed at the current tuition rate at the time of the transfer student's class start date. A standard registration fee also applies. Additional educational material fees will be assessed on a case-by-case basis and appropriate charges and taxes will apply.

Transferability of Art22 Academy Credit

Art22 Academy cannot guarantee transferability of clock hours with/from another school/academy.

Re-Enrolling

A re-enrollment, one who was either terminated or withdrew prior to completion of the program, may be re-admitted into the same program typically within 12 months of his or her last date of attendance and at the discretion of Academy Management. Re-enrollment is not guaranteed and will be determined on a case-by-case basis.

Re-Enrollment Procedure

In order to be re-admitted to the Academy, the student must apply for re-enrollment. The application for re-enrollment may be found online at art22academy.com or by contacting the Student Services department during regular business hours. Re-enrollment applications are reviewed by Academy Management. Decisions are final. Additional charges apply and include a \$50 application fee, a \$150 re-enrollment fee and all applicable tuition charges, which are calculated with the tuition rate corresponding with the new start date. Educational material needs will be assessed upon acceptance as a re-enrollment. Appropriate charges and taxes will apply.

Re-Enrollment Disclosures

- Space is limited. Re-enrollments will only be accepted when space is available. Full course starts are granted priority.
- Art22 Academy has the right to deny re-enrollment.
- A student will only be considered for re-enrollment typically within 12 months of his or her last date of attendance. The Academy strongly recommends that the student re-apply as soon as possible following termination/leave of absence, etc. Failure to do so may result in a significant waiting period prior to a new class start.
- A student who failed to complete Phase 1 of his or her course and who is re-enrolling must contact the Admissions office, as he or she is considered a new student for the purpose of placement into class.
- A student who previously enrolled, but who did not re-enroll within one year of his or her last date attended, may be required to apply with the Admissions office and be considered a new enrollment. No prior credit will be granted.
- All prior balances and/or payment plans with Art22 Academy must be in good standing in order to be considered for re-enrollment.
- All requests for re-enrollment must include a detailed description of how the student's situation has improved since the prior enrollment period.
- Re-enrollments will typically return to the beginning of the phase/course segment in which they were previously enrolled.
- Students may be re-admitted typically only one time regardless of termination (Academy-initiated) or withdrawal (student-initiated).
- Upon re-enrollment the student's expected graduation date will be calculated based on 100% attendance rate which will include any remaining personal time not used during previous enrollment period.
- It may take up to 90 days for a decision to be made regarding re-admittance. Actual start dates for re-enrolling students are determined as space availability allows.

Re-Enrollment Disclosures for Returning Service Members

Art22 Academy complies with the following in regard to Uniformed Service Members; whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty for training, or full-time National Guard Duty under Federal authority, for a period of more than thirty (30) consecutive days under a call or order to active duty of more than thirty (30) consecutive days:

- Re-admit returning Service Member with the same academic status meaning:
 - In the next available class within the same program he or she was enrolled in prior to service
 - Same number of completed clock hours
 - With the same SAP standing
- If returning Service Member is re-admitting to the same program of study, first year tuition and fees are the same that would have been assessed for the academic year in which the student left; same as other students for that year, if VA or other benefits will cover beyond what student would have been assessed.
- If returning Service Member is re-admitting to a different program of study, first-year tuition and fees are assessed no more than other students.
- Art22 Academy will make reasonable efforts to help returning Service Members prepare to resume or complete a program and will be at no extra cost to the student.
- “Reasonable Efforts” means no undue hardship to the institution.
- Student is entitled to re-admission if:
 - He or she gives oral or written notice of the service
 - The cumulative length of absence and all previous absences for service is less than or equal to five (5) years.
 - He or she gives oral or written notice of intent to return
 - Notice of intent to return must be no later than three (3) years after completion of period of service; OR
 - No later than two (2) years after end of period necessary for recovery from service-related illness or injury.
- Student must provide documentation to establish that:
 - Student has not exceeded limitation on the cumulative length of absence
 - Student’s eligibility for re-admission has not been terminated including but not limited to a Certificate of Release or Discharge from Active Duty.

Non-Discrimination Policy/Equal Opportunity Statement

Art22 Academy does not discriminate and expressly prohibits any form of student or staff harassment or discrimination based on sex, age, race, color, ethnic origin, religion, national origin, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

Disabilities and Accommodation

Art22 Academy is committed that no qualified handicapped person, by reason of his or her handicap, will be excluded from enrolling in a course of instruction or be subjected to discrimination based upon disability. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. However, all prospective students must meet standard admissions requirements.

Art22 Academy does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise an Admissions Associate prior to class start and must submit a written request for specific accommodation(s). The written request must include documentation of the student’s official assessment (for example, an Individual Education Program (IEP) from the student’s high school) and outline the specific accommodation(s) requested.

Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the Academy Director at his or her Academy at any time; however, all requests should be made at least four weeks in advance of the date needed. Accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the Academy’s Accommodation Coordinator and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student’s program and/or within two weeks of the official request for currently enrolled students.

Students requesting reconsideration of the decision regarding the request should contact Academy Management within one week of the date of the response. The student must provide a statement of why and how he or she believes the response should be modified.

Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

FINANCIAL SERVICES

Schedule of Fees

Course costs are subject to change without notice. Several payment methods are available. Please contact the Admissions Office for current information.

Tuition and Fees:

Cosmetology Program

Tuition: \$12,500
Student Kit: \$873.60
Application Fee: \$50

Instructor Training

Tuition (including Kit): \$7000
Application Fee: \$50

Esthetics

Tuition: \$9814
Kit: \$686
Application Fee: \$50

Payment

Tuition charges are different for each course offering. In addition to a non-refundable application fee, all students are required to pay in full for their educational materials/student kit (non-refundable). Private pay and international students are also required to make a tuition down payment in order to reserve a seat in the class. Payment terms for the remaining balance may be arranged with a Financial Services Advisor.

