

# Student Catalog



HAIR LAB DETROIT  
BARBER SCHOOL

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# General Information

Date of Publication: May 16th, 2022

## Our Mission

Taylor Andrews Academy of Hair Design- Hair Lab Detroit Barber School is a unique academy whose mission is to prepare our students for a successful career in the barber industry, raising the standards and promoting successful salons while instilling a strong sense of ethics and values.

## Our Facilities and Equipment

Each Taylor Andrews Academy facility provides a Drug Free Workplace and is highly visible to the general public, housing top quality equipment, which was designed specifically to be modern, artistic and functional. Taylor Andrews Academy of Hair Design- Hair Lab Detroit Barber School is a branch campus of Taylor Andrews Academy that offers a professional atmosphere of which both our staff and students can be proud. Taylor Andrews Academy of Hair Design- Hair Lab Detroit Barber School is accredited through NACCAS and abides by their governing standards. The training facility houses enough training equipment so that each student has the opportunity to be properly trained. Laundry facilities maintain sanitation and sterilization and there are appropriate amounts of necessary linens for the student and client's use.

\*Taylor Andrews Academy of Hair Design- Hair Lab Detroit Barber School will be referred to as Hair Lab Detroit Barber School throughout the rest of this document

Corporate Location	Branch Campus	Branch Campus
9052 South 1510 West West Jordan, UT 84088 801-748-2288	2035 N 550 W Provo, UT 84604 801-655-0797	Taylor Andrews Academy of Hair Design- Hair Lab Detroit Barber School 15070 Dix-Toledo Rd Southgate, MI 48195 734-258-8183

**Owner:** Taylor Andrews Inc.

## Staff

### Administrative Staff

Larry Curtis-President  
Sabrina Deimler-Corporate Director  
Dani Zaug – Artistic Director  
Jena Caputo – Finance Director  
Kris Creamer – Recruiting Director  
Josh VanVoorhis – Recruiting Director  
Tiffany Watson - Admin Director  
Dallas Curtis – Recruiting Director  
Aubrey Siddoway – Finance Director  
Dani Baldwin – Finance Director

### West Jordan Staff

Becky Trujillo-Carter – Academy Director  
Alexandria Covarrubias- Instructor  
Catherine Covington – Instructor  
De Barfuss - Instructor  
Travis Smith – Instructor  
Sara Goddard – Instructor  
Nathan Katz- Instructor  
Michelle Jackson Burton- Instructor

### Provo Staff

Brooklynn Whitney – Academy Director  
Roxana Morvarid – Instructor  
Stephanie Anderson – Instructor  
Crystal Ormsby- Instructor  
Alexandria Covarrubias- Instructor  
Catherine Covington – Instructor  
Travis Smith – Instructor  
Heather Lee - Instructor  
Deidra Latimer – Instructor  
Osvaldo Gotaygubose – Instructor  
Alma Ruiz – Instructor  
Maddison Sumsion - Instructor

## Michigan Staff

Lauren Samuels- Branch Director/ Financial Aid Director  
Rodrick Samuels- Education Director  
Maria Lynn- Instructor  
Shawn Grant-Instructor  
Alicia Gardner - Admissions Director  
Des DeJesus - Academy Director  
Matthew “Mack” Agy- Instructor

## Start Dates

July 25th, 2022 - Days	July 25th, 2022 - Nights
September 12th, 2022 - Days	September 26th, 2022 - Nights
November 7th, 2022 - Days	
January 23rd, 2023 - Days	January 23rd, 2023 - Nights
April 17th, 2023 - Days	April 17th, 2023 - Nights
July 24th, 2023 - Days	July 24th, 2023 - Nights
October 23rd, 2023 - Days	October 23rd, 2023 - Nights

\*Unforeseen circumstances could result in a day off at the school's discretion.

## 2021/2022 Holidays (School closed)

January 17th 2022 Martin Luther King Jr Day	September 5th 2022 Labor Day
February 21st 2022 President's Day	October 10th 2022 Indigenous Peoples' Day
April 18th 2022 Spring Break	November 23rd- 27th 2022 Thanksgiving
May 30th 2022 Memorial Day	December 23rd 2022-January 2nd 2023
June 20th, 2022 Juneteenth Day	July 4th, 2022 - July 8th, 2022 Summer Break

# Admissions

## Admission Requirements

Hair Lab Detroit Barber School admits students without regard to race, color, religion, creed, sex, age, financial status, military status, or ethnic origin. A prospective student must be beyond the age of compulsory high school attendance, as prescribed by Michigan law and participate in financial/loan counseling and provide:

1. Picture for their file
2. Copy of high school diploma, GED certificate, transcript showing high school completion, a transcript showing high school completion, a transcript showing completion of the 10<sup>th</sup> grade is also accepted as a form of education; however a student that submits this will not be eligible for Title IV funds. Hair Lab Detroit Barber accepts a foreign diploma if it has been translated and confirmed the academic equivalence to a U.S. high school diploma by a certified outside agency.
3. Copy of driver's license/ birth certificate or passport
4. Social Security card
5. A non-refundable application fee of \$100 is required at time of enrollment. This fee is not included in the cost of tuition.

Hair Lab Detroit Barber School does not recruit students already attending or admitted to another school offering a similar program of study. Hair Lab Detroit Barber School will teach the Program in English and the Contract is in English.

## Transfer Students

Students who transfer to Hair Lab Detroit Barber School from another school must meet the following requirements:

1. Submit prior to enrollment a certified transcript of hours earned and requirements previously completed.
2. Completion of standard admissions requirements and financial counseling

For transfer hours to be accepted, the student must show a qualitative and quantitative average of **75% or greater** on their official transcript from the prior institution in order for the transfer hours to be accepted. If these thresholds are not met, the student may still enroll, however their transfer hours will not be accepted and the student would begin the program as a new student.

Transfer students will be charged an hourly rate of \$9.50 for each hour of instruction needed plus the application fee. If a kit and books is needed, additional costs will be incurred.

Transfer and Re Entry students must complete a minimum of 25% (450 hours) of the total program hours at Hair Lab Detroit. Under mitigating circumstances Hair Lab Detroit Barber School reserves the right to make acceptances on a case-by-case basis.

## Schedule Change

Should a student choose to change their schedule during their time at school, they will be allowed 1 free schedule change. Any additional scheduled changes will result in a **\$100** fee and the student must pay before the change will take place.

