

TIGI[®] HAIRDRESSING ACADEMY Legacy



STUDENT CATALOG

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ACCREDITED BY ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

Table of Contents

Table of Contents

| | |
|--|-----------|
| Welcome | 5 |
| Mission | 5 |
| Objective | 5 |
| State Approval Disclosure | 5 |
| Powered By TONI&GUY Education/ Dermalogica &WellaPartnership School | 5 |
| Ownership History | 6 |
| History | 6 |
| The Facility | 7 |
| Faculty and Staff | 7 |
| Becoming a Student | 8 |
| Entrance Requirements and Procedures | 8 |
| Transfer Students | 9 |
| Veteran’s Affairs | 9 |
| Financial Aid | 9 |
| Our Programs | 10 |
| COSMETOLOGY PROGRAM..... | 10 |
| COSMETOLOGY | 11 |
| BARBERING PROGRAM..... | 12 |
| BARBERING | 13 |
| HAIRSTYLIST PROGRAM..... | 14 |
| HAIRSTYLIST | 15 |
| ESTHETICIAN PROGRAM | 16 |
| ESTHETICIAN | 17 |
| Educational Goals | 17 |
| Performance Objectives for Programs | 17 |
| Skills to be Developed | 18 |
| Attitudes and Appreciations to be Developed | 18 |
| Academic Calendar | 18 |
| Four (4) Day Schedule 22 Hours | 18 |
| Three (3) Day Schedule 28.5 Hours | 19 |
| Holidays..... | 19 |
| Closure Due to Inclement Weather | 19 |
| Five (5) Day Daily Schedule..... | 19 |
| Three (3) Day Daily Schedule | 20 |
| Four (4) Day Daily Schedule..... | 21 |
| Program Start Dates | 21 |
| Academic Standards and Policies | 22 |
| Dress Code..... | 22 |

| | |
|---|-----------|
| Attendance Policy | 23 |
| Tardiness..... | 23 |
| Attendance..... | 23 |
| Standard for Attendance..... | 23 |
| Re-Enrollment..... | 23 |
| Program Schedule Change Policy..... | 24 |
| Grading Policy..... | 24 |
| Monthly Progress Report..... | 24 |
| Satisfactory Academic Progress Policy (SAP)..... | 24 |
| Evaluation Periods..... | 25 |
| Make-Up Work..... | 25 |
| Postponement of Start Date | 26 |
| Maximum Time Frame..... | 26 |
| Standard for Grade Point Average..... | 26 |
| Determination of Progress Status..... | 26 |
| Financial Aid..... | 27 |
| Warning..... | 27 |
| Probation..... | 27 |
| Re-Establishment of Satisfactory Academic Progress..... | 27 |
| Interruptions, Course Incompletes, Withdrawals..... | 27 |
| Appeal Procedure..... | 27 |
| Transfer Hours..... | 30 |
| Requirements for Graduation..... | 30 |
| Leave of Absence Policy..... | 31 |
| Student Conduct..... | 31 |
| Non-Smoking Policy..... | 31 |
| Safety..... | 32 |
| Professionalism..... | 32 |
| Daily Duties..... | 32 |
| Eating / Drinking..... | 33 |
| Telephones..... | 33 |
| Reception Desk..... | 33 |
| Client Services..... | 33 |
| Student Services..... | 33 |
| Academic Support..... | 33 |
| Library/Resources..... | 34 |
| Confidentiality Policy..... | 34 |
| Levels of Corrective Action..... | 34 |
| Student Complaint Policy..... | 36 |
| Interview Training and Resume Development..... | 38 |
| Career Representatives..... | 38 |
| Drug Abuse Prevention Program..... | 38 |
| Education Costs..... | 38 |
| Tuition..... | 38 |

| | |
|--|-----------|
| Tuition & Fees/ Misc. Fees | 39 |
| Cancellation Policy | 39 |
| Refund Policy for All Courses | 40 |
| Refund/Cancellation Policy meets Colorado Private Education Act of 1981, Section 12-59-114..... | 41 |
| Return of Title IV Policy | 42 |
| Tuition and Fee Overages & Missed Days Schedule | 45 |
| Books, Equipment, and Supplies | 45 |
| Other Costs | 45 |
| Cancellation and Settlement Policy | 45 |
| Tuition Refund Policy..... | 46 |
| Financial Aid Consumer Information..... | 46 |
| Disbursements..... | 46 |
| Compliance Statement | 47 |
| Student Records | 47 |
| Bankruptcy Disclosure | 47 |

Welcome

We are thrilled to welcome you to TIGI Hairdressing Academy, and look forward to assisting you in building the foundation toward your new career in one of the most exciting industries imaginable. Our culture delivers an outstanding and continual educational experience built on excellence in cosmetology education, esthetics education & barbering education. TIGI's educational legacy is known by its worldwide reputation. We are honored that you have chosen to start your career with us, and we look forward to helping you reach your goals as a professional in the hairdressing, barbering & esthetics industry.

Sincerely,

The TIGI Hairdressing Academy Team

Mission

Our mission is to use our passion for excellence to enrich lives and prepare students for employment as well as create very satisfied and loyal graduates, clients, and salon/barbershop/spa owners who recommend family and friends to experience our outstanding education programs, services and products.

Objective

The objective for the TIGI Hairdressing Academy basic Cosmetology/Barbering/Hairstylist/Esthetician programs is to surpass the criteria necessary for students to satisfy the state guidelines and pass the state exam required to obtain licensure in your field of study. Our hair, skin and nail curriculum is designed to impact fundamental and advanced current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon/spa/barbershop environment. TIGI Hairdressing Academy reserves the right to customize its admissions as well as various other policies as well as requirements as we determine appropriate.

State Approval Disclosure

TIGI Hairdressing Academy is a private institution which is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Phone: 303.862.3001

1600 Broadway, Suite 2200

Denver, CO 80202

Website: highered.colorado.gov

Powered By TONI&GUY Education/ Dermalogica & Wella Partnership School

TIGI Hairdressing Academy is committed to providing outstanding educational experiences for individuals who want to pursue the hairdressing and barbering industries. The TONI&GUY fundamentals focus on the Classics curriculum including ten cuts and nine color techniques. Students graduate with a fundamental education in hairdressing with expertise in products, makeup and an understanding of the salon experience as well as how to further their professional development. As a Dermalogica & Wella Partnership School, students will become well versed in the world of hair care, skin care & client care learning the Dermalogica & Wella techniques and products. To help deliver this commitment to excellence, we have created an ongoing learning culture, an exciting environment focused on our students. Our goal is to train you in the technical and interpersonal skills that will help you reach your personal and professional goals.

You will see evidence of our ongoing learning culture in many ways, big and small including but not limited to:

- On-going lessons in goal-setting and personal and professional development topics, including the interpersonal and non-technical skills required for success as a professional
- Interactive, hands-on classes taught in a supportive, dynamic environment
- Talented, seasoned professional instructors with years of experience behind the chair and in the classroom
- State of the art facility
- Professional quality tools in your student kit
- Full-color educational materials to supplement your State Board and basic cosmetology instruction
- Participation in our annual Student Soirée Show is an excellent opportunity to display your talent and education
- Ample experience with clinic floor clients in a supportive, coaching environment
- Free haircuts and reduced chemical services for you and your immediate family members while you are enrolled
- Continual enhancements to our programs based on your feedback

Ownership History

Sandra Chandler, previous owner of the TIGI Hairdressing Academy spent many years providing a place where students from all backgrounds could learn their craft & thrive in the beauty industry. Both forward-thinking & compassionate, she opened the doors of Universal Beauty College in 1993 to begin enrolling students in their program of choice. Universal Beauty College later became TIGI Hairdressing Academy. Further continuing the legacy of student success, education & professionalism, the Academy remains a community like nowhere else. Now owned by Steve Chandler, the Academy remains a place of professionalism, natural progression & career development. The Beauty Industry is nothing new to Steve, as he grew up fully immersed in the salon/academy environments. The TIGI Hairdressing Academy team is focused on the students and strive to provide the highest quality of education possible. Personalized service and commitment play an integral part in creating a lifelong relationship between TIGI students & Graduates.

History

TIGI founder, award winning, iconic hairdresser, Anthony Mascolo has created a unique culture: a family-oriented hub of creatives who share this ethos of pushing the boundaries and technical know-how to benefit themselves and other professional hairdressers. It is about sharing everything through TIGI educations, exciting the audience through shows and artistic imagery. TIGI understands and interprets fashion to create hairstyles hairdressers will want to recreate and their clients will love to wear, using TIGI products to enhance the cut, color, style and finish. As a Dermalogica & Wella partnership school, we are proud to provide detailed education in product knowledge, application & professional practices led with the Dermalogica & Wella techniques & procedures that have proved consistent since day one.