Whether through financial assistance, private resources, or a combination of methods, each student is treated as an individual and a payment plan will be agreed upon in writing prior to the start of class.

Art22 Academy offers institutional monthly payments plans that are interest free. The standard number of institutional monthly payments varies depending on program length. Students may choose to extend monthly payment beyond the standard for his/her program. **Note:** Students who choose to extend monthly payments beyond the standard for his/her program, he/she will not receive a diploma or transcript until all payments have been satisfied.

Acceptable payment methods include but are not limited to: credit card, personal check, cashier's check, money order, TFC funding, and private loans.

Extra Instructional Charges

The enrollment agreement/contract is based on a standard of 100% attendance and includes regularly scheduled holidays, and a reasonable amount of personal time. The Academy will charge additional tuition (extra instructional charges) for hours remaining after the enrollment agreement calculated contract ending date at the rate of \$50 per day, or any part thereof, payable in advance until graduation. In situations of mitigating circumstances, a student may appeal.

Other Fees: Re-Enrollment Fee \$150; Termination fee \$150.00

Additional Financial Assistance Issues

Art22 Academy participates in alternative funding options along with scholarships from outside agencies to qualifying students. For more details, contact the Financial Services department during regular business hours or visit our website: art22academy.com.

Continued Eligibility

All students must remain eligible for financial assistance at all times; this includes but is not limited to Satisfactory Academic Progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or all guarantors will be responsible for all financial obligations to the Academy.

Refund Policy, Cancellation & Settlement Policy

For applicants who cancel enrollment or students who withdraw from enrollment 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 the school. The applicant shall be entitled to a refund of all monies paid less the nonrefundable application fee of \$50.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, except the nonrefundable application fee of \$50, 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 the school less the nonrefundable application fee in the amount of \$50.
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 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.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
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 the school 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 students 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, the school 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, the school 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, the school 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 the institution (EG: extra kit materials, books and kits, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. ***Kits, books, and supplies purchased by the student are not refundable once they have been issued to the student.***

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs**

EDUCATION

Look at Hair, Skin and Nails in a Whole New Way

Hair, skin and nails are an artist's media much like textile fibers or a paintbrush and canvas. These are the media students explore at Art22 Academy. One important aspect of any artistic medium is its ability to take on various textures and forms. Pivot Point's *Mindful Teaching*® techniques, student evaluation system, and the use of quality training aids allow students to discover the capacity for change and the full range of expression within the beauty industry.

Instructional Methods

All courses employ teaching methods that allow the student to discover how science and art come together. Programs are divided into phases/segments. Each phase/segment builds on the next in order to allow the student to develop his or her knowledge and skill in a manner and at a pace that reaches all learner styles. All courses use a blend of audio-visual presentations, interactive education through the use of Pivot Point's online learning system, lectures, demonstrations, practical hands-on experiences, question-and-answer sessions, open discussion, as well as written and practical testing. All courses include theory and hands-on lessons.

Instructor Training Instructional Methods

Instructor Training instruction consists of classroom training in the science of teaching, teacher assistance/observation, demonstration techniques, supervised practice teaching, and examination and lesson plan preparation. Within the Teacher Training course, the trainees will learn from audio-visual presentations, interactive education through the use of Pivot Point's online learning system, lectures, demonstrations, practical hands-on experience, and written and practical testing. Each phase includes a segment on *Salon Success* and *Mindful Teaching*® techniques, which is essential for a successful, professional teaching career.

EDUCATIONAL MATERIALS

Art22 Academy's curriculum is a highly interactive system that allows students to move from simple to complex. Our modular training aid and conceptual tools offer students unique and creative methods of discovery. These tools help create a foundation for the student to be able to predict and to clearly visualize the desired outcome. This step-by-step process is one reason why Pivot Point graduates are so successful.

Textbooks/Online Learning

Pivot Point curriculum is filled with step-by-step photographs and illustrations. We also incorporate their online learning system which corresponds directly to these textbooks for a better classroom experience. Students may utilize our online learning system on devices with Internet capability at school as well as at home. This helps to ensure a consistent education. Textbooks along with our online learning system not only give a solid educational foundation but also create a reference library that can be used throughout one's education and career.

In addition to issued educational texts, students have access to a wide variety of educational resource materials including industry journals, magazines, DVDs and other items.

Educational Tools and Equipment

Educational materials are generally dispatched in their entirety at the beginning of the Cosmetology, Esthetics and Teacher Training courses.

When taken care of properly, most tools will transition with the graduate as they progress into a future in the industry. Educational materials, once issued, are non-refundable.

Textbooks and/or other educational materials are fundamental to the learning process. All tools should be present and are required to be maintained in a clean and sanitary manner at all times. Art22 Academy is not responsible for lost, damaged or stolen materials.

Note: In the event that a phase/segment must be repeated the student will be responsible for the purchase of additional educational materials.

EDUCATIONAL AND ADMINISTRATIVE STAFF

Art22 Academy employs a highly trained and educated staff of individuals who are always willing to use their in-salon experience to assist the student. A listing of our staff is as follows:

Michelle Childs-Fernandez, CEO and Academy Director
Sandra De La Fuente, CFO and Admissions
Gabriel Fernandez, Admission
Chad Ellis, Director of Education and Instructor
Fernando Alexi Fernandez, Manager of Operations
Alexa Pacula, Assistant Manager

ATTENDANCE

All students are required to attend class regularly. The student is required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the Academy, whichever is higher. The student is expected to maintain a high rate of attendance in order to assure timely completion of his or her educational program. Failure to complete by the expected contract date will result in extra instructional charges and/or may result in termination. Regular holidays, are built into the student contract as is a reasonable amount of personal time. This is to allow the average student ample time to complete his or her contracted program.

