

Student Catalog



TABLE OF CONTENTS

General Information	
• Our Mission	#3
• Facility	#3
• Owner/Staff	#3
• Start Dates	#3
• Closed Holidays	#3
Admissions	
• Admissions Requirements	#4
• Transfer Student	#4
• Transfer Between Locations	#4
• Transfer from Closed School	#4
• Secondary Student	#4
• Re Entry	#4
Financial	
• Financial Obligation	#5
• Scholarship	#5
• Tuition	#5
• Payment Options	#5
• Refund Policy	#5
Programs	
• Cosmetology/Barber	#6-7
• Barber	#8-9
• Nail	#10-11
• Hair Design	#12-13
• Basic Esthetics	#14-15
• Master Esthetics	#16-17
Enrolled	
• Student Kits	#18
• iPads and Internet	#18
• Standard of Conduct	#18-19
• Dress Code	#19
• Field Trips	#19
• Guest Artists	#19
Attendance	
• Attendance	#20
• Flex Hours	#20
• High School Schedule	#20
• Leave of Absence	#20-21
• Satisfactory Academic Progress	#21-22
Academic	
• Grading Scale	#23
• Practical/Clinical	#23
• Course Format	#23
• Course Goals and Objectives	#23
• Text and References	#23
• Distance Learning	#23
Discipline	
• Disciplinary Action	#24
• Warning	#24
• Suspension	#24
• Termination	#24
Graduation	
• Graduation Requirements	#25
• State Requirements	#25
• Employment Assistance	#25
Consumer Information and Campus Security	
• NACCAS Outcome Rates	#26
• Available Services	#26
• Ferpa	#26-27
• Student Grievance Procedure	#27
• VAWA, Safety and Security, Waiver and Assumption of Risk	#27-28
• Approving Agencies	#28

General Information

Date of Publication: June 21, 2018

*Please note Taylor Andrews Academy of Hair Design will be referenced in this document as ‘Taylor Andrews’

Our Mission

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

Our Facilities and Equipment

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

Corporate Location
9052 South 1510 West
West Jordan, UT 84088
801-748-2288



Branch Campus
539 West University Pkwy
Orem, UT 84059
801-655-0797



Owner: Taylor Andrews Inc.

Staff

Administrative Staff

Larry Curtis-President
Sabrina Deimler-Corporate Director
Dallan Flint – Artistic Director
Jena Caputo – Finance Director
Kris Creamer – Recruiting Director
Jami Gierloff - Placement Director
Josh VanVoorhis – Recruiting Director
Tiffany Crocker - Admin Director
Dallas Curtis – Recruiting Director
Aubrey Siddoway – Finance Director
Dani Baldwin – Finance Director

West Jordan Staff

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

Orem Staff

Brooklynn Whitney – Academy Director
Marissa Anderson – Instructor
Hannah Andersen – Instructor
Roxana Morvarid – Instructor
Stephanie Anderson – Instructor
Natalie Sinja – Instructor
Sierra Johanson – Instructor
Crystal Ormsby- Instructor
Maddison Sumsion – Instructor

Start Dates

Cosmetology/Barber	Barber	Nail Technology (WJ Campus Only)	
January 17, 2018	January 17, 2018	TBD	January 14, 2019
February 26, 2018	February 26, 2018		February 25, 2019
April 9, 2018	May 21, 2018		April 8, 2019
May 21, 2018	August 13, 2018		May 20, 2019
June 25, 2018	November 5, 2018		June 24, 2019
August 13, 2018			August 12, 2019
September 24, 2018			September 23, 2019
November 5, 2018			November 4, 2019

Disclaimer

These programs are not yet approved to be offered, as we are still seeking approval from NACCAS:

Hair Design	Basic Esthetics	Master Esthetics
TBD	TBD	TBD

Closed 2018 Holidays

January 1 New Years Day
January 15 Human Rights Day
February 19 Presidents Day
April 2-3 Easter Break
May 26-28 Memorial Day Break
July 4-5 Independence Day
July 24 Pioneer Day
September 1-3 Labor Day Break
November 21-24 Thanksgiving Break
December 24-31 Holiday Break

