

2024



**ATLAS ACADEMY OF COSMETOLOGY**  
**SCHOOL CATALOG**  
**JANUARY 2024**  
**VOL. 9**

The information contained in this catalog is subject to change. The catalog cannot be considered as an agreement or contract between individual students and Atlas Academy, its administrators, faculty, and/or staff.

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# | GENERAL INFORMATION.

## LOCATION.

Atlas Academy of Cosmetology | 2500 Spring Arbor Rd Jackson, MI 49203 | 517.962.5344  
Email: [atlasacademyofcosmetology@gmail.com](mailto:atlasacademyofcosmetology@gmail.com) Website: [www.atlasacademy.com](http://www.atlasacademy.com)

## STATE LICENSURE.

Atlas Academy's application for licensure was approved and issued by the State of Michigan Board of Cosmetology. The State of Michigan requires Atlas Academy to renew the school license annually.

A copy of the state license is posted at the school. | License #2707000777.

*Michigan Department of Licensing and Regulatory Affairs (LARA)  
Bureau of Professional Licensing | PO Box 30670 Lansing, MI 48909 | 517.241.9288*

## ACCREDITATION.

Atlas Academy of Cosmetology is currently a candidate for accreditation through NACCAS.

*National Accrediting Commission of Career Arts & Sciences (NACCAS).  
3015 Colvin Street, Alexandria, VA 22314 | 703-600-7600*

## ADMINISTRATION/INSTRUCTORS.

- Denise Geisman School Owner/Esthetician Instructor
- Mindi Easter School Director/Cosmetology Instructor
- Sydney Cowing Cosmetology Instructor
- Michelle Maxson Cosmetology Instructor
- Pamela Paskvan Cosmetology Instructor
- Michelle Schaffer Cosmetology Instructor
  
- Andrea Kissinger Substitute Instructor

## GENERAL FACILITIES & EQUIPMENT.

The facility includes:

- Properly arranged and equipped classrooms for academic and practical learning.
- A contemporary student salon with stations, tables, and appropriate equipment.
- Inventory of supplies to enhance educational programs.
- Learning resources including DVDs/Textbooks/Technical Manuals, Web-Based Material/Posters, Milady CIMA, Mannequins & Live Models

## MISSION STATEMENT.

Atlas Academy enforces a high standard for excellence in learning in every aspect of the school's curriculum and policies. While preparing students for a successful career in the beauty industry, health, safety, and sanitation is at the forefront of every lesson.

## GRADUATION, LICENSURE, AND PLACEMENT RATES (2022).

Program	Graduation Rate	Licensure Rate	Placement Rate
<i>Overall (all programs)</i>	100%	100%	93%
<i>Cosmetology</i>	100%	100%	92%
<i>Esthetician</i>	100%	100%	94%
<i>Manicurist</i>	100%	N/A	N/A
<i>Cosmetology Instructor</i>	N/A	N/A	N/A

## | START DATES and PROGRAM SCHEDULES.

### START DATES.

<b>Cosmetology</b>	<b>Esthetician</b>	<b>Manicurist</b>
January 15, 2024	January 15, 2024	January 15, 2024
May 20, 2024	May 20, 2024	May 20, 2024
September 16, 2024	September 16, 2024	September 16, 2024

*Cosmetology Instructor: Flexible Start Dates*

### PROGRAM SCHEDULES.

<b>Program</b>	<b>Schedule</b>	<b>Hours Per Week</b>	<b>Weeks To Completion</b>
<b><i>Cosmetology</i></b>	Monday - Friday 9am-3pm	27.5 hours	59 weeks (Including school closures)
<b><i>Esthetician</i></b>	Monday - Thursday 9am-3pm	22 hours	20 weeks (Including school closures)
<b><i>Manicurist</i></b>	Monday - Thursday 9am-3pm	22 hours	20 weeks (Including school closures)
<b><i>Cosmetology Instructor</i></b>	Monday - Friday 9am-3pm	27.5 hours	20 weeks (Including school closures)

### HOLIDAYS & SCHOOL CLOSURES.

<b>2024 OBSERVED HOLIDAYS.</b>	
<b><i>Mid-Winter Break</i></b>	Monday February 19, 2024 - February 23, 2024
<b><i>Good Friday</i></b>	Friday March 29, 2024
<b><i>Spring Break</i></b>	Monday April 1, 2024 - Friday April 5, 2024
<b><i>Memorial Day Weekend</i></b>	Friday May 24, 2024 - Monday May 27, 2024
<b><i>Fourth of July</i></b>	Thursday July 4, 2024 - Friday July 5, 2024
<b><i>Labor Day Weekend</i></b>	Friday August 31, 2024 - Monday September 2, 2024
<b><i>Thanksgiving Weekend</i></b>	Thursday November 28, 2024 - Friday November 29, 2024
<b><i>Holiday Break</i></b>	Tuesday December 24, 2024 - Wednesday January 1, 2025

# | SAFETY, HEALTH, and WELLNESS.

## **PHYSICAL DEMANDS & SAFETY REQUIREMENTS.** *(For all programs)*

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in this industry.

- **Body Position:** Extended periods of time standing are required for cosmetologists.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
- **Back:** Long intervals of standing may cause minor back stress, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.
- **Chemicals:** As a cosmetologist, you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.
- **Sanitation (Cleaning and Disinfection):** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, extractors, etc. Caution must be used when managing any such item.
- **General Safety:** Daily use of caution, and common sense should be practiced avoiding any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, curling irons, flat irons, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

## **LIFE THREATENING COMMUNICABLE DISEASES.**

Atlas Academy recognizes that students with life-threatening communicable illnesses such as COVID-19, AIDS, HEP-A, HEP-B and HEP-C may wish to continue work for personal reasons or because it is therapeutically important to recovery. Atlas Academy also recognizes its legal obligation to provide a safe environment for all students, guests, and other visitors to our premises. ***It is imperative the details of these communicable diseases are shared with the administration so precautions can be put into place for all staff, students, and clients. Documentation will be placed in the student file.***

If students who have life threatening illnesses can maintain acceptable performance standards in accordance with established school policies and procedures, and the weight of medical evidence continues to indicate that their illness cannot be transmitted by casual workplace contact, students with these diseases will be permitted to continue enrollment. In determining a student's ability to continue enrollment, Atlas Academy will consider making reasonable accommodations to the students' condition, consistent with applicable federal, state, and local laws.

## **VACCINATIONS.**

Atlas Academy does not require vaccinations for admission into the programs. If you have a documented waiver on file with MDHHS, please supply Atlas Academy with a copy for your student folder.

Students interested in getting more information about vaccinations should contact the local public health department or a health care provider. If a student has completed the Covid 19 vaccine(s), the school **requires** a copy in the student's file.

## | PROGRAMS OF STUDY. *All Atlas Academy Programs are taught in English.*

**NOTE:** All new students must attend orientation. During orientation, the student will learn school policies, responsibilities, standards and conduct, the format of the program, the progression of the program, and how performance will be measured. **Hours are not given for orientation.**

*Atlas Academy of Cosmetology does not currently participate in Distance Learning.*

### COSMETOLOGY PROGRAM

#### **Program Description.**

The Cosmetology Program is a 1500 clock-hour program designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

#### **Program Educational Objectives.**

Upon completion of the program requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic manipulative skills in the areas of health/safety, hair, esthetic, and manicuring services.
- Develop consultation skills to make the proper recommendations for the guests' needs.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

#### **Instructional Materials.**

A comprehensive library of reference books, textbooks, magazines, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

#### **Instructional Methods.**

The cosmetology curriculum is taught from the Milady Standard Cosmetology Fundamentals text, Atlas Academy utilizes CIMA for online learning. Instructors are trained in a variety of teaching methods which are incorporate into the instruction of each program. ***Those methods include:***

Classroom Presentations	Cooperative Learning	Demos	Field Trips
Guest Speakers	Individualized Instruction	Peer to Peer Teaching	Lecture
Discussion	Online Learning	Student Presentation	Q & A

#### **Units of Instruction/Curriculum.**

The Cosmetology Program is broken into four units; PILLAR I - is outlined as the junior program and PILLAR II - IV is outlined as the senior program.

The hour requirements, listed below, must be met by each student in each category for the earned hours to be accepted by the State of Michigan regulatory agency.