The Facility

TIGI Hairdressing Academy Colorado Springs offers students the opportunity to receive their cosmetology, barbering, esthetics & hairdresser education in a stunning, free standing 17,807 square foot building. The spacious facility is separated into 3 floors. Upon entering the Academy, you are welcomed by our friendly reception team on our main level and are immediately embraced with our eye-catching reception and retail center

Faculty and Staff

TIGI Hairdressing Academy educators are talented, skilled hairdressing, barbering & esthetics specialists with impressive experience. We choose educators who are passionate about the profession and are interested in continuing to raise the industry standards. All our team members are devoted to offering extraordinary educational experiences to every student. The TIGI Hairdressing Academy team includes many full and part-time members that play an important role in offering students a once in a lifetime experience and education. Team members are committed to provide a continuous learning environment.

| | |
|---|---|
| Owner/CEO | Steve Chandler |
| Executive Director | Amanda Chandler |
| Academy Director | Lorisa White |
| Director of Education | Derick Figaro |
| Assistant Director of Education | Paige Wooters |
| Admissions Director | Zach Kuhlman |
| Career Services Director/Student Services | Rea Lara |
| Administrative Director | Chad Lyon |
| Student Account Representative | Amanda Proud |
| Administrative Assistant | Holden Burns |
| Front Desk | Brianna Cordova, Madeline Panek, Michael Hart |
| Faculty | Cassie Anderson, Ajaly Wynn, Chris Garcia, Whitney Thomas, Shaneis Smith, Salinda Ava Avalos, Dylan Taylor, Shawna Shipley, Jeanette Bailey |

Becoming a Student

Entrance Requirements and Procedures

TIGI Hairdressing Academy considers applications from students who are at least 16 years old and have obtained a high school diploma or GED. Applicants will not be denied admission based on race, sex, age, religious preference, national origin, marital status, ethnic origin, color, religion, or disability. All prospective students must complete an interview as well as tour of our facility with our Admissions Director. This allows you to see and understand our expectations of our students and aids your better understanding of our programs. After the tour you may be invited to register for enrollment with the academy.

The school accepts applicants for admissions as regular students once a completed application and the following criteria have been met: You are a great candidate for one of our programs: i.e. you understand & agree with all Academy policies & procedures at time of enrollment.

A copy of your high school diploma or equivalent (i.e. GED Certificate, or sealed transcripts stating the graduation date, a state issued I.D., and a birth certificate, Individual Taxpayer Identification Number (ITIN), or social security card). Admission will verify the validity of every diploma or transcript by checking the NCES listing at www.nces.ed.gov for the legitimacy of the high school.

If the high school diploma is from a school in a foreign country (any school outside the U.S.), you will need to obtain the services of a foreign credential evaluation service to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. The diploma must be evaluated and translated (if applicable). You are responsible for the evaluation fee and the translation fee, even if your diploma does not meet U.S. equivalency needed to enroll. TIGI Hairdressing Academy does not offer any Visa services or sponsor students and the academy will not attest for a student's legal status in the United States.

Your enrollment date will be decided after we receive all required documents and registration fees.

TIGI Hairdressing Academy courses are taught in English; this academy does not offer English as a Second Language (ESL) instruction.

Prospective students are required to visit the physical campus of the school to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. Prospective students are encouraged to review this catalog and School Completion/ Licensure placement rates which are provided to you prior to signing an enrollment agreement.

TIGI Hairdressing Academy is recognized by the United States Department of Education (USDE) as a qualified institution to engage in the Federal PELL Grant Program, and the William D. Ford Federal Direct Loan Program.

Anyone seeking to resolve problems or share a complaint should first contact the immediate instructor in charge. Requests for further action may be made to the Academy Director.

Division of Private Occupational Schools
1600 Broadway, Suite 2200
Denver, CO 80202
Telephone 303.862.3001
higher.ed.colorado.gov

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd #302,
Arlington, VA 22201
Telephone 703.247.4212

Transfer Students

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The ability to transfer credits earned at TIGI Hairdressing Academy is at the sole discretion of the institution to which you may seek to transfer. Acceptance of the diploma earned in Cosmetology, Barbering and Hairstylist is at the sole discretion of the institution to which you may seek to transfer. If the credits or diploma earned at this institution are not accepted at the institution to which you seek to transfer, that institution may require you to repeat some or all coursework. For this reason, you should ensure that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TIGI Hairdressing Academy to determine if your credits or diploma will transfer. TIGI Hairdressing Academy does not have a transfer agreement with any other Academy.

TIGI Hairdressing Academy may accept up to 1000 transfer hours for the Cosmetology and Barbering program and up to 900 transfer hours for our Hairstylist program from other accredited institutions on a case by case basis with the approval of the Academy Director. All students transferring, must attend a minimum of 500 hours of TIGI Hairdressing Academy, to be considered to have completed the TIGI culture and education program. If transferring from another TIGI Hairdressing Academy, all transfer hours will be accepted.

Credits will be reviewed in detail of the students work quality and the relationship of the specific subject to the TIGI Curriculum. Other factors to be evaluated will include the prior institution and/or program approval/accreditation, course syllabus, students' grade, and the length of time.

All transfer hours must be submitted at the time of enrollment and a Transfer Hours Form must be completed and certified by the Academy Director upon completing and signing an enrollment agreement. All transfer students are required to purchase a complete TIGI Hairdressing Academy student kit. Each course offered by TIGI Hairdressing Academy is considered an individual course; therefore, students with an outstanding tuition balance will not be able to receive their transcripts until the account is paid in full.

Veteran's Affairs

TIGI Hairdressing Academy will inquire about each veteran's previous education and training. Prior to enrolling at the Academy, all Veterans must provide all transcripts from prior institutions, including military training, traditional college coursework and vocational training. Any previous transcripts will be evaluated and credit will be granted, as appropriate and reflect on the enrollment agreement. VA beneficiaries cannot be extended past their original contract date and GI Bill® funding will not cover any additional hours. VA beneficiaries may only enroll in in-person courses, online training cannot be paid for by VA education benefits.

Financial Aid

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

** 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](https://www.benefits.va.gov/gibill).

Our Programs

COSMETOLOGY PROGRAM

1500 Hours / 48 WEEKS – 5 Day Schedule 32.5 HOURS PER WEEK

1500 Hours / 55 WEEKS – 5 Day Schedule 27.5 HOURS PER WEEK / 53 WEEKS - 3 Day Schedule 28.5 HOURS PER WEEK

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

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

Program Format:

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

FUNDAMENTALS 1

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

FUNDAMENTALS 2

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, relaxers, Mizani product knowledge, specialty styling and Avant Garde concepts & techniques.

INTERMEDIATE

Skills Learned: Makeup, hair removal, manicure, pedicure, acrylic nails, facials and Dermalogica product knowledge, clinic floor operations, introduction to State Board Testing procedures. Students will now begin taking clients on all days except their Intermediate class day.

INDUSTRY READY

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

ADVANCED / STATE BOARD

Skills Learned: Boards preparation and set up. The procedures and guidelines for the state board examination. Students are also given mock board examination. Students are available to take clients all day. State Board review: Thursdays/Fridays: review state board procedures, take cut and color clients. Students are required to take a minimum of 6 State board Review classes prior to Mini Boarding. Students must pass mock state board prior to Graduating.

The normal time to complete the Cosmetology program for a 5-day 32.5 hr. student is 48 weeks and 5 day 27.5 hr student is 55 weeks & 3 day 28.5 hr. student is 53 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

COSMETOLOGY

| SUBJECT AREA | CLOCK/CONTACT HOURS |
|---|---------------------|
| SCALP CARE (SHAMPOOING, RINSING & CONDITIONING) | 50 |
| HAIR COLORING OR HAIR TINTING & BLEACHING | 200 |
| HAIRCUTTING | 200 |
| HAIRSYLING | 175 |
| CHEMICAL TEXTURE SERVICES | 100 |
| MANICURING & PEDICURING | 175 |
| APPLICATION OF ARTIFICIAL NAILS | 125 |
| FACIALS & SKIN CARE | 175 |
| FACIAL MAKEUP | 25 |
| HAIR REMOVAL | 75 |
| LAWS, RULES & REGULATIONS | 25 |
| MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP | 25 |
| DISINFECTION, CLEANING & SAFE WORK PRACTICES | 150 |
| TOTAL | 1500 |

Upon satisfactory completion of the program of training by the student, and upon fulfillment by the student of the terms of their enrollment agreement, the academy will issue a non-degree diploma, transcript and an official record of completion. You will need these items to apply for state board examination. Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Cosmetologist.

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

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

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

BARBERING PROGRAM

1500 Hours / 48 WEEKS – 5 Day Schedule 32.5 HOURS PER WEEK

1500 Hours / 55 WEEKS – 5 Day Schedule 27.5 HOURS PER WEEK / 53 WEEKS - 3 Day Schedule 28.5 HOURS PER WEEK

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

TIGI Hairdressing Academy offers a Basic Barbering program to individuals seeking to become licensed within the field of Barbering. Our program produces qualified barbers invested in the concept of hair fashion. The Barbering program introduces and guides beginning students in meeting the level of proficiency in barbering required by the State. The program designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the barbering field. Students will learn TIGI's unique haircutting, styling, coloring, skincare & shaving techniques in the levels listed below.

Program Format:

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

FUNDAMENTALS 1

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

FUNDAMENTALS 2

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, chemical relaxing, chemical perming, specialty styling and Avant Garde concepts & techniques.

INTERMEDIATE

Skills Learned: Advanced color theory, men's facial theory, men's facial application. Students will now begin taking clients.

