

THE

SALON PROFESSIONAL ACADEMY

The Salon Professional Academy's mission is to produce highly trained and well-prepared graduates for the top salons. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interest first and our educational quality high.

3141 West Clay Street
St. Charles, Mo. 63301
636-541-9757
www.tsplastlouis.com

Located in the St. Andrews Plaza

The Salon Professional Academy is in St. Charles. A growing community of over 320,000 people. In the area there are parks, public facilities, great living, dining and shopping areas. St. Charles is located just 30 miles west of the St. Louis Gateway Arch.

TSPA is a beautiful 11,200 square-foot educational facility with state-of-the-art equipment and spacious styling, nail tech, skin care, student lounge, classroom, and office areas.

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Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.

GENERAL INFORMATION

Objective - The Academy trains students to become cosmetology service professionals in cosmetology and esthetics.

Class Starting Dates - Class starting dates are listed on the Program Information page.

Hours - The Academy is open Monday through Saturday days. Hours of attendance are assigned per program and start date.

Holidays - The Academy is closed for the following holidays: New Year's Day, Memorial Day weekend, Independence Day Week, Labor Day weekend, Thanksgiving weekend, and Christmas Day week.

Constitution Day- The Salon Professional Academy shall recognize and celebrate Constitution Day annually on September 17. If September 17 falls on a weekend or holiday, the observance will take place during the adjacent academic week.

Orientation - All courses will complete orientation on the first day of classes.

Housing - Contact the admissions staff for assistance in locating housing.

Uniforms - Students wear academy-approved professional apparel and shoes. See the Apparel Code for more information.

Books and Kits – Appropriate kits and Pivot Point Lab subscription are provided by The Academy and issued to students during training. Students provide their own paper/writing supplies, laptop or tablet.

ADMISSIONS POLICY

Educational Requirements - A student must have a GED or official high school graduation documents. If the student was home schooled, they must provide notarized transcript signed by the principal showing that they have completed the 12th grade. If the student completed high school outside of the United States, they must have their transcripts translated into English and verified that they are equivalent to a U.S. high school diploma. The State of Missouri requires that certain agencies are used for this verification. We have included a list of these agencies on page 17 of this catalog for you. Students are admitted on the basis of educational background, aptitude, and commitment. The Academy does not admit ability-to-benefit students.

Enrollment Requirements-

1. Enrollment Application
2. Required Application fee \$100, Registration fee \$75, and Student Licensing Fees \$25
3. Copy of student's high school graduation documents or GED
4. Copy of the student's driver's license or other proof of age-Must be 18
 - a. **ALERT:** In the new MOPRO system, licensees and applicants will be required to submit proof of or demonstrate continued lawful presence in the United States. Federal law 8 U.S.C.A §1621, requires individuals be "lawfully present" to hold a license to practice. "Lawfully present" people are U.S. citizens or foreign residents holding specific VISA status or other legal authority to work in the United States. Acceptable documents demonstrating lawful presence are listed below. Proof of lawful presence also helps us protect you against the fraudulent use of your personal information in the licensing system.
U.S. Citizenship:
(1) A REAL ID driver's license
(2) A birth certificate showing birth in one of the 50 states or territories of the United States
(3) A signed United States passport; current or expired.

To enroll or for questions on enrollment, please call or text Catherine at 314-458-3109 or email admissions@tspastlouis.com

504 Plans- The Salon Professional Academy is committed to providing an accessible and supportive environment for students with disabilities, consistent with its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Salon Professional Academy does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service, or activity offered by the school, and strives to ensure that no otherwise qualified individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. However, accommodation cannot result in an undue burden to The Salon Professional Academy or fundamentally alter the requirements essential to a program of instruction.

Transfers - Transfer hours are not accepted at the Academy. Transfer students must begin at the beginning of the program and complete all required program hours of education provided by the academy. We do not recruit students already attending or admitted to other schools offering similar programs.

Reentry Students / Interruptions - Students who have been terminated or withdrew from Academy will be ineligible for re-enrollment.

Reciprocity - Licensed cosmetologists and estheticians from Missouri may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Class Size - The Academy limits the class size for all courses.

Extra Education - Extra educational events are available for students at The Academy.

Extra Instructional Charges - The Student will provide and wear Academy-approved professional apparel and shoes. If the Student does not complete training by the calculated contract date, an additional fee of \$14.66 per hour for the cosmetology program and \$22.22 for the esthetics program will be charged until the required hours are completed.



THE SALON PROFESSIONAL ACADEMY

COSMETOLOGY

Our program teaches design, cutting, coloring, makeup, manicuring, pedicuring, basic skin care, and the art of hairdressing combined with knowledge of business strategies and training in guest services.

PREPERATION FOR SUCCESS

At The Salon Professional Academy, we know that a career in Cosmetology is not just about passing the state board exam. It's about innovation in hair color and techniques, knowledge of business strategies, and training in guest services. While here you will receive a well-rounded education in hair, skin, and nails in both classroom and salon area settings. Our L'Oréal Professional infused cosmetology programs will prepare for a long-term career in the beauty industry.

MAXIMIZE YOUR POTENTIAL

- Innovative, L'Oréal Professional-infused styling, cutting and coloring techniques.
- Critical business planning and communication skills for a well-rounded education.
- Small classroom sizes to encourage your creativity and promote better learning.
- Hands-on training in our stunning facility, providing you real-world experience.
- Job placement assistance available.

PROGRAM LENGTH

Our Cosmetology program includes 1,500 hours of education. Full time students complete the program in as little as 11 months. Your training will begin with 8 weeks of foundations in a classroom environment. After foundations, your education will move to the salon area with additional theory in the classroom.

*See the attached page for schedules.

Student will provide their own laptop or tablet for class work

TUITION & FEES

FEES: \$100 Application Fee
\$75 Registration Fee
\$25 Student licensing Fee
\$200 Total

COSMETOLOGY TUITION:

\$1803.88 Kit
\$237.60 Subscription to Pivot Point LAB
\$19953.52 Tuition
\$21995 Total

\$150 Board Testing Fee (This fee is now paid to Prov, INC upon registering for the State Boards)

2025 START DATES

May 13, 2025
June 10, 2025
July 15, 2025
August 12, 2025
September 9, 2025
October 7, 2025
November 4, 2025
December 2, 2025

All students begin the program as full-time status.
The schedule is Tuesday - Friday 8-4 for the first 8 weeks.

After completion of the first 8 weeks, the option to continue the program as full time, $\frac{3}{4}$ time is available. Full time schedules are assigned per class; however, a student can make a schedule change due to work or childcare reasons. To remain full time, a student must clock 34 hours per week, excluding lunches.

Full Time Cosmetology Schedules Per Class

	MON	TUE	WED	THUR	FRI	SAT
May 13, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-5	9-5	off
June 10, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	9-5	9-5
July 15, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-5	off	9-5
August 12, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-5	9-5	off
September 9, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	9-5	9-5
October 7, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-5	off	9-5
November 4, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-5	9-5	off
December 2, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	9-5	9-5

$\frac{3}{4}$ time schedules are assigned per student request. A student can make a schedule/status change due to work or childcare reason after the first 8 weeks. To remain $\frac{3}{4}$ time, a student must clock 25 hours per week, excluding lunches.

$\frac{3}{4}$ Time: 25 Hours per week

	MON	TUE	WED	THUR	FRI	SAT
May 13, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	off	9-3
June 10, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-3	off	off
July 15, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	9-3	off
August 12, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	off	9-3
September 9, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-3	off	off
October 7, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	9-3	off
November 4, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	off	off	9-3
December 2, 2025	9-4 /9-5	9-4 /9-5	9-4 /9-5	9-3	off	off

All students, no matter of the above status, will be required to be here on Mondays, Tuesdays, & Wednesdays. These days will be a classroom day at some point in the program. Please see outline for more information on class days.

Evening & Saturday $\frac{3}{4}$ Time

	MON	TUE	WED	THUR	FRI	SAT
September 22, 2025	5:30-10pm	5:30-10pm	5:30-10pm	5:30-10pm	Off	9am-5pm

Course Outline Cosmetology

Description: The primary purpose of this Cosmetology course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level cosmetologist or related position.

