

**TONI & GUY**  
HAIRDRESSING ACADEMY



Colorado Springs

# **STUDENT CATALOG**

# TABLE OF CONTENTS

TABLE OF CONTENTS	Page 1
TONI&GUY WELCOME	Page 2
TONI&GUY HISTORY	Page 3
TONI&GUY COLORADO SPRINGS FACILITY	Page 3
FACULTY AND STAFF	Page 4
ADMISSIONS	Page 4,5
REQUIREMENTS	Page 4,5
PROCEDURES	Page 5
TRANSFER STUDENTS/CROSSOVER PROGRAM	Page 5
REQUIREMENTS FOR GRADUATION	Page 5
TUITION	Page 6
CANCELLATION AND SETTLEMENT POLICY	Page 6,7
REFUND POLICY	Page 7,8
SCHOOL CALENDAR	Page 8
START DATES	Page 8
SCHOOL HOURS	Page 8
HOLIDAYS	Page 9
SEVERE WEATHER	Page 9
COSMETOLOGY PROGRAM	Page 9,10
BARBERING PROGRAM	Page 11,12
HAIRSTYLIST PROGRAM	Page 12,13
DAILY SCHEDULE	Page 14,15
STUDENT CONDUCT & ETHICS	Page 15
TITLE IX NOTICE OF NON-DESCRIMINATION	Page 16
DRESS CODE	Page 17
DAILY DUTIES	Page 17
LUNCH AND BREAKS	Page 18
CLIENT SERVICES	Page 18
GRATUITIES	Page 18
RECEPTION AREA	Page 18
NON-SMOKING POLICY	Page 18
EATING & DRINKING	Page 18
SAFETY	Page 18
TELEPHONES	Page 19
STUDENT SERVICES	Page 19
ACADEMIC SUPPORT	Page 19
LIBRARY/RESOURCES	Page 19
PLACEMENT ASSISTANCE	Page 19
STUDENT SERVICES /HUMAN RESOURCES	Page 19
PERSONAL SERVICES	Page 19
RETAIL PRODUCTS/ID BADGES	Page 19
ADDITIONAL PURCHASES	Page 20
MAKE-UP WORK	Page 20
RECORDS	Page 20
CONFIDENTIALITY POLICY	Page 20
TARDINESS	Page 20
ABSENTEEISM	Page 20
TIME CLOCK POLICY	Page 20
LEAVE OF ABSENCE	Page 20-21
SATISFACTORY ACADEMIC PROGRESS POLICY	Page 21,22,23
LEVELS OF CORRECTIVE ACTION	Page 23
READMISSION	Page 24
WITHDRAWAL	Page 24
FINANCIAL AID	Page 24,25,26,27
RETURN OF TITLE IV FUNDS	Page 26,27
REESTABLISHMENT OF FINANCIAL AID	Page 27
DRUG POLICY	Page 27
DIRECTIONS TO THE ACADEMY	Page 28
STUDENT COMPLAINTS/GRIEVANCE POLICY	Page 29
CHANGES IN FEES AND SCHEDULES	Page 29

# TONI&GUY HAIRDRESSING ACADEMY

## STUDENT CATALOGUE

### **WELCOME**

Thank you for considering TONI&GUY Hairdressing Academy Colorado Springs as the first step in your new career. The following academy catalogue is designed to create a clear understanding of our structure and organization and to ultimately inform you of the TONI&GUY worldwide education.

### **Mission**

**The Academy will strive to provide the essential foundation, environment, and facilities for you to excel - from its worldwide presence, rapid growth and maturity, to where it is today. We want you, the student, to find an outstanding environment for learning and personal development.**

**TONI&GUY Hairdressing Academy Colorado Springs has a tradition of excellence and friendliness and wants to continue to build on our success. The Academy seeks to offer the means for each individual to develop their talents and abilities to the fullest. The instructors and staff of the academy are committed to an unprecedented level of excellence and service. Academic and practical programs are of the highest quality and will provide you the opportunity for preparation for life, as well as a cosmetologist, barbering or hairstylist.**

### **Objective**

The objective of the TONI&GUY hairdressing program is to surpass the criteria necessary for students to meet state guidelines and pass the state exam required to obtain a Cosmetology, Barbering, and or Hairstylist license. Our goal is to have our students complete their program as skilled, confident professionals.

Programs at TONI&GUY Hairdressing Academy are designed to teach current theory and practical applications in a precise and exciting manner that will have relevance in the salon environment.

Thank you for selecting TONI&GUY Hairdressing Academy as the first step in your new profession.

Sincerely,

Sandra Chandler  
Owner/CEO  
TONI&GUY Hairdressing Academy  
Colorado Springs (Main Campus) Coeur d'Alene (Branch Campus)

5125 N. Academy Blvd  
Colorado Springs, Colorado 80918  
719.390.9898  
719.390.0977 FAX  
[www.toniguy.edu](http://www.toniguy.edu)

# TONI&GUY Our Story

In 2015, TONI&GUY celebrated our 30th anniversary in the United States, with 44 salons in the nation and over 475 salons worldwide, 18 cosmetology hairdressing academies, 3 advanced training hairdressing academies, and TONI&GUY exclusively uses and recommends the TIGI/BED HEAD line of professional haircare products and cosmetics.

For over 50 years, Bruno Mascolo and his brothers Toni, Guy and Anthony have built the TONI&GUY name into a powerful brand with recognition and presence throughout the world. TONI&GUY culture combines the allure of high fashion with hairdressing, adapting couture styles to the individual tastes and preferences of each client. More than just classrooms and techniques, the sleek design and progressive curriculum of TONI&GUY Hairdressing Academy immerses students in a unique environment and provides an exceptional learning experience.

Combining our distinct approaches to hairdressing and education, TONI&GUY has established learning facilities that produce talented and well-trained hairdressers and color technicians for salons across North America. Our academies bring the quality and consistency to hairdressing education that makes TONI&GUY legendary in the salon industry. We also offer world-class continuing education to instructors, as well as advanced training to licensed hairdressers and technicians.

## **FACILITY**

**TONI&GUY Hairdressing Academy Colorado Springs** opened its doors in 1993 at its former location, and on May 29, 2012, the Academy moved to its current location in the heart of beautiful Colorado Springs, CO. The Academy adopted the world renowned TONI&GUY education in 1996. It is located in one of the most desirable and fastest growing areas in the country. As a growing community, Colorado Springs is surrounded by the Rocky Mountains and is located at the base of the astonishing Pikes Peak with Denver only an hour away.

Sandra Chandler, owner and visionary is a leader in the hairdressing industry. Success has been synonymous with Sandy since she first entered the hair industry more than 45 years ago. Sandy has played a pivotal role since 1971 as a stylist, salon owner, school owner, and business manager. In addition to the Academy, she opened the TONI&GUY Salon in Colorado Springs in 1997. Further continuing this legacy of excellence, Sandy opened **TONI&GUY Hairdressing Academy Coeur d'Alene** in May 2017.

Under her direction and innovative curriculum, our students have caught the eyes of leaders in the industry. Sandy is dedicated to the TONI&GUY philosophy and the same vision and mission that Bruno Mascolo embraces. Sandy and her support staff focus on the student and strive to provide the highest quality of education possible. She believes that personalized service and commitment play an integral part in creating a lifelong relationship between TONI&GUY and the student.

**TONI&GUY Hairdressing Academy Colorado Springs** gives students the opportunity to receive their cosmetology, barbering and/ or hairstylist instruction in a beautiful free standing 17,807 square foot building. The spacious facility is divided into 3 floors. Upon entering the Academy, you are greeted by our friendly receptionist on our main floor and are immediately embraced with our TONI&GUY history wall and retail center that showcases the TIGI product line.