Class Hours

Art22 Academy is open 5 days a week Monday through Friday. Saturdays are reserved for special events and students will be given reasonable time notice to plan their schedule. Class Schedules are as follows:

Cosmetology: Full-time Days; Monday – Friday, 9:00am-4:00pm.

Esthetics and Instructor Training: Part-time Days; Wednesday-Friday 9:00am-4:00pm.

Clocking Procedure

Art22 Academy expects students to be punctual and prepared to begin class on time. All students are required to attend “Huddle” at 9:00 am. Students that are late for Huddle are considered late and, he or she will not be admitted into class. The student will be required to clock out and leave for the remainder of the day. Exception to this rule is at the discretion of management. The student is required to clock in and out in order to receive hours for the day. The student must be in uniform to clock in upon arrival and is expected to physically be in his or her classroom or student salon and spa assignment prior to its start time. After the student is dismissed by his or her educator at the end of the day, the student is required to clock out at the time clock. Students will not earn hours for periods in which they do not both clock in and out. Exceptions to this rule may occur at the discretion of Academy Management.

Lunches and Breaks

A student who attends class for at least 6 hours in a given day is permitted to take up to two 10-minute educational breaks (one in the morning and one in the afternoon). A 30-minute lunch break is also taken. Part-time classes do not take a lunch/dinner break, but take one 10-minute educational break. A break is taken approximately 2 hours after the start of the class session.

Time Clock Use for Breaks: Students are not required to clock out for educational breaks.

Time Clock Use for Lunch: The time clock will automatically subtract a 30-minute lunch period for all students who attend at least 6 hours in a given day.

If the student is late returning to class following a break or lunch period, he or she will not be admitted into class. The student will be required to clock out and leave for the remainder of the day, and the 45-minute adjustment will still apply.

Absenteeism

Any education missed due to absence is the responsibility of the student. In the event of extended absence, see the Leave of Absence policy. A student who is absent for 30 consecutive calendar days will be automatically terminated from the program.

Late Arrival (Tardy Policy)

Students are expected to be clocked in and physically in class/student salon and spa prior to the contracted class start time. A 30-minute grace period is allowed for unexpected travel delays. Students who arrive after the 30-minute grace period will not be admitted to class. Students arriving late are expected to enter class in a manner that allows for limited distraction or disruption. Students are advised that any time missed will affect their attendance percentage (SAP) and may cause over-exit fees. **Note:** Time missed due to a late arrival is deducted from the student’s personal time.

Pre-Approved Late Arrival

A student may formally request late admittance into class due to mitigating circumstances, such as medical appointment, court appearance or other verifiable appointment. The formal request should be submitted to the Academy Director in advance of the requested date and documentation is required prior to late entry to class. The Academy Director has the authority to grant or deny late entry; all decisions are final.

Students with a pre-approved late arrival are required to notify the Academy in order to clock in and will be expected to enter class in a manner that allows for limited distraction or disruption. Exceptions to this rule may occur at the discretion of Academy Management.

Early Departure

A student who leaves the Academy prior to regular dismissal time is considered to be an early departure. If a student must leave the Academy earlier than his or her scheduled dismissal time, he or she is asked to advise the educator in advance of the departure and he or she must clock out in order to receive hours. Exceptions to this rule may occur at the discretion of the Academy Management.

Make-Up Hours Policy

A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours may include, but are not limited to, student salon and spa work and/or other educational experiences. Make-up times and tasks assigned may vary. Make-up time is **not guaranteed**, as it may not always be available.

Available days/times to make up hours are designated by Academy Management and are scheduled solely based on the needs of the Academy. When make-up opportunities are available, first priority will typically be given to senior-level students.

A student making up hours is required to adhere to all Academy rules and regulations within this catalog/handbook. A student who does not attend his or her scheduled make-up hour assignment may be denied future make-up hour opportunities.

Attendance Monitoring

Attendance will be monitored at least monthly in order to determine unofficial withdrawals and in order to provide advising to students who may be progressing below the standards set forth by the Academy.

All absences other than those covered by an approved leave of absence, approved emergency appeal or official closure/holiday periods shall be recorded as such and shall be used in the determination of the student's cumulative attendance average and satisfactory progress status. **Note:** Failure to meet attendance standards may also result in additional charges (over-exit fees) for periods beyond the enrollment agreement terms.

According to state requirements, students are required to complete all hours/credits as mandated for the program/course or as required by the institution, whichever is higher. There are no official excused absences; therefore, students who are absent must make up the hours missed. A student may surpass the required hours in order to complete other graduation requirements for the course as prescribed by the Academy.

Clock-Hour Acceleration Warning

Clock-Hour Acceleration is defined as exceeding the number of one's scheduled hours, and possibly completing hours prior to completion of required curriculum. The State of Indiana monitors the pace in which a student would normally be able to complete a program.

Curriculum is designed for completion according to the pace allowed by the state. Attendance above 100% will impact a student's amount of financial assistance when applicable. Students are encouraged to contact Financial Services to determine the impact.

All hours/credits must be completed prior to graduation. Acceleration of hours will result in a student completing hours prior to the completion of the curriculum. In this case the student will be required to continue to attend until his or her curriculum requirements are completed.