Program Length: 1,500 hours

Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for chemical application/hair treatment/hair dressing, hair styling, hair cutting, esthetics, and nail technology to enter the professional beauty industry as an entry level cosmetologist.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the Missouri State Licensing Exam

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

References: A comprehensive library of references, periodicals, books, texts, and audio DVDs, media outlets.

Instructional Methods: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course. **Student will provide their own laptop or tablet for class work**

Grading procedures: Students are assigned theory study and practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to Greeting, Workshop, Consultations, Closing Recommendations, Appearance, and Sanitation. Students must maintain a theory/practical average of 85%. Student must make up failed or missed tests and incomplete assignments.

Grading Scale:

Practical and Theory: 95 - 100 A = Excellent
 91 – 94 B = Good
 85 – 90 C = Average
 84 or less = Failing

Program Content:

Shampooing of all kinds: 40 hours
Hair coloring, bleaches and rinses: 130 hours
Hair cutting and shaping: 130 hours
Permanent waving and relaxing: 125 hours
Hair setting, pin curls, finger waves, thermal curling: 225 hours
Comb outs and hair styling techniques: 105 hours
Scalp treatments and scalp diseases: 30 hours
Facials, eyebrows and arches: 40 hours
Manicuring, hand and arm massage and treatment of nails: 110 hours
Cosmetic chemistry: 25 hours
Salesmanship and shop management: 10 hours
Sanitation and sterilization: 30 hours
Anatomy: 20 hours
State Law: 10 hours
Advanced classes and practical practice: 470 hours

**Foundations: Weeks 1-8 of a Day student's program. Hours are Tuesday-Friday 8-4pm.
Weeks 1-11 of an Evening & Saturday 3/4-time student's program. Hours Mon-Thur 5:30-10pm &
Saturdays 9-5**

Curriculum:

Orientation
Professional Development
Front Desk Training
Product Knowledge
Nail Theory Manicuring/Pedicuring
Design Decisions
Trichology
Ecology
Chemistry
Electricity
Hairstyling
Hair Cutting
Hair Color
Facial Waxing
Make Up

**Chemical Texturizing: Weeks 9-16. Class Hours Monday 9-4. Student Salon hours assigned per class
Monday-Saturday. Weeks 12-22 of an Evening & Saturday 3/4-time schedule. Class Hours 5:30-10pm on
Mondays**

Curriculum:

Permanent Waving
Chemical Relaxing
Chemical Hair Straightening

**Advanced Training: Weeks 17-24. Class Hours Monday 9-4. Student Salon hours assigned per class
Monday-Saturday. Weeks 23-33 of an Evening & Saturday 3/4-time schedule. Class Hours 5:30-10pm on
Mondays**

Curriculum:

Bellami Hair Extensions
Advanced Color Placement
Color Correction

**Anatomy/Skin Care: Weeks 25-32. Class Hours Wednesday 9-4. Student Salon hours assigned per class
Monday-Saturday. Weeks 34-44 of an Evening & Saturday 3/4-time schedule. Class Hours 5:30-10pm on
Mondays**

Curriculum:

Anatomy
Skin Physiology
Facials
Body Waxing

**Salon Business: Weeks 33-40. Class Hours Wednesday 9-4. Student Salon hours assigned per class
Monday-Saturday. Weeks 45-55 of an Evening & Saturday 3/4-time schedule. Class Hours 5:30-10pm on
Mondays**

Curriculum:

State Law
Salon Business
Resume Writing
Interview Skills
Job Search Skills

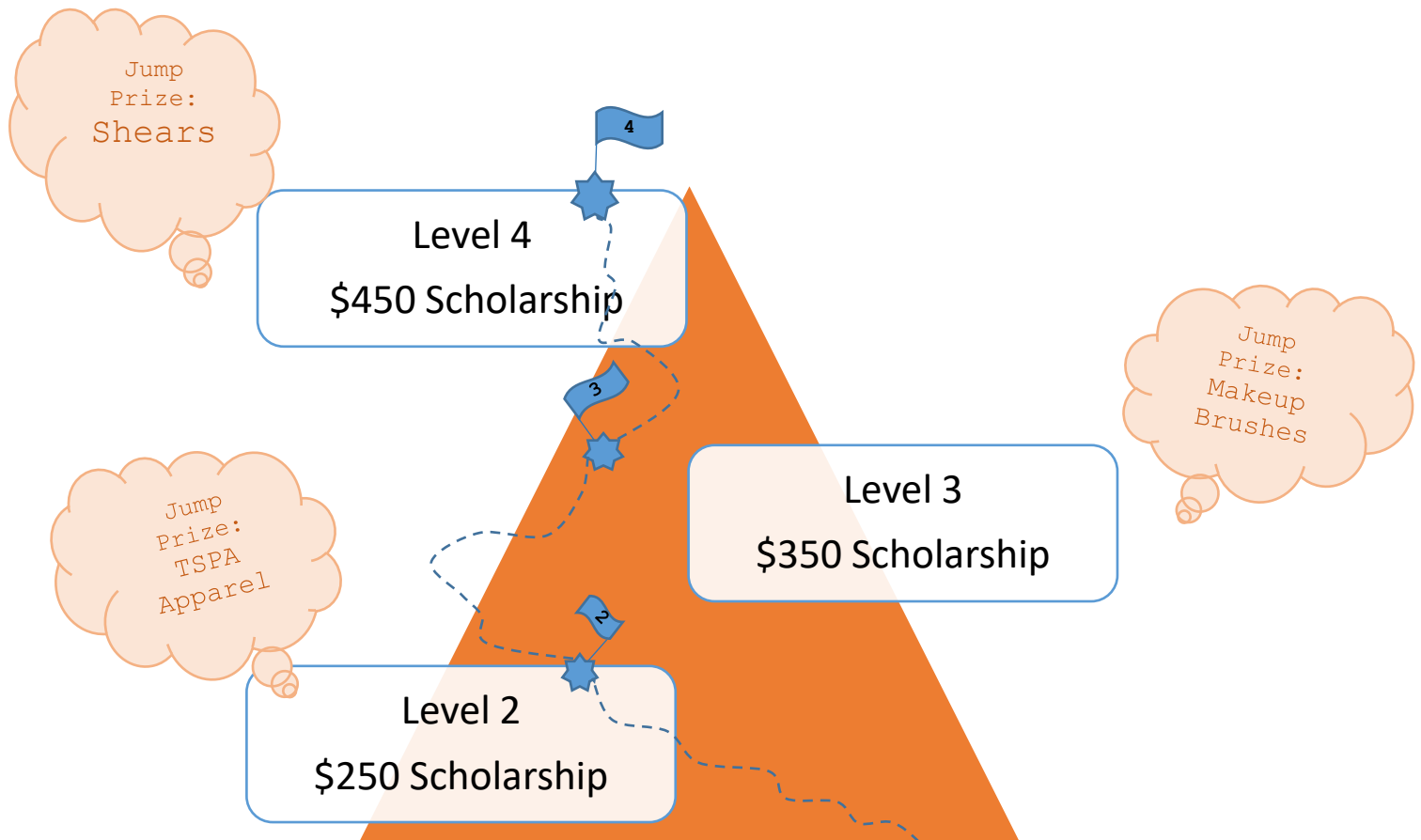
**Mock Boards: Weeks 41-46. Class Hours Tuesday 9-4. Student Salon hours assigned per class Monday-
Saturday. Weeks 56-64 of an Evening & Saturday 3/4-time schedule. Class Hours 5:30-10pm on Mondays**

Curriculum:

Preparation for the practical portion of State Boards
Practicing Steps of the State Board
Review Exams
Final Exam

Earn Up To \$2500 In Scholarships

Earn a scholarship for each summit level reached.



-AND-

Earn a **\$400 scholarship** in Foundations by having perfect attendance without tardies.

Students may also earn scholarships for each attendance checkpoint that they are no more than 20 hours ahead/behind schedule.

- **1st Checkpoint / 450 hours = \$250**
- **2nd Checkpoint / 900 hours = \$350**
- **3rd Checkpoint / 1200 hours = \$450**

***All Scholarship opportunities require a 90% GPA.**

STUDENT APPAREL CODE

The Salon Professional Academy 2025/2026

Create a Perfect First Impression! Look the part of a professional and you will feel professional!

If you are not professionally dressed according to the apparel code, you will be written up and/or sent home. *When in doubt bring it in 1st to get approval

Dress code is subject to change and is up to the discretion of the academy. Our goal is for students to be creative and expressive, yet professional. Students must stay within dress code until the last hour of the program, as well as if you return for Sate Board practice.