## Transfers from Closed Schools

A student that wants to transfer from another school due to the school closing will be evaluated and charged a tuition rate decided at the time considering circumstances. All students that transfer from a closed school will pay the same rate of tuition. If a kit and books is needed, additional costs will be incurred.

## Secondary Student

A limited number of secondary students who are not enrolled under a training agreement may be admitted to the Academy, if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation, as established by the institution.

## Re Entry

Students who are dropped or withdrawn from the Academy have an option to re-enter. A student must submit all applicable documents on the Re Entry form to the Academy Director. The decision will be made on a case-by-case basis. If approved the students will return to Hair Lab Detroit Barber School in the same status that the student left (tests, grids, attendance %).

### **State Licensure Reciprocity Disclosure**

Hair Lab Detroit Barber School will provide a program of study that meets minimum curriculum requirements as prescribed by the state of Michigan.

For states outside of Michigan: the institution has not made a determination on whether the program meets other states' educational/licensure requirements.

Hair Lab Detroit Barber School does not provide training or activities out-of-state. All programs offered at the institution lead to professional licensure in the state of Michigan. All students, including those who live in bordering states, are notified prior to enrollment that education received at Hair Lab Detroit Barber School follows the Licensing and Regulatory Affairs (LARA) regulations which require:

1800 hours of education for Barber

The institution makes information available to students and applicants below this policy regarding the hour requirements in other states and recommends that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, as applicable.

Additionally, the Transfer Policy indicates that Hair Lab Detroit Barber School does not guarantee transferability of credits earned to any other institution." Per the transfer policy on the website and in the catalog, our curriculum has not been reviewed for compliance with other states' professional licensure requirements.

#### Required Hours For Barber Programs In Each State

900 Hours - New Jersey

1000 Hours - Alabama, Missouri, Texas, Utah, Vermont, Washington and Wisconsin

1200 Hours - Florida, Maryland, New Mexico, and West Virginia

1250 Hours - Pennsylvania, and Wyoming

1350 Hours - Oregon

1500 Hours - Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Hawaii, Idaho (900 hours for cutting only), Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Minnesota, Mississippi, Montana, Nevada, New Hampshire (800 hours for cutting only), North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, and Virginia

1528 Hours - North Carolina

1650 Hours - Alaska

1800 Hours - Michigan, and Ohio

2100 - Iowa, and Nebraska

No Hour Requirement - New York

## Financial

### Financial Obligations

Student hours will not be released until all financial obligations owed have been satisfactorily met to the Academy including any amounts owed under financing arrangements.

### Scholarships

Acceptances of Scholarships are at the discretion of the Recruiting Director. Please be aware that all scholarships given are contingent upon completion.

### Tuition

See Program information for tuition information.

### Payment Options

- Option 1- Private Student Loan available through FAFSA or various banks and credit unions. Upon approved credit, the student may choose to defer payments until 6 months after graduation with an interest only payment while in school. To apply, call or go to any to your lender and ask to apply for the Educational Line of Credit.
- Option 2- Pell Grants and Direct Loans both subsidized and unsubsidized are available for those who qualify and qualified programs. Please direct any financial aid questions to the Financial Aid Office of the school.
- Option 3- It is preferred that a student either uses FAFSA, a bank/credit union loan or pays tuition in full. However we can provide the option to do a payment plan with payments due at the beginning of each payment period. Payments must be in full for that payment period. Tuition must be paid in full by graduation and before paperwork for licensure is released.
- Option 4- Hair Lab Detroit Barber School accepts cash, credit card, money orders, checks, and Title IV for those who qualify and programs that are qualified.

### Contract Costs and Payment Terms

Students and sponsors (if applicable) agree to pay the school tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$12.00 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge an application fee for students enrolling or transferring to the school of \$100.00. The tuition rates currently at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Enrollment Agreement, application fee paid at the time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

### Refund 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. All scholarships are contingent upon completion. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
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, 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 this case he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal 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. The school expels a student. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 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. Termination or expulsion will occur no more than 14 days from the last day of physical attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, 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, and before instruction has begun, 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 cancellation or withdrawal fee of \$100.00. 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, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing Hair Lab Detroit Barber School clearly acknowledge the existence of the Withdrawal Policy. In the event of any default, the student agrees to pay all reasonable attorney fees and costs of collection of the extent permitted by law. All fees are identified in the catalog and in this enrollment agreement.

**Cares Act**

May 19th, 2020

Taylor Andrews Academy (OPE ID: 04173200) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. This Fund Report applies to the

student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of

Education's Electronic Announcement. For questions or concerns regarding this Fund Report, please contact Sabrina Deimler, Corporate Director, at [sabrina@taylorandrew.com](mailto:sabrina@taylorandrew.com).

1. The institution signed and returned to the Department the Certification and Agreement [or Emergency Financial Aid Grants to Students on May 20th, 2020. The institution has used or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students is \$383,197.00, with the portion of Emergency Financial Aid Grants available to Students being \$191,599.00.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES

Act as of the date of this Fund Report is \$191,598.36

4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 304

5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 348

6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act. a. Policies on Determining Eligibility:

i. Eligibility for Title IV aid in accordance with Section 484 of the Higher Education Act (HEA) including but not limited to having a valid Federal Application for Student Aid (FAFSA) on file, the student being an eligible citizen or eligible non-citizen, having a valid social security number, federal aid history in good standing, valid proof of high school completion, satisfactory academic progress requirements are met in accordance with continuing eligibility for Title IV aid

ii. Students who are actively enrolled beginning May 19, 2020, when the school was awarded.

iii. 348 Grants will be available in the amount of \$550.57. These will be awarded to those who qualify on a first come first serve basis.

iv. Has completed 100 hours within their current program of study, or for those who have not completed 100 hours, waive the right to cancel their enrollment during the first 100 hours once grant disbursements have been approved or received

v. Students who are actively participating within their current program of study, or those who are currently on an approved Leave of Absence due to COVID-19 and would be able to return to active program participation upon Grant assistance approval

7. Policies on Determining Distribution:

i. Under USDE guidelines, students seeking to obtain an emergency financial aid grant will submit The Emergency Financial Aid Grants to Students form the Financial Aid office.