SUBJECT - UNIT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS
<i>Health &amp; Safety</i>	100 hours	100 hours		200 hours
<i>Haircare Services &amp; Natural Hair Cultivation</i>	235 hours	785 hours		1020 hours
<i>Esthetic Services</i>	50 hours	75 hours		125 hours
<i>Manicuring Services</i>	50 hours	75 hours		125 hours
<i>Unassigned</i>			30 hours	30 hours
<b>TOTAL HOURS</b>	<b>435 hours</b>	<b>1035 hours</b>	<b>30 hours</b>	<b>1,500 hours</b>

***Grading System - grading for all programs is consistent with the Grading Policy listed on page 24 in this catalog.***

## ESTHETICIAN PROGRAM

### **Program Description.**

The Esthetician Program is a 400 clock-hour program designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetician or a related career field.

### **Program Educational Objectives.**

Upon completion of the program requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of health, safety, and esthetic services.
- Develop consultation skills to make the proper recommendations for the guests' needs.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Esthetician and related fields.

### **Instructional Materials.**

A comprehensive library of reference books, textbooks, magazines, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

### **Instructional Methods.**

The esthetician curriculum is taught from the Milady Standard Esthetics Fundamentals text, Atlas Academy utilizes CIMA for online learning. Instructors are trained in a variety of teaching methods which are incorporate into the instruction of each program. *Those methods include:*

Classroom Presentations	Cooperative Learning	Demos	Field Trips
Guest Speakers	Individualized Instruction	Peer to Peer Teaching	Lecture
Discussion	Online Learning	Student Presentation	Q & A

### **Units of Instruction/Curriculum.**

The Esthetician Program is broken into two units; PILLAR I - is outlined as the junior program and PILLAR II - is outlined as the senior program.

The hour requirements, listed below, must be met by each student in each category for the earned hours to be accepted by the State of Michigan regulatory agency.

SUBJECT - UNIT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS
<i>Health &amp; Safety</i>	50 hours	50 hours		100 hours
<i>Esthetics Services</i>	120 hours	170 hours		290 hours
<i>Unassigned</i>			10 hours	10 hours
<b>TOTAL HOURS</b>	<b>170 hours</b>	<b>220 hours</b>	<b>10 hours</b>	<b>400 hours</b>

***Grading System - grading for all programs is consistent with the Grading Policy listed on page 24 in this catalog.***

## MANICURIST PROGRAM

### **Program Description.**

The Manicurist Program is a 400 clock-hour program designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Manicurist or a related career field.

### **Program Educational Objectives.**

Upon completion of the program requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of health/safety and manicuring services.
- Develop consultation skills to make the proper recommendations for the guests' needs.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in manicuring and related fields.

### **Instructional Materials.**

A comprehensive library of reference books, textbooks, magazines, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

### **Instructional Methods.**

The manicurist curriculum is taught from the Milady Standard Nail Technology text, Atlas Academy also utilizes CIMA for online learning. Instructors are trained in a variety of teaching methods which are incorporate into the instruction of each program. *Those methods include:*

Classroom Presentations	Cooperative Learning	Demos	Field Trips
Guest Speakers	Individualized Instruction	Peer to Peer Teaching	Lecture
Discussion	Online Learning	Student Presentation	Q & A

### **Units of Instruction/Curriculum.**

The Manicurist Program is broken into two units; PILLAR I - is outlined as the junior program and PILLAR II - is outlined as the senior program.

The hour requirements, listed below, must be met by each student in each category for the earned hours to be accepted by the State of Michigan regulatory agency.

SUBJECT - UNIT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS
<i>Health &amp; Safety</i>	50 hours	50 hours		100 hours
<i>Manicuring Services</i>	120 hours	170 hours		290 hours
<i>Unassigned</i>			10 hours	10 hours
<b>TOTAL HOURS</b>	<b>170 hours</b>	<b>220 hours</b>	<b>10 hours</b>	<b>400 hours</b>

*Grading System - grading for all programs is consistent with the Grading Policy listed on page 24 in this catalog.*



## COSMETOLOGY INSTRUCTOR PROGRAM

### **Program Description.**

The Cosmetology Instructor Program is a 500 clock-hour program designed to train students in the fundamental principles of teaching, including evaluations of students, measuring results of instruction, assessing coverage of material in a text, determining student needs, classroom preparation, presentation, and facilitation techniques. This program will prepare students for an entry-level instructor position in the cosmetology school industry.

### **Program Educational Objectives.**

Upon completion of the program requirements, the determined graduate will be able to:

- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with students, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic instructional skills in the related field of study.
- Develop teaching methodology skills to deliver a quality learning environment for each student.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in education and related fields.

### **Instructional Materials.**

A comprehensive library of reference books, textbooks, magazines, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

### **Instructional Methods.**

The cosmetology instructor curriculum is taught from the Master Educator, 3<sup>rd</sup> Edition. Instructors are trained in a variety of teaching methods which are incorporated into the instruction of each program. All topics will include theory, demonstration, hands-on workshops, and activities. ***Those methods include:***

Classroom Presentations	Cooperative Learning	Demos	Field Trips
Guest Speakers	Individualized Instruction	Peer to Peer Teaching	Lecture
Discussion	Online Learning	Student Presentation	Q & A

### **Units of Instruction/Curriculum.**

The Cosmetology Instructor Program is broken into two units; PILLAR I and PILLAR II.

The hour requirements, listed below, must be met by each student in each category for the earned hours to be accepted by the State of Michigan regulatory agency.

SUBJECT - UNIT	THEORY	PRACTICAL	TOTAL HOURS
<i>Orientation &amp; Review</i>	25 hours	50 hours	75 hours
<i>Introduction to Teaching</i>	30 hours		30 hours
<i>Teaching Skills</i>	80 hours	85 hours	165 hours
<i>Administration Skills</i>	15 hours	10 hours	25 hours
<i>Teaching Theory &amp; Practical</i>		205 hours	205 hours
<b>TOTAL HOURS</b>	<b>150 hours</b>	<b>350 hours</b>	<b>500 hours</b>

***Grading System - grading for all programs is consistent with the Grading Policy listed on page 24 in this catalog.***

# | ADMISSION POLICIES and PROCEDURES.

## NON-DISCRIMINATION POLICY.

Atlas Academy is committed to providing an environment free of sexual or any form of unlawful discrimination. A policy of nondiscrimination regarding students based on race, color, national or ethnic origin, sex, age, disability, sexual orientation, gender identity and expression, financial status, veteran status, religion, or any other protected characteristic has been put in place.

Reports of discriminatory behavior should be made to school administration. Such conduct by or towards any students, employee, guest, or any other patron of Atlas Academy will not be tolerated.

## ADMISSIONS POLICY.

Atlas Academy does not recruit students already attending or admitted to another school offering similar programs of study. Prior to enrolling in ANY Atlas Academy program, a prospective student must:

1. Be at least 17 years of age; Atlas Academy recognizes proof of age documentation via passport, driver's license, state ID, or birth certificate.
2. Complete an Application for Enrollment; Every answer must be completed for enrollment consideration.
3. Pay \$100 non-refundable/non-transferable application fee.

Atlas Academy's admission policy requires that each admitted student must meet one the following:

1. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment, proof of attainment of an associate degree or higher by providing a copy of a college transcript showing college completion or college degree.
2. Have evidence of completion of home schooling that state law treats as a home or private school. Credentials for home schooling will be maintained in the student file.
3. Have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

*\*Atlas Academy does not accept Ability-to-Benefit (ATB) competency-based programs and currently does not participate in training agreements.*

Atlas Academy recognizes several equivalents to a high school diploma:

1. A GED.
2. Certificate demonstrating the student has passed a state-authorized examination, which the state **recognizes** as the equivalent of a high school diploma, including a high school transcript.
3. An academic transcript showing that the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
4. Proof of attainment of an associate degree or higher by providing a copy of a college transcript showing college completion or college degree; or

### ***Instructor Applicants.***

Instructor applicants must meet all the above requirements and hold a current license in the field they wish to teach.

**Secondary Students. Note:** *No more than 10% of the number of students enrolled can be secondary students.*

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

1. Meet the state requirements for admission (complete 9<sup>th</sup> grade and be at least 17 years of age)
  - Proof of completion of 9th grade can be shown through high school transcripts.
  - Proof of age can be shown through a driver's license, birth certificate, etc.
2. Provide permission in writing from the secondary school in which they are enrolled.
3. Successfully complete the pre-enrollment evaluation.

***Transfer Students.***

Prospective students wishing to transfer hours completed at another cosmetology school may apply to do so by following Atlas Academy's Admission Policy. In addition, Atlas Academy will need a School Hours Affidavit from the State. Atlas Academy requires a minimum of 25% of the course to be completed on campus, regardless of the number of hours on the affidavit.

At Atlas Academy an official educational transcript from the previous school will be needed to verify the student's completed theory chapters. If an official educational transcript is absent the student must complete all required theory chapters under Atlas Academy's outlined curriculum. Atlas Academy does not guarantee that all previous test scores will transfer; chapter tests may have to be repeated.