COSMETOLOGY

Tops- TSPA Apparel – 5 T-Shirts will be provided. If your shirt gets stained from color/bleach you must purchase a new one.

Bottoms- Black Pants with back pockets. Color/Bleach-stained pants are not in dress code.

Name Tag- Name tags must be worn at all times. Replacement name tags can be purchased.

Aprons- Aprons must be worn during color/bleaching services to prevent clothes from being stained.

Shoes	Shoes
Acceptable	Not Acceptable
Must be clean & professional shoe	Beach Style Flip Flops (Old Navy Style), Rubber/Athletic Slides, Fuzzy and/or Furry slides, House Shoes/Slippers, Crocs

Misc.- No inside out clothing

Be creative - add colored jewelry, belt or scarf

Classrooms are chilly; please bring jacket or sweater to stay within dress code.

Makeup – Arrive to school with makeup applied appropriately for taking clients. School makeup is for classroom and salon area guests. Students are not allowed to use the academy's makeup for personal use.

Nails – Clean and filed.

Polish must be neat and not chipped. Toes polished with sandals

Students are not allowed to use the school nail supplies for personal use

Hair – Arrive to school with makeup applied, hair clean, dry, finished and styled.

No hats

Hair accessories are ok – examples: extensions, headbands, bows, flowers, etc.

THE SALON PROFESSIONAL ACADEMY

ESTHETICS

Our program teaches the latest techniques to purify, balance and renew the skin, as well as hair removal and make up applications. We combine all of this with knowledge of business strategies and training in guest services.



PREPERATION FOR SUCCESS

At The Salon Professional Academy, we know that a career in Esthetics is not just about passing the state board exam. It's about understanding theoretical principles and specialized techniques, knowledge of business strategies, and training in guest services. While here you will receive a well-rounded education in both classroom and spa area settings. Our Esthetics program prepares you for the ongoing challenges of keeping up on the trends, science and products to meet the consumer demand for a long-term career in the beauty industry.

MAXIMIZE YOUR POTENTIAL

- Specialized techniques and theoretical principals for skin analysis and conditions, facials, chemical treatments, skin and body treatments, hair removal and make up applications.
- Critical business planning and communication skills.
- Small classroom sizes to promote better learning and individualized attention.
- Hands-on training in our stunning facility, providing you real-world experience.
- Job placement assistance available.

PROGRAM LENGTH

Our Esthetics program includes 900 hours of education. Your training will begin with 6 weeks of foundations in a classroom environment. After foundations, your education will move to the salon area with continuing theory in the classroom.

*See the attached page for schedules.

Student will provide their own laptop or tablet for class work

TUITION & FEES

FEES: \$100 Application Fee
\$75 Registration Fee
\$25 Student licensing Fee
\$200 Total

ESTHETICS TUITION: 900 Clock Hours
\$1089.75 Kit
\$237.60 Subscription to Pivot Point LAB
\$18667.65 Tuition
\$19995 Total

\$150 Board Testing Fee (This fee is now paid to Prov, Inc upon registering for the State Boards)

2025 START DATES

May 5, 2025
June 16, 2025
August 4, 2025
September 15, 2025
October 27, 2025
December 8, 2025

All students begin the program as full-time status. The schedule is Monday - Friday 9-4 for the first 6 weeks.

After completion of the first 6 weeks, can continue the program as full time (34 hours) or switch to 3/4 time (25 hours). Full time schedules are assigned per class; however, a student can make a schedule change due to work or childcare reason. To remain full time, a student must clock 34 hours per week, excluding lunches.

FULL TIME ESTHETICS SCHEDULE						
	MON	TUES	WED	THUR	FRI	SAT
May 5, 2025	9-5	9-5	9-5	9-4	off	9-5
June 16, 2025	9-5	9-5	9-5	9-4	9-5	off
August 4, 2025	9-5	9-5	9-5	9-4	off	9-5
September 15, 2025	9-5	9-5	9-5	9-4	9-5	off
October 27, 2025	9-5	9-5	9-5	9-4	off	9-5
December 8, 2025	9-5	9-5	9-5	9-4	9-5	off

3/4 time schedules are assigned per student request. A student can make a schedule/status change due to work or child care reason after the first 6 weeks. To remain 3/4 time, a student must clock 25 hours per week, excluding lunches.

3/4 Time: 25 Hours per week

	MON	TUES	WED	THUR	FRI	SAT
May 5, 2025	9-5	off	9-5	9-4	off	9-3
June 16, 2025	9-5	9-3	9-5	9-4	off	off
August 4, 2025	9-5	off	9-5	9-4	9-3	off
September 15, 2025	9-5	off	9-5	9-4	off	9-3
October 27, 2025	9-5	9-3	9-5	9-4	off	off
December 8, 2025	9-5	off	9-5	9-4	9-3	off

Course Outline Esthetics

Description: The primary purpose of this Esthetics course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level esthetician or related position.

Program Length: 900 hours

The Missouri Board of Cosmetology and Barber examiners requires a minimum of 750 hours. We require 900 hours due to the advanced education students will receive in the program. The additional hours of training are applied to sanitation and sterilization, skin sciences, and the advanced training in Hydrafacial, Skin pen, Dermaplaning, and Keravive treatments.

Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for skin care, make up, hair removal, aromatherapy, body treatments, and reflexology to enter the professional beauty industry as an entry level esthetician.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the Missouri State Licensing Exam

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

References: A comprehensive library of references, periodicals, books, texts, and audio DVDs, media outlets.

Instructional Methods: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course. **Student will provide their own laptop or tablet for class work**

Grading procedures: Students are assigned theory study and practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to Greeting, Workshop, Consultations, Closing Recommendations, Appearance, and Sanitation. Students must maintain a theory/practical average of 85%. Student must make up failed or missed tests and incomplete assignments.

Grading Scale:

Practical and Theory: 95 - 100 A = Excellent
 91 – 94 B = Good
 85 – 90 C = Average
 84 or less = Failing

Program Content:

Facials, cleansing, toning, massaging: 120 hours
Make up application, all phases: 134 hours
Hair Removal: 30 hours
Body treatments, aromatherapy, wraps: 120 hours
Reflexology: 35 hours
Cosmetic sciences, structure, condition, disorder: 109 hours
Cosmetic chemistry, products and ingredients: 99 hours
Salon management and salesmanship: 55 hours
Sanitation and sterilization: 69 hours
State Law: 10 hours
Advanced classes and practical practice: 119 hours

Foundations:

Weeks 1-6 of a student's program. Hours are Monday-Friday 9-4pm

Curriculum:

Orientation
Personal Development
Front Desk Training
Product Knowledge
Skin Physiology
Electricity
Anatomy
Chemistry
Ecology
Client Care
Estheticians in the Medical Field
Facials
Hair Removal
Micro Dermabrasion
Lash Lift
Brow Lamination
Lash & Brow Tint

Salon & Spa Fundamentals:

Weeks 7-13. Class Hours Monday 9-5 & Wednesday 9-5

Curriculum:

Make Up
ALMOTT Training
Salon Business
Professional Development
Resume Writing
Interview Skills
Job Search Skills

Advanced Training:

Weeks 14-19. Class Hours Thursday 9-4

Curriculum:

Dermaplaning
Micro Needling
HydraFacial
Keravive Treatments

Mock Boards:

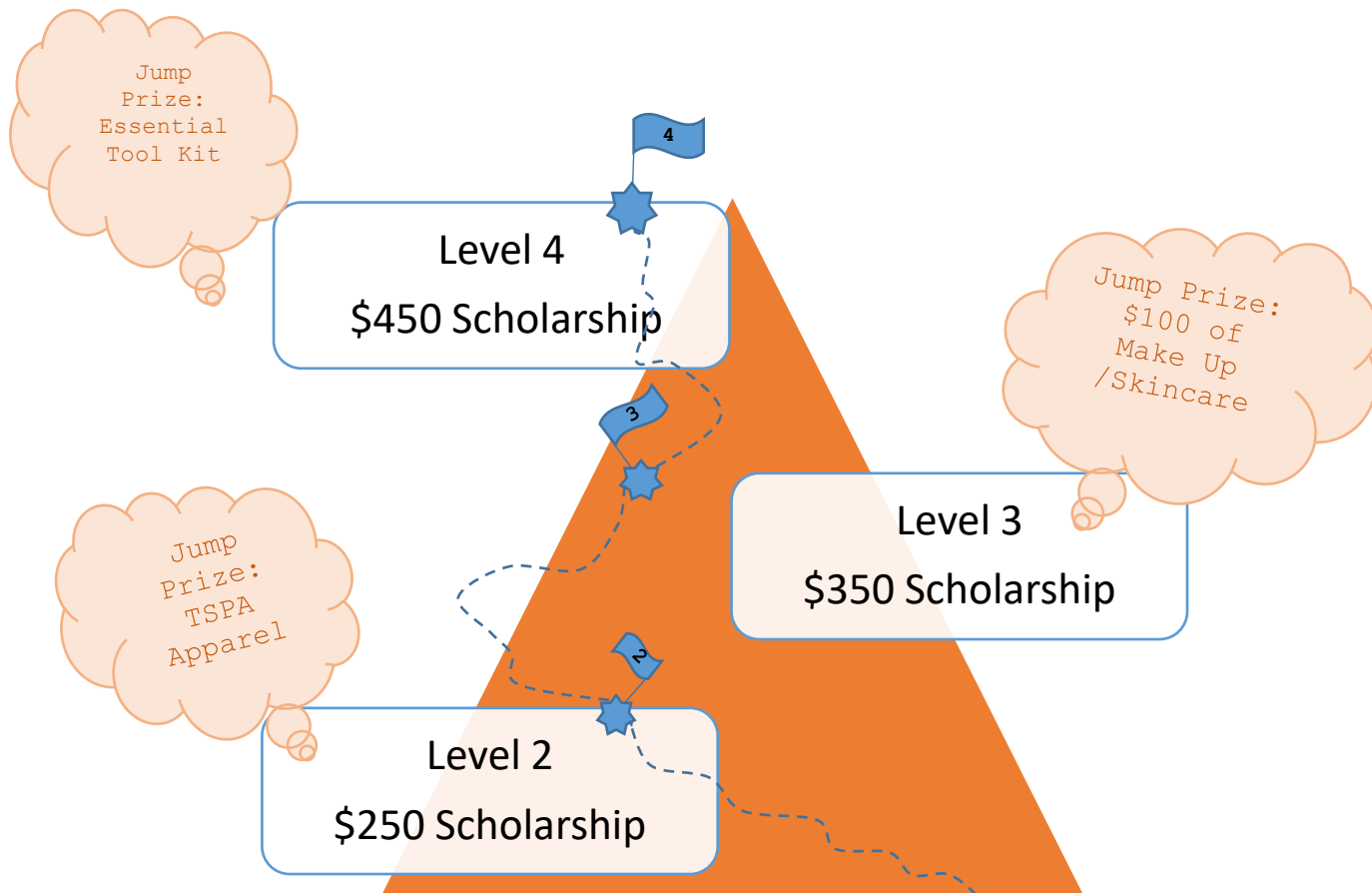
Weeks 20-26. Class Hours Thursday 9-4

Curriculum:

State Law
Preparation for the practical portion of State Boards
Practicing Steps of the State Board
Review Exams
Final Exam

Earn Up To \$1750 In Scholarships

Earn a scholarship for each summit level reached.



-AND-

Earn a **\$400 scholarship** in foundations by having perfect attendance without tardies.

Students may also earn scholarships for each attendance checkpoint that they are no more than 20 hours ahead/behind schedule.

450 Hour Checkpoint = \$300

***All Scholarship opportunities require a 90% GPA.**

STUDENT APPAREL CODE

The Salon Professional Academy 2025/2026

Create a Perfect First Impression! Look the part of a professional and you will feel professional!

If you are not professionally dressed according to the apparel code, you will be written up and/or sent home. *When in doubt bring it in 1st to get approval

Dress code is subject to change and is up to the discretion of the academy. Our goal is for students to be creative and expressive, yet professional. Students must stay within dress code until the last hour of the program, as well as if you return for Sate Board practice.

ESTHETICS

Tops- TSPA Apparel – 5 T-Shirts will be provided or Black Scrub Top

Bottoms- Black Scrub Pants

Name Tag- Name tags must be worn at all times. Replacement name tags can be purchased.

Shoes	Shoes
Acceptable	Not Acceptable
Must be clean & professional shoe	Beach Style Flip Flops (Old Navy Style), Rubber/Athletic Slides, Fuzzy and/or Furry slides, House Shoes/Slippers, Crocs

Misc.- No inside out clothing

Be creative - add colored jewelry, belt, scarf, or jacket

Classrooms are chilly; please bring jacket or sweater to stay within dress code.

Makeup – Arrive to school with makeup applied appropriately for taking clients.

School makeup is for classroom and salon area guests.

Students are not allowed to use the academy's makeup for personal use.

Nails – Clean and filed. **Esthi's must have short nails without acrylic overlay and no tips.**

Polish must be neat and not chipped. Toes polished with sandals

Students are not allowed to use the school nail supplies for personal use

Hair – Arrive to school with hair clean, dry, finished and styled.

No hats

Hair accessories are ok – examples: extensions, headbands, bows, flowers, etc.

ACADEMIC INFORMATION

Grades - The Academy uses a 100-point grading scale: 85-100% passing. Below 85% not passing.

Grades are given for classroom work, projects, and styling area/clinic performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

Graduation Requirements - A grade average of 85% is required for graduation from any program at The Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All course work and course hours must be completed to graduate. Graduates earn a diploma.

Absences & Grades During Foundations- During the “Foundations” period, if a student is absent for more than the following number of days (does not have to be consecutive), the student may be dropped from the program.

Cosmetology Students: 3 Days/ 18 Hours

Esthetics Students: 3 Days /18 Hours

A Student must have an 85% or above on all tests taken in foundations before going on the floor and working on guests.

Incompletes - Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

Inadequate Grades - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be counseled several times during the same grading period.

CAREER PLANNING

Licensing Requirements – To become licensed in Missouri, students must complete the hours of approved training, graduate from an approved school, and pass the state board and state law exams. Hours of approved training:

Program	Required Hours	Months to Complete
Cosmetology	1500	11-15 Months
Esthetics	900	7-12 Months

Placement – The Salon Professional Academy does not guarantee employment. The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy will also follow-up with graduates to help us prepare new students for future job placement.

Career Opportunities - There are many opportunities open to licensed cosmetologists and estheticians. The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons, and destination spas. Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant, or an admissions and financial aid director in cosmetology schools. Additional licenses are required to become an educator in a school of cosmetology arts and sciences.

ACADEMY POLICIES

These policies are important to your success at The Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. Be pleasant and smile!

All suspensions and dismissals will be determined by the discretion of the staff at The Salon Professional Academy

Attendance Policy- Students are required to be here during their scheduled hours. If a student is tardy or absent, any hours/minutes missed may cause the student to go over contract which will then cause the student to pay additional over-contract charges along with the possibility of dismissal from the program. Please see SAP Policy for additional information.

Hours- School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. School holidays include New Years, Memorial Day weekend, Fourth of July week, Labor Day weekend, Thanksgiving weekend, and Christmas week. A student may be sent home for all or part of a day for rule breaking. The electronic scanner time clock keeps your hours recorded in minutes. Even one minute late is tardy!

Early Arrival- A student may clock in 1 hour before their scheduled start time. If a student clocks in before 60 minutes, the student will not receive credit for those hours/minutes.

Late Arrival- Any student that will be late for their scheduled start time must call before their scheduled time to report the tardy. The student must speak to an educator or employee of the school. If the student is more than 30 min late, the student will not be admitted into class or floor area without excusable documentation. If the student does not call to report the tardy by their scheduled time, the student will be sent home upon arrival and receive a no call/no show absence. If the student calls before they're scheduled, and arrives no more than 30 minutes late, the student will be allowed to clock in and only receive a tardy.

Excusable Documentation:

1. Illness of student or student's child with doctor's excuse*
2. Funeral with program from service
3. Car accident with police report
4. Doctor visits for non-illness appointments require a doctor's note. (Examples: medical, dental, vision, pregnancy)
5. Maternity or complications of pregnancy with doctor's excuse*

*Doctor's excuse must show that you were in the office the day of the absence and released to return to school.