GRADING AND EVALUATION PROCEDURES

Throughout all courses students are evaluated by qualified instructional staff and guided to the highest level of their potential. Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average. Practical exams are graded with a pass/fail system. Students receive a pass/fail on specific criteria, which is outlined before each examination. Each passed criteria within a practical exam will receive a point. Points are then tallied and issued a percentage score based upon total number of criteria covered. Practical exams are performed on practice mannequins, student-provided models, clients/guests of the Academy, and/or a combination of all of the above. Note: All students are required to pass all phases/segments in order to move to the next phase/segment. Exams (practical and/or written) may be timed in order to assess the student's timing and efficiency against the standards in the beauty industry.

Grade Scale

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. To graduate with honors, a student must achieve a 95% in both theory and in practical work. Scores of 80% to 100% are considered to be satisfactory (passing) and 79% and below are considered unsatisfactory (failing).

Phase Requirements

In order to pass a phase/segment of the course, a student must complete all exams and assignments in said phase/segment as applicable to the course. The student must also achieve a minimum cumulative grade average in that phase/segment of at least 80% practical and 80% theory. Failure to pass a phase/segment of the course may result in termination from the course.

All exams and assignments are required to be completed by the end of the phase/segment in which the exam and assignments are scheduled, as applicable. Failure to make up an exam by the end of the phase/segment may result in termination due to failure to pass the phase/segment. In case of mitigating circumstances, a student may request an extension from Academy Management. Documentation is required and must be submitted with a request for extension typically within 48 hours of notification of failure.

Exam Make-Up

If a student is absent on the day of an exam (written or practical), he or she should work with the educator to schedule a make-up exam. Make-up exams should typically be completed within three scheduled school days of his or her return to class and during times established by his or her educator. In order to maintain the credibility of the exam, the Academy may use an alternate exam for a make-up attempt. If the student has provided documentation to Academy administration, which determines the absence to be considered "valid" due to mitigating circumstances, the make-up exam will be considered a first attempt (i.e., the same grading scale and criteria will be used as were used during the original exam sitting).

Should the student fail to provide valid documentation, or should the absence be determined to be "invalid," the student will be able to take the exam; however, a maximum score of 80% shall be recorded.

Make-up exams will count toward the student's cumulative grade average and therefore will impact the student's satisfactory academic progress determination. Failure to make up an exam in accordance with the make-up policy requirements will result in a recorded grade of 0%, which will be factored into the student's grade average and will therefore impact the student's satisfactory academic progress determination.

Exam Retake (Retesting)

Failed exams may be retaken within the same phase/segment of the course. If retaken, the maximum score shall be recorded as 80%. The retake score shall be used when determining the cumulative average and thus the student's satisfactory academic progress status. The student will typically be permitted two exam retake attempts for each failed exam.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds*. 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.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, and 1200 clock hours (actual hours attended)
Esthetics	350 clock hours (actual hours attended)
Instructor Training	500 clock hours (actual hours attended)

Transfer Students (if applicable) – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluations periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. All periods of enrollment are included in the SAP calculation.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours scheduled based on their attendance schedule in order to be considered making Satisfactory Academic Progress (SAP). Attendance evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met. Attendance percentage is determined by dividing the total hours accrued by the total number hours scheduled at the end of the evaluation period. At the end of each evaluation period, the institution will determine if the student has maintained the cumulative minimum requirement of 80% since the beginning of the course, which will indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The Academy requires a student to progress through the program toward graduation within an established time frame. Based on the Academy's requirement for 80% attendance, the maximum time frame during which students are to complete any course is 125% of the published course length.

The maximum time frame allowed for students to complete each course is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology Full Time (32.5 hours/wk) – 1500 hours	58 weeks	1875
Esthetics Part Time (19.5 hours/wk) – 700 hours	45 weeks	875
Instructor Training 1000 Part Time (19.5 hours/wk) – 1000 hours	65 weeks	1250

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds*, as applicable. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

Academic Progress Evaluations

The qualitative element used to determine academic progress is based on theory and practical assignments. Academic learning is evaluated at the completion of each phase/segment of the course. Students must maintain a cumulative Grade Point Average (GPA) of 80% in order to be considered making Satisfactory Academic Progress (SAP).

Academic Progress evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met. Academic Progress is determined by an average (cumulative) of the student's theory and practical grades. Numerical grades are considered according to the following scale:

80% - 100%	Satisfactory/ Passing
79% - and below	Unsatisfactory/Failing

Determination of Satisfactory Progress Status

Students meeting the minimum requirements of an 80% for academics and 80% for 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 may have their Title IV, HEA Program funds* interrupted, as applicable, unless the student is on warning.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV, HEA Program funds*, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance, as available. Students may begin attending makeup hours as they are needed.

Leave of Absence (LOA)/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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

Course Incompletes, Repetitions and Non-Credit Remedial Courses

The Institution does not offer course incompletes or non-credit remedial courses; therefore, they have no impact on the institution's satisfactory progress policy.

SAP Related to External Transfers

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

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs**

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) may be granted by the Academy in cases of extenuating circumstances only and where there is a reasonable expectation that the student will be returning; additionally, typically, an LOA will not be granted to students during Phase 1 of their education. A Leave of Absence may be considered in subsequent phases. Academy Management must approve all requests for LOA. Failure to gain approval may result in unofficial withdrawal according to the Academy's withdrawal and termination policies.

The LOA must be requested and approved in writing prior to LOA occurring using the form provided by the Academy. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Academy via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 2 weeks or 14 calendar days. The institution permits three LOAs per program. However, all of the leaves of absence added together must not total more than 180 calendar days in a 12 month period.

If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

On the day the student returns from a LOA the student is required to complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student.

If a student is absent 30 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn. The institution is not responsible for any equipment left at the school.