ii. Only one form will be considered per student

iii. Only one grant awarded per student

iv. Review and processing of forms to be completed by the Financial Aid Director daily to verify student identity, contact information, eligibility for grant monies. v. Any student awarded a grant will receive an award letter to review and sign indicating award

amount and advisement that funds are to be used for eligible expenses related to cost of attendance and the disruption of campus operations

vi. Any student who has applied and is denied grant funds due to ineligibility will receive notification of their ineligible status

8. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants. a. Eligible students will receive be contacted by the Financial Aid Director to set up a meeting to discuss and give directions

on

how to apply for the Emergency Financial Aid Grants to Students under the Coronavirus AID, Relief, and Economic Security (CARES) Act. Please make sure Hair Lab Detroit Barber School has your most recent information updated on file. For those students who wish to receive notice via paper copy, please reach out to our Financial Aid Director and request a mailed copy of the application.

b. Eligible students are those defined as:

i. Students who are actively enrolled beginning May 19, 2020

ii. Determined to be eligible for Title IV aid, even if a FAFSA has not been completed for the current award year

iii. Those who are currently attending class in their program of study or have suspended act of participation as a result of COVID-19 who would be able to return with that assistance

iv. Has completed 100 hours within their current program of study, or for those who have not completed 100 hours, waive the right to cancel their enrollment during the first 100 hours once grant disbursements have been approved or received

(last updated 07/13/2021)



## Programs Barber Course Outline

Course Name  
Barber-1800 Clock Hours

### Tuition and Fees

Tuition	\$18,450.00
Books and Supplies	\$2,257.50
Sales Tax	\$135.45
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$20,942.95

### Course Description

Hair Lab Detroit Barber School educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Barber industry. Students who successfully pass the Hair Lab Detroit Barber School course will be granted a Diploma and will be prepared for successful employment in the Barber profession.

### Advancement

Hair Lab Detroit Barber School has four stages 1) Launch 2) New Talent 3) Future Professionals 4) Shop Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Shop Life and prepare for their state boards. Shop Life will be available for those who have hit 80% of their school hours (1440 hours) and will be put in class based on class space availability.

### Curriculum

Hair Lab Detroit Barber School follows the State of Michigan Course of Studies for Barber (1800 hours) School curriculum instruction in all of the following subject areas:

Topic	Theory Hours	Practical Hours
(a) Orientation: (i) History of the barbering profession. (ii) Implements the barbering profession.	10	0
(b) Safety and sanitation: (i) General (basic first aid, work stations). (ii) Bacteriology and diseases of hair, scalp, skin, nails, and glands. (iii) Implements (sanitation, maintenance, care). (iv) Laws and rules governing safety and sanitation.	60	50
(c) Client services: (i) Composition, structure, function of skin, hair, head, face, and neck. (ii) Analysis of bone structure, skin, and hair.	30	These activities shall be performed as part of activities
(b) Determination of services desired by clients. (c) Examination of clients (identifying disorders and diseases), referral for medical treatment. (d) Recommending services and follow-up maintenance.		specified in sub-divisions (d), (e), and (f) of this rule.
(d) Haircut and shave: (v) Hair cutting. (vi) Hair styling. (vii) Razor honing and stropping. (viii) Shaving and beard trimming.	60	1,000

(d) Chemical services: (i) Shampooing and conditioning hair. (ii) Hair waving and relaxing. (iii) Hair coloring and lightening.	15	125
(f) Secondary services: (i) Skin care (facials, massage, and therapy). (ii) Hair and scalp treatments (preparations, massage, and therapy). (iii) Selling and servicing hairpieces.	25	275
(g) Laws, rules, and regulations: (i) Governing the barber. (ii) Governing the barbershop.	10	0
(h) Business management: (i) Ethics. (ii) Merchandising. (iii) Bookkeeping. (iv) Taxes. (v) Insurances	10	100
(i) State board examination preparation	5	25
Total Grand Total -1800 hours	225	1,575

### **Employment Opportunities**

Did you know? A graduate has many career and educational opportunities including: Instructor, Sales representative, consultant, and trainer. They may become involved in work for film, theatre, fashion, or print. Many jobs are listed but not limited to:

Barber, Color specialist, Instructor, Salon/shop manager and Salon/shop owner.

### **Attendance Policy**

The course length for the barber program is 1800 clock hours or:

54 weeks (full time 33.75 hours per week)

72 weeks (part time 25 hours per week)

It is understood that the Barber course length that is being paid for is the contracted weeks for:

67 weeks (full time 33.75 hours per week)

90 weeks (part time 25 hours per week)

Launch- Included in the Launch course is Orientation which consists of Safety Counseling, Rules and Regulations for Cosmetology/Barber from State of Michigan Literature, Information on how to obtain VAWA, Drug and Alcohol Counseling, Domestic Abuse information, Shelters and Hotlines.

Hair Lab Detroit Barber School barber program runs Monday-Friday as follows.

Full time 33.75 9:00am-4:15pm with a half hour lunch Monday-Friday

Part time 25 evenings: 5:00pm- 10:00pm 15 min break Monday-Friday

## Enrolled

### Student Kits

Student kits will be given to enrolled students who have completed the finance process and after the completion of Launch. Students will be responsible for inventory and label their kit. If there are any challenges, the student needs to contact the Academy Director to resolve the challenge. If anything needs repaired at the time the student receives their kit, items will be sent to the proper vendor for repair or replaced. Each student is responsible for having their complete kit available and for having all its contents maintained during school hours. If any items are missing or damaged in their student kit, the student will be required to replace the items within 72 hours to be able to practice effectively. Your student kit is not intended for personal use. Hair Lab Detroit Barber School is not responsible for lost, missing or stolen items. Students are responsible for sending in any warranty cards upon receipt of their kit. Hair Lab Detroit Barber School guarantees the student kit for 30 days after receipt. After the 30-day warranty period the student needs to send the item back to the manufacturer for repair.

### Returnable & Non-returnable Kit Items

All items that have been received and opened from the student's kit will be non-returnable due to sanitation and health reasons. Any items not received or used, as well as any fees accessed, but not used at the time of the withdrawal will be deducted from the student's withdrawal calculation. Returnable items must be returned within 7 days of the withdrawal date.