The following procedures will be followed based on individual circumstances:

- A \$200 non-refundable administration fee will be charged in addition to the \$100 non-refundable application fee.
- Hours received from another school may not transfer in full; few or no hours may be accepted.
- An entrance exam on both theory and practical application may be required to determine the number of hours credited.

Students who have completed student hours at another school but choose to start their program from the beginning will proceed as a new enrollment. As they progress, the school and/or the student may decide to apply the hours from the affidavit presented.

The administration and the student will have a meeting to discuss the number of hours that will be granted. A fully executed contract addendum will be completed, and if applicable, a refund or a financial adjustment will be made within 45 days.

***Student Re-enrollment.***

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination or withdrawal of \$150 (unless waived by administration). The tuition rates current at the time of re-entry will apply to the balance of training hours needed, unless mitigating circumstances apply. ***All unpaid previous balances must be current, at the time of re-enrollment, and may not be included in new financing options.***

## | TUITION, CONTRACT COSTS, and PAYMENT TERMS.

Atlas Academy is not currently eligible to participate in federal Title IV Financial Aid Programs.  
All costs of attendance is non-refundable, except for refund calculated expenses for tuition and/or student service fees.

### ***Cosmetology - 2024 Cost of Attendance - Down payment due at contract signing - \$2,500.00***

Application Fee	\$100.00
CIMA Bundle	\$500.00
Student Kit	\$2,300.00
Uniform	\$350.00
Workshops/Certifications	\$700.00
Tuition (\$15 per clock hour)	\$22,500.00
<b>TOTAL</b>	<b>\$26,450.00</b>

### ***Esthetician - 2024 Cost of Attendance - Down payment due at contract signing - \$2,500.00***

Application Fee	\$100.00
CIMA Bundle	\$500.00
Student Kit	\$2,075.00
Uniform	\$375.00
Workshops/Certifications	\$1,400.00
Tuition (\$25 per clock hour)	\$10,000.00
<b>TOTAL</b>	<b>\$14,450.00</b>

### ***Manicurist - 2024 Cost of Attendance - Down payment due at contract signing - \$1,825.00***

Application Fee	\$100.00
CIMA Bundle	\$500.00
Student Kit	\$1,275.00
Uniform	\$375.00
Workshops/Certifications	\$200.00
Tuition (\$20 per clock hour)	\$8,000.00
<b>TOTAL</b>	<b>\$10,450.00</b>

### ***Cosmetology Instructor - 2024 Cost of Attendance - Down payment due at contract signing - \$1,500.00***

Application Fee	\$100.00
CIMA Bundle	\$250.00
Uniform	\$300.00
Workshops/Certifications	\$1,500.00
Tuition (\$14.60 per hour)	\$7,300.00
<b>TOTAL</b>	<b>\$9,450.00</b>

## **PAYMENT TERMS.**

Atlas Academy may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or until payments are satisfied. Delinquent payments, under the discretion of administration, and following the rules of mitigating circumstances, may withhold the previous month's hours and a late fee will be applied to the student ledger. Subsequent delinquent payment(s) may be grounds for immediate withdrawal. A meeting will be held to determine if there is a mitigating circumstance for delinquency.

Atlas Academy will charge a \$20.00 transcript fee for transcript requests for all complete files. Atlas Academy will charge a transfer student a \$200.00 administrative fee, in addition to the non-refundable \$100 application fee.

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination or withdrawal of \$150 unless waived by administration. The tuition rates current at the time of re-entry will apply to the balance of training hours needed, unless mitigating circumstances apply.

## **PAYMENT FORMS.**

Methods of payment include cash, money order, check (made out to Atlas Academy) or credit/debit card (3% on the total charge swiped and 4% for hand keyed entry), service charge, for credit and debit transactions will be added to the payment).

## **PAYMENT TIMELINE.**

- An application and/or transfer fee (if applicable) within one week of the online application being received.
- Deposit paid at the time of signing the enrollment agreement, with balance paid 10 days to start date or financed through an approved payment plan as stated herein this agreement, all e-signatures must be signed 10 days prior to the start date.
- Students are responsible for paying the total tuition, fees, repaying applicable loans plus interest and late fees according to this agreement. Atlas Academy will actively seek ethical business practices for collection and garnishment for delinquent amounts for any withdrawals.

## **PAYMENT OPTIONS.**

- **Full payment** is due at the time of signing the enrollment contract paid directly to Atlas Academy.
- **Payment plans direct to the Academy during active enrollment:** Terms: 4% interest on the calculated balance after the deposit and required fees are paid. Monthly payments due the twenty-eight (28<sup>th</sup>) of each month, beginning the month the course begins. A \$35 late fee due to the Academy for delinquent payments if paid after the due date and \*\*3% - 4% charge for each credit card/debit card use if utilized for payments.
- **Payment plan direct or indirectly to the Academy during active enrollment and up to one year as an inactive student (graduate or withdrawn):**
  - Students are required to pay a down payment and fees with the acceptance of their enrollment application and enrollment agreement.
  - Terms 6% interest on payments for the duration of active enrollment with a minimum payment of \$400 per month. After graduation (as an alumnus) the interest rate will increase to 8% per payment for payment schedules up to an additional 12 months. Only principle is applied to the student ledger, fees and interest are the responsibility of the student. A \*\*3% - 4% fee is added to debit or credit card payments.
  - Monthly payments are required by the 28<sup>th</sup> of the month beginning the month the course begins. Payments can be made any time prior to the due date without penalty.
- **Specific terms outlined by a scholarship or funding program accepted by the Academy (example MI Works, MiTC, GI Bill® etc.)** GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

*\*Active enrollment is defined as currently enrolled, inactive students are considered graduates or withdrawn. \*\*3% on the total charge swiped and 4% for hand keyed entry*

## **LATE OR NONPAYMENT.**

Students agree to pay Atlas Academy the tuition and fees for the program selected according to the approved payment plan at the time of enrollment. Atlas Academy may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance or until payments are satisfied. This applies to all financing through Atlas Academy.

Atlas Academy will apply a \$35.00 late fee to all accounts immediately for delinquent payments (29<sup>th</sup> of the month). Assessed late and credit card fees are **not** applied to the student principle. ***Student hours will be held from submission until the account is current.***

## **SCHOLARSHIPS & GRANTS.**

Atlas Academy may assist in finding occasional scholarship and grant opportunities and/or events. Scholarships and grants are financial assistance that does not need to be repaid. They may be awarded on need, excellence in academics, and excellence in attendance, or a combination of both. Scholarships and grants may be given by the federal government, state government or by a private donor. ***If a student receives a scholarship or grant for tuition and a refund is required, refund checks will be issued to the student or funding agency within 45 days.***

## **REFUND POLICY – NOTICE OF CANCELLATION.**

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. Atlas Academy always incorporates ethical business practices for collection procedures.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. If an applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, less the refundable registration deposit if applicable. Application fees are non-refundable.
  2. A student (or legal guardian) cancels his/her enrollment in writing with a signature within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes except the application fee.
  3. A student cancels his/her enrollment after three business days of signing the enrollment agreement, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school, less the application fee.
  4. A student must notify the institution of his/her withdrawal in writing with a signature and must be delivered to Atlas Academy to begin the withdrawal process.
  5. If 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 in writing with a signature, the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days).
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or with an initialed and dated receipt 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 tuition refunds are **based on scheduled** hours stated in the contract. Unexcused absences will be counted scheduled hours. LOA contracts will be honored:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20% school retains.
5% to 09.9%	30% school retains.
10% to 14.9%	40% school retains.
15% to 24.9%	45% school retains.
25% to 49.9%	70% school retains.
50% and over	100% school retains.

All tuition refunds will be calculated based on the students last date of attendance except for any student who has zero (0) attendance, no approved leave of absence, and has not submitted in writing a notification with a personal signature, for 14 calendar days will be immediately terminated. The withdrawal calculation will be based on the 15<sup>th</sup> non attended day.

All fees, and items are non-refundable including the \$100.00 non-refundable application fee, if applicable and unearned workshop and service fees. Any monies due to 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 but may exceed the minimum tuition adjustment scheduled.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

If the course is canceled after a student's enrollment, and before instruction in the course and/or program has begun the school will either provide a full refund of all monies paid or completion of the course at a later date.

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 are responsible for outstanding balance through the Atlas Academy binding contract(s).

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal and will not be refunded. All fees are identified in the catalog and in this enrollment agreement.