INDUSTRY READY

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

ADVANCED / STATE BOARD

Skills Learned: All applications of state exam procedures, including all required tests and practical test outs to prepare Mini-Board exam. Students must pass mock State Board exam. Students are available to take clients all day. State Board review: Thursdays/Fridays: review state board procedures, take cut and color clients. Students are required to take a minimum of 6 State board Review classes prior to Mini Boarding. Students must pass mock state board prior to Graduating.

The normal time to complete the Barbering program for a 5-day 32.5 hr. student is 39 weeks and 5 day 27.5 hr student is 55 weeks/3- day 28.5 hr. student is 53 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetology Licensing:

BARBERING

| SUBJECT AREA | CLOCK/CONTACT HOURS |
|---|---------------------|
| TREATMENT OF HAIR & SCALP | 60 |
| FACIAL MASSAGE & TREATMENTS | 90 |
| SHAVING | 90 |
| HAIRCUTTING | 270 |
| HAIRSTYLING | 270 |
| CHEMICAL HAIR SERVICES | 240 |
| HAIR COLORING & HAIR TINTING | 240 |
| LAWS, RULES & REGULATIONS | 30 |
| MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP | 30 |
| DISINFECTION, CLEANING & SAFE WORK PRACTICES | 180 |
| TOTAL | 1500 |

Upon satisfactory completion of the program of training by the student, and upon fulfillment by the student of the terms of their enrollment agreement, the academy will issue a non-degree diploma, transcript and an official record of completion. You will need these items to apply for state board examination. Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Barber.

Career paths for a licensed barber can be in the following areas: Entry-Level Barber, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

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

HAIRSTYLIST PROGRAM

1200 Hours / 39 WEEKS – 5 Day Schedule 32.5 HOURS PER WEEK

1200 Hours / 44 WEEKS – 5 Day Schedule 27.5 HOURS PER WEEK/43 WEEKS 3 Day Schedule 28.5 HOURS PER WEEK

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

TIGI Hairdressing Academy offers a Basic Hairstylist program to individuals seeking to become licensed within the field of Hairdressing. Our program produces qualified hairdressers invested in the concept of hair fashion. The Hairstylist program introduces and guides beginning students in meeting the level of proficiency in Hairstyling required by the State. The program designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the Hairstyling field. Students will learn TIGI's unique haircutting, styling & coloring techniques in the levels listed below.

Program Format:

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

FUNDAMENTALS 1

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

FUNDAMENTALS 2

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, relaxers, Mizani product knowledge, specialty styling and Avant Garde concepts & techniques.

INTERMEDIATE

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

INDUSTRY READY

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

ADVANCED / STATE BOARD

Skills Learned: fundamentals of state board procedures, State Board written examination & preparation, advanced styling, take cut and color clients all day.

State Board Skills Learned: State Board review: Thursdays/Fridays: review state board procedures, take cut and color clients. Students are required to take a minimum of 6 State board Review classes prior to Mini Boarding. Students must pass mock state board prior to Graduating.

The normal time to complete the Hairstylist program for a 5 day 32.5 hr. student is 39 weeks and 5 day 27.5 hr. student is 44 weeks & a 3 day 28.5 hr. student is 43 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

HAIRSTYLIST

| SUBJECT AREA | CLOCK/CONTACT HOURS |
|---|---------------------|
| SCALP CARE (SHAMPOOING, RINSING & CONDITIONING) | 60 |
| HAIR COLORING OR HAIR TINTING & BLEACHING | 240 |
| HAIRCUTTING | 240 |
| HAIRSYLING | 210 |
| CHEMICAL TEXTURE SERVICES | 120 |
| LAWS, RULES & REGULATIONS | 30 |
| MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP | 30 |
| DISINFECTION, CLEANING & SAFE WORK PRACTICES | 270 |
| TOTAL | 1200 |

Upon satisfactory completion of the program of training by the student, and upon fulfillment by the student of the terms of their enrollment agreement, the academy will issue a non-degree diploma, transcript and an official record of completion. You will need these items to apply for state board examination. Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Hairstylist.

Career paths for a licensed Cosmetologist, Hairstylist or Barber can be in the following areas:

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

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

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

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

The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records cards.

ESTHETICIAN PROGRAM

600 Hours / 28 WEEKS – 4 Day Schedule 22 HOURS PER WEEK

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

TIGI Hairdressing Academy offers a Basic Esthetician program to individuals seeking to become licensed within the field of Esthetics. Our program produces qualified estheticians invested in the concept of skin care & skin services. The Basic Esthetician program introduces and guides beginning students in meeting the level of proficiency in Esthetics required by the State. The program is designed to help prepare you to obtain the knowledge, skills & professionalism needed for an entry level position in the esthetics field.

Students will learn TIGI 's unique skin care services, facial & body waxing, lash & brow tinting, makeup application & lash extension techniques in the levels listed below.

Program Format:

The curriculum for students enrolled in the Esthetician program shall consist of 600 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction mean instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

STAGE 1

Skills Learned: Skincare, Waxing & Makeup methodology/terminology, handling of facial & waxing tools, usage & sanitation of Esthetics Equipment, ergonomics, head sheets, client consultations, facial & body hair removal, and basic skin care theory.

STAGE 2

Skills Learned: Dermalogica product knowledge, introduction to advanced concepts & techniques, lash lifting/extension services, brow/ lash tinting, clinic floor operations, introduction to State Board practical procedures.

INTERMEDIATE

Skills Learned: advanced skincare theory, consultations, contraindications techniques & applications, Facial & makeup services on models, hair removal services on models, pro power peel overview & services on models, and advanced Dermalogica product knowledge. Students will now begin taking clients.

INDUSTRY READY

Skills Learned: Begin State Board overview of written & practical examination, salon business, portfolio & resume building, state board kit check, state board overview. Students will begin taking State Board finals and must be able to perform practical Dermalogica skincare & waxing techniques. Students will take clients all day, except on Wednesdays. State Board review is in the am every Tuesday.

ADVANCED / STATE BOARD

Skills Learned: Fundamentals of State Board procedures, State Board written examination & preparation, advanced techniques. Students will take clients all day, except on Wednesdays. State Board review is in the am every Wednesday. Students will review state board procedures, take skin & waxing clients. Students are required to take a minimum of 4 State board Review classes prior to Mini Boarding.

The normal time to complete the Esthetician program for a 4-day 22 hr. student is 28 weeks however, program duration may increase based on time off due to holiday or inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

ESTHETICIAN

| SUBJECT AREA | CLOCK/CONTACT HOURS |
|---|---------------------|
| FACIALS & SKINCARE | 210 |
| FACIAL MAKEUP | 30 |
| HAIR REMOVAL | 90 |
| LAW, RULES & REGULATIONS | 30 |
| MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP | 30 |
| DISINFECTION, CLEANING & SAFE WORK PRACTICES | 210 |
| TOTAL | 600 |

Upon satisfactory completion of the program of training by the student, and upon fulfillment by the student of the terms of their enrollment agreement, the academy will issue a non- degree diploma, transcript and an official record of completion. You will need these items to apply for state board examination. Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Esthetician.

Career paths for a licensed esthetician can be in the following areas: Entry-Level Esthetician, Spa/Salon Manager, Spa/Salon Owner, Spa/Salon Director, Makeup Artist, Medical Esthetician, Hair Removal Specialist, Esthetics Educator, Eyelash & Brow Specialist, Product Company Representative, or Platform Artist.

To become an Esthetics Instructor, further training may be required. Other positions mentioned may also require additional education.

Educational Goals

Performance Objectives for Programs

- Gain knowledge of general theory relating to cosmetology, barbering, hairstyling & esthetics including anatomy, physiology, chemistry, electricity and theory.
- Acquire business management techniques common to salons/barbershops/spas.
- Establish retail sales techniques which will prepare the student for a salon, barbershop or spa environment.
- Obtain knowledge of laws and rules regulating the established Colorado's Cosmetology & Barbering practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair care, skincare, shaving waxing, make-up, nails etc.

Skills to be Developed

- Learn the proper use of implements relative to all hair, shaving, nails & esthetics services.
- Acquire the knowledge of analyzing the face, hair, scalp, feet and hands before all services are done, to determine any disorders.
- Develop procedures and terminology used in performing all hair, shaving, nails & esthetics services.
- Learn the application of professional hair, skin & nail procedures & processes.
- Establish the proper procedures of hair care, skin care & nail care.
- Will learn the application of lashes, tinting of hair, brows & lashes, haircutting, hair sculpting, waxing, nail application, chemical procedures, facials, makeup, etc.

Attitudes and Appreciations to be Developed

- Understand and value good workmanship common to the beauty Industry.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

Academic Calendar

Five (5) Day Schedule 27.5 and 32.5 Hours

To excel in our Program, you must attend all scheduled classes. Attendance is mandatory for all students. Class hours for the 27.5 -hour schedule are Tuesday – Saturday 8:30am – 2:30pm. Class hours for the 28.5 -hour schedule are Thursday – Saturday 8:30am – 6:30pm. Class hours for the 32.5-hour schedule are: 8:30 – 2:30pm Tuesday & Wednesday, 8:30am – 4:00pm Thursday & Friday, & 8:30am – 4:30pm Saturday. Class maximum number is 25. Students are responsible to clock themselves in and out. Time clock adjustments will only be made in the event of a time clock failure or any other extenuating circumstances that may arise and approved at the sole discretion of the Academy Director. Suggested arrival time is 8:15 a.m., to be prepared for class by 8:30 a.m. You are considered tardy at 8:31 a.m. on scheduled theory days. The Academy administration may adjust program hours and days in consideration of holidays or other events requiring schedule adjustment. Students will be informed by writing notice of any schedule changes in advance.