STUDENT SUPPORT SERVICES

Advising

Non-Academic/Non-Attendance Issues: The Academy staff will provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Students needing such services should see the Academy Management during regular business hours. Art22 Academy does not employ a professional counselor nor does the Academy assert responsibility for professional counseling services.

Professional Referrals: In the event a student is having difficulty with regard to a personal issue, the Academy staff may provide referral information. Students needing assistance and referral should contact an Academy Management during regular business hours. Students are hereby advised that the Academy is required to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

Substance Use and Abuse Issues: Art22 Academy has a strict drug and alcohol policy that may be found in the student conduct section of this catalog. It is however, a part of the Academy's philosophy to provide informational services and referrals to students and staff who may be struggling with related issues. The complete copy of the Academy's policy on drug and alcohol abuse and prevention is available to students, prospective students, employees, and prospective employees upon request by contacting Academy Management during regular business hours.

Attendance Advising: Art22 Academy students are monitored monthly regarding their attendance and academic achievements. The Academy will, at a minimum, officially evaluate a student's satisfactory progress (SAP) at least once by the midpoint of the academic year or the midpoint of the program for programs that are less than an academic year. See the Satisfactory Academic Progress this catalog for more information on official SAP evaluations.

General Information and Conduct Issues: Students are expected to attend orientation prior to or on the first day of class. Orientation is intended to inform and advise students of their rights and responsibilities while attending Art22 Academy. Students are encouraged to keep this catalog for reference throughout their enrollment.

Academy staff will also provide verbal or written advisement regarding student conduct and/or violations of Academy policies and procedures as needed. Policies and procedures may be changed/modified as deemed appropriate by Academy Management.

Graduation Requirements

Upon graduation, the school will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements (including the State Board of Cosmetology and Barber Examiners of Indiana Progress Report); passed the State Board written examination; completed all exit paperwork; and made full payment or satisfactory arrangements for payment of all debts owed to the school.

Career Placement Assistance

Although Art22 Academy provides placement assistance, career guidance and opportunity referrals, it is primarily an educational institution, not a job service, and therefore may not guarantee employment. However, the Academy attempts to assist students and graduates in job-seeking skills and interview assistance, including, but not limited to, guidance on professional expectations, including conduct and appearance.

Art22 Academy is dedicated to the success of its students as professional designers, estheticians or nail technicians. Academy staff will provide assistance to current students and graduates seeking employment within the beauty industry. In addition, Art22 Academy provides advising opportunities, reciprocity and endorsement information from Academy Management during regular business hours. Students and graduates may contact the Academy Management directly or may visit pivotpoint.edu, where available career opportunities are posted regularly.

State Board Examination

In order to legally practice cosmetology, esthetics, nail technology or teach in those fields, a person must complete and pass all portions of the state board examination and must be at least 16 years old. A separate fee is charged for state examination and licensing. Failure of the exam or subsequent exams (retakes) will result in additional fees. All licensing and testing fees are the responsibility of the person filing for the exam or license. Licensing and testing fees are not included in the tuition and fees of the Academy.

OUTSIDE EDUCATIONAL OPPORTUNITIES

Art22 Academy encourages its students to participate in off-site educational events. These events may include competitions, outside training, and trade shows among other opportunities. At times the Academy staff may select events to attend as a group field trip on regular class days.

Although all industry experience enhances professional growth, it is not possible for the Academy to access and approve all industry events. Students are still encouraged to attend if the event does not conflict with their Academy class schedule. Attendance at a non-approved event during a student’s regular class schedule shall result in absent time being assessed to the student.

Art22 Academy is not responsible for cancellations or alterations of off-site educational events. The cost associated with competition is the responsibility of the participant. See Academy Management for more information and specific criteria for competition participation.

Statement of Non-Association

At times flyers and/or other announcements may appear on bulletin boards and/or other public venues in and around the Academy for opportunities for students to participate in outside events or classes. The appearance of such notices or announcements does not in any way imply that the Academy promotes or sanctions such an event or class. Art22 Academy shall not be responsible for the content, format or activities related to such events or classes.

ACADEMY CALENDAR

The Academy is closed for the following legal holidays: New Year’s Day and the day after, Memorial Day, Independence Day and the day after, Labor Day, Thanksgiving Day and the day after, and Christmas Eve, Day, and the day after. The holiday schedule is subject to change. Variations in the holiday schedule will be posted, announced in classes and/or general announcements at the Academy.

Additional dates may be observed as determined by Academy Management. Student enrollment agreements are written to accommodate regularly scheduled holidays and breaks that are scheduled during the student’s contracted enrollment period as well as a reasonable amount of personal time to assure student success. In the event that additional dates are added to the Academy closures a notification will be provided to the students and the enrollment agreement contract end dates will be added for all affected students.

Class start dates vary based on course and demand. Art22 Academy reserves the right to change scheduled start dates and/or class schedule without prior notice. Schedules may vary.

Cosmetology 1500 Hours (Full Time)	April 2, 2018 May 7, 2018 June 4, 2018 July 9, 2018 August 6, 2018 September 10, 2018 October 15, 2018	Instructor Training 1000 Hours (Part Time)	April 2, 2018
		Esthetics: 700 Hours (Part Time)	TBD

ACADEMY CLOSURES

Emergency Closures

Art22 Academy does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close the Academy. An announcement will be placed on the Academy's Facebook Social Media platform.

Note: Scheduled hours (absent hours) will not be assessed to students for official closures. Students will be unscheduled and will not be charged for over-exit fees for any hours that closure results in extending beyond expected contract end date. Students who choose not to attend on days when the Academy is officially open will be assessed scheduled hours (absent time).

Other Closures

The Academy will close periodically with advance notice for staff training and meeting purposes.