Closed 2019 Holidays

January 1 New Years Day
January 21 Human Rights Day
February 18 Presidents Day
April 21-23 Easter/Spring Break
May 25-27 Memorial Day Break
July 4 Independence Day
July 24 Pioneer Day
August 31-September 2 Labor Day Break
November 27-30 Thanksgiving Break
December 23-January 1 Holiday Break

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

Admissions

Admission Requirements

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

1. picture for their file
2. copy of high school diploma, GED certificate, transcript showing high school completion, an Ability to Benefit (ATB) test is also accepted as a form of education however a student that submits this will not be eligible for Title IV funds. Taylor Andrews Academy accepts a foreign diploma if it has been translated by a certified outside agency.
3. copy of driver's license/ birth certificate or passport
4. social security card
5. A non-refundable application fee of \$100 is required at time of enrollment. This fee is not included in the cost of tuition.
- 6.

Taylor Andrews Academy does not recruit students already attending or admitted to another school offering a similar program of study. Taylor Andrews Academy will teach the Program in English and the Contract is in English.

Transfer Students

Students who transfer to Taylor Andrews Academy from another school must meet the following requirements:

1. A certified transcript of hours earned and requirements previously completed.
2. Completion of standard admissions requirements and financial counseling

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

Transfer and Re Entry students must complete a minimum of 25% of the total program hours at Taylor Andrews Academy. Taylor Andrews will accept up to the follow hours per program. Under mitigating circumstances Taylor Andrews Academy reserves the right to make acceptations on a case-by-case basis.

Transferring Between Locations (West Jordan/Orem)

If a student is currently enrolled at one campus but needs to switch to the other campus where the same program and schedule is available, they can request relocation to the Academy Director. There is a \$500 fee required prior to transfer (Federal Aid cannot be used to pay for this fee). When all requirements have been completed and submitted to the Academy Director a decision will be made on a case-by-case basis. Only 1 transfer is allowed during the time of enrollment. If approved, the student will be allotted the transfer and begin on the terms the school sets forth.

Program Change

Should a student choose to change programs during their enrollment at Taylor Andrews Academy, this must be done with in the first 100 of their scheduled hours. There will be \$500 fee assessed with the change and the student must be in compliance with the school's attendance and academic policy to qualify. A proration of hours may be necessary depending on the program change.

Transfers from Closed Schools

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

Secondary Student

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

Re Entry

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

Financial

Financial Obligations

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

Scholarships

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

Tuition

See Program information for tuition information.

Payment Options

- Option 1- Private Student Loan available through various banks and credit unions. Upon approved credit, the student may choose to defer payments until 6 months after graduation with an interest only payment while in school. To apply, call or go to any to your lender and ask to apply for the Educational Line of Credit.
- Option 2- Pell Grants and Direct Loans both subsidized and unsubsidized are available for those who qualify and qualified programs. Please direct any financial aid questions to the Financial Aid Office of the school.
- Option 3- Initial down payment with monthly payment options, pay as you go financing. Please set up an appointment with Financial Aid Office to review these options.
- Option 4- Taylor Andrews Academy accepts cash, credit card, money orders, checks, and Title IV for those who qualify and programs that are qualified.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. All scholarships are contingent upon completion. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these case's he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. The school expels a student. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Termination or expulsion will occur no more than 14 days from the last day of physical attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or withdrawal fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing Taylor Andrews Academy clearly acknowledge the existence of the Withdrawal Policy. In the event of any default, the student agrees to pay all reasonable attorney fee and costs of collection of the extent permitted by law. All fees are identified in the catalog and in this enrollment agreement.

Programs

Cosmetology/Barber Course Outline

Course Name
Cosmetology/Barber

Tuition and Fees

Tuition	\$15,500.00
Books and Supplies	\$1,900.00
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$17,500.00

Course Description

Taylor Andrews Academy educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Cosmetology/Barber industry. Students who successfully pass the Taylor Andrews Academy course will be granted a Diploma and will be prepared for successful employment, in the Cosmetology/Barber profession.