Leaving Early or Sent Home- If a student leaves early without proper documentation or is sent home, it will be documented as a tardy in their attendance. A student may be sent home for the following: Improper dress code, refusing clients or services scheduled, sitting in a car in the parking lot, not participating in assigned classroom or salon/spa activities and sanitation's, cell phone use in restricted areas, or any other professional conduct listed in the academy's policies. Policies are subject to change.

Absences- If a student requires a day off, the student must fill out an Absence Request Form prior to the date needed and turn it into the front desk. For unexpected days off, the students must call between 8:30am- 9am to report their absence. If a student does not call to report their absence or does not come back from lunch it will result in a loss of \$50 from their scholarship and documented as a no call/no show.

1 tardy = \$10 removed from their scholarship.

1 No Call/No Show = \$50

If a student has 1 or more No Call/No Shows in a month's time, the following procedure will take place:

1st Month- Student Consultation

2nd Month- Student Consultation with one-week suspension.

3rd Month- Student Consultation with two-week suspension.

4th Month- May be dropped from the program.

Makeup Hours- Makeup hours are limited and should not be depended on to complete the program within the contracted date.

Lunches- Students are required to clock out for at least 30 min every day for lunch breaks. If the student does not clock

out, a tardy will be given. If a student was unable to take all the minutes required for lunch/dinner because of a client, the student must get documentation signed from the educator that is working with them. That documentation must be turned in that day for it to count. The maximum scheduled lunch is 60 minutes.

Absences & Grades During Foundations- During the “Foundations” period, if a student is absent for more than the following number of days (does not have to be consecutive), the student may be dropped from the program.

Cosmetology Students: 3 Days/ 18 Hours
Esthetics Students: 3 Days /18 Hours

A Student must have an 85% or above on all tests taken in foundations before going on the floor and working on guests.

Learning- Subjects being taught are reviewed and built upon constantly. If you don’t understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

Grades- All training must be completed with an 85% average. Please See SAP Policy.

Incompletes- Incompletes are given at the discretion of the educator when students are working on guests in the salon area. When a student receives an incomplete on the grade sheet, it means the student didn’t know all the steps of the on service or guest handling procedures. The educator will coach the students in the specific areas they need help.

Inadequate Grades- When a student is deficient in one or more areas of study or skill, the educators will determine what period of time the student will have to complete the work satisfactorily. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised of progress during the grading period.

Educators & Employees- When you are working on practical skills either in the classroom or the salon area or spa, please work with the educator who has responsibility of that area. All employees have the right to enforce the school’s policies at any time, even when they may not be working directly with that student.

Conduct In Salon/Spa Area- Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at or behind the reception desk, in the salon area or around a station where another student is working with a guest. Students will always be under the supervision of educators. Always get an educator’s consultation before you proceed with guest services. Breaks and lunch times are scheduled by the educator. Clean the work area and put all tools and laundry away before a break or lunch. Please do not leave the building or go on break before the scheduled time without the educator’s approval. A tardy will be given for clocking out/taking lunch before the scheduled time.

Product- The school will provide all product used on clients. Students are not required or allowed to bring in their own products to use on clients. Clients are also not allowed to bring in their own product.

Charging Clients- Students are prohibited from charging clients for service, booking fees, product use, etc. All payments for services must be made to the school. Charging clients outside of that will result in immediate dismissal from the program. Tips can be accepted by the student.

Respectfulness- When dealing with difficult situations between students or employees please remain respectful. If you are sent home for the day, you must leave. Failure to maintain professionalism and maturity in a difficult situation can result in suspension or dismissal from the program.

Drug and Alcohol Policy- The Salon Professional Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. Area drug abuse information, counseling, referral and treatment centers information is made available to students or staff members. The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution.

Appearance- Students are required to follow the Apparel Code. When working closely with clients, personal hygiene is extremely important. If you come into school and smell or appear to be under the influence of alcohol, cannabis, etc. you

will be suspended for 2 weeks for the first offence and dismissed from the program on the 2nd offence

Phones, Cell Phones, & Purses- Cell phone use is restricted to designated areas: Taking a before/after photo at the student station, ring light, in the breakroom, by the back door, or outside when on a break/lunch. It is the student's responsibility to give the Academy's phone number to friends, family, doctor's office, child's school, caregiver, or anyone needing to contact you for emergency/urgent matters. Purses/bags are not allowed in the classroom or salon area for the safety of personal items. Please bring tablet/laptop, pens/pencils, and notebook only into classrooms. Kit supplies should be kept in a locker until an educator has instructed that is needed. A student may be sent home for not following policies.

Smokers- Please smoke or vape outside in the back of the school away from the door. Smoker's sanitation will be required.

Food and Beverages- Please keep all eating in the break room and stored in a locker or the refrigerator. Any items left out in the break room area will be removed at the end of each day. Items in the refrigerator will be removed at the end of each week. Beverages in closed bottles or with a lid are only allowed in the classroom during theory, or underneath the station. No food is allowed at styling stations or spa areas.

Lockers- Each student will use a locker to store personal items and be provided with a lock and key or combination lock. Lost keys will be replaced by the student. The Locks and keys are to be returned with the locker cleaned out on a student's last day. There is a \$20 fee for lost locks and/ unreturned locks. Any Items left in the students locker after withdrawal or graduation will be discarded.

Care of Texts, Kits, and Equipment- Your kits and Pivot Point Lab subscription are provided. Kit items are to remain in the school until graduation. If an item is lost or broken, replace it promptly. Borrowing is not allowed. Lockers are provided to protect your professional tools. Your Pivot Point Lab Subscription is your personal, professional library. Always keep your work area (classroom or styling area) clean and neat. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. School equipment is not to leave the school at any time.

PDA- Public display of affection tends to create unfavorable impressions and attitudes toward the school and individuals involved. Students are requested to use good judgment and avoid the embarrassment of having fellow students and/or staff of The Salon Professional Academy make formal complaints that could result in suspension/dismissal from the program for the students involved.

Parking Area- Please Park away from the building. Use the last 3 rows towards the highway. This leaves room for our guests to park close by and walk into the school.

Interruptions- When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or salon area where you are assigned for the day. Do not roam about interrupting other students in training.

Personal Service- Students in good standing will receive a monthly student service voucher when on the salon floor.

School Closing- Go to KSDK T.V. station or online for school closing report due to weather. TSPA also utilizes a text messaging system to notify students of school closings, emergencies, etc. Please be sure we have your correct email, cell phone number and cell phone service provider on file so you can receive these text messages and emails.

Suspension/Dismissal- Students may be suspended/dismissed for poor performance, absence, tardiness, inappropriate behavior, and any refusal to follow TSPA policies. If a student is suspended, the student will be advised about what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. Employers ask about attitude, attendance and levels. Students may be sent home or suspended when not following school policies.

Termination - A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with policies of The Academy as outlined in this catalog.

Property removed from the Academy without authorization is considered theft and will not be tolerated. Falsifying documents, appointment schedules, service tickets, or records of the Academy is also considered theft and may result in dismissal from the program.

The Salon Professional Academy maintains a strict zero-tolerance policy regarding hazing, harassment, or assault of any kind. All students and employees have the right to learn and work in a safe, respectful, and inclusive environment. Any behavior that threatens the physical or emotional safety of others is strictly prohibited.

The following behaviors are violations of this policy and grounds for immediate disciplinary action, including **termination of enrollment**:

- **Hazing:** Any action or situation that recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for purposes of initiation, affiliation, or membership in a group.
- **Harassment:** Unwelcome conduct—verbal, physical, visual, or digital—that targets an individual or group and creates a hostile, intimidating, or offensive environment. This includes bullying, discriminatory remarks, sexual harassment, or persistent unwanted attention.
- **Assault:** Any form of physical attack or threat of harm, including but not limited to hitting, pushing, unwanted physical contact, or threatening behavior.

Violations of this policy will result in **immediate termination from the program** and may be reported to law enforcement when applicable. The school reserves the right to investigate any reported incident thoroughly and to take all necessary actions to protect the safety and integrity of the learning environment.

Anyone who experiences or witnesses hazing, harassment, or assault should report the incident to school administration or a designated Title IX coordinator immediately. Reports will be taken seriously and handled promptly and confidentially to the extent possible

Retaliation against any individual who reports a violation or participates in an investigation is strictly prohibited and will be treated as a separate and serious violation of this policy.