# | SCHOOL POLICIES, RULES, and REGULATIONS.

**STUDENT DRESS CODE POLICY.** *Maintaining a professional appearance is vital to success in the beauty industry. A professional appearance includes:*

## ***Tops/Shirts.***

- |  |                              |
|--|------------------------------|
| ➤ Cosmetology Junior students:             | Gray Atlas Academy Logo Top  |
| ➤ Cosmetology Senior students:             | Black Atlas Academy Logo Top |
| ➤ Esthetician /Manicurist Junior students: | Gray Atlas Academy Logo Top  |
| ➤ Esthetician /Manicurist Senior students: | Black Atlas Academy Logo Top |
| ➤ Instructor students:                     | Business Casual              |

Solid white, gray or black shirts (short or long) may be worn underneath Atlas shirts/scrubs. No sweaters, jackets, cardigans, sweatshirts, or hoodies will be allowed. ***Atlas Academy track jackets are not considered a uniform top.***

## ***Pants & Skirts. (All Programs) (\*addendum at end of this catalog)***

- Solid black pants are to be worn by each student. Unacceptable apparel includes, but is not limited to torn, distressed, embellished, sheer or brands name showing pants/slacks, blue jeans, sweatpants, athletic apparel, yoga pants, shorts, revealing or otherwise unprofessional clothing. ***Solid black leggings are allowed with buttocks covered by an undershirt or uniform shirt.***
- All skirts must be at least fingertip length. They must be solid black. Black tights, black- or flesh-colored nylons must be worn with all skirts.

## ***Footwear.***

Footwear must be professional in appearance, have an enclosed toe, an enclosed heel and must cover the entire foot. Tennis shoes that are clean in appearance are allowed (Converse and running shoes are not acceptable). They may be any color.

- Unacceptable footwear includes but is not limited to casual winter boots (such as Uggs), sandals, slipper type shoes, crocs or other shoes not meeting a professional standard.

## ***Accessories. (\*addendum at end of this catalog)***

Accessories may be of any color. Accessories that are acceptable include, but are not limited to: earrings, necklaces, and belts. Unacceptable accessories include, but are not limited to, bangle bracelets, hats, bandannas, and scarves that are deemed to interfere with a service. ***In the event of a mandatory pandemic, face masks may be required; disposable masks will be available.***

## ***Makeup.***

Clean hair and makeup must be appropriate and finished prior to clocking in for the day. Facial hair, if applicable, must be appropriately groomed.

## ***Name tags. (\*addendum at end of this catalog)***

Name Tags are always to be worn while clocked in. If a name tag is lost, the student must replace it at the Academy replacement cost. (\$25) ***Note: If a student is not dressed or groomed professionally, he/she will be dismissed for the day and will be counted as an unexcused absence.***

## ***Dress Code Exceptions.***

- Dress for Success – held the first Tuesday of every month.
- Jeans Day for Charity w/\$5 charitable donation – held the last Tuesday of every month.
- Graduate Portfolio Presentation/Exit Interview. Students are allowed to wear professional dress outfits for their exit interviews.
- Spirit Day/Week (held occasionally) - This special occasion event(s) will be posted in CIMA and have specific dress code guidelines set forth by the Administration prior to each event.



## **ATTENDANCE POLICY.**

Atlas Academy is a clock hour school, therefore clocking in and out is extremely important. Students record their daily attendance electronically using Genesis – SMS time clock system. Students are responsible to clock in upon arrival, out and in for lunch, out and in for break, and out at the end of the day. Atlas Academy can only issue hours that are properly documented; therefore, if a student misses a clock, they will not receive the hours.

It is encouraged that students arrive early; however, all hours will begin at 9am and additional time is rounded to the closest quarter of the hour.

As required, Atlas Academy reports attendance and hours completed to the State of Michigan Board of Cosmetology. If the system is not recording properly, the student must promptly notify the administration for assistance and sign-in on the paperwork provided. Any errors must be reported to the school director by the 5th of every month. ***In the event a student is delinquent on payment the previous month's hours are not submitted.***

Once a student clocks in for the day or comes back in from lunch, they **cannot** return to their vehicle for school supplies; doing so will result in being marked unprepared and the student will be released for the day.

### ***Notification of Absence.***

The Owner **and** Director must be notified of all absences prior to the students' contracted start time. A group text message **and/or** email to both are acceptable.

### ***Pre-Arranged Absences.***

Pre-arranged absences are deducted from the students allotted absence a Requested Time-off Form must be submitted to the administration to be considered in compliance with the attendance policy. If a student needs more than their allotted hours an LOA would need to be approved by the administration.

***NOTE: Pre-arranged absences still count towards a student's allotted absences. A student may not make up unexcused absences, they may request additional hours to graduate as close to the expected date as a senior student, and only if they have scheduled guests. Students may not request hours to finish prior to their scheduled contract date.***

### ***Excused and Unexcused Absences.***

All tardiness and/or absences are considered "unexcused" unless they fall into one of the following categories:

- **Infectious or contagious disease ONLY:** does not include common cold, dental, orthodontist, eye appointments, fatigue, cramps, or headache.
  - Proper documentation **must** be provided. Including a doctor's note, signed by the physician showing student name and date of birth, detailing time, and length of the appointment.
  - A copy of a co-pay or receipt of appointment is required along with the doctor's note.
  - Doctors' notes must be turned in immediately upon returning to school or the absence is automatically considered unexcused. If specific after-care is needed, those hours will be excused.
- **Bereavement Leave for an Immediate Family Member:**

When a death occurs in a student's **immediate family**, all students may take up to one (1) day off upon being notified of the death and up to one (1) day to attend the funeral. Atlas Academy will require verification of the need for bereavement leave, the obituary must include you listed an immediate family member. If additional time is needed the administration will handle each situation on a case-by-case basis.

  - **Immediate Family Defined for Bereavement Leave:** A student's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.
  - **Non-Immediate or Family Member Funeral Leave:** There is no time granted for Non-Family Members, a student missing school for a funeral of a non-immediate or family member would have to use their allotted absence hours.

**Tardiness & Early Leaves.**

- Each student has one (1) excused tardy per PILLAR- for up to 5 minutes. Any subsequent tardy in the same PILLAR is counted as a full hour and is deducted from their allotted absence hours.
- Students may not leave early without a valid reason, if a student leaves early any hours missed will be deducted from their allotted absence hours.
- If a student misses' lunch due to servicing a guest, they may leave a half hour early. Students must complete all disinfections prior to leaving and must have approval from their instructor and administration.

**Lunch and Breaks.**

Students who are in attendance and scheduled per contract for **six hours** or more get a **thirty-minute lunch**. **IF TIME ALLOWS, students may take up to one fifteen-minute break.** Breaks are not guaranteed; and may only be issued by an instructor/administrator. Students must clock out for all lunches. Lunch and breaks may be at scheduled times per cohort to allow ample use of the student breakroom and proper social distancing if required.

Students are expected to monitor their personal breaks and are not to exceed the 15-minute allotment.

**\*Restroom use should be utilized during breaks and lunch; do not clock in and then use the restroom.**

**Maximum Time Frame.**

Atlas Academy requires students to maintain a cumulative attendance of not less than 98%. This means that a student is physically present and **actively engaged** in training for not less than 98% of their scheduled attendance. **Therefore, students in all programs must complete his or her program within 102% (100/98% - standard) of the normal program length.**

PROGRAM	ALLOTTED ABSENCE HOURS
Cosmetology	30 hours
Esthetician	8 hours
Manicurist	8 hours
Cosmetology Instructor	10 hours
Transfer Students	The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 98% of the scheduled contracted hours.

Once a student utilizes **all their allotted absence hours**, they will be **immediately withdrawn from their prospective program.**

**INCLEMENT WEATHER OR EMERGENCY SCHOOL CLOSING POLICY.**

In case of a weather or school emergency, the school Owner and/or School Director will make the decision to close for the day or open late. Students will be notified via text message regarding the decision 1 hour (at minimum) prior to the start time. **Students should make certain to always keep contact information current.**

## **LEAVE OF ABSENCE POLICY. (LOA)**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. A LOA refers to the specific time during a program when a student is not in attendance. Scheduled holidays/breaks do not require a LOA. However, a scheduled holiday/break may occur during the LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the school to perform a refund calculation. A LOA may only be granted if there is reasonable expectation that the student will return from the LOA.

### ***The reasons for which a leave of absence may be granted include:***

- Personal and/or family medical issues - proper detailed documentation will be required.
- Death in the family - if more time is needed than the Bereavement Policy allows.
- Vacation - if pre-approved prior to signing the enrollment agreement.
- Other mitigating circumstances - Mitigating circumstances are exceptional, serious, acute, and unforeseen problems or events.