STUDENT BENEFITS

Students will receive an Art22 Academy Student I.D. card. The I.D. card will enable a current student to purchase products at beauty supply houses, where normally only licensed professionals are permitted to shop. Students may also receive discounts on regularly priced retail products purchased from Art22 Academy; see Academy Management for the current

International/domestic educational trips may be available during the student's period of enrollment at an additional cost. A student who is in satisfactory progress and in good financial standing with Art22 Academy will be eligible to participate following his or her first phase/segment of the course. Separate application is required, and space is limited. See an Admissions Representative for specific requirements and associated costs.

STUDENT RIGHTS AND RESPONSIBILITIES

Records Privacy, Access and Release of Information

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student or parent of a dependent student. Requests for such release are to be submitted to the Director of Student & Financial Services during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

1. All students and/or parents of dependent students have certain rights under The Family Educational Rights and Privacy Act of 1974 (FERPA). Those rights include a right to review a student's educational records; to request amendment to a student's educational records; to request a hearing if an amendment is not granted; to consent or withhold the disclosure of personally identifiable information; and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA.

Students and prospective students may obtain additional information or request a review of records by contacting Academy Management during regular business hours. Annual notice of this policy may be found in the Academy catalog and/or in other publications or notices.

2. A student or parent (of a dependent student) must make a written request to review educational records. The notice should include a description of the specific records requested for review. There is no fee for reviewing records.
3. Records will be made available during regular business hours and on an appointment basis. Art22 Academy will attempt to schedule such a review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate Academy official who may assist in the interpretation of the records.
4. No personally identifiable information will be released to a third party without the written consent of the student or guardian unless it is:
 - A. To Academy officials (including, but not limited to, educators) who have educational interest in the information.
 - B. To officials of another school/academy where the student seeks or intends to enroll.
 - C. To representatives of a state or federal governing agency, a company, servicer, or agency contracted by

- the Academy, which has a specific business purpose in utilizing the information/data in effort to carry out the duties of their office and/or as required under the law/regulation or on behalf the Academy.
- D. To financial aid representatives and/or servicers contracted by the Academy as necessary to determine student(s) eligibility for aid, the amount of aid, conditions for the aid, and/or to enforce the terms and conditions of the aid.
 - E. To state officials if required by state statute.
 - F. To an authorized representative of the Department of Education. This includes employees of the Department as well as organizations or firms under contract to conduct studies for educational agencies or institutions in order to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization, and the information provided to the organization will be destroyed when no longer needed for the study.
 - G. To the Academy's accrediting agency to carry out accrediting functions and/or duties.
 - H. To parents of a dependent student.
 - I. To comply with a judicial order, subpoena or *ex parte* order.
 - J. To meet needs in the case of an immediate threat to the health and safety of students or other individuals as authorized under the authority and rights of the Campus Security/Clery Act.
5. The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
 6. Art22 Academy does not produce a student directory.

Record Retention and Transcripts

Record retention for former students (withdrawals or graduates) is maintained according to state and federal requirements. Former students requesting access to records and/or who need an academic transcript should contact the registrar/records department during regular business hours. Record retrieval takes some time; an advanced request is highly recommended. Note: The required record retention time frame is limited for students who did not complete their program of study.

Each graduate is entitled to receive one free academic transcript upon completion of all graduation requirements. Diplomas are issued only once and only to graduates. Duplicate diplomas are not available.

Note: Transcripts are released only to former students who did not complete the program/course if the student has satisfied all charges/fees due to the Academy. Requests for transcripts under this policy may be made on the appropriate request form by contacting the Academy's Student Services office.

Students are highly encouraged to make a personal photocopy of all important educational documents at the time of receipt. This would include, but is not limited to, diplomas, transcripts and state board examination and licensure information.

STUDENT CONDUCT, STANDARDS, RULES AND REGULATIONS

Attendees of Art22 Academy are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to at all times. In addition to the basic standards of professionalism, the Academy must maintain policies that are necessary for the efficient operation of the Academy and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct at or on the properties or events related to Academy, or on Social Media Platforms, including but not limited to Facebook, Instagram, Twitter, Snapchat, etc. that interferes with operations, discredits the Academy, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the Academy.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or in order to comply with laws, rules and/or regulations of any outside governing body.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. Willful copyright infringement can also result in criminal penalties, including imprisonment and fines. For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Art22 Academy policy prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file

sharing. Students who violate this policy are subject to disciplinary action up to and including termination.

Dress Code/Uniform Standards

All students are expected to dress and groom themselves in a manner corresponding with the highest standards of the professional beauty industry. This standard should be maintained during class time and on the salon and spa floor, as well as during approved off-site educational events.

Proper personal hygiene should always be maintained. Makeup (eyes, lips, and cheeks) is strongly recommended; styled hair is expected. All students are required to wear socks or stockings and shoes with an enclosed toe and enclosed heel with a heel height of no more than 2 inches. Bare midriffs, of any kind are not permitted; nor are clothing items or accessories bearing logos, phrases, words or lewd and/or offensive symbols permitted.

Phase 1 students are required to wear an Art22 Academy-issued uniform shirt. Pants should be black in color. Denim is acceptable, provided that the color is black and not “washed out” appearing gray. Students may wear the Art22 Academy issued track jacket, or a solid black sweater or blazer during Phase 1.

Cosmetology students in Phase 2 and beyond may wear beauty-industry-appropriate professional dress in solid black at the discretion of Academy Management; alternately, students are required to wear an Art22 Academy -issued uniform shirt and black pants.

Esthetics students in Phase 2 and beyond may wear beauty-industry-appropriate professional dress with white tops and black bottoms at the discretion of Academy Management; alternately, students are required to wear an Art22 Academy -issued uniform shirt and black pants.