### Device Policy

Students are responsible to maintain their technology device to participate in required theory classes. All theory work must be done on the phone (that connects to the internet), tablet or computer to be completed. This work will be done at the school during designated class time. Students must be prepared with a charged functioning device for their class time prior to the class in order to participate. In the event of loss, stolen, or broken, completion of all class work remains the responsibility of the student. Hair Lab Detroit Barber School is not responsible for the loss of any personal files.

### Internet Guidelines

The Internet is intended for school related use only. The following personal use of the Internet is prohibited: solicitation, shopping and visiting websites containing pornographic or sexually explicit material.

### Standards of Conduct - Requirements

1. Students must take lunch during their assigned time if possible and inform the front desk. Students must inform the desk if they are not able to take lunch at that time and make other arrangements with an instructor.
2. Students must not leave the school at any time during the day without informing the instructor and front desk.
3. Any discrepancies with hours must be disputed within 14 days. Hours cannot for any reason be changed after this point. Students are responsible to monitor this regularly through their Millenium profile.
4. If a student cannot attend school on their required day, the student must call in and talk to a school official before their scheduled start time. Failure to do so will result in an unexcused absence and can result in disciplinary action.
5. Students are expected to maintain high standards of personal hygiene, i.e., daily showers and shaves, teeth brushed, hair clean and well-groomed upon arrival at school, and fingernails clean.
6. Students are expected to maintain a high standard of conduct, showing professionalism and respect to clients, other students and staff members.
7. Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
8. Students involved in any form of bullying, verbal abuse and physical violence or threatening the use of physical violence with another student, staff member or client may be terminated immediately.
9. Any student found guilty of willful destruction, theft of other students or school property will be terminated immediately
10. Hair Lab Detroit Barber School is a Drug Free school and workplace. Any student possessing, using or selling illegal or prescription drugs, or alcohol will be suspended and could be subject to termination without warning. If you are suspected of the above, you may be asked to submit to drug testing at the students' expense and will not be allowed back into school until testing is complete and clean.
11. Students may not, under any circumstances, bring their children to school and collect hours for that time.
12. No visitors are permitted in the classroom, student break room, on the clinic floor or on the school

- premises unless approved by the school staff.
13. No personal phone calls except in case of emergency, are to be received through the business phone. Students will not be called off the clinic floor for personal calls unless by daycare, hospital or police.
  14. Food and drink are allowed in the student break room only, unless approved by an instructor.
  15. No smoking is allowed in or around the building except in designated areas. You may not leave the classroom or the service floor for a smoking break unless you are on an approved break.
  16. Students must park in designated areas.
  17. Students are not allowed to perform any service on a client without a service ticket while under the supervision of a licensed instructor.
  18. Client release cards must be completed and signed by the client and instructor prior to performing any service.
  19. In the event additional applications are necessary to complete a service, the student should consult a staff member and additional charges will be added to the client's ticket.
  20. Work by students must be checked by the instructor and signed off on the student's worksheet before the student will receive credit.
  21. All appointments are to be made by the reception desk. A student can make no changes. Students must accept all appointments given to them. If a student refuses a client, it will be grounds for disciplinary action.
  22. Students are not allowed behind the front desk or to congregate in the reception areas unless they have been assigned to work there.
  23. Students who are not working on a client are responsible for applying their efforts towards their field of study in practice or theory.
  24. Students are responsible for cleaning up after themselves in the break room.
  25. A sanitation assignment is to be completed each day by each student and signed by a school staff member.
  26. Reception desk will schedule personal services for students only when approved by an instructor, after all tests, projects and attendance requirements have been met.
  27. Students may not receive personal services on Friday or Saturday.
  28. Students must immediately pay for personal services and any supplies used after their service is complete.
  29. To not disturb other students during the learning process, it is recommended to silence your cell phones. Try to use cell phones during break times in class and on the floor. We ask you not to leave the classroom or a client to take a phone call on your cell phone. Please use them with your best digression to keep a professional environment. We understand technology is part of the world and we encourage you to use it to grow yourself and your business to make your education the best experience possible. They are tools to help you.
  30. Students may not leave the classroom during instruction without permission. Students leaving without permission will be asked to clock out and go home.
  31. Students who are disruptive (talking, texting, etc.) in class will be asked to clock out and go home.

### **Dress Code**

Students are required to wear the Hair Lab Detroit Barber School branded T-shirt that is received as part of their Student Kit. Additional shirts can be made by pressing on the school's logo at the students' request. Shirts and vinyl pressing are available for purchase in the Director's Office. Sleeveless shirts, low cut shirts, short shorts, short skirts, tank tops, printed tees, sweatshirts or sweatpants, hooded tops, belly shirts or overalls are not to be worn. Absolutely no belly, bottom and chest showing. Black, white and grey jeans are acceptable attire. Short shorts and short skirts are still not acceptable even if accompanied by leggings. Aprons are to be black and freshly laundered with no spots or tears. Clothes will be checked daily. Students not appearing in the proper attire will be clocked out and sent home to change. Piercings are acceptable. Colored jewelry may be worn. This does not include hair accessories, belts, shoes, scarves or hats. Shoes must be in the proper dress code colors. It is not our desire to stunt the creativity of our students, only to present a professional, uniform appearance for our clients.

### **Field Trips**

Visiting salon and spa businesses will help expose students to the world of beauty. Field trips expand knowledge of the beauty industry and allow students to network with salon/spa owners and professionals. Field trips will be during scheduled school hours and accompanied by an instructor.

### **Guest Artists**

During the programs of study, students can expect to benefit from special guest speakers scheduled to help students see the possibilities of a future career in the industry.

# Attendance

## Attendance

Hair Lab Detroit Barber School reserves the right to make adjustments to start dates, schedules and attendance policies with 30 days' notice.

- Students must maintain an 80% cumulative in attendance to avoid disciplinary action, and/or potentially lose Title IV assistance.
- Students are not allowed to exceed 100% of attendance. If the student goes over 100% of attendance, they will be required to take time off of school until their attendance is below 100%.
- If a student chooses to come late or leave early, they must come for at least half of the day or not at all. (see times below)
  - o Full-time 9:00am-11:30pm OR 12:00pm-4:15pm
  - o Part-time 5:00pm-7:30pm OR 7:30-10:00pm
- If a student does not come to school, they must notify the school by phone at least a half hour before their scheduled time. If the school is not notified the student will receive a 1-day suspension for a no call no show.
- If a student does not give the school notice of tardiness or absence before their scheduled start time they will receive a verbal warning. If it becomes a repeated problem disciplinary action will be taken.
- If a student has not shown up for school for 10 days and has not been placed on an approved Leave of Absence, they will be dropped from the Academy due to non-attendance.
- The student agrees to pay extra instructional charges of \$12.00 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Extra instructional charges will accrue whether the student attends or not and is due immediately upon graduation. Transfer and part-time students will be calculated pro-rata
- If needed, the Academy Director will determine whether to grant an excused absence. It will be evaluated on a case-by-case basis.
- Makeup hours are available. Makeup hours must be scheduled with the Academy Director.