When requesting an LOA, it is required that a student must follow the school policy. Additionally, no additional charges will be assessed because of a LOA.

Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing and completed on the appropriate LOA form.
- The request must include the student's reason for the LOA; and
- The request must include the student signature.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The school documents the reason for its decision.
- The school collects the request from the student at a later date; and
- The school established the start date of the approved LOA as the first date the student was unable to attend.

### ***Leave of Absence Policy Guidelines:***

- A student will not be assessed any additional charges during the LOA.
- A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any twelve (12) month period.
- A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required.
- A student's contract period will be extended by the same number of calendar days taken in the LOA. A contract addendum noting the changes must be signed by all parties.
- A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of the approved LOA. For the purpose of calculating a refund, the student's withdrawal date will be the student's last date of attendance.
- A leave of absence must be no less than 3 days ***\*unless an approval for less is granted with documentation by administration*** and no more than 90 days.
- A LOA may be limited in PILLAR I (first unit of instruction); unless deemed necessary by administration. If a student requires a LOA for more than 30 calendar days, the academy will decide the student's placement in the program upon return. The student may be required to re-start the PILLAR.
- No LOAs will be granted the last two weeks of any program unless an unforeseen circumstance takes place.

### **STUDENT KIT(S) POLICY. (\*addendum at end of this catalog)**

The student kit must be purchased from Atlas Academy; no outside kits will be accepted. All kits must be checked in and signed off by the student noting that all items were received. No part of the kit is returnable or refundable. Once purchased, the student becomes solely responsible for the kit, including maintaining and disinfecting it always. **All items in the student kit MUST be clearly labeled.**

All kits and additional workshops are non-refundable, including the contracted kit. If a student refuses to engage or participate they **will not** receive a workshop certificate, all additional services have parameters to be met for final certificate issuance. **The dates for workshops are subject to the company availability and enrollment numbers. The students must attend the scheduled dates or forfeit their workshop or service without reimbursement or certification.**

Any certification or kit that requires a state license for practice will be held by Atlas Academy until proof of licensure is complete. Kits will be held for a maximum of **three (3) months** from the graduation date of the student. After that time, it will become the property of the school. *i.e., Lash Extensions, Lash Lift & Tint, Brow Tinting and Brow Lamination, Dermalogica, Tammy Taylor.*

Dermalogica, Tammy Taylor, EBL kits, and any hot tools and mannequins are to be utilized for practical applications during training.

### **PERSONAL STUDENT SERVICES & DISCOUNT POLICY.**

Personal student services are not included in any of the fees associated with the COA. All educational services can be performed on a mannequin. Atlas Academy will grant school hours for personal services when the student salon floor is slow. **Both the receiving student and the student that will be performing the services must meet the following criteria:**

- The student is current in their daily assignments and cannot be on probation.
- The student is meeting the 98% attendance policy and meeting the 80% academic grade policy.
- The student is current on all financials.
- The student has completed a Personal Services Request Form.
- The Personal Service Request has been approved by the administration.
- The student has paid for services on the day received.

Students are encouraged to receive personal services with their discounts outside normal class time. They would schedule as normal guests and if applicable, apply the discount.

#### **Student Discounts.**

- Junior students: 60% off services
- Senior students: 50% off services
- HydraFacials: No discount is applied.
- Retail: 20% off Dermalogica products, plus tax  
50% off Redken and Image products, plus tax
- Atlas Clothing: No discount is applied.

**Note:** No more than **one** discount ever applies to any single item or service.

Services rendered outside of contracted class time of the recipient do not require a student service request form. **Administration reserves the right to limit student services as appropriate.**

### **TRACKING APPLICATIONS & SERVICES POLICY.**

Senior students can apply practical applications to paying guests on the student salon/spa floor. In combination with servicing guests, students will have the opportunity to meet their minimum practical applications by completing practical applications/services within each PILLAR (unit of study). All practical applications can be performed on mannequins, classmates, or guests. **Applications/services performed on instructional staff, or classmates will require the applicable service fee and administration approval.**

**DISTANCE EDUCATION POLICY.** Atlas Academy does not participate in Distance Education.

## SATISFACTORY ACADEMIC PROGRESS POLICY. (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all programs and every student enrolled at Atlas Academy. It is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The SAP Policy includes both a quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at designated evaluation periods throughout each course of study.

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

### **Maximum Timeframe.**

The maximum time (which does not exceed 102% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	MAXIMUM TIMEFRAME ALLOWED IN WEEKS	MAXIMUM TIMEFRAME ALLOWED IN HOURS
<i>Cosmetology Program - full time</i>	57 weeks	1530
<i>Esthetician Program - full time</i>	19 weeks	408
<i>Manicurist Program - full time</i>	19 weeks	408
<i>Cosmetology Instructor - full time</i>	19 weeks	510
<i>Transfer Students/Re-enrollment</i>	The maximum time frame for a transfer student or a student re-enrolling is adjusted based on the number of clock hours the student needs to complete the program. This will be determined based on 98% of the scheduled contracted hours.	

Atlas Academy operates all programs according to the following academic year: *900 clock hours to be completed in 30 academic weeks.*

**Students who exceed the maximum timeframe will be terminated from Atlas Academy.** If a student gets withdrawn for not completing the program within the maximum time frame, and is permitted to re-enroll, the only form of payment accepted will be cash pay, as outlined in the admission policy. The price per hour is \$25.00 for any program.

### **Temporary Interruptions/Leave of Absence/Withdrawals.**

Temporary interruptions such as an LOA or withdrawals may happen while a student is enrolled. If enrollment is temporarily interrupted the student will return to school in the same progress status as prior to the leave of absence. A leave of absence extends the contract period and maximum timeframe by the same number of days taken in the LOA. 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 Hours.**

Transfer hours from another school 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 Atlas Academy.

### **Qualitative Element: Academic Progress Evaluations.**

Students will be evaluated on qualitative factors to determine academic performance using a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm. Students must maintain a cumulative written grade average of 80% overall during their program. Students are assigned academic learning and a minimum number of practical applications. Students must make up missed assignments, practical applications, and chapter quizzes.

Numerical grades are considered according to the following scale:

80 - 100%	Satisfactory
0 - 79%	Unsatisfactory

**Quantitative Element: Attendance Progress Evaluations.**

Students are required to attend a minimum of 98% of the hours possible, based on the applicable attendance schedule, to be considered maintaining satisfactory attendance progress. At the end of each evaluation period, Atlas Academy will determine if the student has maintained at least 98% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

**Evaluation Periods.**

Academic learning is evaluated at specific evaluations periods throughout each program. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluation periods are based on the following:

PROGRAM	EVALUATION PERIODS IN ACTUAL HOURS	EVALUATION PERIODS IN WEEKS
Cosmetology Program	450, 900, 1200 clocked hours.	Week 15, Week 30, Week 40
Esthetician Program	200, 400 clocked hours	Week 9, Week 18
Manicurist Program	200, 400 clocked hours.	Week 9, Week 18
Cosmetology Instructor	250, 500 clocked hours.	Week 9, Week 18
Transfer Students	Midpoint of the contracted hours or the established evaluation whichever comes first.	

- Evaluations are based on **actual hours completed.**
- Atlas Academy will evaluate students (academic and attendance) satisfactory academic performance at the conclusion of each evaluation period.
- All evaluations will be completed within seven (7) school business days following the established evaluation period.
- Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- Students will be notified of all evaluation results via a meeting with the administration. Students will sign their evaluations and evaluations will be kept in their student file. To review their student file, students must follow the Access to Student Records Policy.