Terms of Re-entry – Students who have been terminated or withdrew from the Academy will be ineligible for re-enrollment. Students returning from a leave of absence will return to the same progress status as when they left. Please see the leave of absence policy for more information.



PAYMENT PLANS & SCHOLARSHIPS

CASH PAYMENT PLAN

This is a monthly payment program. While in school students will be required to pay a minimum of \$1000 per month towards their tuition. These payments will continue after graduation until the total due is paid in full. Payments can be made via cash, check, money order, or credit card.

PAY IN FULL

If the student tuition can be paid up front, by the first day of class, the student will receive 20% off tuition. Financial aid cannot be used with this option. Payment can be made via cash, check, money order, or credit card.

FINANCIAL AID

Apply for federal financial aid by going to www.StudentAid.gov Add our School Code **041706**

If you qualify, Federal Pell Grants and Student Loans can be used towards your tuition. If you need assistance filling out your FAFSA or have questions about financial aid, call JoAnne at 636-541-9757.

SCHOLARSHIPS

You will have the opportunity to earn scholarships throughout your program. Scholarships are earned by participation in the Summit Level System and your attendance/grades. Scholarships are all awarded and applied after the student has graduated. Scholarships will first be applied to any balance the student has with the Academy before payment arrangements can be made for any additional balances. We will discuss more on this during your admissions tour.

All tuition is to be paid off with The Salon Professional Academy before you are able to test with State Boards.

Title IV

Title IV includes many forms of federal financial aid. The Salon Professional Academy participates in the Pell Grant, Federal Direct Student Loans, and Parent Plus Direct Loan.

A Pell Grant is a need-based grant that students do not have to pay back.

Federal Student Loans can be need-based and non-need based, both types need to be paid back. Unsubsidized and subsidized loans differ primarily in how interest is handled while the borrower is in school.

Subsidized Loans:

- Interest Coverage: The government pays the interest while the borrower is in school at least half-time, during the grace period, and during deferment.
- Eligibility: Available only to undergraduate students who demonstrate financial need.
- Loan Limits: Generally lower than unsubsidized loans.

Unsubsidized Loans:

- Interest Accrual: Interest begins accruing immediately upon disbursement, even while the borrower is in school.
- Eligibility: Available to both undergraduate and graduate students, regardless of financial need.
- Loan Limits: Typically, higher than subsidized loans.

Both types of loans must be repaid, and borrowers can choose to pay the interest on unsubsidized loans while in school to reduce the total loan cost.

Parent Plus Direct Loan is a loan parents can apply for. This is a credit-based loan that will be in the parents' name. Interest on this loan begins accruing immediately upon disbursement. Parents can apply at **studentaid.gov**. Students and parents must notify the financial aid office when applying for the Parent Plus Loan. The student or parents must bring in the denial/acceptance letter to the financial aid office to ensure it is added to the students financial aid offer.

All federal loans that a student and/or parent enter into will be submitted to NSLDS and accessible by authorized agencies, lenders, and institution.

Students must fill out the Free Application for Student Aid (FAFSA) on the **StudentAid.gov** website to see what they qualify for. Students must demonstrate financial need, be a U.S. citizen or an eligible noncitizen, have a valid Social Security number, register (if you have not already) with Selective Service, If you are a male between the ages of 18 and 25 maintain satisfactory academic progress in postsecondary education, and show you're qualified to obtain a postsecondary education by having a high school diploma or General Education Development (GED), Completing a high school education in a home school setting approved under state law. Criteria used for determining the amount of financial aid you can qualify for includes your dependency status, household income, household size, status of previous student loans, lifetime limits, and grade level in college.

StudentAid.gov is a resource recommended to all perspective and current students to visit. You will find information on the terms and conditions of federal student loans, the criteria to continue eligibility, and sample loan repayment schedules.

Financial Aid disbursements are requested by the financial aid office at the beginning of the pay period for each student. The disbursement is deposited in the school's accounts and credited towards the student's ledger. Students will be notified by the financial aid office when a disbursement has been made. Any payment received that exceeds the amount owed in that payment period will then be given to the student at the time of the disbursement notification in the form of a check made out in the student's name.

For more information on payment periods, please see the Satisfactory Academic Progress Policy contained in this catalog. Students must be making satisfactory academic progress to continue eligibility for aid. Students can become ineligible for financial aid if convicted of a drug related offense while receiving federal financial aid.

Students must complete entrance counseling and sign their master promissory note before disbursements can be made. Students will also complete exit counseling before graduating from the program. Students who withdrawal from the program will be required to complete exit counseling as well. Counseling and the MPN can be found on the **StudentAid.gov** website.

Title IV Professional Judgment Policy

In accordance with Section 479A of the Higher Education Act, The Salon Professional Academy Financial Aid Office is authorized to exercise professional judgment (PJ) on a case-by-case basis to address special or unusual circumstances that affect a student's or family's ability to pay for their education. These decisions may impact the data used to calculate a student's Expected Family Contribution (EFC), dependency status, or cost of attendance (COA), and are made at the discretion of the financial aid administrator. All decisions are final and cannot be appealed to the U.S. Department of Education.

Types of Professional Judgment Considerations

1. Special Circumstances

Situations that justify changes to a student's FAFSA data elements, including but not limited to:

- Loss or reduction of income (e.g., unemployment, wage reduction)
- Death of a parent or spouse
- Divorce or separation of parent(s) or student after FAFSA filing
- Excessive or unexpected medical expenses not covered by insurance
- Natural disasters or other emergencies affecting financial stability

2. Unusual Circumstances (Dependency Override)

Situations that may justify a change in dependency status from dependent to independent, such as:

- Abandonment by parents
- Abusive family environment
- Incarceration of both parents
- Student is unable to contact parents or where contact poses a risk

Request Process

1. Student Notification

Students who believe they have special or unusual circumstances may initiate a Professional Judgment request by contacting the Financial Aid Office.

2. Documentation Requirements

All requests must be accompanied by **supporting documentation**, which may include:

- IRS tax return transcripts or signed tax returns
- Termination letters or proof of unemployment benefits
- Medical bills or insurance documents
- Court documents (e.g., divorce decrees)
- Third-party statements (e.g., from counselors, clergy, or social workers)

3. Review and Decision

A financial aid administrator will review the submitted documentation and determine whether a PJ adjustment is warranted. Additional documentation may be requested.

4. Timeline

Professional Judgment requests are typically reviewed within **10–15 business days** of receiving complete documentation. Students will be notified of the outcome via official school communication channels.

Limitations

- PJ adjustments are granted on a case-by-case basis only and do not set precedent.
- The school is not obligated to perform a PJ review and may decline requests without full documentation.
- Adjustments must comply with all federal regulations and guidance.

Recordkeeping and Compliance

All documentation and determinations related to Professional Judgment will be retained in the student's financial aid file and will be available for review in the event of an audit. The Financial Aid Office ensures that all PJ decisions are compliant with Title IV regulations and documented appropriately in the student's financial aid system.

The Salon Professional Academy Federal School Code: 041706

For questions about financial aid or help with your FAFSA, please call Joanne at 636-541-9757 or email at financial_aid@tspastlouis.com

Return of Title IV Funds

The Academy may return Title IV funds for various reasons. The following lists those reasons and how the determinations are made.

Overpayment of Title IV Funds - An overpayment occurs when a student receives more financial aid (this includes scholarships, grants, and loans) than what is needed per the course budget. If the funds have been disbursed to the student, the student will then be notified of the overpayment in writing by The Salon Professional Academy. If the student is required to return any funds disbursed to them, they will have 45 days from the day they were sent the notice to return the funds to the Financial Aid Office. The financial aid office will then return those funds on the student's behalf. If the student does not return the funds directly to the financial aid office, they must provide proof of the return from their loan servicer. If proof cannot be provided, the Academy will use the form provided by the US Department of Education to refer the student to the Debt Resolution Service Department.

Student Withdrawal - When a recipient of title IV grant or loan assistance withdraws from the Academy during a payment period in which the recipient began attendance, the Academy must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date.

The withdrawal date is the last date of attendance for official withdrawal and unofficial withdrawal. The last day of attendance is determined by the student attendance record. Once that date is determined, the Academy will then determine the amount of hours the student was scheduled to complete between the first day of the payment period and the withdrawal date. This percentage will determine the amount of aid earned:

- Under 60% of hours scheduled = Earned amount is equal to the percent of hours.
Example: Student was scheduled to complete 30% of the hours in the payment period, they earn 30% of the aid awarded.
- 60% or over hours scheduled = Earned amount is 100%
Example: Student was scheduled to complete 60% of the hours in the payment period so all awarded aid was earned.