All students are required to wear the Art22 Academy designated name tag at all times.

Educators and Administration have the discretion to determine what is appropriate and may ask students to remedy their appearance and/or may send students home for the day when it is determined that attire is inappropriate.

Students who have a specific medical or religious need to alter the dress code must seek approval and documentation from the Academy's Director.

Drug and Alcohol Use/Abuse

Art22 Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. A complete copy of the Academy Drug and Alcohol Abuse and Prevention Handbook is available upon request and may be obtained by contacting the Academy Director or Student Services Advisor during regular business hours. Annual notice of this policy may also be found at pivotpoint.edu.

Sexual Harassment & Sexual Violence Prohibition

Art22 Academy maintains that all employees, students, and guests have a right to work and fully participate in an environment free of discrimination, which encompasses freedom from sexual harassment and sexual violence. Therefore, Art22 Academy prohibits sexual harassment in any form, by or against employees, students, and guests of the Academy.

Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to his or her use of drugs or alcohol or a disability. Sexual violence is a form of sexual harassment and is prohibited by Art22 Academy rules as well as U.S. Department of Education Title IX regulations. Art22 Academy and Title IX also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping even if those acts do not involve conduct of a sexual nature.

Any employee or student who violates this policy will be subject to discipline up to and including termination from the Academy and its programs. Any guest who violates this policy will be counseled and may be required to leave the Academy's premises. Any person who was subjected to harassment will be apprised of his or her rights under this policy.

A partial list of conduct which may constitute sexual harassment includes:

- Unwelcomed sexual advances, propositions, or comments

- Sexual flirtation
- Discussing sexual activities
- Commenting about an individual's body or physical appearance
- Displaying sexually suggestive pictures, cartoons or drawings
- Using unseemly gestures
- Using offensive language or telling sexually explicit jokes
- Sexting or sexual cyber bullying
- Unnecessary touching
- Retaliation against a student, employee or guest for resisting or reporting sexual harassment
- Peeping
- Threats
- Rape, sexual assault or sexual coercion
- Unwanted physical contact

Sexual harassment is prohibited regardless of whether it occurs verbally, nonverbally, via social media outlet, text message or email.

Sexual Harassment Grievance Procedure

Any employee or student who believes he or she has experienced sexual harassment, or has witnessed sexual harassment by any employee or prospective employee, student or prospective student, or guest should bring the matter to the immediate attention of the Director of Student & Financial Services who is the designated Title IX coordinator. If the complainant feels comfortable in confronting the harasser, the complainant should also inform the harasser that the harasser's attention is offensive to them. Art22 Academy advises the complainant of his or her right to file a criminal report in instances of alleged sexual violence. Art 22 Academy will not tolerate violations of this policy and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs.

Duty to Warn

In order to provide a safe environment, students have a duty to warn staff of any violations of company policies, Academy rules and regulations, laws and/or to advise staff of any threat to the occupants of the academies and/or company-owned properties. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

Educational Environment Needs

Art22 Academy is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. Abusive language and conversational topics that may be deemed by another as offensive may not be expressed. This would include topics of a sexual, religious, ethnic and/or racial nature.

Educational Honesty

Cheating or allowing cheating is not acceptable at any time, nor is theft of Art22 Academy or Pivot Point test data or materials related to the preservation of academic quality and/or integrity. Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

Food and Drink

Due to health and safety standards and in order to prevent damage to personal or Academy property and to facilitate an environment conducive to learning, eating is prohibited in classrooms during periods of educational instruction (class time) and in the salon and spa. Beverages are permitted at the discretion of Academy Management.

Guest Service/Student Salon Requirements

As a part of the learning process, students are required to participate in a variety of student salon and spa/guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination.

Model Requirements: Students are required, as part of their professional development, to bring a designated number of models into the school for various aspects of the educational process.

Health and Welfare of Others

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion,

verbal or nonverbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by Academy Management. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

Incident/Accident Reports

In situations where damage and/or an injury occurs on Academy property staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting the Academy Management during regular business hours.

Acceptable Use Policy for BYOD (Bring Your Own Device)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, Art22 Academy has decided to implement Bring Your Own Device (BYOD). In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is an agreement that we will adhere to as we establish this new program within our school.

Definition of “Device”

For purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image and sound capture/recording, and information transmitting/receiving/storing. (Tablets, laptops, smartphones)

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The school is not liable for any device stolen or damaged on campus. It is recommended that non-offensive skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOD Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her tablet, laptop, mobile phone, or other electronic device in non-educational initiatives. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

- The student takes full responsibility for his or her technological device; the school is not responsible for the security, loss, or damage of student-owned technology.
- The technology must be in silent mode while on school campuses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the device or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that providing or infecting the network with a virus, Trojan horse, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- Social media such as Twitter, Facebook, Pinterest, Instagram, etc. should be used for educational purposes only and when directed to by the Educators.

Educators have discretion over classroom use of devices and are allowed to confiscate a device if a student is using it improperly. The use of mobile phones, pagers, blackberries, PDAs, iPods, and other communication or electronic devices is limited to break times and will only be allowed in the student lounge or outside the Academy.

Record Keeping

In an effort to protect fellow students, staff, and Art22 Academy salon and spa guests, all students are required to conduct proper client consultations, and are expected to document services rendered on client cards and/or other available record systems. Hold Harmless Client Release Forms are required for all clients, models and/or other persons receiving services of any kind at the Academy.

Sanitation

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during, and following each service. At the end of the class/day all students are required to participate in the general sanitation of the Academy/classroom. General sanitation is instituted throughout the entirety of the program in order to facilitate the learning of general health and safety requirements mandated by the state and/or as mandated by Art22 Academy.