**Appeal Procedure.**

Students may appeal a satisfactory academic progress determination if there was a death of a relative, an injury or illness to the student, or any other mitigating circumstance. Documentation must be submitted regarding why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the achievement of satisfactory academic progress at the next evaluation. Appeals must be received within 7 calendar days of a negative progress determination. Appeal documents will be reviewed, and a decision will be made and reported to the student within 7 calendar days. **The appeal and decision documents will be retained in the student file.**

**Probation.**

Atlas Academy utilizes the status of probation for students who are not meeting minimum standards for satisfactory academic progress if:

- It has been determined that the student did not make satisfactory academic progress during the previous evaluation period.
- The student prevails upon appeal of a negative progress determination prior to being placed on probation.
- It is determined that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress he/she will be determined as **NOT** making satisfactory academic progress will be withdrawn from school, with the right to appeal. **Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the probationary period.**

## **GRADING POLICY.**

Students must maintain a cumulative written grade average of 80% overall during their program. Students are assigned academic learning and a minimum number of practical applications. As mentioned in the SAP Policy, academic learning is evaluated at specific evaluations periods throughout each program. ***Numerical grades are considered according to the following scale:***

80 - 100%	Satisfactory
0 - 79%	Unsatisfactory

- There will be a chapter quiz given at the conclusion of each theory chapter.
- All chapter quizzes will be taken digitally via the schools learning platform CIMA and are to be taken on school property, during school hours, and proctored by an instructor/administrator.
- Chapter quizzes format can be a combination of multiple choice, true or false, fill in the blank and/or essay.
- Students will be made aware of the quiz date, upon completion of the theory lecture. Quizzes cannot be taken the same day as lecture or review.
- Students must receive a minimum of 80% on each chapter quiz to be considered passing.
  - If a student receives a score below 80% after the first attempt, they will have two more opportunities to improve the score. The student must revisit the material individually and retake the quiz within ten (10) business days.
  - If after the second attempt the score is still below 80%, the instructor will have a meeting with administration and a decision will be made. They will decide on a course of action. These may include, but are not limited to, tutoring, revisiting the chapter with another cohort or one on one remediation.
  - If after the third attempt the score has not met the 80% minimum the third grade is the final grade recorded in the gradebook. At this point it is crucial that students study the material until they feel confident, as the chapter information will show up again on final PILLAR exams.

### ***Homework & Assignments.***

Any assignment issued by an instructor or administration (Instructor, Director, Owner), or from the course outline is not optional and must be completed. The grading format for homework and/or daily assignments are pass or fail, unless otherwise outlined.

### ***Practical Work.***

A practical service grade sheet must be completed with each required practical application (whether on a mannequin, classmate, or guest) to receive credit.

### ***Makeup Work.***

If a student misses' school for any reason, it is the responsibility of the student to get with their instructor and see what assignments, quizzes, or activities were assigned while absent. The student has until the end of PILLAR (that absences occurred) to submit all missed assignments. Any missing assignments at the end of the student's current PILLAR will be entered as a zero in the gradebook. Atlas Academy does not ensure private tutoring or additional opportunities for missed assignments.

### ***End of PILLAR Testing.***

Atlas Academy requires that all students take a mock state board practical and mock state board written tests at the following points throughout their program: At the end of each PILLAR. Students must meet 80% on both the theory and the practical test at the conclusion of ALL PILLARS. If more than one retake is needed to meet the 80% minimum, a remediation meeting needs to be set up with administration. ***\*Exams are based on the PSI National Testing Program.***

## | STUDENT CONDUCT.

Learning the importance of professionalism is a big part of the student education at Atlas Academy. The guidelines below have been put in place to refine students' professional development including work and professional ethics, behavior, language, and overall conduct. **Students are expected to follow these standards while in attendance at Atlas Academy.**

- Achieve all program objectives. Assume responsibility for self-directed learning, cooperative learning, and peer to peer teaching, in addition to all traditional learning paths.
- Have a complete kit, required class materials, be in uniform with nametag and complete assignments each day.
- Act as professionals while representing Atlas Academy and the beauty industry both on and off campus.
- Conduct respectful communication with staff, fellow students, and guests, no fighting, arguing, eyerolling, slamming doors, proper adult behavior and demeanor always (including sulking and complaining) or inappropriate texts.
- Unnecessary conversation that does not pertain to the school curriculum and objectives, creating noise, abusive language or using racial, sexual, ethnic, or religious slurs or references is prohibited.
- Falsification of documents, cheating and plagiarism will be subject to suspension or dismissal from the program.
- Do not possess a weapon, or any item that can be deemed as a weapon, on campus.
- Do not possess alcohol or drugs on campus or come to class hungover. May be dismissed if the student possesses the odor of drugs, alcohol, or cigarette smoke.
- Do not use social media to harass, bully or threaten any individual, not limited to staff, students and guests.
- Do not provide **ANY** services (cosmetology, esthetician, manicurist) at home with or without compensation while unlicensed per State law.
- Do not solicit guests of Atlas Academy for specific personal needs or engagements.
- Do not use the school business phone for personal use. In the event of an emergency, family members can reach the students through the receptionist via the school land line.
- Do not use or have cell phones out or in pockets, unless approved by a member of the school staff. Phones must be kept in the assigned cell phone locker located on campus, this includes any messaging devices such as a smart watch or Fitbit. *(\*addendum at the end of this catalog)*
- Students, instructors, and clients are not allowed to bring in any outside product or supplies to perform personal services. **\*NO EXCEPTIONS**
- Agrees not to refuse to perform client services or other program requirements when required for themselves, another student, staff member or client.
- Follow all Michigan Laws and Rules as outlined and defined in the Occupation Code Act 299 of 1980 and the Cosmetology - General Rules. These rules can be found at [Cosmetology \(michigan.gov\)](http://Cosmetology.michigan.gov).
- Students agree to comply with all guidelines of the student catalog and academy policies. If a student is dismissed, they may not return the same day to campus, a meeting must be scheduled for re-entry.



## **PROFESSIONALISM.**

- Students must be in the classroom or on the student salon floor with a clean, proper uniform and appropriate name tag at the start of their contract time. This includes having a writing utensil, paper, notebooks, textbook, and any other required equipment i.e., hot tools, scissors, etc. Students without the required equipment will be marked as unprepared and dismissed for the day.
- Students may **NOT** clock in then exit the building. This will be considered a tardy, and 1 hour will be deducted from the students allotted absence hours.
- The school will not tolerate **loud**, abusive, profane, or quarrelsome language with any other student or member of staff.
- Any insubordination shown to any member of the staff shall be considered enough cause for immediate suspension or dismissal.

## **CELL PHONES/TELEPHONE CALLS/SMART DEVICES.**

- Cell phones are **NOT ALLOWED** to be out on the student salon floor, in the classroom or in the building without specific permission.
- All phone calls or text messages must be made during lunch or break time only. In the event of an emergency, the school has a landline and family members can reach the students through the receptionist.
- If cell phone/smart device use is being used without permission the administration will confiscate the phone until the end of the day and students will not be permitted to bring the phone/smart device back on campus.

## **INFECTION CONTROL.**

- Each student is responsible for maintaining a clean and safe work area. Student bags/totes should not be in the station and/or rooms. All dirt, hair and debris must be cleared. Students are assigned stations and rooms. It is the responsibility of the students to keep stations and rooms uncluttered and **clean** each day.
- All used (dirty) items must always be kept separate from the clean supplies and instruments in a closed container.
- Students will be assigned end of the day infection control duties to be done daily and will be checked before class is dismissed; this will include the personal workstation. Duties will be assigned by the instructor. Proper cleaning and disinfecting techniques will be enforced. This is to always maintain safety and cleanliness of the school. If a student clocks out without properly cleaning and disinfecting the work area assigned, they will be sent home the next class day as an unexcused absence.
- When applicable - unvaccinated COVID19 students are required by CDC and OSHA to wear personal protective equipment (i.e., gloves, masks, shields).

## **STUDENT BREAK ROOM.**

- A break room has been provided for students. A microwave and a refrigerator are available for use, and it is expected that this area will be kept clean and neat. Please clean up after yourself; dispose of perishable items properly. Wipe out appliances used. All items should be covered in the microwave to avoid splattering.
- Food and/or beverages are **ONLY** allowed in the break room. All dishes, lunch totes, food and beverages **MUST** be taken home or will be disposed of daily. Lunch bags and food must be taken home daily. Noise levels in the break room should be maintained at a reasonable level. Paper products may be available but are not promised.

## **NON-FRATERNIZATION.**

*Fraternization is to associate or form a friendship with someone, especially when one is not supposed to.*

To avoid misunderstandings, actual or potential conflicts of interest Atlas Academy will enforce this non-fraternization policy for all staff members and students.

### **For Staff & Students:**

- Engaging in any romantic or sexual relationships with a staff member, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission.
- Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could cause a student to view the staff person as more than a teacher, administrator, or advisor.
- Communications - email, phone calls, text messages, social media interaction between staff and students is prohibited w/the exception of the school director and school owner.

### **For Staff:**

- Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone.
- Socializing with students outside of class time for reasons unrelated to any appropriate purpose.

**Duty To Report.** *Any person with knowledge or suspicion of an improper relationship between staff and a student must immediately report the conduct to school administration.*

## **PERSONAL PROPERTY & EQUIPMENT.**

Atlas Academy will assign each student a locker, cell phone locker, station and/or room. Station/Room assignments may be altered by administration as necessary. Room and station assignments are general.

- Purses or personal belongings, including cell phones should be locked in assigned lockers.
- Students are assigned a key to the locker(s). Keys **do not** leave school campus.
- If key(s) are lost there is a \$50 replacement fee (each - \$100 total) that the student must pay.