The clinic floor is set up to resemble a salon in both accessibility and accommodations for the students and clients. The Academy has the ability to accommodate 300 students, while the clinic floor can accommodate up to 90. A diverse array of clientele visits the Academy for beauty services provided by the students while overseen by our excellent team of educators. There is a full color bar which dispenses shampoos, conditioners, styling products, hair colors, developers, and other chemical products. The student Library Resource System is located on the main floor for easy access by all students. The student

break room is equipped with two refrigerators, four microwaves, as well as a Coke vending machine, and a snack vending machine. A covered patio is also provided for the use of the students. Six restrooms are located throughout the location for use by students, staff, and clientele with multiple wheel chair accessible stalls. The 3<sup>rd</sup> floor is our education center with three student classrooms as well as a computer lab and an expansive clinic floor that is used for school functions, graduations, hair shows, competitions, and advanced education.

The classrooms are used to conduct theory Tuesday through Saturday from 8:00AM to 9:20AM. The first two months of the basic program are held in the freshman and sophomore classrooms. Each contain large flat screen TV's to view educational material that enhances the educational experience.

All three floors of the Academy provide amazing panoramic views of Colorado Springs as well as spectacular mountain scenes. The glass enclosed building holds within it the ability to provide not only the absolute best in Cosmetology, Barber and or Hairstylist education, but a place for students and clientele to have a truly exceptional experience in the heart of a beautiful city.

The Academy is owned by Chandler Salon LLC. The officers of the school and members of the governing board are Sandra Chandler, Owner/Manager of Chandler Salon LLC; and Robert Chandler Owner/manager of Chandler Salon LLC.

## **FACULTY AND STAFF**

Owner/CEO	Sandra Chandler
Academy Director	Steven Chandler
Director of Education	Amanda Chandler
Administrative Director	Hayley Chandler
Admissions Director	Paula Walker
Financial Aid Director	Rachel Nehman
Faculty	Luisa Castelli
	Karly Dumas
	Ben Matthews
	Wallace Rushlow
	Tiffany Luna
	Julien Amaral
	Jasmine Ibbara
Front Desk Coordinator	Justina Moore

Additionally, the Academy team includes other members whom have not been listed, however are acknowledged as being an integral part of the education of our students.

## **ADMISSIONS**

### **Requirements**

- Minimum of 16 years of age
- Complete an Interview
- Tour of School
- High School Diploma, GED or Equivalent
- Birth Certificate **OR** U.S. Passport **OR** other Department of Education approved form of ID
- Signer and Co-Signer Social Security Card
- Signer and Co-Signer State Issued **OR** Government Issued ID
- Registration Fee of \$100
- 2 Passport Pictures
- Entrance Examination is not a requirement for those who provided high school diploma, GED, or Associates or Bachelors degree from an Accredited Institution or equivalent documentation.

## **Admission Procedures**

To apply for admission, applicants should contact the Director of Admissions to schedule an appointment for a personal interview and tour of the school facilities. At this time, applicants will complete the application for enrollment, the interview, and the tour. The interview is a great way to understand the Academy's expectations of the students, and the prospective student's expectations of the Academy. Upon acceptance, an enrollment date is agreed upon. During enrollment, the accepted student must provide a copy of their high school diploma or equivalent, social security card or birth certificate, driver's license, two passport photos, and a \$100.00 registration fee.

## **Transfer Students**

TONI&GUY Hairdressing Academy, Colorado Springs may accept transfer hours from other cosmetology schools or programs on a case by case basis with approval from the Academy Director. If transferring from another TONI&GUY Hairdressing Academy, all transfer hours will be accepted.

Transfer hours will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the TONI&GUY Curriculum. Other factors to be evaluated will include the student's last day they attended their previous school, their grade point average/failed exams, projects completed and attendance percentage.

Tuition balances do not transfer from one school to another. Transfer student's tuition is pro-rated per hour for the remaining hours needed to complete the program. All transfer students will be required to purchase a current TONI&GUY Hairdressing Academy student kit.

Acceptance of transfer hours from out of state schools to pursue a crossover license is evaluated on an individual basis and is at the discretion of the Academy Director.

All applicable transfer hours based on areas of study and clocked hours will be accepted for graduates from any TONI&GUY Hairdressing Academy, who is pursuing a dual license in a related program of study offered by TONI&GUY Hairdressing Academy, Colorado Springs.

For students transferring out of TONI&GUY Hairdressing Academy, Colorado Springs, the Academy does not guarantee the transferability of those hours to another institution.

## **GRADUATION REQUIREMENTS**

A. Complete with an 80% GPA; GPA is compiled from projects, written exams, and practical exercises.

**AND**

B. Completion of minimum number hours:

Cosmetology Program: 1500 Hours    Barber Program: 1500 Hours    Hairstylist Program: 1200 Hours

C. Successful completion of the Academy's written and practical examination, and completion of the required number of projects in each subject.

D. Upon satisfactory completion of the program of training by the student, and upon fulfillment by the student of the terms of this agreement, the Academy will issue a diploma and an official record of completion.

E. Should a student leave TONI&GUY Hairdressing Academy owing a balance, the school will not release records until the balance is paid in full, unless other arrangements have previously been made and approved by the TONI&GUY Hairdressing Academy Director.

## TUITION & FEES/MISC. FEES

Please see toniguy.edu for current cost of program tuition and supplies.

Registration/Enrollment Fee	\$100.00
Signed Contract Cancellation Fee	\$150.00
Re-Registration/Enrollment Fee for Re-Entry	\$100.00
Class Repeat Supplies Fee For Unsuccessful Passing Score of Freshman or Sophomore Program	\$600.00
Lab Fee for Unsuccessful Passing Score Of The Mock Mini-Board Final Practical Exam	\$75.00
Duplicate Copy of Transcript	\$75.00
Late Tuition Payment Fee (Due by the 3 <sup>rd</sup> day of each month)	\$25.00
Program/Schedule Switch Processing Fee	\$500.00
*Every student must provide their own State Board Exam kit which can be used at the PSI exam facility after program completion. A State Board Exam kit is required for use in State Board training and the Mock Mini-Board Final Exam.	

To promote good work ethics and to give each student the proper experience with clients, Friday (all day) attendance is mandatory for 3 day schedules commencing on Friday. Saturday (all day) attendance is mandatory for 3 or 5 day schedules commencing on Saturday. Each student is granted 2 missed Fridays/Saturdays. Thereafter, a \$100.00 fee will be charged. All missed Friday/Saturday fees are due before students are eligible to take their final Mock Mini-Board exams.

Student kits are a required purchase for each student and are non-refundable.

If a student does not graduate within the time frame as stated in this Agreement, additional training will be provided at the rate of \$100.00 per day for additional hours to meet the minimum hours required by the program, Cosmetology: 1500 hours, Barbering: 1500 hours, Hairstylist: 1200 hours and. These additional fees will be charged to the student until the student attains the number of hours necessary to graduate. The maximum time frame shall not exceed 1.5 times the normal duration of the program.

### Cancellation Policy

Cancellation Policy: All notices of cancellation should be in writing, signed, dated, and mailed to  
TONI&GUY HAIRDRESSING ACADEMY  
5125 N. Academy Blvd Colorado Springs, CO 80918.

- A. The student applicant will be refunded all monies paid if:
  1. The school rejects the applicant.
  2. The student applicant cancels this agreement within three (3) business days after signing the agreement, and making an initial payment.
  3. The student applicant cancels this agreement within three (3) business days following a tour of the school and inspection of school equipment.
  4. The school discontinues a program during a period within which a student could have reasonably completed, except that this provision shall not apply in the event the school ceases operation.
  5. No penalty will be charged to the student applicant if the student fails to notify the school in writing.
  6. If the school cancels a program start date, the student applicant can opt to move any monies paid into an alternate start date.
  