## Required Days

Mondays are required days. The guidelines for required days are as follows:

Full time-33.75 hours per week are only allowed to miss **17** required days (Monday) for the entire enrollment period.

Part time-25 hours per week are only allowed to miss **22** required days (Monday) for the entire enrollment period

If more than the allotted required days are missed, students will be placed on 1 week suspension and will continue to receive a 1 week suspension for each continuous required day missed. This will result in time against their % which isn't allowed to be made up.

## Schedule Change

A student is allowed one (1) schedule change without a charge. A fee of \$100 will be charged for each schedule change thereafter.

## Advancement

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Shop Life and prepare for their state boards. Shop Life will be available for those who have hit 80% of their school program hours and will be put in class based on class space availability.

## **Leave of Absence Policy**

Hair Lab Detroit Barber School prides itself in preparing the students for a real-life work experience during training. Therefore, to take a leave of absence, a student must follow the institution's policy by requesting a leave of absence form from the academy director and submit in writing along with a doctor's note with the medically necessary reason and time requested for the students requested leave at least one week in advance unless for reasons of unforeseen circumstances and include the student's signature. The academy director in conjunction with the board of directors will review the request for the leave. Please note that the academy does not have to grant a leave of absence. If the student takes an unapproved leave of absence, the student will be withdrawn.

Hair Lab Detroit Barber School may grant an LOA to a student that does not provide the request prior to the LOA due to unforeseen circumstances as long as the student and the school document the reason for the decision.

Hair Lab Detroit Barber School will collect the request at a later date. The beginning date of the approved LOA will be determined by the first date the student was unable to attend the academy. A student granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at this time. The minimum leave of absence is 14 calendar days and the maximum leave of absence cannot exceed 179 days in any 12 month period. There must be a reasonable expectation the student will return from an LOA in order for it to be approved. The student will need to work with the academy director if a leave will need to be extended. This would require an additional doctor's note with the medically necessary reason and additional time requested off.

This will depend on the amount of time remaining and a case-by-case basis.

Hair Lab Detroit Barber School will not assess the student any additional institutional charges as a result of an LOA. Should the academy grant a leave of absence, each day of authorized leave must be taken in succession. Hair Lab Detroit Barber School will extend the students contract period by the same number of days taken in the LOA.

All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties. If a student goes over the contracted leave policy, they will be withdrawn from school and will lose their title IV funding. Financial obligations must be met during a leave of absence to remain in good standing with the school. An authorized LOA will extend the contract period and maximum time frame by the same number of days taken in a Leave of Absence. The student will be allowed to return to school and continue where they left off in training.

The following criteria will be used to base a decision on whether management will approve a student's request for a leave of absence:

1. Serious medical reasons deemed necessary by a physician
2. Maternity Leave

### **SAP-Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all full-time and part-time students enrolled in the program whether participating in Title IV programs or not. The SAP Policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students can request at any time access to their satisfactory progress evaluation results.

### **Evaluation Periods**

Students are evaluated for Satisfactory Progress periodically through the program. Evaluations will determine if the student has met the minimum requirements for satisfactory progress. In addition to SAP evaluations, students will also receive monthly progress reports advising them on their status as of the current month. Written Evaluations are given to every student at the end of the evaluation period and will notify the student of any results that impact their eligibility for Title IV funds. The first evaluation will occur no later than the midpoint of the program. Evaluation periods are based on actual hours completed. Course Evaluation Periods are as follows:

Barber- 450hr/900hr/1350 clocked (actual) hours\*

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

Year	1	2
Barber Program	0-900	901-1800

**Maximum Time Frame**

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

Barber –1800 Clock Hours

33.75 (Full Time- 1800 hours)= 67 weeks or 2250 hours

Attending Monday - Friday 9:00am – 4:15pm

25 (Part time-1800 hours) = 90 weeks or 2250 hours

Nights Attending Monday-Friday 5:00pm- 10:00pm

Students who exceed the maximum time frame agree to pay extra instructional charges of \$12.00 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Transfer hours from another institution that are accepted toward the students’ educational program, are counted as both attempted and completed hours for the purpose of determining when maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**Attendance Progress Evaluations**

Students are required to attend a minimum of 80% of the hour’s possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Academic Progress Evaluations**

Students are required to maintain a cumulative 80% in Academics at the end of the evaluation period to be considered maintaining Satisfactory Academic Progress. Students are given written tests and a minimum number of practical experiences. Written tests are evaluated after Launch and Salon Life, as well as all theory tests. For practical work, students are given a monthly student passport, which consists of several clinical practical applications. These clinical services pass or fail based upon the criteria for grading practical work. If a service fails, the student has the opportunity to correct a mistake for a passing score. At the end of the month, the student will be given a grade percentage based upon the number of services completed against the total number of services required on the grid. Students are required to turn their grid in by the 25<sup>th</sup> of each month regardless of whether the grid is completed. Grades will then be recorded and what the student got is their score for the month. We do not allow grids to be made up. At the end of the second evaluation period, the student must have an 80% or higher to continue to receive Title IV funds.

**Grading Scale**

90%- 100% A

89% - 85% B

80% - 84% C

79%- Below Failing

**Determination of Progress Status**

Students meeting the minimum requirements for academics (80%) and attendance (80%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. If a student is not meeting minimum requirements, they may be placed on financial aid warning or financial aid probation depending on the case of the situation and the program they are in.

**SAP Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a SAP Warning and may continue to receive assistance under the Title IV programs for one payment period despite the determination that they are not making satisfactory progress. At the end of the payment period the student must meet the school's satisfactory progress standard to continue to qualify further for Title IV program funds. If they fail to meet the school's satisfactory progress, they can appeal and await a decision.