Advancement

Cosmetology/Barber -1600 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (1280 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Cosmetology/Barber (1600 hours) School curriculum instruction in all of the following subject areas:

- | | |
|--|--|
| <p>20 hrs. (1) introduction consisting of:
(a) history of Barber, cosmetology/Barber, esthetics, nail technology; and
(b) overview of the curriculum;</p> <p>25 hrs. (2) personal, client, and salon safety including:
(a) aseptic techniques and sanitary procedures;
(b) disinfection and sterilization methods and procedures;
(c) health risks to the cosmetologist/barber;</p> <p>55 hrs. (3) business and salon management including:
(a) developing clientele;
(b) professional image;
(c) professional ethics;
(d) professional associations;
(e) public relations; and
(f) advertising;</p> <p>10 hrs. (4) legal issues including:
(a) malpractice liability;
(b) regulatory agencies; and
(c) tax laws;</p> <p>15 hrs. (5) human immune system;</p> <p>15 hrs. (6) diseases and disorders of skin, nails, hair, and scalp including:
(a) bacteriology;
(b) sanitation;
(c) sterilization;
(d) decontamination; and
(e) infection control;</p> <p>5 hrs. (7) implements, tools, and equipment for cosmetology, Barber, basic esthetics, and nail technology, including:
(a) high frequency or galvanic current; and
(b) heat lamps;</p> <p>20 hrs. (8) first aid; 14</p> <p>10 hrs. (9) anatomy;</p> <p>30 hrs. (10) science of cosmetology/Barber, basic esthetics, and nail technology;</p> <p>15 hrs. (11) analysis of the skin, hair, and scalp;</p> <p>40 hrs. (12) physiology of the human body including skin and nails;</p> <p>20 hrs. (13) electricity and light therapy;</p> <p>5 hrs. (14) limited chemical exfoliation including:
(a) pre-exfoliation consultation;
(b) post-exfoliation treatments; and
(c) chemical reactions;</p> <p>5 hrs. (15) chemistry for cosmetology/Barber, basic esthetics, and nail</p> | <p>technology;</p> <p>20 hrs. (16) temporary removal of superfluous hair including by waxing;</p> <p>25 hrs. (17) properties of the hair, skin, and scalp;</p> <p>400 hrs. (18) basic hairstyling including:
(a) wet and thermal styling;
(b) permanent waving;
(c) hair coloring;
(d) chemical hair relaxing; and
(e) thermal hair straightening;</p> <p>300 hrs. (19) haircuts including:
(a) draping;
(b) clipper variations;
(c) scissor cutting;
(d) shaving; and
(e) wigs and artificial hair;</p> <p>75 hrs. (20) razor cutting;</p> <p>10 hrs. (21) mustache and beard design;</p> <p>150 hrs. (22) basic esthetics including:
(a) treatment of the skin, manual and mechanical;
(b) packs and masks;
(c) aroma therapy;
(d) chemistry of cosmetics;
(e) application of makeup including:
(i) application of artificial eyelashes;
(ii) arching of the eyebrows;
(iii) tinting of the eyelashes and eyebrows;
(f) massage of the face and neck; and
(g) natural manicures and pedicures;</p> <p>5 hrs. (23) medical devices;</p> <p>25 hrs. (24) cardiopulmonary resuscitation (CPR);</p> <p>10 hrs. (25) artificial nail techniques consisting of:
(a) wraps;
(b) nail tips;
(c) gel nails;
(d) sculptured and other acrylic nails; and
(e) nail art;</p> <p>40 hrs. (26) pedicures and massaging of the lower leg and foot;</p> <p>100 hrs. (27) elective topics; and</p> <p>150 hrs. (28) Cosmetology/Barber Examination review</p> |
|--|--|

Employment Opportunities

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

Cosmetology/Barber

Hairstylist, Makeup Artist, Manicurist, Color specialist, Instructor, Salon manager and Salon owner.

Attendance Policy

1. The full-time course length for Cosmetology/barber is 1600 clock hours or:
 - 50 weeks (full time 33.75 hours)
 - 60 weeks (full time 27 hours)
 - 80 weeks (part time 20 hours)
2. It is understood that the Cosmetology/Barber course length that is being paid for is the contracted weeks for:
 - 62 weeks (full time 33.75 hours)
 - 75 weeks (full time 27 hours)
 - 100 weeks (part-time 20 hours)
3. Required days per schedule and allotted number of days to miss are as follows:
 - 4 days per week - 33.75 hours per week are only allowed to miss 13 required days for the entire enrollment period.
 - 4 days per week - 27 hours per week are only allowed to miss 15 required days for the entire enrollment period.
 - 4 days per week - 20 hours per week are only allowed to miss 25 required days for the entire enrollment period.
4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed.