- B. A student will receive a refund of tuition and fees when:

An applicant requesting cancellation more than three (3) days after signing an enrollment agreement, and making initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus cancellation charge (\$150.00).

- C. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the school facilities and inspection of equipment.
- D. A student will be terminated from this academy who does not comply with the code of conduct as stated in the Student Catalogue. Any refund due to the student will apply as stated on pages 7-8 of this catalogue.
- E. When a student discontinues training, prior to graduation, the balance due, or refund, will be determined according to chart 1A seen on page 8.
- F. If an outside agency (i.e. Collection Agency/Lawyer) is required to collect the balance due, the student is required to pay reasonable collection costs and TONI&GUY Hairdressing Academy's reasonable lawyer fees, if any (as defined by said agency within state laws) .

**Refund Policy for all courses:**

The school shall refund unearned tuition and other charges to a student attending the school that withdraws or otherwise fails to complete the period of enrollment. The school shall make a pro-rated refund of tuition and other charges as defined below:

- A. A refund is based on the period of the student's enrollment, expressed in actual hours completed to total hours of program.
- B. The effective date of the termination for refund purposes is the earliest of:
  - 1. The last date of enrollment of the student which is terminated by the school
  - 2. The date on which the school receives written notice of the student's intent to discontinue the program or the date on which the student violates published school policy, which provides for termination.
- C. No student shall be continued on an inactive basis in violation of school policy without written consent of the student.
- D. Inactive students must be terminated no later than 30 days of the next available start date and refunded appropriate prepaid tuition at that time.
- E. That except for retention of a cancellation charge not to exceed \$150.00, the policy for cancellation settlement, and refund of tuition and fees provides for at least the following:
  - 1. For a student terminating his/her training within the first ten percent of his/her program, the student shall be entitled to a refund of ninety percent of the tuition and fees of the program exclusive of books, tools, and supplies.
  - 2. For a student terminating his/her training after ten percent, but within the first twenty-five percent of his/her program, the student shall be entitled to a refund of seventy-five percent of the tuition and fees of the program exclusive of books, tools, and supplies.
  - 3. For a student terminating his/her training after twenty-five percent, but within the first fifty percent of his/her program, the student shall be entitled to a refund of fifty percent of the tuition and fees of the program exclusive of books, tools, and supplies.
  - 4. For a student terminating his/her training after fifty percent, but within the first seventy-five percent of his/her program, the student shall be entitled to a refund of twenty-five percent of the tuition and fees of the program exclusive of books, tools, and supplies.
  - 5. For a student terminating his/her training after seventy-five percent of his/her program, and has entered the final twenty-five percent, shall not be entitled to any refund, and shall be obligated for the full price of the program, which constitutes the maximum obligation.



#### CHART 1A

Actual Hours Completed to Total Hours in Program	Amount Academy Shall Retain	Amount Academy Shall Refund
0.1% TO 10%	10%	90%
11% TO 25%	25%	75%
26% TO 50%	50%	50%
51% TO 75%	75%	25%
76% OR OVER	100%	0%

#### **Refund/Cancellation Policy meets Colorado Private Education Act of 1981, Section 12-59-114**

- F. A refund owed under this section must be paid no later than the 30<sup>th</sup> day after the date on which the student becomes eligible for the refund. If a refund is not made within the period required by this section, the school shall pay interest on the refund for the interval beginning with the first day following the expiration of the refund period and ending with the day immediately after the date the refund is made. If the refund is made to a lending institution, the interest shall also be paid to that institution.
- G. The policy for the granting of hours for previous training shall not impact the refund policy.
- H. Refund calculation is based on the number of actual hours attended divided by number of hours in program to determine percent of refund as shown on chart 1A.

**Special refund circumstances:** In case of prolonged illness or accident, death in the family, or other documented circumstances that make it impractical to complete a period of enrollment, the school will make a settlement that is reasonable and fair to all parties.

**Veterans Refund Policy:** Veterans refund policy will be in accordance with V.A. Regulations 21-4255-1.

## **SCHOOL CALENDAR**

### **Program Start Dates**

The Cosmetology, Barbering and Hairstylist courses begin the first Tuesday of every month. For students with a record of completion of Cosmetology or Hairstylist who are pursuing a Barbering Cross Over license, school starts on the first Tuesday of each month. The maximum enrollment within a class start is twenty four (24) students. Student Orientation is held on the first day of a new class start. Any changes in the orientation day will be written in your acceptance letter. Additional orientations will be held for each level of the program.

### **Postponement Of A Starting Date**

A written agreement signed by the student and the school is required.

The agreement must set forth:

- A. Whether the postponement is for the convenience of the school or the student, and:
  - B. A deadline for the new start date, beyond which the start date will not be postponed.
- If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with school's refund policy, and all applicable laws and rules concerning the Private Occupational Act of 1981.

### **School Hours**

School hours are determined by the program selected. New students attend school Tuesday, Thursday, and Saturday from 8AM to 6:30PM. A student will determine upon enrollment either to stay on the 3 day schedule, or switch to a 5 days schedule (Tuesday through Saturday, 8:30AM to 4PM) after attending first 2 months. Program hours and days may be adjusted by the administration to allow for holidays or other events warranting a schedule change.

## **Holidays**

The following holidays are observed: New Years Day, Memorial Day weekend (Saturday through Monday), Fourth of July, Labor Day weekend (Saturday through Monday), Thanksgiving (Thursday through Sunday), Christmas Break (4-6 days.)

## **ClosureDueToInclementWeather**

Closure or Delay will occur when the Director deems the weather to be severe. All delays and closures will be listed on all major local news network TV scrolls and their websites, as well as the Academy's Facebook page. It is up to all individuals to use their best judgment concerning driving conditions.

## **COSMETOLOGYPROGRAM**

1500 Hours / 45 WEEKS – 5 Day Schedule  
1500 Hours / 52 WEEKS – 3 Day Schedule

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TONI&GUY Hairdressing Academy offers a Basic Cosmetology program to individuals seeking to become licensed within the field of Hairdressing. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology program introduces and guides beginning students in the areas of modern haircutting, colouring, and hairdressing. Our program teaches these techniques to help students meet the level of proficiency in cosmetology required by the State. The program is designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the cosmetology field. Students will learn TONI&GUY's unique haircutting, styling & colouring techniques in the levels listed below.

## **ProgramFormat:**

The curriculum for students enrolled in the Cosmetology program shall consist of 1500 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

## **Freshman**

Skills Learned: cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

## **Sophomore**

Skills Learned: colouring methodology/terminology, basic colour theory, TIGI colour product knowledge, nine (9) TONI&GUY Classic Colouring techniques, relaxers, Mizani product knowledge, makeup, hair removal, manicure, pedicure, artificial nails, facials and Dermalogica product knowledge, clinic floor operations, introduction to State Board Testing procedures

## **Junior A**

Skills Learned: advanced colour theory, lightening, toning, corrective colour consultations, techniques & applications, specialty styling, and avant garde concepts & techniques. Students will now begin taking clients.

## **Junior B**

Skills Learned: ongoing hands-on in specialty styles, consultation & closing the service, advanced cut & chemical techniques. Students are available to take clients all day.

## **Salon Ready**

Skills Learned: salon business, portfolio & resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical Toni&Guy Classic techniques to become a senior. Students are available to take clients all day.

## Senior

Skills Learned: all applications of state exam procedures, including all required tests and practical test-outs to prepare for Mini-Board Exam. Students must pass mock State Board exam. Students are available to take clients all day.