Four (4) Day Schedule 22 Hours

To excel in our Program, you must attend all scheduled classes. Attendance is mandatory for all students. Class maximum number is 25. The Esthetics Program schedule is 8:30am - 2:30pm Tuesday - Friday. Students are responsible to clock themselves in and out. Time clock adjustments will only be made in the event of a time clock failure or any other extenuating circumstances that may arise and approved at the sole discretion of the Academy Director. Suggested arrival time is 8:15 a.m., to be prepared for class by 8:30 a.m. You are considered tardy at 8:31 a.m. on scheduled theory days.

The Academy administration may adjust program hours and days in consideration of holidays or other events requiring schedule adjustment. Students will be informed by writing notice of any schedule changes in advance.

Three (3) Day Schedule 28.5 Hours

To excel in our Program's, you must attend all scheduled classes. Attendance is mandatory for all students. Class hours are Thursday, Friday and Saturday, 8:30 a.m. – 6:30 p.m. Theory class runs Thursday and Friday from 8:30 a.m. to 10:20 a.m. Class maximum number is 25. Students are responsible to clock themselves in and out. Time clock adjustments will only be made in the event of a time clock failure or any other extenuating circumstances that may arise, as approved at the sole discretion of the Academy Director.

Suggested arrival time is 8:15 a.m., to be prepared for class by 8:30 a.m. You are considered tardy at 8:31 a.m. The Academy administration may adjust program hours and days in consideration of holidays or other events requiring schedule adjustment. Students will be informed by written notice of any schedule changes in advance.

Holidays

TIGI Hairdressing Academy observes the following holidays:

- New Year's Day
- Memorial Day Weekend
- Fourth of July
- Labor Day Weekend
- Thanksgiving Break
- Winter Break

Any student who is absent the day before or after a designated holiday or break may be suspended. Any changes to the schedule for Thanksgiving or Winter Break, Academy administration will announce in advance. The holiday season is always a very busy time in the hairdressing industry. To assist in transitioning smoothly, into a career as a professional in the hairdresser industry, and meet the demands of the industry, we continue a tight schedule throughout the holidays.

Closure Due to Inclement Weather

The academy follows the inclement weather closings announced for the local Independent School District. The academy will close any time the district closes due to bad weather. Students should always use good judgment when traveling in inclement weather.

Five (5) Day Daily Schedule

- | | |
|------------------|--|
| 8:15 – 8:30 a.m. | Prepare for class before you clock in. Show up in proper uniform and professional dress. Be sure to be well groomed, including applying make-up before arriving at school. Before you clock in at 8:30 am, prepare your station and tools for clients. |
|------------------|--|

| | |
|--|--|
| 8:30 a.m. | Clock in and be seated in the designated room. Roll call begins at 8:31 am. Theory class begins promptly at 8:30 am. You will be considered tardy at 8:31 am. |
| 10:20 a.m. | Junior and senior students go directly to their stations on the clinic floor and begin their assignments. |
| LUNCH BREAK | Every student is required to take a 30-minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break. |
| 2:00-2:30 pm 3:30 – 4:00 pm 4:00-4:30 pm | Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 4:00/4:30 p.m. unless servicing a client. |

Three (3) Day Daily Schedule

| | |
|------------------|--|
| 8:15 – 8:30 a.m. | Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:30 am, prepare your station and tools for clients. |
| 8:30 a.m. | Clock in and be seated in the designated room. Roll call begins at 8:31 am. Theory class begins promptly at 8:30 am. You will be considered tardy at 8:31 am. |
| 10:20 a.m. | Intermediate and Advanced students go directly to their stations on the clinic floor and begin their assignments. |
| LUNCH BREAK | Every student is required to take a 30-minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break. |
| 6:00 – 6:30 p.m. | Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 6:30 p.m. unless servicing a client. |

Four (4) Day Daily Schedule

| | |
|---------------------|--|
| 8:15 am – 8:30 a.m. | Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:00 am, prepare your station and tools for clients. |
| 8:30am | Clock in and be seated in the designated room. Roll call begins at 8:31 am. Theory class begins promptly at 8:30 am. You will be considered tardy at 8:31 am. |
| 10:20 a.m. | Intermediate and Advanced students go directly to their treatment stations on the in the Esthetics Dept. and begin their assignments. |
| LUNCH BREAK | Every student is required to take a 30-minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break. |
| 2:00 – 2:30 p.m | Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 2:30 p.m. unless servicing a client. |

Program Start Dates

All our courses begin the first Tuesday of each month. TIGI Hairdressing Academy reserves the right to add or delete any course dates in a calendar year. You will be required to sign an enrollment contract prior to beginning class and attend a mandatory New Student Orientation. An orientation will be completed at the beginning of each new level of the program to help you understand what is expected as you progress.

Academic Standards and Policies

Dress Code

The TIGI Hairdressing Academy dress code helps set a standard of excellence for our students and gives our clinic floor a professional look and feel that appeals to our clinic floor clients. When selecting your school apparel, remember your attire should always convey a sense of professionalism. The apparel you choose must always meet the following dress code guidelines:

- Tuesday through Saturday all black dress is required. Once Senior Test out is complete, black, white & grey dress code is permitted. Patterns utilizing this dress code are ok.
- Friday Dress code: Can include any color & may include a logo. Please be mindful when choosing your outfit for the day to display professionalism.
- All clothing must be plain: no logos, emblems, plaids, or writing may appear on the clothing, other than a TIGI emblem.
- No t-shirts of any kind unless it is a TIGI/DERMALOGICA T-shirt. TIGI/DERMALOGICA T-shirts must be clean, pressed, and tucked into other clothing giving a neat appearance.
- You may always wear an approved apron over your clothing on the clinic floor.
- Shoes must be closed toe and may be any color, cleaned, and polished. Sandals, Crocs, moccasins, and workout shoes are not permitted. Tennis shoes must be new, clean, and solid color and not shoes that can be worn to the gym. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or “booties” must always be black in color. Leggings, tights, and hose must be in dress code (correct color).
- Ties and scarves can be any color.
- Jewelry, belts, and other accessories can be any color.
- Armpits and chest must always be covered.
- No bare stomachs. If top rises when arms are lifted and reveals bare flesh, the top is too short.
- Slippers, house shoes, ugg, snow boots, sweatpants, low cut blouses, men’s undershirts, colored undershirts, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- A skirt with a hemline above the knee is acceptable, as long as solid black leggings / tights are underneath. Skirts/Dresses must not rise up.
- Undergarments must be nude or black. Colored undergarments which are visible through clothes are not be permitted.

- Undergarment lines and body suit lines should not be visible through clothing. Slips must be worn when fabric is sheer.
- Bandannas, du rags, or scarves wrapped on head are not permitted.

Note: Any student who returns to practice for the State Board must be in proper dress code for that day.

Attendance Policy

Tardiness

You are expected to clock in each day by 8:30 a.m. You are tardy at 8:31 a.m. Theory begins each morning, Thursday and Friday at 8:30 a.m., and required to attend by the state. Attending class on time is critical for your success and helps demonstrate your commitment to the program and keeps you in good standing at the academy. You will be granted 6 late passes. At the 7th pass, you will receive In House Suspension. At your 8th Tardy, you will receive an Out of School suspension & be sent home that day & any day you are tardy thereafter without any documentation for the entirety of your enrollment.

Attendance

You must always maintain a 94% attendance rate during the program to ensure completion of program within the scheduled timeframe. If a 94% attendance rate is not maintained you will require further instruction to satisfy graduation requirements, over contract fees will occur. TIGI Hairdressing Academy does not have an excused absence policy. This strict attendance policy will help prepare you for the challenging schedules of hairdressing professionals. The Administration will take corrective action against any student who does not maintain 94% or higher attendance. Students attendance must be immediately corrected and maintain the expected level of attendance or receive further corrective action for punctuality will be taken.

Standard for Attendance

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining Satisfactory Attendance Progress. Evaluations are conducted at the end of each evaluation period, and SAP reports are printed on a weekly basis to determine if the minimum requirements have been met. If attendance falls below the 80% at the time of evaluation, or at the beginning of each week, the student will be placed on an SAP/Attendance Warning. At the end of the SAP/Attendance Warning if you have failed to reach an 80% attendance rate you may be terminated from the program. However, if you have made significant advancement toward the Academy's standard of 80%, and the Academy Director can reasonably determine the 80% can be achieved, you may then be placed on an extension of the Attendance Warning. At the end of the extension, if you are not meeting the SAP requirement, you may be terminated from the Academy.