### **SAP Probation**

Students who fail to meet minimum requirements for attendance or academic progress following a payment period in which a student was on a SAP warning, the school will place the student on SAP probation if the student prevails upon appeal and will disburse Title IV program funds for one payment period to the student if the Financial Aid Office evaluates the student and determines that the student should be able to make satisfactory progress during the subsequent payment period. Hair Lab Detroit Barber School will develop an academic plan, that if followed will ensure that the student is able to meet the institution's SAP requirements by a specific point within maximum timeframe for the individual student. If a student does not make satisfactory progress at the end of the payment period, they will not be allowed to receive Title IV program funds for the subsequent payment period.

Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the students are on warning or have prevailed upon appeal of the determination that has resulted in the status of probation.

### **SAP Appeals**

If a student is determined to not be making satisfactory progress after SAP warning, they can appeal the determination. The student must immediately submit a written appeal to the school's Financial Aid Office with supporting documentation of the reasons why the determination should be reversed, why they failed to make satisfactory progress and what has changed in their current situation that will allow them to demonstrate satisfactory progress at the next evaluation period. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, they will be placed on financial aid probation. It must be determined that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student does not prevail, they will be terminated from the Academy. Students may appeal based upon death of a relative, an injury or illness of the student, or other allowable special circumstances

### **Financial Aid Ineligibility**

Students who fail to meet minimum requirements for attendance or academic progress after financial aid probation are deemed ineligible to receive Title IV funds. Additionally, all loans go into repayment immediately. At this point, the student will be offered a financial plan to finish the balance owed to the Academy to remain enrolled. All decisions will be made at the school discretion.

### **Re-establishment of Satisfactory Academic Progress**

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

### **Interruptions, Course Incompletes, Withdrawals, or Transfer credits**

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 max 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. Transfer credit hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Re Entry**

Students who are dropped or withdrawn from the Academy have an option to reenter. A student must submit all applicable documents on the Re Entry form to the Academy Director. The decision will be made on a case-by-case basis. If approved the students will return to Hair Lab Detroit Barber School in the same status that the student left (tests, grids, attendance %).

### **Noncredit and Remedial Courses**



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

**Text & References**

Hair Lab Detroit Barber School uses the Pivot Point Lab System for both theory and lesson planning. Hair Lab Detroit Barber School also uses the "Incredible Salon Success" and Prosper U systems for both business and customer service instruction. In addition, numerous business and technical books and videos are available in the student library in the Instructor's office/closet. All books and videos must be checked out through the Academy Director.

## Academic

**Academic**

Hair Lab Detroit Barber School requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 75%. For theory and practical work, students are graded based upon points earned versus points possible, which are then converted to a percentage.

### Grading Scale

90-% - 100% A	89% - 85% B	80% - 84% C	79%- Below Failing
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**Classes/Lab/Theory**

1. Attendance
2. Grids=Practical/Clinical
3. Tests=Theory, Launch and Shop Life.

**Practical/Clinical**

Practical/Clinical instruction will be based on the Criteria for Grading Practical Worksheet found in the instructors' office and student break room. All services are pass or fail. If a student fails, they can go back and fix any mistakes for a passing grade. Students are not employees and will not be paid a wage. Part of the educational curriculum and grading takes into account all activities that students perform in school, including learning to clean, do laundry, and keep supplies stocked.

**Course Format**

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

**Course Goals/Objectives**

The goal of Hair Lab Detroit Barber School is to teach, develop, and graduate students to be professionals in the beauty industry and to prepare students to successfully pass the Michigan State Board Examination.

## Discipline

**Disciplinary Actions**

Students must understand that any infraction of the Standards of Conduct Policies or the Enrollment Contract could result in the loss of financial aid and may be subject to any of the following disciplinary actions:

**Warning**

Upon first offense, a verbal or written warning may be given depending upon the severity of the infraction.

**Suspension**

A fee of \$50.00 will be charged for each suspension before returning to school.

A student will be put on an automatic one-day suspension with no warning given for the following infractions:

1. Refusing a client
2. Not calling in
3. Leaving school without permission while being clocked in
4. Not being readily available while on the clinic floor
5. Inappropriate language.

Students who have not corrected a progress or disciplinary policy problem may be suspended for a period of 1 day up to 1-week. A second suspension would result in an additional 1-week suspension.

#### **Termination- Dismissal**

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

1. Immoral or improper conduct as stated in the Standards of Conduct
2. Noncompliance with educational requirements, Standards of Conduct, General Policies, and/or the Enrollment contract.
3. Noncompliance with state laws and regulations.
4. Any action, which causes or could cause bodily harm to a client, a student or employee of the school.
5. Willful destruction of school property or theft.
6. Engaging in the manufacture, distribution, dispensation, possession or use of drugs and/or alcohol.

## **Graduation**

#### **Graduation Requirements**

1. Pass a written and practical exam in the program with a score of 80% or higher.
2. Complete required program hours.
3. Hair Lab Detroit Barber School requires a grade cumulative of 80% or higher in theory and practical work.

The Academy will provide a practical kit list and study material to prepare the student for the State Board Examination, however, the Academy does not guarantee passing of the examination. All students eligible to have their State Practical and State Written paid for on their first time by the Academy if they maintain above an 80% academic and 80% attendance throughout their entire enrollment. The monthly advising will monitor this to make sure the student qualifies. All graduates must pass a State Board examination to receive a license. Upon completion of the program, passing of the boards and if the student completes all of the requirements listed above, they will receive their Hair Lab Detroit Barber School Graduate Diploma.

#### **State Requirements for Licensure**

1. Graduate from a licensed school with the required program hours.
2. Pass a written theory exam
3. Pass a practical exam.
4. Fill out the state application and pay fees to the state for testing.

#### **Employment Assistance**

Hair Lab Detroit Barber School does not guarantee employment. The Academy will provide assistance to the students in professionalism, resume development, interview skills, job search skills and any other pertinent skills that would be needed to help find employment. Additionally, it is the responsibility of the student to complete exit counseling, finalize financial obligations, obtain licensure and secure job placement in a reasonable amount of time.