The normal time to complete the Cosmetology program for a 5 day student is 46 weeks and 3 day student is 52 weeks however, program duration may increase based on time off due to holiday or inclement weather closures. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

<b>COSMETOLOGY CATEGORY</b>	<b>Hours of Theory</b>	<b>Hours of Lab</b>
Shampooing, Rinsing, and Conditioning	8	45
Haircoloring	45	160
Haircutting	45	160
Hairstyling	45	130
Chemical Texture Services	25	85
Manicuring and Pedicuring	45	125
Application of Artificial Nails	30	95
Facials & Skin Care	45	120
Facial Makeup	8	20
Hair Removal	25	45
Laws, Rules, and Regulations	8	20
Management, Ethics, Interpersonal Skills, and Salesmanship	8	20
Disinfection, Sanitation, and Safe Work Practices	38	100
<b>TOTAL: 1500 Hours</b>		

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Cosmetologist.

Career paths for a licensed Cosmetologist can be in the following areas:

Entry-level Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

To become a Cosmetology Instructor, further training is required. Other positions mentioned may also require additional education.

\* Note: It is the students' responsibility to meet with the Academy Director to pick up all necessary paperwork to apply for the State License Examination and consequent licensure and pay all applicable fees.

\* Note: Once a student is licensed, it is the student's responsibility to contact the Admission's Director regarding licensure including graduate's current name, address, telephone number and of his/her employer once employed in the field.

## **BARBERING PROGRAM**

1500 Hours/ 45 WEEKS – 5 Day Schedule

1500 Hours / 52 WEEKS - 3 Day Schedule

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TONI&GUY Hairdressing Academy offers a Barbering program to individuals seeking to become licensed within the field of barbering. TONI&GUY recognize and develop an individual's potential, thus producing qualified barbers invested in the concept of hair fashion. The program would involve in depth theory and lab in haircuts, styles, shampooing, facial treatments, shaving, chemical texturizing, hair colouring, sanitation, and salon/barbershop management.

### **Program Format:**

The curriculum for students enrolled in the Barbering program shall consist of 1,500 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **Freshman**

Skills Learned: cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

### **Sophomore**

Skills Learned: colouring methodology/terminology, basic colour theory, TIGI colour product knowledge, nine (9) TONI&GUY Classic Colouring techniques, relaxers, Mizani product knowledge, men's steam Facials, shaving, proper disinfection & sanitation or barbering tools, clipper fading, product knowledge, clinic floor operations, introduction to State Board Testing procedures.

### **Junior A**

Skills Learned: advanced colour theory, lightening, toning, corrective colour consultations, techniques & applications, specialty styling, and avant garde concepts & techniques. Students will now begin taking clients.

### **Junior B**

Skills Learned: ongoing hands-on in specialty styles, consultation & closing the service, advanced cut & chemical techniques. Students are available to take clients all day.

### **Salon Ready**

Skills Learned: salon business, portfolio & resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical Toni&Guy Classic techniques to become a senior. Students are available to take clients all day.

### **Senior**

Skills Learned: all applications of state exam procedures, including all required tests and practical test-outs to prepare for Mini-Board Exam. Students must pass mock State Board exam. Students are available to take clients all day.

The normal time to complete the Barbering program for a 5 day student is 45 weeks and 52 weeks for 3 day student however, program duration may increase based on time off due to holiday or inclement weather closures. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

<b>BARBERING CATEGORY</b>	<b>Hours of Theory</b>	<b>Hours of Lab</b>
Treatment of Hair & Scalp	10	50
Facial Massage & Treatments	30	60
Shaving	30	60
Haircutting	65	205
Hairstyling	65	205
Permanent Waving & Chemical Relaxing	60	180
Haircolouring	60	180
Laws, Rules, & Regulations	10	20
Management, Ethics, Interpersonal Skills, and Salesmanship	10	20
Disinfection, Sanitation, and Safe Work Practices	50	130

**TOTAL: 1500 Hours**

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Barber.

Career paths for a licensed Barber can be in the following areas:

Entry-Level Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

To become a Barber Instructor, further training is required. Other positions mentioned may also require additional education.

### **HAIRSTYLIST PROGRAM**

1200 Hours /37 WEEKS – 5 Day Schedule

1200 Hours / 42 WEEKS – 3 Day Schedule

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TONI&GUY Hairdressing Academy offers a basic Hairstylist program to individuals seeking to become licensed within the field of Hairdressing. TONI&GUY recognize and develop an individual's potential, thus producing qualified hairdressers invested in the concept of hair fashion. Students will learn TONI&GUY's unique haircutting techniques in the semesters listed below.

#### **ProgramFormat:**

The curriculum for students enrolled in the Hairstylist Course shall consist of 1200 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### **Freshman**

Skills Learned: cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

#### **Sophomore**

Skills Learned: colouring methodology/terminology, basic colour theory, TIGI colour product knowledge, nine (9) TONI&GUY Classic Colouring techniques, relaxers, Mizani product knowledge, clinic floor operations, introduction to State Board Testing procedures.

#### **Junior A**

Skills Learned: advanced colour theory, lightening, toning, corrective colour consultations, techniques & applications, specialty styling, and avant garde concepts & techniques. Students will now begin taking clients.

### **Junior B**

Skills Learned: ongoing hands-on in specialty styles, consultation & closing the service, advanced cut & chemical techniques. Students are available to take clients all day.

### **Salon Ready**

Skills Learned: salon business, portfolio & resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical Toni&Guy Classic techniques to become a senior. Students are available to take clients all day.

### **Senior**

Skills Learned: all applications of state exam procedures, including all required tests and practical test-outs to prepare for Mini-Board Exam. Students must pass mock State Board exam. Students are available to take clients all day.

The normal time to complete the Hairstylist program for a full-time student is 37 weeks and part-time student is 42 weeks however, program duration may increase based on time off due to holiday or inclement weather closures Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

<b>HAIRSTYLIST CATEGORY</b>	<b>Hours of Theory</b>	<b>Hours of Lab</b>
Shampooing, Rinsing, and Conditioning	10	50
Haircolouring	60	180
Haircutting	60	180
Hairstyling	60	150
Chemical Texture Services	30	90
Laws, Rules, and Regulations	10	20
Management, Ethics, Interpersonal Skills, and Salesmanship	10	20
Disinfection, Sanitation, and Safe Work Practices	50	220

**TOTAL: 1200 Hours**

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Hairstylist.

Career paths for a licensed Hairstylist can be in the following areas:

Entry-Level Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

To become a Hairstructor Instructor, further training is required. Other positions mentioned may also require additional education.

## **TONI&GUY HAIRDRESSING ACADEMY DAILY SCHEDULE**

### **Five (5) Day School Hours**

In order to excel in any of our programs, you will need to attend all scheduled classes. Attendance is mandatory for all students. Class hours are Tuesday through Saturday, 8:30 a.m. – 4:00 p.m. and Theory class runs Tuesday through Friday from 8:30 a.m. to 9:20 a.m. Students are responsible to clock themselves in and out. Generally, time clock adjustments will only be made in the circumstance of a time clock failure or any other extenuating circumstances that may arise, as approved by the Academy Director at their sole discretion. The required arrival time is 8:15 a.m., in order to be prepared for class by 8:30 a.m. You are considered tardy at 8:31 a.m. and will be unable to accrue hours until 9:20 a.m. Theory class runs every Tuesday through Friday from 8:30 a.m. to 9:20 a.m. The Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment. Students shall be informed of any schedule adjustments by written notice prior to any changes.