Re-Enrollment

If you withdraw from TIGI Hairdressing Academy in good standing and wish to return, contact the Director. Re-enrollment is reviewed on a case by case basis and is subject to availability. If you are accepted for re-enrollment, you must sign a new contract, pay a nonrefundable re-enrollment fee, and settle all outstanding tuition balances. Students approved to re-enroll will re-enter in the same progress status as when they left, including grade point average, and attendance rate. Those who receive a grade of incomplete and who is approved to re-enroll in the program may complete the incomplete subjects. The grade point average will improve as incomplete subjects are completed.

Program Schedule Change Policy

A student wanting to change their current program schedule, must request this from the Director. To complete the change a meeting with the Financial Aid Director and pay a \$500.00 schedule change fee is required. All requests will be considered case by case and must be approved by the Academy Director prior to the schedule change.

Grading Policy

TIGI Hairdressing Academy gives grades for written work, exams, and the Mock State Board exam, weighted evenly. We use the following grading scale to evaluate performance:

| | |
|---------------|--------------------------|
| 100% - 94% | Exemplary Performance |
| 93% - 87% | Very Good Performance |
| 86% -80% | Satisfactory Performance |
| 79% and Below | Not Passing |

Monthly Progress Report

Each student enrolled will receive a progress report the first Thursday of each month, or more often as deemed necessary by school, defining their current status of attendance and grade point average. All Progress Report are available on the student mobile app. If absent on the day the progress reports are to be received, it is the responsibility of the student to request their monthly progress report from the Education Director. Those students that are achieving an attendance rate of 94% or higher as well as an 80% GPA or higher will be eligible for the Honors Program.

Satisfactory Academic Progress Policy (SAP)

TIGI Hairdressing Academy generally requires a higher standard of attendance and GPA than our accreditation body, the state or the Department of Education. As a TIGI Hairdressing Academy student, you must meet consistent and reasonable standards of satisfactory academic progress, including a grade point standard and an attendance standard as mentioned above. This policy is applicable to all students enrolled in our diploma program and is evaluated in actual hours.

It is provided in print form in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the federal regulations established by the United States Department of Education.

In addition to this policy, if you are receiving veteran's benefits, you will be subject to a stricter policy. VA students will also be evaluated for both academics & attendance at the same hour mark as all other currently enrolled students. If academic & attendance requirements are not met, the student will be notified in writing. The VA will also be notified of failure to maintain the established requirements for SAP.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress during their enrollment with TIGI Hairdressing Academy.

At the beginning of each week, SAP reports are printed from our student information system, FAME. If any student is below 80% attendance, they will be placed on an Attendance Warning.

Below are the disbursement periods regarding Federal Student Aid (FSA). The Satisfactory Academic Progress (SAP) for every student is also checked and an evaluation is given at these periods.

| | |
|-------------|---------------------------------------|
| Cosmetology | 450, 900, 1200 clocked (actual) hours |
| Barbering | 450, 900, 1200 clocked (actual) hours |
| Hairstylist | 450, 900, 1100 clocked (actual) hours |
| Esthetician | 300, 600 clocked (actual)hours |

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

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.

Make-Up Work

Make-up work is allowed when a student is excused due to illness, emergency or unusual circumstance beyond the student's control that prevent the student from the completing the assigned work or examinations prior to the end of their program. The student will need to communicate with their theory educator to review information they missed and have the opportunity to make up the work without consequences.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must be set forth:

- A) Whether the postponement is for the convenience of the school or student, and
- B) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced or the student fails to attend the new start date agreed upon in writing, the student will be entitled to an appropriate refund of the prepaid tuition and fees within 30 days of the deadline of the new start date as stated in the agreement, provided the refund is in accordance with the schools' refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at Satisfactory Academic Progress. A student with an 80% attendance rate would be able to complete within 150% of the program length.

Transfer hours, up to 1000 hours, from another institution accepted toward your program, are counted as both actual and scheduled hours for determining the if the allowable maximum timeframe has been exhausted.

Standard for Grade Point Average

Students must maintain a minimum of an 80% grade point average to graduate from the program and to be considered maintaining Satisfactory Academic Progress.

Numerical grades are considered according to the following scale:

| | |
|---------------|--------------------------|
| 100% - 94% | Exemplary Performance |
| 93% - 87% | Very Good Performance |
| 86% -80% | Satisfactory Performance |
| 79% and Below | Not Passing |

Determination of Progress Status

Students that meet the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Financial Aid

Students who do not meet the minimum standard for Satisfactory Academic Progress will be no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. TIGI Hairdressing Academy will notify students of any evaluation that will impact their eligibility for financial aid.

Warning

Students who do not meet minimum attendance requirements or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. All warnings will be in writing and specific actions outlined to attain Satisfactory Academic Progress by the next evaluation. At the end of the warning period, if the student has still not met both the attendance and academic requirements, the student may be terminated from the program or placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. At the end of the probationary period, if the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress, the student will be determined as NOT making Satisfactory Academic Progress and the student will be terminated from the program.

Re-Establishment of Satisfactory Academic Progress

Students meeting the minimum attendance and academic requirements by the end of the warning and probationary period, will be considered to have re-establish Satisfactory Academic Progress and may qualify for Title IV Aid.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and request to re-enroll will return in the same Satisfactory Academic Progress status at the time of withdrawal.

Appeal Procedure

If a student is not performing with Satisfactory Academic Progress, the student may appeal the determination. Applicable appeal reasons include a relative's death, student injury or illness, or any other allowable special or mitigating circumstance. The student must submit an appeal in writing to the school on the designated form describing in detail the reason for the appeal, to include supporting documentation why the determination should be reversed. This detailed appeal should include current changes that support the student's situation to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be rendered and communicated in writing to the student within 30 calendar days. The appeal and decision documentation will be retained in the student file. If the decision is to uphold the student's appeal, the SAP determination will be reversed and if applicable, Federal Financial Aid will be reinstated.

Title IV Verification Policy

Your Free Application for Federal Student Aid (FAFSA) may be selected for verification. If a student is selected, the Academy will require additional supporting documentation in regards to household information, tax documentation, W2's, SNAP benefits, child support paid or received and other pertinent information. This information must be provided in order to award Financial Aid.

When selected for Verification, students will be notified by mail, email or a phone call. You will need to provide requested documentation to be verified by our Financial aid Department within 14 days from the date you were selected. If a student fails to provide verification documentation within the guidelines, student financial aid will not be awarded or disbursed.

If any student information is found to be incorrect, the school will electronically process the correction, or notify the student to correct through their FAFSA.

U.S. Department of Education regulations (34 CFR 668.16(g)) require schools to refer to the Department's Office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with their application. The school will report any suspected fraud to OIG at 1-800-MISUSED.

Rights to Privacy

In compliance with the Family Educational Rights and Privacy Act of 1974, the Academy informs students that they may have access to their "educational records". The Academy guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. These records include all information by the Academy which is directly related to the student, with the exception of: (a) financial records of their parents; (b) confidential letters and recommendations prior to January 1, 1975; (c) confidential letters and recommendations associated with the admissions, employment, or job placement, or job placement to which students have waived rights of inspection and review, and: (d) educational records and information about more than one student. However, in such cases, the institution must permit access to that part of the record, which pertains only to the inquiring student. Students shall not have access to the following records: (a) reports made by physicians, psychiatrists, or psychologists in connection with treatment of the student; (b) records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker.

If a student wishes to gain access to their educational records, they should contact the official responsible for the maintenance of the records and gain a written request specifying access to the desired records. The Academy requires written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law. Each student will bear the cost of reproducing any materials from his or her file.

The Academy's policy provides and permits access to student and other school records as required for accreditation process initiated by the institution or by the Accrediting Commission of Career Schools and Colleges, or in response to a directive of the Commission.

In accordance with federal law, without the student's consent, Academy officials may disclose directory information and educational reports to parents of minors or parents of a student who have established the student is a dependent according to the Internal Revenue Code of 1954, Section 152

Records

The Academy maintains a file folder of records for each student enrolled & graduates. Folders are held in the file room for five years after graduation. Any records involved in any claim or expenditure, which has been questioned by federal audit are retained until the question is resolved. All currently enrolled files are contained in fire safe file cabinets in a locked file room.

Student Identity Verification Cost

The Academy does not charge additional fees for student identification verification.

Add-Drop Policy

TIGI Hairdressing Academy Legacy's Add-Drop date procedures allows students that start a Program, to withdraw from said program without penalty by the 3rd day of the of the program. Students Kits are handed out after a student completes the 3rd day of the program and are responsible for the full cost of the kit, and tuition there forward.

This policy is to make sure that a student does not accrue a large debt within the first few days of any Program. After the student has reached the 3rd day, a kit will be issued to the student and from that point forward, if a student decides to withdraw from a program, then the student will be responsible for: the cost of the kit, the hours attended and the percentage of the program according to the enrollment agreement and our catalog.

Transfer Hours

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as actual hours for the purpose of determining when the allowable maximum time frame has been exhausted.

A student's transfer hours will be counted as actual hours for the purpose of determining when the allowable maximum time frame has been exhausted. Applicable transfer hours will be counted during Satisfactory Academic Progress only.