All students may access and utilize the school facility, equipment, and rooms for services and demonstrations. Open rooms will be scheduled as needed.

- For paperwork, students are assigned a pocket in the conference room. Pockets should be checked daily.

All equipment issued as a kit item to students is their responsibility. Any lost or damaged equipment will be the students' immediate responsibility to replace at the student's expense.

Students are advised to label, in some manner, all items included in their student kit. ***Remember, students may have the same equipment and unlabeled items are prone to be mistaken for someone else's property.***

If a student breaks a tool or item, they must replace it immediately. The instructor tools and junior room supplies are NOT for loan, ever.

All student equipment used on the public (i.e.: combs, brushes, clips, etc.) MUST be cleaned and properly disinfected in accordance with the State of Michigan laws after each use.

Atlas Academy is not responsible for the loss or theft of student's individual property; this includes student kit items. **Stealing will not be tolerated.** If a student is caught doing so, they will be subject to immediate suspension or expulsion.

The school is equipped with working cameras and Atlas Academy reserves the right review cameras and to search student's bags, purses, lockers and/or jackets if warranted.

Items left at the Academy at the end of the day will be confiscated by the administration.

#### **DISPENSARY.**

- All back-bar inventory (*minus shampoo and hair products*) is placed in the school dispensary.
- All backbar products, supplies, implements and equipment will be signed out and tracked daily to best monitor school inventory.
- Backbar and school inventory may not be used to refill student kits, exceptions must be granted permission in writing by administration and will be billed to the student account.
- Students should leave empty containers in the assigned bin and leave a note when the item is at 50%.

#### **SMOKING.**

- Smoking, tobacco, or nicotine use including but not limited: to cigarettes, vape pens, or chewing tobacco are not allowed in or outside of the school. Students may sit in their vehicle during their breaks if necessary; with the windows rolled up.
- If a student has an overwhelming smell from the smoking or any other substance, they may be asked to leave campus resulting in an unexcused absence.

#### **PARKING.**

- Parking is allowed in the designated areas (at each location) for all students. The school is not responsible for any damage or stolen items to or from the vehicles.

#### **PERSONAL VISITORS.**

- Personal visitors (friends, relatives, etc.) are only allowed if they are receiving a service. If a friend or family member prefers to stay, they must remain in the reception area. If they would like a tour, it must be approved by the administrator on campus.
- Guests that accompany clients **MUST** always remain seated in the reception area. ***If an exception is needed, the administration, not educator, must approve of the request.***
- All guests should arrive through the front door and remain seated in the reception area until their service. The guest shall also depart immediately after the service concludes. The salon guest is not allowed to roam the school nor eat in the breakroom.
- Pets are not allowed, even service animals, to attend class.
- Children of students should not be scheduled for appointments during the regular class times. Requests must be made to the administration for prior approval. If an exception is needed, the administration, not educator, must approve of the request.

## **DISCIPLINARY POLICY.**

ALL Atlas Academy students must follow the student catalog guidelines. This includes all school policies and procedures presented during orientation.

- Including but not limited to: Student Dress Code, Standards of Student Conduct Policy, Student Contract(s), and Student Attendance Policy.

Atlas Academy will immediately dismiss (for the day) a student from campus for **any** non-compliance of the school catalog or policies. The missed clock hours will be deducted from the students allotted absence hours. This applies to **EVERY** requirement including dress code, name tag, missing equipment resulting in not being prepared for class.

### ***Discipline for Late Tuition Payment.***

**First Offense.** In the event of a late payment a student cannot attend school until payment is made and has been cleared. Late fees will be assessed and missed hours will be deducted from the students allotted absence hours. While gone, if the student utilizes all their allotted absence hours they will be withdrawn.

**Second Offense.** Subsequent delinquent payment(s) may be grounds for immediate withdrawal, a meeting will be held to determine if there is a mitigating circumstance for the delinquency.

## **STUDENT TERMINATION & APPEALS POLICY.**

The student can be dismissed for not making the Satisfactory Academic Progress, exceeding the maximum time frame, non-payment of charges or financing terms, acts of dishonesty, violation of student conduct policies, or not meeting the conditions of the enrollment agreement. ***Students who have faced extraordinary circumstances may appeal their Academy-initiated termination.***

Students wishing to appeal should:

- Submit a detailed explanation with proper documentation of their circumstances, which led to the termination.
  - Letters must be received no later than **7 days** after the date of the student's termination.
  - Letters should be addressed to the school owner and school director.
- All appeals will be reviewed by the administration; there is no minimum timeframe that administration must grant an appeal. ***All decisions on appeals are final.***
- If a student's appeal is granted, a student may be immediately reinstated, and the re-enrollment policy will be followed. If a student was withdrawn due to SAP and/or exceeding their maximum timeframe, and is permitted to re-enroll, the only form of payment accepted will be cash pay. The price per hour is \$25.00 per hour for any program.

## **ZERO TOLERANCE POLICY.**

Violation of zero tolerance policies or standards may result in immediate withdrawal. These include, but are not limited to:

- Theft, Fraud, or Cheating.
- Bullying.
- Any acts of violence; including aggressive behavior and offensive language.
- Use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm).
- Failure to attend classes regularly, once a student utilizes their allotted hours they will be withdrawn from school.
- Providing fraudulent information or documentation of requirements for admission or attendance.
- Refusal to complete assigned class or student salon work.
- Breach of school policies or procedures.
- Intentional destruction of school property, destruction of other students' or staff members' property.
- Any defacing, vandalism, or abuse of any school property.
- Failure to make required payments.
- Providing ANY services at home with or without compensation.
- Conduct or conditions that pose a direct, adverse threat (including bullying or gossiping/outbursts) to other students, guests, or employees of Atlas Academy.

## | STUDENT SERVICES.

Student Services have been established to provide access to both internal and external resources to maximize the potential as a student at Atlas Academy. For more information on other resources that may be available, students should contact administration.

### **CHANGES IN INFORMATION.**

It is the responsibility of the student to update the school administration of any changes in address or telephone numbers. Having your correct, current home address, email address and phone number enables us to contact you if the need arises. All students are required to advise on address and phone number changes for 3 years after graduation, for proper reporting.

### **SURVEYS.**

All students and alumni should complete and return surveys and/or evaluations. Forwarding information (updated email, address & phone number) on students is required for up to 3 years after graduation for accreditation and funding requirements of the academy. Students are asked to notify Atlas Academy of secured positions of employment in the beauty industry. ***Lash kits will not be issued to graduates until their graduation survey is completed and returned. In addition, proof of licensure will need to be provided.***

### **COUNSELING & ADVISING.**

Atlas Academy offers academic, financial, attendance, professionalism advising throughout a student's program. A student status report is used to document counseling/advising sessions with students whether performed routinely or as needed.

### **EMPLOYMENT ASSISTANCE.**

Employment assistance is always available to all eligible graduates without additional charge. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. Employment assistance includes, but is not limited to, the continuous posting of job opportunities, and other pertinent information brought to the school's attention by social media, salon owners, stylists, nail techs and past graduates.

To be employed as a cosmetologist, esthetician, manicurist, or instructor - the individual must be licensed in their prospective fields. In addition, the school maintains a network of relationships with professionals and employers. Success in securing placement within the beauty industry depends on the graduate's efforts and motivation. ***Atlas Academy does not guarantee employment.***

### **DRUG & ALCOHOL ABUSE PREVENTION.**

School policy prohibits the use of alcohol or illegal drugs while on school premises and during school sponsored activities. Information on alcohol and drug abuse counseling programs and services is available in the student break room. ***See the Consumer Information/Disclosures section on the school website for more information.***

### **CAMPUS SECURITY & CRIME AWARENESS.**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to the school director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. ***See the Consumer Information/Disclosures section on the school website for more information.***

### **CAMPUS EVACUATION PROCEDURE.**

There are evacuation procedures posted throughout the school. This information is also reviewed during new student orientation. Fire extinguishers can be found in the dispensary, front, and rear entrance areas and at the base of the stairs in the basement storage area.

### **HOUSING.**

Atlas Academy does not own or operate housing facilities. If a student needs help with housing accommodations, administration can provide information on housing resources.