### **Three (3) Day School Hours**

In order to excel in any of our programs, you will need to attend all scheduled classes. Attendance is mandatory for all students. Class hours are Tuesday, Thursday, Saturday 8:00 a.m. – 6:30 p.m based on Enrollment Agreement start date. Theory class runs from 8:00 a.m. to 9:20 a.m. Students are responsible to clock themselves in and out. Generally, time clock adjustments will only be made in the circumstance of a time clock failure or any other extenuating circumstances that may arise, as approved by the Academy Director at their sole discretion. The required arrival time is 7:45 a.m., in order to be prepared for class by 8:00 a. m. You are considered tardy at 8:01 a.m. and will be unable to accrue hours until 9:20 am. Theory class runs from 8:00 a.m. to 9:20 a.m. The Academy administration may adjust program hours and days to allow for holidays or other events warranting schedule adjustment. Students shall be informed of any schedule adjustments by written notice prior to any changes.

### **Five (5) Day Daily Schedule**

8: 00 – 8:15 a.m.	Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:15 a.m., prepare your station and tools for clients.
8:15 – 8:30 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:30 a.m. Theory class begins promptly at 8:30 a.m. You will be considered tardy at 8:31 a.m.
9:30 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every student is required to take a 30 minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.
3:30 – 4:00 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 4:00 p.m. unless servicing a client.

### **Three (3) Day Daily Schedule**

7: 30 – 7:45 a.m.	Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 7:45 a.m., prepare your station and tools for clients.
7:45 – 8:00 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:00 a.m. Theory class begins promptly at 8:00 a.m. You will be considered tardy at 8:01 a.m.
9:30 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every student is required to take a 30 minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.
6:00– 6:30 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 6:30 p.m. unless servicing a client.

### **STUDENT CONDUCT**

We want all of our students to be successful and to have an outstanding educational experience. To establish a path of success, there are particular guidelines within the Academy that need to be followed. Should any of the guidelines not be followed, the student may not benefit from the program as intended. Proper student conduct is important for the culture of the Academy as our desire is to lead everyone to a successful career path. TONI&GUY Hairdressing Academy complies with all local, state and federal laws that apply. Corrective action will be taken for any violation of the policies listed in this catalogue, interference of another student's work, disruptive behavior, or for students under the influence of drugs or alcohol. (See section on Termination).

### **STUDENT ETHICS**

TONI&GUY Hairdressing Academy believes in focusing on the best in others and does not promote unethical behavior such as gossiping. Avoiding gossip will provide students with a positive learning environment. Being a professional with students as well as clients is an integral part of the program. Keeping conversations with clients positive and avoiding sensitive topics such as religion, personal relations or gossip will aide students in building a solid relationship with a client. Using profane language is not tolerated. Clients, instructors, students and Administration should all be treated with respect.



## **TITLE IX NOTICE OF NON-DISCRIMINATION**

Toni&Guy Hairdressing Academy does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by Toni&Guy Hairdressing Academy to handle inquiries regarding Toni&Guy Hairdressing Academy Title IX policies, including receiving and responding to information about any incident of sex discrimination to Academy Director, Steven Chandler or:

Hayley Chandler, Title IX Coordinator  
5125 N. Academy Blvd., Colorado Springs, CO 80918  
(719) 390-9898  
hchandler@toniguy.edu

## **NO HARASSMENT POLICY**

It is Toni&Guy Hairdressing Academy's intent to provide an environment free from all verbal, physical, and visual forms of harassment. All students and staff are expected to be sensitive to and respectful of their fellow students, coworkers, clients, and others with whom they come into contact while representing our school. We prohibit all forms of harassment, whether due to sex, sexual orientation, race, religion, disability or any other reason.

Toni&Guy Hairdressing Academy is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to, race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

## **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where by submission to such conduct is an explicit or implicit term or condition of admissions or of a person's status in a course program or activity, or in an academic decision; by submission to or rejection of such conduct is used as a basis for an academic decision; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or deficiencies; leering; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. Toni&Guy Hairdressing Academy prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

## **OTHER FORMS OF HARASSMENT**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

## **COMPLAINT PROCEDURE FOR HARASSMENT**

If at any time you believe you are being subjected to harassment, or if you become aware of such conduct being directed at someone else, you should promptly notify the Title IX Coordinator and the Director. All reported incidents will be investigated. Promptly after learning of such alleged conduct, the Title IX Coordinator and the Director will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, the school will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **DRESS CODE**

Students are required to wear all black clothing Tuesday through Saturday, with no other colors, logos or emblems, to exclude TONI&GUY emblems.

Professionalism should be first and foremost in choosing your wardrobe for school. You may wear an approved apron over your clothes on the clinic floor. TONI&GUY t-shirts may be worn but must be clean and pressed.

If you choose to wear skirts with a hemline above the knee, you must wear solid black leggings underneath. Skirt lengths must not be shorter than fingertip with arm fully extended.

Hosiery, leggings, and tights must be worn at all times in the color black.

Ties and jewelry may be any color while belts and scarves must be black.

Armpits and chest must be covered at all times. No bare stomachs. If top rises when arms are lifted and reveals bare flesh, the top is too short.

Shoes may be any color, but must have a closed toe, closed heel, cleaned and polished. Sandals, clogs and workout shoes are not permitted. Wear comfortable shoes as you will be on your feet all day.

Slippers, house shoes, sweat pants, low cut blouses, men's undershirts, colored undershirts, tank tops, shorts, rompers, lingerie, see-through fabrics, and bare feet are not permitted. Wearing leggings as pants is not allowed.

Sunglasses may not be worn in the Academy. Bandannas wrapped on the head are not permitted.

Undergarments must be nude or black. Colored undergarments which are visible through clothes will not be permitted. Undergarment lines and body suit lines should not be visible through clothing. Slips must be worn when fabric is sheer.

If a student does not meet dress code, they will be clocked out and sent home to change and must return to school within the hour.

## **DAILY DUTIES**

All students will be assigned daily duties. Please take pride in fulfilling the assigned duty and carry out the task with attentiveness. Students may not clock out until all the duties have been completed. Styling stations and mirrors need to be cleaned and sanitized every day. Items should not be left out or left overnight and all personal items need to be secured at all times. **The Academy is not responsible for any lost or stolen items.** Cleaning the break room, classroom and the clinic floor should be performed daily. Additionally, keeping all areas where clients are serviced should be maintained properly as per State Regulations. These areas include the shampoo area, dispensary, styling stations, etc.

## **LUNCHES AND BREAKS**

Students receive one (1) thirty minute (30) lunch period. All students are scheduled two (2) ten (10) minute breaks in the morning and afternoon.

## **CLIENT SERVICES**

As a learning establishment, students are required to perform practical procedures. Refusing to service a client and trading tickets with another student will result in corrective action. All services performed on a client should result in a consultation with an instructor. All tickets are to be signed off by an instructor prior to bringing the ticket to the front desk.

## **GRATUITIES**

Students may receive tips from clients. However, please do not solicit tips from the clients. It is strictly the client's prerogative to leave a tip and should not be expected. Receiving a tip is a compliment to a student. Clients may have reasons, whether it is economical, personal or otherwise, for not offering a tip.

## **RECEPTION AREA**

Students are not permitted behind the receptionist desk at any time. Students are not allowed to view, make changes to, or touch the appointment books. In addition, congregating around the front desk is not allowed. The receptionists are working hard to make appointments and service clients to assist you in your education. Your help is greatly appreciated by greeting your clients in timely manner, assisting them in making product purchases and checking out.

## **NON-SMOKING POLICY**

A smoke-free environment is provided for all students and staff. Students may only smoke in the designated student smoking area. Students may not congregate or loiter in front of the school or adjacent to surrounding businesses at any time.

## **EATING AND DRINKING**

Eating and drinking is not permitted on the clinic floor. Please refrain from doing so; the break room is the proper place for these activities. Only a sealed lid type of bottle or container is acceptable in the classroom and on the clinic floor.