Any unearned title IV funds that have been disbursed to the student's account will be returned to the Secretary by the Academy on the student's behalf along with written notice to the student of these returned funds. The Academy will return these funds within 45 days of making the determination.

Funds are returned in the following order:

- 1st- Unsubsidized Federal Direct Loans
- 2nd- Subsidized Federal Direct Loans
- 3rd- Parent Plus Direct Loan
- 4th- Federal Pell Grants

If earned funds have not been disbursed, the Academy will consider earned funds as a post withdrawal disbursement.

Post Withdrawal disbursements - 1st- If the R2T4 calculation shows the student is eligible for a Pell Grant post withdrawal, the academy may credit the student's account without permission from the student to cover any tuition or fee. Authorization is necessary for any charges other than current charges.

2nd- If the R2T4 calculation shows the student is eligible for a Post Loan withdrawal disbursement, the Academy must obtain confirmation from a student or parent, in the case of a parent plus loan, before making any loan disbursement. The Academy will notify the student/parent in writing within 30 days of determining eligibility of a post withdrawal disbursement. This notification will explain what the disbursement will credit towards the student's account and any funds that could be directly disbursed to the student or parent, in the case of a parent plus loan. Confirmation must be made by the student and/or parent, in the case of a parent plus loan, within 180 days that they would like these disbursements made. The student/parent does have the right to request all or just a portion of the loans they would like to be disbursed.

Please remember that all Title IV loan funds, student and/or parent, will require repayment in accordance to the agreement made by signing the master promissory note. Students may still have a balance with the Academy after all

Withdrawal Date (Official Withdrawal / Unofficial Withdrawal)

- A student officially withdraws when they notify the school's administrative office of their intention to withdrawal from school. Notification can be in writing or in person.
If the student chooses to do this in writing, please mail it to:

Attention: Admissions
The Salon Professional Academy
3141 West Clay
St. Charles, Mo 63301

- A student is considered unofficially withdrawn when they have been absent for 10 consecutive days (14 calendar days) from their last date of physical attendance without notifying the schools administrative office. . Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

Please remember that all Title IV loan funds, student and/or parent, will require repayment in accordance to the agreement made by signing the master promissory note. Students may still have a balance with the Academy after all earned Title IV funds are applied.

After the R2T4 process is complete, and the student's ledger has all earned Title IV funds applied, the Academy will then complete the Tuition Refund Worksheet to determine if any other balances remain on the students account. Below is the example of the Academy's refund chart:

Percentage of total program Represented by scheduled hours	Maximum amount of total tuition Academy shall receive or retain
0.1 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

If the Student is scheduled to complete 50% of the course hours, no refund is due and all tuition is due.

Failure to repay any Title IV funds may result in the student losing eligibility for Title IV aid in the future. Failure to repay the Academy any remaining balances may result in the student not being able to transfer hours to another institution, and/or not being able to take the Missouri State Board Exam. The Academy will also send the student to collections for any balances due on the account if arrangements for repayment are not made with the Academy within 30 days of the Academy sending notice in writing to the student about their account balance. The Academy collection services are provided by:

**Evans & Dixon LLC
211 North Broadway Suite 2500
St. Louis, Mo 63102
314-436-6757**

REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Every termination will have a refund calculation preformed and refunds will be made in a timely matter.

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in person or in writing, or is not accepted, within three business days of the execution of this agreement, all monies paid herein, including all fees, shall be refunded by the Academy to the student. If the Student cancels enrollment after three business days of the execution of the agreement and it is prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to the Academy, less the application fee of \$100, registration fee of \$95.

In the event the Student begins but does not complete the course, by the student's choice or by termination from the Academy, the Student will be charged in accordance to the Academy's Refund Policy. If the Student terminates prior to course completion, the Student is assessed a **\$150.00** termination/withdrawal fee. All refund calculations are based on scheduled hours on the students last day of attendance. The Academy will receive or retain tuition as follows:

Percentage of total program Represented by scheduled hours	Maximum amount of total tuition Academy shall receive or retain
0.1 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent

If the Student has completed 50% of the course hours, no refund is due and all tuition is due.

In the case of a leave of absence, 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 Academy that the Student will not be returning.

The cancellation date of official cancellations or withdrawals made in writing is determined by the postmark on the written notification, or the date said information is delivered to the Academy in person.

If the Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. If the course is cancelled after the Student's enrollment, but prior to beginning classes, the Academy shall provide a full refund of all monies including all fees. If the course is cancelled after the Student's enrollment, and classes have begun, the Academy shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Any monies due the Student shall be refunded within 45 days of the official withdrawal. Official withdrawals are determined when a student notifies the Academy of their withdrawal. In the case of an unofficial withdrawal, monies shall be refunded 45 days after the date of determination. Unofficial withdrawals are determined when a student has been absent for 10 days without communication with school officials. The 11th day will be the date of determination. . Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

If the refund calculation determines that the student will owe the Academy any uncollected tuition, the student will be notified in writing within 45 days from the last date of attendance. The student will have 30 days to make arrangements for the payment. If arrangements are not made, the Academy will submit a copy of the students' enrollment agreement, refund calculation worksheet, and ledger to Evans & Dixon LLC for collections.

Leave Of Absence Policy

A student may be granted a leave of absence for circumstances beyond the control of the student. The student requesting the leave of absence must follow the policy in requesting a leave of absence. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. The request must include the students signature. Emergency leaves of absence, without prior written request, may be granted provided the Academy documents the reason for its decision, and the student completes the leave of absence request form and returns it to the school via mail or in person. The start date of the leave of absence will be the first date the student was unable to attend.

There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. The student will not be charged any additional fees or tuition because of a LOA.

The minimum time frame for a leave of absence is 30 calendar days. The maximum time frame for a leave of absence is 6 calendar weeks. The school does not permit more than one leave of absence.

The student is required to keep in contact with the administrative offices to make plans for their return. If no contact has occurred, via phone or mail, notice will be given to the students in regards to their future at the Academy. If the student fails to return on their next scheduled day after the leave of absence the Academy will consider this an unofficial withdrawal. The withdrawal date used for refund calculation purposes will be the students last date of attendance prior to the LOA.

When the student returns from the LOA, they will begin with their program where they left off. The students' contract date will be extended by the same amount of calendar days taken during the LOA. The leave of absence form will be the addendum to the enrollment agreement and must be signed by the student and Academy.

Students will be advised prior to their LOA about any effect the LOA would have on their Title IV funding as well as the consequences of not returning from the LOA and the terms of any title IV loans, including the expiration of the students' grace period.

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory progress policy applies to all students' whether receiving Federal Title IV funds, partial funding assistance, or self-pay that are enrolled in a NACCAS approved program. Satisfactory progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their attendance and academic status via a progress report.

Attendance Progress - All students attending The Salon Professional Academy must maintain Satisfactory Progress which is defined as reaching each checkpoint of training with an average 85% attendance. Students are expected to attend classes as per their enrollment agreement. **Students are responsible to clock in and out appropriately to document their hours.** Students who miss 10 consecutive days of school (14 Calendar Days) without communicating with the schools directors/educators may be terminated on the 11th consecutive day.

Students must attend a minimum of 85% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 117%.

Cosmetology Students:

Full Time= 30 scheduled hours during foundations and 34 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 68 hours. If a student is behind more than 68 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a full time student, 117% is equal to 8 weeks/ 255 hours or more behind.

Three Quarter Time= 30 scheduled hours during foundations and 25 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 50 hours. If a student is behind more than 50 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a 25 hour a week student, 117% is equal to 10 weeks/ 255 hours or more behind.

Evening & Saturday Three Quarter Time= 25 scheduled hours a week. (This does not include the 1 hour per scheduled Saturdays for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 50 hours. If a student is behind more than 50 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a 25 hour a week student, 117% is equal to 10 weeks/ 255 hours or more behind.

Esthetics Students:

Full Time= 30 scheduled hours during foundations and 34 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled day for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 68 hours. If a student is behind more than 68 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a full time student, 117% is equal to 4 weeks/ 127.5 hours or more behind.