Requirements for Graduation

TIGI Hairdressing Academy has set minimum standards for completion of the program. Graduation requires meeting the following:

Satisfy all state requirements, consisting of:

- A) Completion of required state hours.
- B) Completion of exams and course requirements.
- C) Passing the Mock State Board, you may re-take this test if you do not pass the first attempt. The retake fee is \$75.00
- D) Fulfill practical operations required by the academy and the state.
- E) Comply with all policies in the catalog.
- F) Maintain an 80% or higher, grade point average through the program.
- G) Maintain an 80% or higher, attendance rate throughout the program.
- H) Arrangements made to pay all tuition and fees to the Academy before graduation day.
- I) Final payment must be made in the form of a cashier's check, money order or credit card. (Personal checks are not accepted.)
- J) Complete the program while maintaining Satisfactory Academic Progress within each evaluation period.
- K) Complete a Financial Aid Exit Interview: If applicable.
**If you received financial aid funds, you must complete this interview. You are required to report your most current address and telephone number, as well as the name and telephone number, and address of your employer (if employed).
- L) Complete the Graduation Checklist: Obtain the necessary staff/faculty member signatures and file the checklist with the School Administration.
- M) Turn in all keys and Academy property. You will be charged a fee for each key that is not returned to the Academy. This charge must be paid prior to receiving your diploma.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of TIGI Hairdressing Academy. Your graduation will be reported to the Colorado State Board of Barbering and Cosmetology. You can then contact Colorado State Board of Barbering and Cosmetology to request a state board exam date.

Once you successfully complete the course, pass the state board exam, and receive a license from the state, you are qualified to become a Cosmetologist/ Hairstylist or Barber. Congratulations!

Leave of Absence Policy

You may request a Leave of Absence (LOA) for a minimum of one week based on your enrollment schedule and a maximum of 90 calendar days in a six month enrollment period/ 180 calendar days in a 12 month enrollment period. It is the Directors discretion to extend the LOA due to extreme circumstances. You must submit a LOA request in writing to the Director with a specific program return date. Approval of a LOA request is not guaranteed. If the LOA request is approved, you must return by the date specified. Failure to return from the LOA by the specified date, is considered you to have withdrawn from the program, effective the date which you fail to return or the date the Academy was notified of your intended change whichever comes first, with the following outcomes:

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

Student Conduct

Our goal is for all our students to be successful and to have an ongoing educational experience. To meet these goals, we have established student conduct guidelines. Failure to observe these guidelines could cause disruption to the learning environment or negatively impact you and other students educational experience. Proper student conduct keeps our unique learning environment strong and helps you build a foundation for success. Students are not considered employees and thus will not be paid for providing services to the public. This is considered part of the course curriculum. TIGI Hairdressing Academy complies with all local, state, and federal laws that apply. We may take corrective action against students who violate the policies listed within this catalog, who interfere with another student’s work, or who exhibit disruptive behavior.

Non-Smoking Policy

We provide a smoke-free environment for all students, staff, and clients. Students may smoke in the designated smoking area only. This is to include vaping.

Safety

We have established the following safety guidelines to provide a safe environment for all our students and staff:

- Always walk through the school. Running can lead to slips and falls.
- Keep aisles and work areas free from clutter and obstruction.
- When lifting heavy items, seek assistance from another person: do not lift alone. Lift by bending your knees, not bending at the waste and using your back.
- No standing on chairs or sitting on tables or stations. This may result in negligent injury.
- Report any incident resulting in an injury immediately.
- Report any possible hazard, that could cause an injury or place someone in a danger, i.e. chipped glass, broken equipment, sharp or rough edges, electrical problems, water seepage or spills.
- Promptly report any suspicious or out of the ordinary situation.
- Use the fire escape routes in case of fire. Each classroom and each stairwell entrance have a posted designated escape route on all three floors to direct you in case of fire. Please inspect each area for the fire escape plan, as you will be working in various areas of the academy.
- The TIGI Hairdressing Academy Legacy will not be held liable for any injury resulting in negligence or carelessness.

Emergency Preparedness

All emergency, safety & evacuation information can be found on our website. Please see below.

<https://www.tigihairdressingacademy.com/wp-content/uploads/2023/10/NEW-TIGI-CAMPUS-SECURITY-POLICY-10-2023.pdf>

Professionalism

Our team is focused on graduating professionals in the industry, thus we work hard to maintain the highest educational and environmental standards throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep communications with clients positive and keep sensitive topics such as religion, personal business, or gossip out of conversations. Profanity and vulgar language are not permitted. Treat your clients, instructors, fellow students, and administration with the upmost respect always.

Daily Duties

The break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained per state regulations. Each student will be assigned daily tasks and duties which will help prepare you for a salon environment. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly before you clock out. Clean and sanitize your styling station and mirror before you leave each day. Be sure to take all personal belongings from the academy. TIGI Hairdressing Academy cannot be held responsible for lost, damaged, or stolen items. The safest place for your belongings is with you.

Eating / Drinking

Eating and drinking are not permitted on the clinic floor. Refreshments and meals may be enjoyed in our Student Break room.

Telephones

While clocked in, cell phones and mobile communication devices are permitted in the building and only be used for education purposes. Cell phone use is allowed in the break room during scheduled breaks . While on the clinic floor or in the classroom, no phone calls or text messaging may be conducted. Any emergency phone messages should be routed to the Academy Customer Service Specialists.

Reception Desk

The lifeblood of our clinic floor operations is concentrated at the reception desk. Our receptionists work very hard to keep the clinic floor running smoothly. Please help them provide ongoing professional service to our clients by allowing them space to work. Students are not authorized behind the receptionist desk at any time. You will need to work within the reception area when you greet your clients and when assisting them in making product purchases and checking out. At all other times, you should stay clear of the reception area.

Client Services

To shape quality and proficiency with the new skills and techniques learned in class, you will need to perform practical applications on clients. Our clients expect and deserve your best ongoing professional service. Greet every client in a timely manner and deliver outstanding ongoing professional service until you have assisted them with checking-out. Refusing service to a client or trading tickets with another student is not permitted and will result in corrective action, up to and including termination. When you have completed each client service, an instructor should sign off before escorting the client and ticket to the front desk.

Student Services

As an Academy, we are here to address students' needs- both educational & otherwise. Please see the Career Services Director for assistance. Information for resources available in our local community for housing, counseling, food/ utilities assistance, financial assistance, transportation services, etc. can be found in the student services binder or by communicating with a member of the administrative team. Student Service classes are scheduled throughout your program to help assist you in the areas of: professional development, coping skills, financial planning & budgeting, etc.

Academic Support

The mission of the Academy is to provide students and promote growth in your academic potential. Students with educational needs are encouraged to ask for guidance from any of the staff. To assist you in maximizing your growth, the staff will provide instruction on note taking, meaningful text reading and retention, exam preparation, time management, and a variety of other skills needed for success. These services will be presented during individual meetings that assess your needs and concerns as a student. An individualized plan is then created to strengthen specific academic study skills.

Library/Resources

The majority of the academic material needed for each course is covered during regular theory hours. Resources consist primarily of teaching videos, trade magazines and specialty books. Students desiring to enhance their education with additional materials are able do so by reviewing the additional resources available to them. These resources are available upon request.

| | | |
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| Hours of Operation: | Tuesday & Wednesday | 8:00 a.m. – 2:30 p.m. |
| | Thursday, Friday & Saturday | 8:00 a.m. – 6:30 p.m. |
| Library Hours: | Tuesday & Wednesday | 8:00 a.m. – 2:30 p.m. |
| | Thursday, Friday & Saturday | 8:00 a.m. – 6:30 p.m. |

Confidentiality Policy

Your contract is made solely between you and TIGI Hairdressing Academy, the information and details of the transaction are confidential and not to be shared with other parties. All student advisement or conversation between any student and the administration is held to be confidential and private. Do not discuss your contract or interactions with instructors and staff, among fellow students. Violation of this policy may lead to corrective action, and up to and including termination.

Levels of Corrective Action

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the TIGI Hairdressing Academy helps us maintain the continued educational environment at the TIGI Hairdressing Academy and ensures that each student has an excellent educational experience. Should your conduct, attendance, or academic performance require attention, the TIGI Hairdressing Academy Administration may become involved with corrective action.

The following levels of corrective action could include:

Verbal Warning

When a student violates TIGI Hairdressing Academy policies, the student will be verbally informed of the violation that he/she committed. The verbal warning acknowledges the potential ramifications for failure to correct the behavior.

Written Warning

Students who violate TIGI Hairdressing Academy policies and have received a verbal warning, for continued violation or any severe violation of policy may be issued a Written Warning which is to be signed by the student and staff. The Written Warning acknowledges the ramifications for failure to correct the behavior addressed in the Verbal and Written Warning, which may include a suspension and/or termination.

Suspension

Students who violation TIGI Hairdressing Academy policies and have received a verbal and written warning, or any severe violation of policy may be immediately suspended or withdrawn from TIGI Hairdressing Academy. Depending on the violation, an Out-Of-School suspension may last for a period of not less than one (1) day but not longer than thirty (30) days.

Termination

The TIGI Hairdressing Academy will terminate students who no longer clock hours due to voluntary withdrawal by the student.