## **ACCOMMODATION FOR DISABILITIES.**

Accommodations for Disabilities Applicants, who are persons with disabilities, as defined under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Atlas Academy will work with the applicant or student to provide necessary academic adjustments. Students seeking accommodation must submit a written request to the administration. *See the Consumer Information/Disclosures section on the school website for more information.*

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT. (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request a school correct the record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations that conduct certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may:

**Call:** 1-800-USA-LEARN (1-800-872-5327)

**Mailing address:** U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**Ask a Question:** [www.ed.gov/answers](http://www.ed.gov/answers)

## **ACCESS TO STUDENT RECORDS.**

The student should submit a written request to Administration that identifies the record(s) the student wishes to inspect. The Administration will arrange access not more than 30 days after the Academy receives the written request. Inspection will take place during regular business hours via a scheduled appointment. A member of Administration will be present while the students review their educational records. If the student requests hard copies of any documents in their student file, administration will charge \$1 per paper copy requested. *Students may not scan or photograph the document with a personal device.*

If the student believes there is something wrong with their education records, they must follow the procedure outlined below:

- The student should submit a written request to Administration for amendment that contains:
  - the specific record(s) which the student believes is inaccurate or misleading and wishes to be amended,
  - the specific amendment requested to be made to those record(s), and evidence that supports the accuracy of the request.
- The school owner and director will review the request and evidence and make the final determination together and will inform the student of the determination via a letter.
- If it is determined that the education records are accurate and the student still believes that the specific record is inaccurate and/or misleading, they may request that a complete copy of their above request and evidence be placed in their file setting forth his or her view of the contested record.

## **PRIVACY POLICY.**

Atlas Academy is authorized under FERPA to disclose any and all education records, without the prior written consent of students, under the FERPA disclosure exemptions, to school employees for legitimate reasons in the fulfillment of their professional responsibilities at Atlas Academy, or a person or company with which Atlas Academy has contracted as its agent to perform a service (including but not limited to an attorney, auditor, collection agency, student loan default prevention or documentation of placement outcomes).

In addition, FERPA permits school officials to disclose education records without student consent to officials of another school in which a student seeks or intends to enroll or was enrolled for the processing of Federal Student Title IV Financial Aid. Some disclosures do not require student consent and the student cannot prohibit disclosure:

- Disclosure of education records to the parent(s) of students who are “dependent minor” under IRS rules (defined as “claimed on parent’s income tax return”) does not require student permission to disclose, and such disclosure may be made to either parent regardless of which parent claimed the student.
- Disclosure of education records to authorized government officials including, but not limited to, the U.S. Department of Education for audit, evaluation, administrative and enforcement purposes, or the U.S. Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS).

Atlas Academy provides access to student and other school records to its accrediting agency.

Atlas Academy complies with judicial orders or lawfully issued subpoenas, making a reasonable effort to notify the student of the order or subpoena in advance of compliance so that the student may seek protective action unless the disclosure is in compliance with ECR 34, §99.31(9)(ii). Based on the good judgment of the school owner or their designee, Atlas Academy will only disclose personally identifiable student information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.



## **INTERNAL GRIEVANCE POLICY & PROCEDURE.**

Atlas Academy will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school to determine the frequency, nature, and patterns of grievances for the school. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the school Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within **15 days** of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within **30 days** of receiving the grievance. 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 grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance 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 the 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 from all involved parties. Within **15 days** of the hearing, the committee will prepare a report summarizing each witness's 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.

## **COPYRIGHT INFRINGEMENT.**

Students are only to use school computers to clock in and out, check the student portal, use of the dispensary tracker, and guest communications - such as scheduling, collecting payment and consent forms. To avoid copyright laws, internet surfing or downloading files of any type for any reason without permission is prohibited. Disciplinary action will be taken against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and prohibited use of the atlas academy computers for those activities. *See the Consumer Information/Disclosures section on the school website for more information.*

## **GRADUATION REQUIREMENTS.**

Atlas Academy will grant a certificate of completion once the student meets the following requirements for graduation.

- *80% overall grade point average.*
- *80% on each individual final written and practical exam. If a student requires retakes on either or both exams, they must schedule time outside of contracted hours to be proctored on campus prior to graduating.*
- *Falls within the 98% attendance policy.*
- *Is current with any nonrefundable items and fees, must be paid in full or current with payment plan selected.*
- *The student must understand the binding contract with Atlas Academy and must be paid in accordance with the terms during and after graduation.*

## **LICENSURE REQUIREMENTS.**

Graduation from Atlas Academy does not guarantee licensure in the State of Michigan. A student must pass a licensure examination as well as a character and fitness background check. Specific information on licensure requirements for ALL programs can be found online at [www.michigan.gov/lara](http://www.michigan.gov/lara).

## **MITIGATING CIRCUMSTANCES.**

There may be mitigating circumstances, such as serious or significant events affecting a student's health or personal life which are beyond the student's control. If the events are sufficiently serious, it may be considered a mitigating circumstance. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to lose hours.

*Examples:*

- *An illness or injury afflicting the student during the enrollment period.*
- *An illness or death in the student's immediate family.*
- *An unavoidable change in the students' conditions of employment.*
- *An unavoidable geographical transfer resulting from the student's employment.*
- *Immediate family or financial obligations beyond the control of the student that require him or her to suspend education to obtain employment.*
- *Unanticipated active military service, including active duty for training.*
- *Unanticipated difficulties with childcare arrangements the student have made for the period during which he or she is attending classes.*

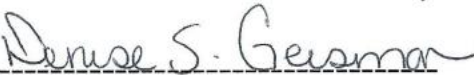
*\*If mitigating circumstances are needed, adequate evidence of mitigating circumstances must be received.*


## **MODIFICATIONS.**

Atlas Academy reserves the right to make modifications in the specific content of any program and/or course (meeting state requirements), make substitutions in books and supplies, make personnel changes as the Academy deems necessary, and cancel classes based on inadequate enrollment.

## **CERTIFICATION.**

This catalog is true and correct in policy and content. The information in this catalog was accurate at the time of its printing. The information contained in this catalog is subject to change at any time. The catalog cannot be considered as a contract between individual students and Atlas Academy.

  
Denise Geisman, School Owner

  
Mindi Easter, School Director

## | SCHOOL POLICIES, RULES, and REGULATIONS.

### ➤ STUDENT DRESS CODE POLICY.

- **Pants & Skirts. (All Programs)** Solid black pants are to be worn by each student. Unacceptable apparel includes, but is not limited to torn, distressed, embellished, sheer or brands name (**i.e., logos**) showing pants/slacks, blue jeans, sweatpants, athletic apparel, yoga pants, shorts, revealing, **including mess leggings** or otherwise unprofessional clothing. Solid black leggings are allowed with buttocks covered by an undershirt or uniform shirt.
- **Accessories.** Accessories may be of any color. Accessories that are acceptable include, but are not limited to: earrings, necklaces, and belts. Unacceptable accessories include, but are not limited to, bangle bracelets, hats (**this includes baseball hats and winter stocking caps**) bandannas, and scarves that are deemed to interfere with a service. ***In the event of a mandatory pandemic, face masks may be required; disposable masks will be available.***
- **Name tags.** Name Tags are always to be worn while clocked in. If a name tag is lost, the student must replace it at the Academy replacement cost. (\$25) **If sent home for a missing name tag, a new one will be ordered, and the student will be invoiced, and payment must be received prior to graduation. Note: If a student is not dressed or groomed professionally, he/she will be dismissed for the day and will be counted as an unexcused absence.**

### ➤ STUDENT KIT(S) POLICY.

- The student kit must be purchased from Atlas Academy; no outside kits will be accepted. All kits must be checked in and signed off by the student noting that all items were received. No part of the kit is returnable or refundable. Once purchased, the student becomes solely responsible for the kit, including maintaining and disinfecting it always. ***All items in the student kit MUST be clearly labeled. If any issued tool (i.e., blow-dryer, curling iron, tweezers, etc..) is broken or damaged it must be replaced by the student immediately. The item must be purchased through the academy, the student will be invoiced, and payment must be received within 30 days.***

All kits and additional workshops are non-refundable, including the contracted kit. If a student refuses to engage or participate they **will not** receive a workshop certificate, all additional services have parameters to be met for final certificate issuance. ***The dates for workshops are subject to the company availability and enrollment numbers. The students must attend the scheduled dates or forfeit their workshop or service without reimbursement or certification.***

Any certification or kit that requires a state license for practice will be held by Atlas Academy until proof of licensure is complete. Kits will be held for a maximum of **three (3) months** from the graduation date of the student. After that time, it will become the property of the school. *i.e., Lash Extensions, Lash Lift & Tint, Brow Tinting and Brow Lamination, Dermalogica, Tammy Taylor.*

Dermalogica, Tammy Taylor, EBL kits, and any hot tools and mannequins are to be utilized for practical applications during training.

## | STUDENT CONDUCT.

- Do not use or have cell phones out or in pockets, unless approved by a member of the school staff. Phones must be kept in the assigned cell phone locker located on campus (**ringers must be silenced before placing in the assigned cell phone locker**) this includes any messaging devices such as a smart watch or Fitbit.