## **SAFETY**

In an effort to provide a safe environment for all of our students, we have established the following safety guidelines:

1. Walking through the school as opposed to running.
2. Aisles and work areas must be clear from clutter and obstruction.
3. Avoid lifting heavy objects by yourself; seek assistance from another person.
4. Report anything that would cause an injury or place someone in a dangerous situation such as chipped glass, broken equipment, sharp or rough edges, electrical problems, or water seepage or spills.
5. Report any incident that results in an injury or threatens safety.
6. Report any situation which may be suspicious or out of the ordinary.
7. Fire escape routes are posted throughout the school and must be utilized in case of a fire. Each classroom or area has a route designated and must be followed. Please inspect each area for the fire escape plan as you will be working in various areas of the Academy.

## **TELEPHONES**

The lobby telephone is for the use of service clients and is not for the use of students. Cell phones are permitted with supervised usage only when necessary. Students must get permission to use their cell phones when not on breaks or lunch. Students may not use cell phones on the clinic floor, classrooms, 3<sup>rd</sup> floor areas, and any other areas besides student break room or outside break area. Students must provide the school's phone number for emergency types of situations.

## **STUDENT SERVICES**

### **Academic Support**

The mission of the Academy is to provide assistance to students to facilitate in their academic potential. Students with educational needs are encouraged to seek guidance from any of the staff. To assist students in maximizing their growth, the staff will provide instruction on note-taking, meaningful text reading, exam preparation, time management, and a variety of other skills deemed necessary for success. These services will be provided through individual meetings that assess a student's needs and concerns. An individualized plan is then developed to strengthen specific academic study skills.

### **Library / Resources**

The Library Resource System (LRS) consists of books, videos and dvds to include educational materials used in all of our classes from Freshman to Senior. Students can additionally enhance their education by checking out these materials available to them. These resources are available upon request. Hours of Operation are: Tuesday through Saturday 8:00am-6:30pm.

### **Placement Assistance**

Upon completion of the Salon Ready class, the student will be given the opportunity to have a one-on-one interview with the Salon Ready Instructor to practice interviewing techniques and styles, as well as present their portfolios for constructive criticism. During the interview with the student, employment opportunities from our career opportunities book will be discussed along with recommendations for salons designed to meet each individual's needs. The employment opportunities book is updated quarterly and is accessible at all times in the computer lab area on the 3rd Floor. TONI&GUY Hairdressing Academy does offer employment assistance to all graduates. TONI&GUY Hairdressing Academy does not guarantee employment.

### **Student Services/Human Resources**

TONI&GUY Hairdressing Academy offers student services/human resource assistance. Please see the Director or Director of Education if you have questions or concerns pertaining to student services/human resources. Student Services/Human Resource books are made available in the 3rd Floor Computer Lab to all students and lists resources such as childcare, health assistance, transportation assistance, etc.

### **Personal Services**

Student clinical services are offered to every student and are a privilege. Students may receive services only upon approval from an Instructor. Clients will be considered before any student clinic service will be performed. Students are required to pay product costs for chemical services which will be collected prior to the service performed. Refusals to make payment prior to the services performed will result in revoking service.

### **Retail Products / Id Badge**

Discounts are available for active students only for personal use. A student identification badge will be issued to every student for the purpose of identification, in particular upon making purchases at the Academy and supply houses. The badge will identify the dates of enrollment and will not be acceptable after the expired date. If a student should lose their ID badge an additional badge must be purchased for \$5.

## **Additional Purchases**

Trolley keys must be purchased for \$15 if issued key is lost.

Students are required to purchase and assemble a State Board Kit for Salon Ready/Kit Prep Class.

## **MAKE-UP WORK**

Make-up work is allowed when a student is excused from illness, emergency or unusual circumstance beyond the student's control that prevent the student from completing the assigned work or examination(s) prior to the end of their program.

## **RECORDS**

All student records will be maintained by Administration. Only Administration may have access to these files. If a student wishes to review his/her file, they may do so in the presence of the Director. If the student is a dependent minor, the parents or legal guardian may have access to the student's file. In this event, the Director will assist the parent while interpreting the contents of the file.

## **CONFIDENTIALITY POLICY**

As the contract for every student is made solely between the student and TONI&GUY Hairdressing Academy, the information and details of the transaction are not to be shared with other parties. Additionally, any and all student advisement or conversations between the administration and a student are confidential and private. Students are not to discuss their contracts or interaction with other parties.

## **TARDINESS**

A student is required to clock in at the beginning of each day by 8 a.m. (3 day schedule); and by 8:30 a.m. (5 day schedule). If a student is not clocked in at those times, the student will be considered tardy. If a student does not check in using the time clock, they will not receive the hours.

Should a life circumstance cause you to be tardy, it is mandatory that you contact the Academy Director or leave a message on voice mail before 8:30 a.m. If a student is tardy more than 3 times, corrective action will be taken. Being tardy on a regular basis reflects a lack of commitment to the program and will be addressed accordingly by implementation of the "Levels of Corrective Action" as defined below.

## **ABSENTEEISM**

The student's attendance is vital to their success in both the Cosmetology, Hairstylist and Barbering programs. TONI&GUY Hairdressing Academy promotes regular attendance and punctuality because it will help students develop good habits required for successful careers. To maintain satisfactory attendance, students must be present for 89 percent of classes during their entire enrollment period. If a student falls below 89 percent attendance in a one month period, the student will be placed on attendance probation. The student will be terminated if we do not receive any contact after being absent for 14 consecutive days. Should a life circumstance cause you to be absent, it is mandatory that you contact the Academy Director.

## **TIME CLOCK POLICY**

A student is required to use the time clock to record student hours for the day. A student will not be credited if they do not clock in and out appropriately. TONI&GUY Hairdressing Academy will not make adjustments to the time clock for any student. Additionally, a secondary sign in/sign out record is required. Please remember it is your responsibility to sign in/out and clock in/clock out at the appropriate times including the start and close of each day and lunch breaks. If a student signs in/out for another student, both students will be subject to termination.

## **LEAVE OF ABSENCE**

You may request a Leave of Absence (LOA) for a minimum of one week and a maximum of sixty (60) days. You must submit a written LOA request to the Director and an exact date of return to the program. Approval of a LOA is not guaranteed. Under special circumstances, such as documented health issues, the Director may approve an extended LOA and grant additional days. However, the LOA together with any previous LOAs must not exceed a total of 180 days in any 12 month period.

If the LOA request is approved, you must return by the date specified. If you fail to return from the LOA by the specified date, you will be considered to have withdrawn from the program, effective the first day of the approved leave period, with the following consequences:

- a. If you are entitled to a refund, the Academy will pay you within thirty (30) days of the date upon which the Academy learns that you are not returning from the approved LOA period.
- b. If you received any federal student grants and / or loans, the extent of any unearned grant or loan funds that either you and/or the Academy must return to the federal student aid programs and lenders will be determined using the beginning date of your LOA as the last date on which you completed scheduled class hours.
- c. If you received any federal student loans, your six month "grace" period will be deemed to begin the first day of the approved LOA period, and all the time in the "leave" period will count against the six month grace period.

Any unforeseen personal emergency to extend the LOA will be at the sole judgment of the Academy Director.

## **MINIMUM ATTENDANCE REQUIREMENTS**

TONI&GUY Hairdressing Academy is required to develop and apply consistent and reasonable standards of satisfactory attendance progress for all students. All students are required to maintain an 89% attendance rate on a continuous and monthly basis. Student attendance standards are monitored and reported to the student on a monthly basis. If a student's attendance progress does not meet the required standards of 89%, the policy for Levels of Corrective Action will be followed, and without improvement may lead to termination. The student's maximum time frame to complete the program shall not exceed 1.5 times the normal duration of the program 1500 hours Cosmetology, 1500 hours Barbering and 1200 hours Hairstylist.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **1. Overview**

Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. Satisfactory progress standards apply to all students regardless of whether they participate in financial aid programs. Students must maintain satisfactory progress to be eligible for funding from Title IV financial aid programs.