You will also risk termination by the TIGI Hairdressing Academy for any one or more of the following actions:

- 1) Obvious use or possession of drugs and / or alcohol during TIGI Hairdressing Academy hours, including being under the influence after breaks.
- 2) Bringing firearms or weapons onto campus grounds. Threats involving firearms, weapons, etc. that would put any students, staff or clients in danger will be terminated.
- 3) Any act of violence, bullying or verbal/physical abuse to other students, instructors, administrators, or clients.
- 4) Refusal to provide assigned client services.
- 5) Disruptive behavior.
- 6) Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
- 7) Stealing from the TIG Hairdressing Academy, clients, member of the staff, or a fellow student.
- 8) Clocking in or out for another student.
- 9) Leaving the TIGI Hairdressing Academy premises while clocked in.
- 10) Failure to pay tuition as outlined in your contract.
- 11) Unsatisfactory attendance preceded by verbal warning, written warning, and / or suspension.
- 12) Failure to maintain an 80% grade point average or better.
- 13) Failure to maintain a minimum 80% attendance rate.
- 14) Misrepresentation of personal information on contracts or documents.
- 15) Violation of school policies as outlined in this catalog or any written supplemental notices provided to you.
- 16) Violation of state regulations applicable to students.
- 17) Failure to correct behavior as outlined in terms of verbal/written warnings.
- 18) Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
- 19) Any act of vandalism to school property, or others personal property.

Withdrawal

You may voluntarily withdraw from the TIGI Hairdressing Academy by providing written notice of intent to withdraw, as stated on a particular date, to the Academy Director. If no notice is provided, the date of determination of your withdrawal is fourteen (14) calendar days date last attended, unless there is an approved leave of absence. To be sure the withdraw is official, you must initiate the withdraw with the TIGI Hairdressing Academy Administration. The tuition refund policy will apply to withdrawn students.

Student Complaint Policy

We value your feedback about ways that we can continue to improve the educational experience for you and your fellow students. We conduct periodic student evaluations in which we request your feedback about your experiences at the Academy. Student complaints include those based on items such as complaints of unfair treatment by an instructor, complaints of unfair grades given by an instructor, classroom procedures, absence and tardiness practices, course requirements differing significantly from those in the syllabus, and the right to participate in certain activities. The procedure for student complaints is described below.

SPECIAL NOTE:

Any Student Complaint involving discrimination or sexual harassment should be directed to the Academy Director, Campus Safety and Security Officer or the Director of Education, Title IX Coordinator. The student has the right to select their preferred contact based on the nature of the complaint, and those involved.

Student Complaint Policy/Procedure

1) Upon experiencing a challenge, the Student should first bring the challenge to their classroom / floor Educator.

2) If the Student feels like there was not a resolution to the challenge, the next step is to schedule a meeting with the Director of Education.

3) If the Student does not feel the Director of Education resolved the challenge the next step is to write a formal internal complaint to the Director of Education / Assistant Academy Director/ Academy Director

- A formal complaint must be completed by the Student and then given to the Director of Education / Director for review.

4) The Director of Education / Director will then take the complaint to the complaint review board: The Complaint Review Board consists of the following members: Director, Director of Education, Assistant Academy Director, Administrative Director & Educator.

5) Upon meeting with the complaint review board, the Director will review and respond to the complaint by scheduling a meeting within 30 days of receiving the complaint form, to resolve the challenge that was presented by the Student.

6) The Student may file a complaint with the following:

- DPOS: DPOS Complaint Procedure: Complaints may be filed by a student or guardian at any time Online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at: <http://higher.ed.colorado.gov/dpos>, 303-862-3001, 1600 Broadway Street, Suite 2200, Denver, CO 80202.
- Accrediting Commission of Career Schools & Colleges

ACCSC STUDENT COMPLAINT PROCEDURE

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints>

Interview Training and Resume Development

We may assist you and provide recommendations for preparing a professional resume and offer interview training as part of our curriculum. Our Career Services Director works closely with the Education Department to set up Mock Interviews & offer resources to the currently enrolled student body & alumni.

Career Representatives

The academy cannot and does not guarantee employment to any student, but the academy's Student Services Office will endeavor to identify employment opportunities and assist students in employment positions. We encourage students to seek employment in the industry with the salons and companies of their choice and local salon representatives are often invited to talk with students regarding employment opportunities on an ongoing basis. The TIGI Hairdressing Academy maintains employment information on its alumni as much as possible, and you are requested to provide the same information to the TIGI Hairdressing Academy's Placement Office following your completion here at the academy.

Drug Abuse Prevention Program

The TIGI Hairdressing Academy makes the following information available to its students, staff and instructors. Any individual associated with **TIGI Hairdressing Academy** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agencies:

Rise Above Colorado
PO Box 689
Broomfield, CO 80038
303.464.1469

Pikes Peak Recovery
2270 La Montana Way
Colorado Springs, CO 80918
855.338.1718

Education Costs

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|---|---|---|--|
| COSMETOLOGY TUITION: \$18,160 KIT: \$3,740 REGISTRATION FEE: \$100 | BARBERING TUITION: \$18,160 KIT: \$3,740 REGISTRATION FEE: \$100 | HAIRSTYLIST TUITION: \$16,360 KIT: \$3,540 REGISTRATION FEE: \$100 | ESTHETICS TUITION: \$7,432.50 KIT: \$3,367.50 REGISTRATION FEE: \$100 |
|---|---|---|--|

Tuition

Tuition and fees are your responsibility as a student. All tuition payments are due on the first Tuesday of each month, with the exception of the first payment, which is made on or before your first day of school. Tuition will be considered late on the first Friday of the month, and you will be assessed a late fee of \$25.

Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination. Payment shall be made by credit card, personal check, cashier's check, or money order. The TIGI Hairdressing Academy does not accept cash payments. The final payment must be made by cashier's check, money order, or credit card. Returned checks will result in a Non-sufficient Fund Fee (NSF fee) the amount charged by the bank and further refusal of any future check payments. TIGI Hairdressing Academy reserves the right to change tuition and fees for each course as needed.

In the event a balance due to TIGI Hairdressing Academy becomes overdue, we may contact you to schedule to receive the balance in full, or we may send your account to a third-party collection service. All efforts to receive a balance due will reflect good taste and sound, and ethical business practices. Any third parties engaged to assist in collections of balance dues will acknowledge the existence of, and comply with, the Cancellation and Settlement policy.

A Registration Fee of \$100.00 is required to be paid by each student for each course or program of study, upon enrollment into the program or course.

Tuition & Fees/ Misc. Fees

Please see tighairdressingacademy.com for current cost of program tuition and supplies.

| | |
|--|----------|
| Registration/Enrollment Fee | \$100.00 |
| Re-Registration/ Enrollment Fee for Re-entry | \$100.00 |
| Class Repeat Supplies/Processing Fee (Absent 25% of Class) | \$500.00 |
| Duplicate Copy of Transcript | \$75.00 |
| Late Tuition Payment Fee (Due by the 3 rd of every month) | \$25.00 |
| Schedule Change/Processing Fee | \$500.00 |
| *Every student must provide their own State Board Exam kit which can be used at the PSI exam facility after program completion. A State Board Exam kit is required for use in State Board training and the Mock Mini-Board Final Exam. | |

Saturday (all day) attendance is mandatory for 3- or 5-day schedules commencing on Saturday. Each student in the Cosmetology, Barber, and Hairstylist program is granted four (4) missed Saturdays. Students in the Esthetician program are granted two (2) missed Fridays.

A fee of \$100.00 will be charged for each missed Friday/Saturday thereafter.

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

If a student does not graduate within the time frame as stated in the Agreement, additional training will be provided at a rate of \$100.00 per day for additional hours to meet the minimum hours required by the program, Cosmetology: 1500 hours, Barbering: 1500 hours, Hairstylist: 1200 hours, and Esthetician: 600 hours. These additional fees will be charged to the student until the student attains the number of hours necessary to graduate. The maximum time frame shall not exceed 1.5 times the normal duration of the program.

Cancellation Policy

All notices of cancellation should be in writing, signed, dated and mailed to:

TIGI HAIRDRESSING ACADEMY
 5125 N. Academy Blvd
 Colorado Springs, CO 80918

A) The student applicant will be refunded all monies paid if:

- 1) The school rejects the applicant.
- 2) The student application cancels this agreement within three (3) days after signing the

- agreement and making an initial payment.
- 3) The student applicant cancels this agreement within three (3) business days following a tour of the school and inspection of the school's equipment.
 - 4) The school discontinues a program during a period within which a student could have reasonably completed, except that this provision shall not apply in the event the school ceases operation.
 - 5) The student applicant will not be charged a penalty if the student fails to notify the school in writing.
 - 6) If the school cancels the programs start date, the student applicant can opt to move any monies paid into the alternate start date.
- B) A student will receive a refund of tuition and fees when requesting cancellation more than three (3) days after signing an enrollment agreement, and making initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus cancellation charge of \$150.00.
 - C) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the school facilities and inspection of equipment.
 - D) A student will be terminated from this academy who does not comply with the code of conduct as stated in the Student Catalog. Any refund due to the student will apply as stated on table below.
 - E) When a student discontinues training, prior to graduation, the balance due, or refund, will be determined according to table below.
 - F) If an outside agency (i.e. Collection Agency/Lawyer) is required to collect the balance due, the student is required to pay reasonable collection costs and TIGI Hairdressing Academy's reasonable lawyer fees, if any (as defined by said agency within state laws)

Refund Policy for All Courses

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

- A) A refund is based on the period of the student's enrollment, expressed in actual hours completed to total hours of program.
- B) The effective date of the termination for refund purposes is the earliest of:
 - 1) The last date of enrollment of the student which is terminated by the school
 - 2) The date on which the school receives written notice of the student's intent to discontinue the program or the date on which the student violates published school policy, , acts as the termination date.
- C) No student shall be continued on an inactive basis in violation of school policy without written consent of the student.
- D) Inactive students must be terminated no later than 30 days of the next available start date and refunded the appropriate prepaid tuition at that time.
- E) Except for retention of a cancellation charge not to exceed \$150.00, the policy for cancellation settlement, and refund of tuition and fees provides for at least the following:
 - 1) For a student terminating his/her training within the first ten percent of his/her program, the student shall be entitled to a refund of ninety percent (90%) of the tuition and fees of the program exclusive of books, tools, and supplies.
 - 2) For a student terminating his/her training after ten percent, but within the first twenty-five percent (25%) of his/her program, the student shall be entitled to a refund of seventy-five

percent (75%) of the tuition and fees of the program exclusive of books, tools, and supplies.