Search Procedure

In an effort to protect the students, guests, and/or staff and faculty of the school, Art22 Academy reserves the right to perform routine inspection of student property while on Academy property.

In general, personal property on Academy premises in student lockers, bags and/or locked drawers is considered the student's private domain. However, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, Art22 Academy reserves the right to inspect student property.

Solicitation

No outside solicitation is permitted without approval from Academy Management.

Smoking Policy

Smoking (as well as the use of e-cigarettes) is permitted only in designated areas outside the Academy. These areas must be kept free of smoking-related debris at all times.

Theft and Misuse of Property

Art22 Academy is not responsible for lost, damaged or stolen property. Students have access to a locker and should be careful to keep all valuables locked up when not in use.

Theft of, destruction or misuse of another's property will subject the student to disciplinary action up to and including termination. Destruction of or defacing Academy property will result in disciplinary action including charges for the full replacement cost of the item(s) in addition and up to termination.

Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.

Time Clock Use

A student who neglects to clock in/out will not receive hours for that period of time. Students are prohibited from clocking in or out for another student. Clocking in and subsequently leaving the building and/or failing to attend a required class/salon and spa session is considered an inappropriate use of a time clock and may also be considered fraud. Inappropriate time clock use will be a violation of the Academy's conduct policy. All parties involved will be subject to disciplinary action including and up to termination.

Trade Name

Art22 and Art22 Academy are registered trademark. The use of the name, logo, or other representation of Art22 Academy or Artisan Academy of Cosmetology, Inc. is strictly prohibited without written authorization. Art22, Art22 Academy and/or Artisan Academy of Cosmetology, Inc. will enforce its intellectual property rights to the fullest extent of the law.

Weapons

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm, knife or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on Academy property or at Academy-sponsored events and activities (including off-site educational events/field trips).

Any person threatening (verbally or otherwise) the use of a weapon against any person related to the Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law. Any person with knowledge of weapons on Academy property shall inform an appropriate authority immediately.

Other Conduct-Related Issues

Academy management reserves the right to amend or establish additional policies in order to maintain and facilitate an educational environment and/or to meet the goals and mission of the Academy and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

Penalty for Violation of Rules

Students who violate the rules and/or policies of Art22 Academy are subject to disciplinary action including and up to termination. Specific sanctions will be determined by Academy management on a case-by-case basis.

Disciplinary action consists of warnings, suspension and/or termination. Warnings may consist of verbal and/or written warnings. Repeat violations of the same policy will result in a loss of student benefits and may lead to suspension (temporary involuntary absence) and/or termination (expulsion). In the case of a rules violation of a serious nature, Academy management has the right to terminate enrollment without first issuing a warning or suspension.

CHANGE OF STATUS

Withdrawal Policy

Any student wishing to voluntarily withdraw from the Academy must do so by scheduling an appointment with the Director of Student & Financial Services during regular business hours. Such requests for withdrawal must also be made in writing. When the student is under the age of 18, the notice of withdrawal must be signed by the parent/guardian. The student's date of withdrawal will be recorded based on the date of the notice to withdraw or his or her last date of attendance, whichever is later.

Unofficial Withdrawals

Students who do not officially withdraw will be subject to termination for failure to attend when absent for 30 consecutive calendar days. This policy does not apply to students who are on an approved leave of absence.

Termination/Expulsion Policy

Art22 Academy reserves the right to terminate a student's enrollment for noncompliance with School Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Termination and Withdrawal Fees

All persons, regardless of the reason for separation (withdrawal or termination) may be assessed a Termination fee of \$150 USD as described in the enrollment agreement.

Any student owing a balance to the Academy as a result of withdrawal or termination must make satisfactory repayment arrangements by contacting Student & Financial Services during regular business hours. Art22 Academy has the right to collect late fees and penalties on unpaid balances. If third party collections are deemed necessary to ensure collection of the debt, additional charges will be the responsibility of the student or guarantor of the enrollment agreement.

COMPLAINT/GRIEVANCE POLICY

Art22 Academy strives to meet the needs of its students as well as to create an environment that is educational, professional and student-centered. However, when dealing with a large and diverse student population, it is not always feasible to assure agreement of all parties or to meet every specific need desired. It is recommended that in the event of a complaint or grievance, the student first take the issue directly to the person(s) involved with the situation for a personal resolution to the issue.

If this method does not produce the desired result, the student should contact his or her educator for assistance. If the educator is unable to resolve the complaint/grievance the student may submit a formal/written complaint to Academy Management. If further action is still necessary, the complainant may submit a formal complaint to the appeals committee by submitting a letter to the Director of Student & Financial Services. Formal complaints/grievances must include all information the complainant wishes to have considered including, but not limited to, a description of the complaint and a description of the actions taken by the parties involved to resolve the complaint. All formal complaints will be taken under advisement within 14 business days of receipt.

Art22 Academy will do its utmost to reach a positive conclusion to any and all complaints over which it has control. All students have the right to make complaints with the state of Indiana and/or the Academy's accrediting body. However, it is requested that all students afford the Academy the opportunity to hear and act on any complaint prior to that action See Academy Management during regular business hours.

Annual notice of this policy may be found in the Academy's catalog and/or in other publications or notices. Note: A complaint/grievance involving outside agencies may not reach determination within the guidelines above.

DISCLOSURES

Disclosure information is located on the website at Art22academy.com

Vaccinations

Art22 Academy does not require vaccinations.

Voter Registration

Indiana voter registration information is available online at <http://www.m.indianavoters.com>

OUTCOME RATES

The Art22 Academy does not yet have enough data to disclose annual outcome rates for completion, licensure, and placement. This data will be available upon being open and operating for a full year.