## **Consumer Information and Campus Security**

#### **Consumer Information and Campus Security Report and Statistics**

The Hair Lab Detroit Barber School consumer report and campus security report can be found on our website.  
<http://www.hairlabdetroitbarberschool.com/consumer-disclosure>

#### **NACCAS Outcome Rates**

Vital Statistics for Taylor Andrews Academy Students 2019

1. Taylor Andrews Academy's completion rates were 76%
2. Taylor Andrews Academy's placement rates were 65%
3. Taylor Andrews Academy's pass/fail rates of school graduates on licensing examination was 98%

West Jordan 2019		Provo 2019		Michigan 2019	
<b>Cosmetology/Barber</b>		<b>Cosmetology/Barber</b>		<b>Barber</b>	
1-Completion	72.6%	1-Completion	82.3%	1-Completion	100%
2-Placement	61%	2-Placement	68.5%	2-Placement	100%
3-Licensure	100%	3-Licensure	100%	3-Licensure	100%
<b>Cosmetology/Barber (Distance Education)</b>		<b>Cosmetology/Barber (Distance Education)</b>			
1-Completion	n/a	1-Completion	n/a		
2-Placement	n/a	2-Placement	n/a		
3-Licensure	n/a	3-Licensure	n/a		
<b>Barber</b>		<b>Barber</b>			
1-Completion	77.7%	1-Completion	76.9%		
2-Placement	78.5%	2-Placement	60%		
3-Licensure	100%	3-Licensure	83.3%		
<b>Barber (Distance Education)</b>		<b>Barber (Distance Education)</b>			
1-Completion	n/a	1-Completion	n/a		
2-Placement	n/a	2-Placement	n/a		
3-Licensure	n/a	3-Licensure	n/a		
<b>Nail Technology</b>		<b>Nail Technology</b>			
1-Completion	n/a	1-Completion	n/a		
2-Placement	n/a	2-Placement	n/a		
3-Licensure	n/a	3-Licensure	n/a		
<b>Hair Design</b>		<b>Hair Design</b>			
1-Completion	n/a	1-Completion	100%		
2-Placement	n/a	2-Placement	100%		
3-Licensure	n/a	3-Licensure	100%		
<b>Esthetics (600 hr)</b>		<b>Esthetics (600 hr)</b>			
1-Completion	n/a	1-Completion	n/a		
2-Placement	n/a	2-Placement	n/a		
3-Licensure	n/a	3-Licensure	n/a		
<b>Esthetics (1200 hr)</b>		<b>Esthetics (1200 hr)</b>			
1-Completion	n/a	1-Completion	n/a		
2-Placement	n/a	2-Placement	n/a		
3-Licensure	n/a	3-Licensure	n/a		

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.hairlabdetroitbarberschool.com](http://www.hairlabdetroitbarberschool.com)

**Available Services**

A notebook with available services such as financial counseling, drug and alcohol counseling and information on domestic abuse, VAWA, GED's, shelters and housing, etc. will be kept in the Academy Directors office and posted on the school's website. Current job opportunities will be posted in the student break room. Students will also be allowed to participate in all Voting days and may be released early or sometime during their schedule with no consequences to participate in the Vote. Ask the Academy Director for more details.

### **FERPA – Access to Files**

#### **Family Educational Rights and Privacy Act**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The student (or parent or guardian if the student is a dependent minor) has access to the student record. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access. A student should submit to the Director of the Academy a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the Academy official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Academy to amend a record should write to the Director of the Academy, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the Academy's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the Academy providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.
3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - A person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent);
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations; specifically, NACCAS
  - Judicial orders or lawfully issued subpoenas;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law; and
  - A student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her tasks.

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

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record. Within the Academy the following directory information may be disclosed without student consent:
  - Student First and Last Name or Student ID;

- Program of Attendance; and
- Honors, Awards and/or Recognitions

If a student does not want the Academy to disclose directory information without prior written consent, the student must notify the Director of the Academy in writing by the fifth business day after the start of the program.

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

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

### **Student Grievance Procedure**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

### **VAWA**

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

Sexual Misconduct, Relationship Violence, Stalking, and Retaliation are collectively referred to in the VAWA policy as Prohibited Conduct. The VAWA Policy: describes Prohibited Conduct; explains multiple options for reporting Prohibited Conduct; sets forth the procedures the School will follow for promptly, thoroughly, and equitably investigating and resolving reports of Prohibited Conduct in order to eliminate Prohibited Conduct, prevent its recurrence, and address its effects on Complainants and/or the School community; identifies

resources for Complainants; describes the School's prevention and awareness programs relating to Prohibited Conduct; and implements the requirements of Title IX, Title VII, and the Clery Act with respect to Prohibited Conduct. For information regarding the VAWA policy visit our website, located under "Title IX & VAWA."

### **Safety and Security**

All criminal activities and accidents that happen on the school premises must be reported to the Academy Director who must keep a confidential file on the circumstances surrounding each incident. The Director must make the information available to the employees and students, although he or she will keep personal information such as names confidential. The Director shall follow the following procedures for informing the students and employees of criminal activity and accidents:

1. Each week during announcements **if applicable**, a general account of any criminal activity will be given.
2. Each week, **if applicable** a general account of each criminal incident and or accident will be posted in the student break room for student access. Confidential information will not be available.
3. A confidential file will be kept in the Academy Directors office, which describes in detail each accident and criminal incident. The file must include times, dates, names, and extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis will be placed on accident and crime prevention.
5. Statistics regarding the incidence of rape, burglary, drug violation, motor vehicle theft, murder and aggravated assault will be recorded in the confidential file and will be made available to the students and employees upon request.

### **Waiver and Assumption of Risk**

The student voluntarily makes and grants this Waiver and Assumption of Risk in favor of HAIR LAB DETROIT BARBER SCHOOL(Seller) as partial consideration (in addition to monies paid to seller) for the opportunity to use the facilities, equipment, materials, and/or other assets of the Seller; and/or to engage in the activities, events, sports, festivities and/or gatherings sponsored by the Seller:

I do hereby waive and release any and all claims, whether in contract or of personal injury, bodily injury, property damage, damages, losses and/or death that may arise from my aforementioned use of receipt, as I understand and recognize that there are certain risks, dangers and perils connected with such use and/or receipt, which I hereby acknowledge and have been fully explained to me and which I fully understand, and which I nevertheless accept, assume and undertake after inquiry and investigation of extent, duration, and completeness wholly satisfaction and acceptable to me.