### **2. Minimum Satisfactory Progress Levels for Attendance**

The minimum attendance level for enrolled students is 89% of the total scheduled attendance hours. The minimum attendance level is calculate by dividing the cumulative actual hours by the cumulative scheduled hours recorded during the student's enrollment (e.g. 534 actual hours/600 scheduled hours = 89% attendance) . To meet on time enrollment agreement completion date attendance should be 93%.

### **3. Maximum Timeframe for Program Completion**

The maximum timeframe for program completion is 1.5/ 150% of the published length of the program.

### **4. Minimum Satisfactory Progress Levels for Academics**

Cosmetology, Hairstylist, and Barbering students must maintain an 80% cumulative GPA. Practical and written tests determine the GPA.

## Grading System

94%-100%	A	Excellent	PASS
87%-93%	B	Good	PASS
86%-80%	C	Satisfactory	PASS
79% - Below		UNSATISFACTORY	

**\*\*\*STUDENTS ARE GIVEN PROGRESS REPORTS EACH MONTH LISTING ALL TEST GRADES, PROJECT GRADES, & ATTENDANCE.**

### 5. Measurement And Reporting Periods

Each student's cumulative attendance and academic performance is measured at the following actual hour intervals:

#### **Cosmetology Students:**

Satisfactory progress will be assessed at 450 hours, 900 hours & 1200 hours.

#### **Barbering Students:**

Satisfactory progress will be assessed at 450 hours, 900 hours & 1200 hours.

#### **Hairstylist Students:**

Satisfactory progress will be assessed at 450 hours & 900 hours

### 6. Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation and what impact this could have on funding eligibility, if applicable. The warning period will last until the next evaluation period. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation, if applicable. Students will be deemed ineligible to receive Title IV funds, unless they appeal the decision and prevail upon appeal.

### 7. Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation. The student will only be considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and may be terminated.

### 8. RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

### 9. NON-CREDIT, REMEDIAL PROGRAM REPETITION

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

### 10. INTERRUPTIONS, WITHDRAWALS SAP

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 will extend the student's contract

period 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 program and wish to re-enroll will re-enter in the same progress status as when they left.

#### 11. **APPEAL PROCEDURE**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### 12. **Program-Incompletes-Repetitions-Noncredit Remedial Courses**

Program incompletes, repetitions and noncredit remedial courses do not apply to this institution, therefore, these items have no effect upon the school's satisfactory progress standards.

#### 13. **Transfer Hours**

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

### **LEVELS OF CORRECTIVE ACTION**

A student may be advised by the Academy Directors regarding attendance, academic grades, projects or conduct by any of the following actions:

**VERBAL/WRITTEN WARNING:** A student will be verbally informed of the violation he/she committed. The second violation will result in a written warning. The violation will be discussed and discontinuance will be required. The student will be briefed about further repercussions should the behavior be continued.

**PROBATION:** A written warning may be given prior to a suspension and/or an action-based termination for the student. He/she will either correct the action or be terminated from the program. Additionally, an in-school suspension may be chosen as part of the corrective action.

**SUSPENSION:** An immediate withdrawal of the student from a TONI&GUY Hairdressing Academy or an in-house suspension may be assigned based upon poor performance standards or violations of policies. In-house suspension may include tasks issued by the Director. An out-of-school suspension may be for a period of time not less than one (1) day but no longer than six (6) Months.

#### **TERMINATION:**

Termination of a student is defined as no longer attending, whether by student's voluntary withdrawal or dismissal by the school for disciplinary action.

A student may be considered terminated under the following conditions:



- A student in non-attendance and has not notified the school, verbally or in writing of their intent to drop, shall be terminated from their program fourteen (14) calendar days after the last day of physical attendance.
- Possession or obvious use of drugs and/or alcohol during school hours.
- Refusal to provide assigned client services.
- Disruptive behavior and refusal to perform assigned tasks. TONI&GUY Hairdressing Academy reserves the right to be the sole judge of what behavior may be detrimental to the school.
- Theft from the school, a client, a member of the faculty or a fellow student.
- Clocking in or out for another student.
- Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
- Unsatisfactory attendance.
- Failure to maintain an 80% average grade, encompassing both written exams and practical applications.
- Misrepresentation of personal information on contracts or documents.
- Violation of school policies, as listed in the catalogue.
- Non-completion of the program within 150% the maximum time frame of the program.

A student who has been terminated at the discretion of the school may appeal the termination. The appeal must be made in writing and will be reviewed by the Director. A decision regarding an appeal will be given within five working days from receipt of written appeal.

## **READMISSION**

Students who have left TONI&GUY Hairdressing Academy in good standing and want to return should make their intent known to the Academy Director. The student will need to sign a new contract and pay the registration fee to be re-enrolled. Please note due to enrollment capping, students granted re-entry status may be denied immediate re-entry in the specific start date requested and may have to wait until space is available in a later start date.

Students who want to return to the Academy after being terminated for academic or disciplinary reasons must apply for readmission through the Academy Director. The decision on re-entry for students not in good academic standing ultimately lies with the Director. Students granted re-entry statuses that were on probation or suspension or other conditional status at the time of their last attendance retain such status as a condition of their re-entry.

## **WITHDRAWAL**

To officially withdraw from TONI&GUY Hairdressing Academy the student must initiate the withdrawal process with the Administrative Office in writing no later than 14 business days after actual physical attendance. The tuition refund policy will apply to withdrawn students.

## **FINANCIAL AID**

At TONI&GUY Hairdressing Academy we believe every student should be able to obtain an education, regardless of financial status. To make this possible, our Financial Aid Office assists students in finding sources of financial aid. Financial Aid is available to those who qualify. In order to have funds available before school starts, students are encouraged to begin the application process three months prior to the class starting date. Students must complete the Free Application For Student Aid (FAFSA) to be considered for grants or student loans. For further information contact the Financial Aid Office.

## **Veterans Education and Training**

TONI&GUY Hairdressing Academy is approved for Veterans Education and Training benefits by the COVET.

## Financial Aid Basics - Prospective Students

Please note:

- Start the process early, even if you haven't received your admissions decision, you can still apply for financial aid.
- If you have extenuating circumstances, complete the FAFSA as instructed and send us a statement detailing your situation.

### Quick Steps To Financial Aid

1. Find your U.S. Department of Education FSA ID. If you don't have one, visit [fsa.ed.gov](http://fsa.ed.gov) to create it.
2. Complete the FAFSA. All admitted students who have submitted a FAFSA will receive a Award Letter outlining their estimated financial aid.
3. Turn in documents. We'll contact you to let you know what is required.
4. Accept your award. After you've been admitted and we have all your documents we'll send you an *Award Letter* so you can review your financial aid award against your projected costs and determine how much you will need to accept.
5. Be informed! You have to make satisfactory academic progress to retain your eligibility for financial aid. Withdrawing or changing your enrollment can affect your aid. You should budget yourself wisely and avoid too much debt. You'll have to repay those student loans. Read the section below so you don't run into any surprises as you successfully navigate your way to your degree.

Note: If you don't want to use PINs and carry out the transactions above online, that's not a problem. All these steps are also easily done with paper, faxes, and the U.S. Mail. Keep on reading below.

### Applying For Financial Aid

The most important step in applying for financial aid at the Academy is to submit the Free Application for Federal Student Aid (FAFSA) , each academic year, as soon as possible. The FAFSA assesses your eligibility for grants and loans. The FAFSA is available from high schools, college financial aid offices, and at [fafsa.ed.gov](http://fafsa.ed.gov). List TONI&GUY Hairdressing Academy Colorado Springs on your FAFSA with federal school code 036703. Mail or fax (719-390-0977) signed copies of the first two pages of your federal income tax return and your parents' tax return (if dependent student) to the Office of Financial Aid. Submit the tax returns that correspond with the information provided on the FAFSA. Write your name and your ID or social security number on each page.