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

Launch attends 27 hours weekly

Day Attending Tuesday, Wednesday, Thursday, Friday 8:45am-4:30pm - 1 hour lunch daily / week 1-10

Night Attending Monday-Thursday 5:00pm-10:00pm / week 1-12

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Cosmetology/Barber

Day School Options

Full Time 27 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm 30pm + 6.75 additional hours

Full Time 33.75 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm + 13.5 additional hours

Night School Options

Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm

Full Time 27 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 7 additional hours

Full Time 33.75 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 13.75 additional hours

Barber Course Outline

Course Name
Barber

Tuition and Fees

Tuition	\$10,000.00
Books and Supplies	\$1,900.00
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$12,000.00

Course Description

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

Advancement

Barber -1000 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (800 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Barber (1000 hours) School curriculum instruction in all of the following subject areas:

10 hrs. (1) introduction consisting of: (a) history of Barber, (b) an overview of the barber curriculum; 25 hrs. (2) personal, client, and shop safety including: (a) aseptic techniques and sanitary procedures; (b) disinfection and sterilization methods and procedures; (c) health risks to the barber; 25 hrs. (3) business and shop management including: (a) developing a clientele; (b) professional image; (c) professional ethics; (d) professional associations; (e) public relations; (f) advertising; 20 hrs. (4) legal issues including: (a) malpractice liability; (b) regulatory agencies; (c) tax laws; 9 15 hrs. (5) human immune system; (6) diseases and disorders of the hair and scalp including: (a) bacteriology; (b) sanitation;	(c) sterilization; (d) decontamination; (e) infection control; 50 hrs. (7) implements, tools, and equipment for Barber; 20 hrs. (8) first aid; 10 hrs. (9) anatomy; 50 hrs. (10) science of Barber; 50 hrs. (11) chemistry for Barber; 75 hrs. (12) analysis of the hair and scalp; 25 hrs. (13) properties of the hair, skin, and scalp; 325 hrs. (14) basic hairstyling and hair cutting including: (a) draping; (b) clipper variations; (c) scissor cutting; and (d) wet and thermal styling; 100 hrs. (15) shaving and razor cutting; 50 hrs. (16) mustache and beard design; 50 hrs. (17) elective topics; and 100 hrs. (18) Barber Examination review.
---	--

Employment Opportunities

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

Barber

Barber Stylist, Instructor, Salon or Shop manager or owner.

Attendance Policy

- The full-time course length for Barber is 1000 clock hours or:
31 weeks (full time 33.75 hours)
38 weeks (full time 27 hours)
50 weeks (part time 20 hours)
- It is understood that the Barber course length that is being paid for is the contracted weeks for:
39 weeks (full time 33.75 hours)
47 weeks (full time 27 hours)
63 weeks (part-time 20 hours)
- Required days per schedule and allotted number of days to miss are as follows:

4 days per week - 33.75 hours per week are only allowed to miss 10 required days for the entire enrollment period.

4 days per week - 27 hours per week are only allowed to miss 12 required days for the entire enrollment period.

4 days per week - 20 hours per week are only allowed to miss 16 required days for the entire enrollment period.

4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed.

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

Launch attends 20 hours weekly

Day Attending Tuesday, Wednesday, Thursday, Friday 8:45am-4:30pm - 1 hour lunch daily / week 1-10

Night Attending Monday-Thursday 5:00pm-10:00pm / week 1-12

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Barber

Day School Options

Full Time 27 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm 30pm + 6.75 additional hours

Full Time 33.75 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm + 13.5 additional hours

Night School Options

Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm

Full Time 27 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 7 additional hours

Full Time 33.75 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 13.75 additional hours

Nail Technology Course Outline

(Available at West Jordan location Only)

Course Name
Nail Technology

Tuition and Fees	
Tuition	\$2,800.00
Books and Supplies	\$600.00
Application Fee	\$1000.00
Other Costs	\$0
Total Costs	\$3,500.00

Course Description

Taylor Andrews Academy educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Nail industry. Students who successfully pass the Taylor Andrews Academy course will be granted a Diploma and will be prepared for successful employment, in the Nail profession.