I further agreed to use my best judgment in undertaking these activities, use and/or receipt and to faithfully adhere to all safety instructions and recommendations, whether oral or written.

I hereby certify that I am a competent adult assuming these risks of my own free will, being under no compulsion or duress. This Waiver and Assumption of Risk is effective during my enrollment at Hair Lab Detroit Barber School inclusive, and may not be revoked, altered, rescinded, or voided without express prior written consent of the Seller.

### **COVID-19 Information Policy**

The World Health Organization has declared COVID-19, a novel coronavirus, to be a worldwide pandemic. The President of the United States of America has also declared a national emergency concerning the COVID-19 outbreak, and many local governments are in a state of emergency as well. Further, many federal and state health agencies have issued recommendations designed to limit the spread of COVID-19, including social distancing, good hygiene practices, good healthcare practices, and other preventative measures.

COVID-19 may cause a variety of symptoms, such as cough, shortness of breath, difficulty breathing, fever, chills, shaking, muscle pain, headache, sore throat, loss of taste or smell, trouble breathing, persistent pain, pressure in the chest, bluish lips or face, and death. Exposure to COVID-19 may also result in a positive COVID-19 diagnosis, isolation, quarantine, hospitalization, medical testing, intensive care treatment, and other potential complications and procedures.

COVID-19 has a long incubation period, and carriers of this disease are highly contagious, may not show any signs of infection, and may even produce a negative test result. It is believed that COVID-19 is mainly spread from person to person, especially when an infected person coughs or sneezes. However, COVID-19 is not fully understood, and later research may reveal new symptoms and effects on the human body. Additionally, current preventative measures may later prove inadequate or improper.

Hair Lab Detroit ("Hair Lab Detroit Barber School") is committed to the health and safety of its students. To this end, it has adopted new policies and procedures in response to the COVID-19 pandemic. One of the new policies is that you, the students at Hair Lab Detroit Barber School, will have the option to defer your education if possible. For those who wish to pursue their education at this time, Hair Lab Detroit Barber School has adopted other policies and procedures designed to limit the spread of COVID-19 and preserve the health of its students and staff.

If you decide to attend Hair Lab Detroit Barber School now, you should understand your education is not medically urgent or necessary. Your education will also require physical contact with instruments, equipment, and clients at Hair Lab Detroit Barber school, as well as minor physical contact with Hair Lab Detroit Barber Schools' staff. Furthermore, while Hair Lab Detroit Barber School has undertaken measures to limit the spread of COVID-19, pursuing your education during this pandemic carries a risk of exposure or infection. There is also an inherent risk of becoming exposed to or infected with COVID-19 when you enter enclosed buildings, such as Hair Lab Detroit Barber School. Additionally, if you are infected with COVID-19, the pursuit of your education may cause complications to your condition, including death.

You may not pursue your education with Hair Lab Detroit Barber School if you have been diagnosed with COVID-19 or if you exhibit any of the symptoms of COVID-19. If any of the foregoing applies to you, you must immediately contact the administration at Hair Lab Detroit, who will work with you to make suitable arrangements.

Furthermore, while attending Taylor Andrews, and whenever you enter a Hair Lab Detroit Barber School facility, you must comply with (1) all federal and local laws regarding COVID-19, (2) all federal and local recommendations concerning the provision of personal services during the COVID-19 epidemic, and (3) all Hair Lab Detroit Barber School policies and procedures.

By choosing to pursue your education at Hair Lab Detroit Barber School during the COVID-19 pandemic, you acknowledge and assume all risks, both known and unknown, related thereto. You also consent to all acts and restrictions reasonably necessary for the administration of your education during the COVID-19 pandemic. If, at any time, you have questions or concerns about any of the information presented in this document, or the pursuit or administration of your education during the COVID-19 pandemic, you must immediately contact the administration at Hair Lab Detroit Barber School.

### **Arbitration Agreement and Waiver of Jury Trial**

Any dispute a student may bring against Taylor Andrews Academy, or any of its parents, subsidiaries, officers, directors, or employees, with the exception of claims or lawsuits related to or concerning a borrower defense claim or based on an act or omission of the College that relates to the making of a Direct Loan for enrollment at the College, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), and decided by a single Arbitrator. The arbitration hearing will be conducted in Utah.

Student agrees that neither them nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. Students may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. Student agrees that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Student agrees not to use any pre-dispute agreement to stop you from being part of a class action lawsuit in court. They may file a class action lawsuit in court or may be a member of a class action lawsuit even if they do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. Student agrees that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator.

Both Hair Lab Detroit Barber School and student explicitly waive any right to a jury trial for all claims that are not a borrower defense claim or based on an act or omission of Hair Lab Detroit Barber School that relates to the making of a Direct Loan for enrollment at Taylor Andrews Academy. Students understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any Court having jurisdiction.

This Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction.

The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by Taylor Andrews Academy.

Students agree that any dispute or claim they may bring shall be brought solely in their individual capacity, and

not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action. This provision does not apply to class action claims concerning Hair Lab Detroit Barber School acts or omissions regarding the making of a Federal Direct Loan or the provision by Hair Lab Detroit Barber School of educational services for which the Federal Direct Loan was obtained. Hair Lab Detroit Barber School will not seek to rely on this Agreement to arbitrate a borrower defense claim with a student who obtained or benefited from a Direct Loan.

Any remedy available from a court under the law shall be available in the arbitration. Students may, but need not, be represented by an attorney at arbitration. Except as specifically required by the laws of the State of Utah, and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm and will be subject to being immediately enjoined. Students understand the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). Student shall disclose this document to the AAA if they file an arbitration.

If any part of this Agreement is declared unenforceable or invalid, it shall be severable, and the remainder of this Agreement shall continue to be valid and enforceable.

For information about our Veterans Benefits and Transition Act of 2018 please see the consumer report on our website.

**Approving Agencies**

Department of Education/Title IV Funding

Hair Lab Detroit Barber School is approved for Financial Aid/Title IV funding through:

United States Department of Education  
Federal Student Aid  
400 Maryland Avenue  
SW Washington, D.C. 20202

**Licensing and Accrediting Agencies**

Hair Lab Detroit Barber School is licensed and accredited with:

LARA  
PO Box 30670  
Lansing MI 48909  
(517)241-9288

NACCAS  
3015 Colvin St.  
Alexandria, VA 22314  
(703) 600-7600