- 3) For a student terminating his/her training after twenty-five percent (25%), but within the first fifty percent (50%) of his/her program, the student shall be entitled to a refund of fifty percent (50%) of the tuition and fees of the program exclusive of books, tools, and supplies.
- 4) For a student terminating his/her training after fifty percent (50%), but within the first seventy-five percent (75%) of his/her program, the student shall be entitled to a refund of twenty-five percent (25%) of the tuition and fees of the program exclusive of books, tools, and supplies.
- 5) For a student terminating his/her training after seventy-five percent (75%) of his/her program, and has entered the final twenty-five percent (25%), shall not be entitled to any refund, and shall be obligated for the full price of the program, which constitutes the maximum obligation.

| Actual Hours Completed to Total Hours in Program | Amount Academy Shall Retain | Amount Academy Shall Refund |
|--|-----------------------------|-----------------------------|
| 0.01% to 10% | 10% | 90% |
| 11% to 25% | 25% | 75% |
| 26% to 50% | 50% | 50% |
| 51% to 75% | 75% | 25% |
| 76% or OVER | 100% | 0% |

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

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

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

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

A Re-Enrolment Fee of \$100.00 (not considered tuition) will be required for any student requesting a re-entry into the TIGI Hairdressing Academy.

Return of Title IV Policy

If you withdraw from the Academy and have received financial aid, any refundable amount of your institutional charges (tuition and fees) may be returned to the appropriate financial aid sources. You may be expected to repay the “unearned” portion of your financial aid if you withdraw from the Academy. You are also required to complete exit counseling.

Official withdrawal: A student may voluntarily withdraw from the TIGI Hairdressing Academy by providing written notice of intent to withdraw, as stated on a particular date, to the Academy Director. To be sure the withdraw is official, you must initiate the withdraw with the TIGI Hairdressing Academy Administration. The date of determination is the date the notification is received. The withdrawal date is the last date of actual attendance.

Unofficial withdrawal: An unofficial withdrawal occurs when a student stops attending classes without formally withdrawing. If a student has been in non attendance for 14 days, the Academy will withdraw the student based on our non attendance policy. If a student fails to return from an approved leave of absence the withdrawal date is the date the student was due back to return from the LOA.

The Department of Education requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of the payment period. After the 60% point of the payment period the student is considered to have earned 100% of the aid for the period, however the student is still subject to a Return of Title IV calculation. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Return to Title IV calculations must be completed within 30 days of the date determination and funds must be returned to the federal government within 45 days of the date of determination in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance. The student must accept or decline the disbursement within 14 calendar days from the date the school sent the notification to accept the post withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a credit balance exists on the student's account after the R2T4 calculation is complete it will be released to the student within 14 days.

Overpayment of Title IV, HEA Funds — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the

school was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the school.
- Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment because of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

If the student fails to meet the terms of the repayment agreement with the school:

- The student chooses to enter into a repayment agreement with the Department.
- The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

Tuition and Fee Overages & Missed Days Schedule

Charges will continue to be assessed and billed per payment period.

Over Contract **\$100.00 per day**, regardless of your absence or attendance, including corrective action absences such as suspension, until you fulfill your graduation requirements.

Missed Saturdays/Fridays **\$100.00 per day**, after the four free excused Saturdays you are given.
\$100.00 per day, after the 2 free excused Fridays you are given.

Books, Equipment, and Supplies

You must purchase the TIGI Hairdressing Academy Student Kit, which includes the required books, equipment, and supplies, as required by your contract. Your Student Kit contains the necessary professional hairdressing tools needed to complement the instruction you receive at the TIGI Hairdressing Academy. The items in the kit may change from time to time, at the discretion of TIGI Hairdressing Academy and without notice to students. The TIGI Hairdressing Academy has done its best to outline itemized costs in your contract; however, we do not claim that the costs listed will be the only expenses that you incur as a student at the TIGI Hairdressing Academy. Students are required to utilize a tablet to access the necessary educational materials within their program. Students have an option to purchase a multi-media kit from TIGI Hairdressing Academy for \$500 + applicable sales tax or they may choose to use their own electronic tablet for education purposes.

Other Costs

You will need to pay other fees and costs for program requirements including **State Registration fees** and **State Board exam fees**. You will pay these fees directly to the state and the testing agencies and not to the TIGI Hairdressing Academy. A state board kit is required to enter the state board class. It is the student's responsibility to purchase a state board kit/ or items to assemble a state board kit. If a student wishes to receive a personal service, there may be applicable model fees associated with the personal service.

Cancellation and Settlement Policy

We will provide a refund of money you have paid toward tuition, fees, and other charges if you:

1) Student's Right to Cancel

- You may cancel your contract for school, without any penalty or obligation on or before the latter of the third business day after you sign the enrollment agreement.
- After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the in the Tuition Refund Policy.
- Cancellation shall occur when you give written or verbal notice of cancellation to the institution. You can do this by hand delivery, mail, email or verbal communication. The written notice of cancellation, if sent by mail, is effective when it is properly addressed and placed in the mail. A notice of cancellation need not take any form, however expressed; it is effective once communicated that you no longer wish to be bound by the enrollment agreement.

- If the school closes before you graduate, you may be entitled to a pro-rata refund of tuition. Contact THE DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS at the address and phone number below for information. In the event of a school closure, a list of all students who were enrolled at the time of closing, including the amount of each pro-rata refund will be provided to the Division of Private Occupational Schools.
 - A student or any member of the public may file a complaint about this institution with the **DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS** by (303) 862-3001 or by completing a complaint form, which can be obtained on the Division's website at: <https://higher.ed.colorado.gov/about-us/division-of-private-occupational-schools>.
- 2) If we cancel a start date, you can opt to move any monies paid into an alternate start date or request a refund less a registration fee. The delay could last up to ninety (90) days. We may need to cancel a start date due to the size of the student body, repairs to the facility, or other operational issues.
 - 3) If the TIGI Hairdressing Academy terminates you for failure to complete all required coursework in the program within 150% of the stated length of the program or because of failure to comply with the requirements, rules, and regulations outlined in the catalog, your enrollment will be terminated. The extent of any refund due to you will be determined according to our Tuition Refund Policy.

Tuition Refund Policy

If you withdraw or are terminated from the TIGI Hairdressing Academy prior to completing your academic program, depending upon the point in the program at which your enrollment ended, you may be entitled to a refund of part of the payments you have made (not including Federal Financial Aid funds, which are addressed in our Return of Title IV policy) for tuition, fees, and other charges. A refund is based on your termination date.

If you withdraw from the course of training before your cancellation period expires, we will refund the amount you paid to the TIGI Hairdressing Academy less the registration fee.

If you withdraw from the course of training after the cancellation period expires, we will determine your refund amount by calculating the difference between the total payments you made to the TIGI Hairdressing Academy prior to your withdrawal and the total program charges which the TIGI Hairdressing Academy may retain based on actual hours attended up to your termination date. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, institution will remit a pro rata refund of tuition fees, less a registration fee within 30 days following your withdrawal.

Financial Aid Consumer Information

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Loan: Interest paid by federal government while student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Stafford Unsubsidized Loan: Interest accrues from date(s) of disbursement. Private Education Loans.

Disbursements

PELL Grant disbursements are earned when the student completes the required hours and number of weeks of each payment period. (See Financial Aid Coordinator for more information.)

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

Student Records

TIGI Hairdressing Academy administration maintains all student records. The TIGI Hairdressing Academy maintains educational records for all currently enrolled students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. The academy maintains an official transcript for all formerly enrolled students. The TIGI Hairdressing Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. Only TIGI Hairdressing Academy Administrators may have access to these files. If you wish to review your file, you may do so in the presence of an administrative staff member. We will not release information to any party without your written consent each time a request is made, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to contact you, when allowed by law. If you are a dependent minor, your parents may have access to your file. In such an event, the Administrator will assist your parents in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years.

Bankruptcy Disclosure

TIGI Hairdressing Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101et.seq.)

TIGI HAIRDRESSING
ACADEMY
Legacy

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