### Eligibility & Awards

Virtually all families are eligible for some form of financial aid; therefore it is in your best interest to apply. Your eligibility for financial aid is based on the following formula:

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{Expected Family Contribution (FAFSA results)} \\ & = \text{Financial Need} \end{aligned}$$

The financial aid office determines your cost of attendance based on a survey of regional and local costs.

Your "expected family contribution" (EFC) is determined by the federal government through an analysis of the information reported on your FAFSA. The lower your EFC, the greater the financial need, thus increasing your financial eligibility.

If you have unusual financial circumstances affecting your ability to pay for school that are not reflected in your FAFSA, contact the financial aid office for information concerning professional judgment appeals. Special circumstances include, but are not limited to, bankruptcy, drop in income from the previous year, or unusual medical expenses.

### Types Of Available Aid

Financial aid is funded from a variety of sources such as federal and state governing agencies, private donors, and institutional resources. See below for the types of aid available.

#### Grants

Grants do not have to be repaid and are generally need-based.

## Loans

Submit the FAFSA to be considered for the following federal loan programs.

- Stafford/Ford Federal Direct Loan - 8.25% interest cap
- Federal PLUS (Parent) Loan - 9% interest cap

Non Federal alternative loans are available to students who are not eligible for federal loans or who need additional assistance beyond their financial aid offer.

### **Where/When do I Get My Money?**

For registered students, financial aid funds are posted to students' accounts approximately 30 days after they begin. The federal government requires that we hold Stafford loan funds for first time borrowers for 30 days from the first day of classes. Students will receive two to three disbursements during their enrollment. The first disbursement is received during the first Semester, the second disbursement is received at their second review period, and a possible third disbursement may be received during the third semester.

### **Adjustments to Aid**

Financial aid awards are adjusted to reflect changes to your file including reported income, enrollment status, and additional scholarship funds.

### **Return of Title IV Aid When a Student Withdraws (Requirements of 34 CFR 668.22)**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a postwithdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

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

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

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

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. Your school can provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Reestablishment of Financial Aid**

Students may reestablish their financial aid eligibility by earning an academic standing that meets the minimum criteria.

You do have the right to appeal a Financial Aid suspension if you have extenuating circumstances. To process an appeal follow the steps below:

1. Develop your appeal packet with the following supporting documentation.
  - Be sure your name is on all documents
  - Include a letter stating the reason(s) why progress was not made in the academic year including your goals and other issues that may be affecting your success at TONI&GUY Hairdressing Academy.
  - Include your plan for making satisfactory progress.
  - It is extremely important that you include other documentation to support your statement. Examples: Letters from health providers, copies of medical bills showing health provider visits, any other statements or documentation to support your extenuating circumstance that prevented you from making satisfactory progress.
2. Meet with a staff member to discuss your academic goals.
  - Have the staff member sign a document that you visited with them
3. Return your complete appeal packet to the Financial Aid Office

You will be informed of the decision in writing within a reasonable period of time.

### **DRUG & ALCOHOL POLICY**

TONI&GUY Hairdressing Academy participates in a Drug Free Campus. Students in possession of alcohol, illicit drugs, paraphernalia, using or distributing the same will be subject to disciplinary action and sanctions, as well as prosecution to the full extent of the law.

## **Standards of Conduct**

In compliance with the Federal Drug Free Schools and Communities Act, the Academy prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of any Academy activities, including those occurring while on Academy property or in the conduct of Academy business away from the campus.

Disciplinary Sanctions exist for Academy employees and students who violate drug and alcohol laws as listed in this policy.

It is a violation of Academy policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the Academy through the use of alcohol or drugs. Sanctions that will be imposed by the Academy for employees and students who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees and as a condition of admission for students.

## **DIRECTIONS TO THE TONI&GUY HAIRDRESSING ACADEMY**

### **From the North**

Merge onto I-25 S. Exit/ Garden of the Gods Rd  
Turn LEFT onto east bound Garden of the Gods Rd  
Exit to Union Blvd, turn left onto north bound Union Blvd.  
Turn Left onto N. Academy Blvd  
Turn Right into 5125 N. Academy Blvd

### **From the South**

Take I-25 N. Exit/ Garden of the Gods Rd  
Turn Right onto east bound Garden of the Gods Rd  
Exit to Union Blvd, turn left onto north bound Union Blvd.  
Turn Left onto N. Academy Blvd  
Turn Right into 5125 N. Academy Blvd

### **From N Powers BLVD:**

Go south on Powers Blvd to Stetson Hills Blvd  
Turn Right onto West bound Stetson Hills Blvd  
Turn left onto South bound Austin Bluffs Pkwy  
Continue on Austin bluffs Pkwy to Academy Blvd  
Turn Right on to northbound Academy Blvd  
Continue on Academy Blvd to 5125 N. Academy Blvd (Right)

### **From S Powers Blvd**

Go North on Powers  
Exit at E. Platte Ave  
Turn left onto Westbound E. Platte Ave  
Continue on E. Platte Ave  
Exit right onto Northbound Academy Blvd.  
Continue on Academy Blvd to 5125 N. Academy Blvd

## **STUDENT COMPLAINT/GRIEVANCE POLICY**

Should a student have a complaint, the complaint needs to be reported in a written statement and submitted to the Academy Director. Upon receipt, the complaint will be discussed with the Administrative Staff and a response will be provided within five (5) working days. If the complaint cannot be resolved it will be referred to the school's complaint committee.

The school's complaint committee consists of three members that are selected from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest. The committee will meet within 21 calendar days of the school receiving the complaint to review the allegations.

If the committee needs more information after reviewing the allegation, a letter will be written outlining the additional information needed. If the additional information is not received by the committee within 15 calendar days, the committee can take any action including dismissal of the complaint.

Complaints which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools at 1560 Broadway, Suite 1600 Denver, CO 80202 303.866.2723. Complaints may also be filed online with the Division of Private Occupational Schools at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos). There is a two-year limitation (from student's last date of attendance) for the Division to take action against complaints.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant (s) for the Commission to forward a copy of the complaint to the school for a response. The complainant (s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd/Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academy Director

**12-59-118. Complaints of deceptive trade or sales practices.** (1) A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to section 12-59-117, by a school or agent shall first exhaust all complaint and appeals processes available at the school. If the person's complaint is not resolved to the person's satisfaction, the person may file with the board a written complaint against the school or agent.

## **CHANGES**

TONI&GUY Hairdressing Academy reserves the right to change or modify the program content, schedules, equipment, staff, or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competence or content of any program or result in additional charges to the student.

# TONI&GUY®

## HAIRDRESSING ACADEMY

Main Campus  
5125 N. Academy BLVD  
COLORADO SPRINGS, COLORADO 80918  
719.390.9898 PHONE  
719.390.0977 FAX  
[www.toniguy.com](http://www.toniguy.com)

Branch Campus  
410 W. Neider Avenue, Suite B  
Coeur d'Alene, ID 83815  
208.930.1276 PHONE  
208.930.1297 FAX  
[www.toniguy.edu](http://www.toniguy.edu)

TONI&GUY HAIRDRESSING ACADEMY IS ACCREDITED BY



Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd/Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

COPYRIGHT 2016 BY TONI&GUY HAIRDRESSING ACADEMY  
COLORADO SPRINGS, CO  
VOLUME XIII  
ALL RIGHTS RESERVED, PUBLISHED 10.18.2016