Three Quarter Time= 30 scheduled hours during foundations and 25 scheduled hours a week upon entering the floor schedule. (This does not include the 1 hour per scheduled for lunch). The contract date is 2 weeks after scheduled graduation. This is equal to 34 hours. If a student is behind more than 50 hours at the scheduled graduation date, the student will be required to pay over contract fees per their contract. At any time if a student is behind in hours and will not graduate within 117% of time the student will be dismissed from the program. For a ¾ time student, 117% is equal to 5 weeks/ 127.5 hours or more behind.

If a student changes status at some time other than what is defined above, the Change of Status Form will include the appropriate hours and weeks.

Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOA's will extend the students contract period and max time frame by the same number of days taken in the LOA.

Absences During Foundations

During the “Foundations” period, if a student is absent for more than the following number of days (does not have to be consecutive), the student may have to repeat foundations with the next scheduled class.

Cosmetology Students: 3 Days/ 18 Hours

Esthetics Students: 3 Days / 18 Hours

Academic Progress - Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the licensing agency. Students must maintain a grade average of 85% and complete all written and practical final exams prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory: 95 - 100 A = Excellent
 91 – 94 B = Good
 85 – 90 C = Average
 84 or less = Failing

Determination of Progress - Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress until the next evaluation point. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will sign the SAP document at each evaluation and will have access to these documents in their student file. The SAP document will state if the evaluation will impact the students’ financial aid. Students will be evaluated at the following points:

Course/ Program	Pay Period / Scheduled Hours / Weeks	Evaluations Are Completed When Students Are Scheduled to complete:
Cosmetology	Pay Period 1 / 1-450 Hours / 14 Weeks Pay Period 2 / 451-900 Hours / 14 Weeks Pay Period 3 / 901-1200 Hours / 9 Weeks Pay Period 4 / 1201-1500 Hours / 9 Weeks	450 Hours/ 14 Weeks 900 Hours / 14 Weeks 1200 Hours / 9 Weeks
Esthetics	Pay Period 1 / 1-450 Hours / 14 Pay Period 2 / 451-900 / 14 Weeks	450/ 14 Weeks

Warning - Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status. Students will be required to complete any missing work and/or make up any hours that may put them back into SAP.

Appeal - If a student is determined as NOT making Satisfactory Progress after the Warning Status, they will become ineligible for Title IV funds. The student may appeal the negative determination. Students who wish to appeal the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the School required form. The student must submit a written appeal on the school’s form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within 5 business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian (if applicable), and appropriate school staff. The Academy will determine if SAP can be met by the end point of the probation period. A decision on the appeal will be made within 3 business days after the hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for

Title IV funds reinstated and be placed on Probation until the next evaluation period.

Probation - Students on Warning Status who do not meet requirements at the next evaluation point and have prevailed in their Appeal will be placed on Probation Status if it is determined they can meet the SAP requirements within the 117% timeframe. An academic plan will be made for that student. The student will be required to follow the Academic Plan. The plan may include the requirement to make up hours and/or complete all missing work. A student may be placed on Probation Status for one evaluation period.

If the Academy determines that a student is not making satisfactory progress and will not be able to meet these SAP requirements within the maximum time frame of 117%, the Student may be dropped from the program.

Reestablishment of Status - A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 85% or better, and/or 2) Increasing cumulative attendance to 85%.

Reinstatement of Financial Aid - Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

Determination Date / Withdrawal Date (Official Withdrawal / Unofficial Withdrawal) - The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had previously attending could be up to but not to exceed 14 calendar days from the student's last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. Unofficial withdrawals are determined through monitoring clock hour attendance weekly.

Course Incompletes, Repetitions and Non-Credit Remedial Courses - Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy and do not apply to The Salon Professional Academy.

Reentry Students / Interruptions - Students who have been terminated or withdrew from Academy will be ineligible for re-enrollment. Students returning from a leave of absence will return in the same progress status as when they left. Please see the leave of absence policy for more information.

REGULATORY INFORMATION

Organizations – The Salon Professional Academy is:

- licensed by the Missouri State Board of Cosmetology and Barbering, P.O. Box 1062, Jefferson City, Missouri, 65102. (573) 751-1052
- accredited by NACCAS 3015 Colvin St., Alexandria, VA 22314, (703) 379-2200

If you would like to see the Missouri State License and/or the NACCAS Accreditation Certificate, please call Christine Pitman- Director of Compliance at 636-541-9757 or email compliance@tspastlouis.com

Rights and Privacy - It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's right to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Parents/guardians of a dependent minor, accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student.

Non-discrimination – The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide students with the following safety information about our campus. All criminal actions must be reported to an educator, director, or owner immediately. That individual will assist the student or client in reporting the crime to the St. Charles County Sheriff or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying the police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures, including crime prevention, personal safety off-campus, fire, and tornado procedures, etc.

Local police speakers will be scheduled at least once annually for all staff and students.

We have no reports of murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft to report. We have no reports of liquor law violations, drug abuse violations or weapons possession.

Copyright Infringement- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at <http://www.copyright.gov>. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials may be subject to termination from the program.

The Salon Professional Academy, The MiaTina LLC is a corporation in Missouri.

Owner - MiaTina LLC- Mark Branca – mbranca@studiobranca.com

Owner - Three Towers LLC- Bud Goellner – budg@statebeautystlouis.com

Owner/Director of Financial Aid: JoAnne Bredensteiner – financial_aid@tspastlouis.com

Director of Compliance: Christine Pitman – compliance@tspastlouis.com

Director of Admissions: Catherine Hutton - admissions@tspastlouis.com

Director of Esthetics Education: Yolanda Olivier – educators@tspastlouis.com

Director of Cosmetology Education: Lorna Burke – tspa.burkie@gmail.com

All educators have salon experience, are licensed cosmetologists and/or estheticians, and are licensed educators.

Patricia Thai

Tyler Wison

Vicky Farrar

Tayler Kuper

Leslie Bauer

Rebekah Barber

Allison Leahy

Adrienne Bruce

Taylor Divinny

Pre-Enrollment Information- The following information is based on the outcomes submitted to NACCAS via the Annual Report. The required reporting period is 1/1/2023-12/31/2023.

Cumulative	Cosmetology	Esthetics
Graduation Rate: 95.81.81%	Graduation Rate: 94.29%	Graduation Rate: 96.91%
Licensure Rate: 100%	Licensure Rate: 100%	Licensure Rate: 100%
Placement Rate: 90.91%	Placement Rate: 98.11%	Placement Rate: 82.61%

Student Demographics as reported to IPEDS Fall 2023

<https://nces.ed.gov/collegenavigator>

Total Reported Student: 117

Full Time- 79% ¾ Time- 21%	Female- 98% Male- 2%	Black or African American- 20% Hispanic/Latino- 1% White- 74% Two or more races- 3% Race/Ethnicity Unknown- 2%	First Time Students Awarded Pell Grant- 33 All Students Awarded Pell Grant- 85
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The Salon Professional Academy has a 92% Retention Rate for First-Time Full-Time Students

For questions on the Annual Report and IPEDS statistics, please call Christine at 636-541-9757 or email compliance@tspastlouis.com

Board Approved Credential Evaluators

If you earned your high school diploma outside of the United States, please use one of the following credential evaluators:

Aequo International 150 4 th Ave N., Suite 850 Nashville, TN 37219 Phone: 844-882-3786 Email: info@aequointernational.com Website: www.aequointernational.com/index.html	Span Tran Miami Intake Office 2655 LeJeune Rd, Suite 602 Coral Gables, FL 33134 Phone: 305-749-0333 Website: www.spantran.com
Educational Credential Evaluators PO Box 514070 Milwaukee, WI 53203-3470 Phone: 414-289-3400 Email: eval@ece.org Website: www.ece.org	International Educational Research Foundation Inc. PO Box 3665 Culver City, CA 90231-3665 Phone: 310-258-9451 Email: Support@ierf.org Website: www.ierf.org

Please have the evaluators mail a copy to you (bring your copy to your enrollment appointment) and the Missouri Board of Cosmetology at:

Board of Cosmetology and Barber Examiners
PO Box 1062
Jefferson City, Mo 65102

****If you have earned your high school diploma or GED from a state other than Missouri, or from a private school in Missouri, please have your high school or state send an official transcript to the Missouri State Board before you enroll with The Salon Professional Academy.**