Length of Course

Part time 20 hours student= (15 weeks-300 clock hours) including allowed absences and Holidays

Advancement

Nail Technology -300 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (240 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Nail Technology (300 hours) School curriculum instruction in all of the following subject areas:

- | | |
|---|--|
| 20 hrs. (1) introduction consisting of:
(a) history of nail technology; and
(b) an overview of the curriculum; | (c) sterilization;
(d) decontamination; and
(e) infection control; |
| 20 hrs. (2) personal, client, and salon safety including:
(a) aseptic techniques and sanitary procedures;
(b) disinfection and sterilization methods and procedures; and
(c) health risks to the nail technician; | 10 hrs. (7) implements, tools, and equipment for nail technology;
5 hrs. (8) first aid;
5 hrs. (9) anatomy; |
| 10 hrs. (3) business and salon management including:
(a) developing clientele;
(b) professional image;
(c) professional ethics;
(d) professional associations;
(e) public relations; and
(f) advertising; | 10 hrs. (10) science for nail technology;
20 hrs. (11) theory of basic manicuring including hand and arm massage;
15 hrs. (12) physiology of the skin and nails;
5 hrs. (13) chemistry for nail technology; |
| 10 hrs. (4) legal issues including: 13
(a) malpractice liability;
(b) regulatory agencies; and
(c) tax laws; | 75 hrs. (14) artificial nail techniques consisting of:
(a) wraps;
(b) nail tips;
(c) gel nails;
(d) sculptured and other acrylic nails; and
(e) nail art; |
| 20 hrs. (5) human immune system; | 15 hrs. (15) pedicures and massaging the lower leg and foot; |
| 30 hrs. (6) diseases and disorders of the nails and skin including:
(a) bacteriology;
(b) sanitation; | 10 hrs. (16) elective topics; and
20 hrs. (17) Nail Technology Examination review. |

Employment Opportunities

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

Nail Technology

Nail Tech, Instructor, Salon or Shop manager or owner.

Attendance Policy

- The course length for Nail Technology is 300 clock hours or:
15 weeks (part time 20 hours)
- It is understood that the Nail Technology course length that is being paid for is the contracted weeks for:
19 weeks (part-time 20 hours)
- Required days per schedule and allotted number of days to miss are as follows:
2 days per week - 20 hours per week are only allowed to miss 5 required days for the entire enrollment period.

4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed.

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

Launch attends 20 hours weekly

Day Attending Tuesday, Wednesday, Thursday, Friday 8:45am-4:30pm - 1 hour lunch daily

Night Attending Mon-Thurs 5:00pm-10:00pm

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Nail Technology

Day School Options

Part Time 20 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm

Night School Options

Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm

Hair Design Course Outline

Disclaimer

These programs are not yet approved to be offered, as we are still seeking approval from NACCAS

Course Name

Hair Design

Tuition and Fees

Tuition	\$12,000.00
Books and Supplies	\$1,900.00
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$14,000.00

Course Description

Taylor Andrews Academy educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Cosmetology/Barber industry. Students who successfully pass the Taylor Andrews Academy course will be granted a Diploma and will be prepared for successful employment, in the Cosmetology/Barber profession.

Advancement

Hair Design-1200 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (960 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Hair Design (1200 hours) School curriculum instruction in all of the following subject areas:

20 hrs. (1) introduction, consisting of: (a) history of hair design; and (b) overview of the curriculum;	20 hrs. (9) anatomy;
20 hrs. (2) personal, client, and salon safety, including: (a) aseptic techniques and sanitary procedures; (b) disinfection and sterilization methods and procedures; (c) health risks to the hair designer; 15	10 hrs. (10) science of hair design;
10 hrs. (3) business and salon management, including: (a) developing clientele; (b) professional image; (c) professional ethics; (d) professional associations; (e) public relations; and (f) advertising;	15 hrs. (11) analysis of the hair and scalp;
10 hrs. (4) legal issues, including: (a) malpractice liability; (b) regulatory agencies; and (c) tax laws;	10 hrs. (12) physiology of the human body;
25 hrs. (5) human immune system;	10 hrs. (13) electricity and light therapy;
25 hrs. (6) diseases and disorders of hair and scalp, including: (a) bacteriology; (b) sanitation; (c) sterilization; (d) decontamination; and (e) infection control;	20 hrs. (14) chemical reactions;
25 hrs. (7) implements, tools, and equipment for hair design, including: (a) high frequency current; and (b) heat lamps;	20 hrs. (15) chemistry for hair design;
20 hrs. (8) first aid;	30 hrs. (16) properties of the hair and scalp;
	300 hrs. (17) basic hairstyling including: (a) wet and thermal styling; (b) permanent waving; (c) hair coloring; (d) chemical hair relaxing; and (e) thermal hair straightening;
	250 hrs. (18) haircuts, including: (a) draping; (b) clipper variations; (c) scissor cutting; (d) shaving; and (e) wigs and artificial hair;
	50 hrs. (19) razor cutting;
	50 hrs. (20) mustache and beard design;
	10 hrs. (21) cardio-pulmonary resuscitation(CPR);
	100 hrs. (22) elective topics; and
	150 hrs. (23) Hair Designer Examination review.

Employment Opportunities

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

Hair Design

Hairstylist, Instructor, Salon or Shop manager or owner.

Attendance Policy

- The full-time course length for Hair Design is 1200 clock hours or:
 - 41 weeks (full time 33.75 hours)
 - 48 weeks (full time 27 hours)
 - 60 weeks (part time 20 hours)

2. It is understood that the Hair Design course length that is being paid for is the contracted weeks for:
 - 50 weeks (full time 33.75 hours)
 - 59 weeks (full time 27 hours)
 - 75 weeks (part-time 20 hours)
3. Required days per schedule and allotted number of days to miss are as follows:
 - 4 days per week - 33.75 hours per week are only allowed to miss 13 required days for the entire enrollment period.
 - 4 days per week - 27 hours per week are only allowed to miss 15 required days for the entire enrollment period.
 - 4 days per week - 20 hours per week are only allowed to miss 19 required days for the entire enrollment period.
4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed.

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

Launch attends 27 hours weekly

Day Attending Tuesday, Wednesday, Thursday, Friday 8:45am-4:30pm - 1 hour lunch daily / week 1-10

Night Attending Monday-Thursday 5:00pm-10:00pm / week 1-12

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Hair Design

Day School Options

- Full Time 27 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm 30pm + 6.75 additional hours
- Full Time 33.75 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm + 13.5 additional hours

Night School Options

- Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm
- Full Time 27 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 7 additional hours
- Full Time 33.75 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 13.75 additional hours

Basic Esthetics Course Outline

Disclaimer

These programs are not yet approved to be offered, as we are still seeking approval from NACCAS

Course Name
Basic Esthetics

Tuition and Fees

Tuition	\$6,000.00
Books and Supplies	\$1,900.00
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$8,000.00

Course Description

Taylor Andrews Academy educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Esthetics industry. Students who successfully pass the Taylor Andrews Academy course will be granted a Diploma and will be prepared for successful employment, in the Esthetics profession.

Advancement

Basic Esthetics-600 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (480 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Basic Esthetics (600 hours) School curriculum instruction in all of the following subject areas:

- 20 hrs. (1) introduction consisting of:
 - (a) history of esthetics; and
 - (b) an overview of the curriculum;
- 20 hrs. (2) personal, client, and salon safety including:
 - (a) aseptic techniques and sanitary procedures;
 - (b) disinfection and sterilization methods and procedures; and
 - (c) health risks to the basic esthetician;
- 20 hrs. (3) business and salon management including:
 - (a) developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising.
- 10 hrs. (4) legal issues including:
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws;
- 20 hrs. (5) human immune system;
- 30 hrs. (6) diseases and disorders of the skin including:
 - (a) bacteriology;
 - (b) sanitation; 11
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- 50 hrs. (7) implements, tools, and equipment for basic esthetics including:
 - (a) high frequency or galvanic current; and
 - (b) heat lamps;
- 10 hrs. (8) first aid;
- 20 hrs. (9) anatomy;
- 10 hrs. (10) science of basic esthetics;
- 20 hrs. (11) analysis of the skin;
- 20 hrs. (12) physiology of the skin;
- 30 hrs. (13) facials, manual and mechanical;
- 75 hrs. (14) limited chemical exfoliation including:
 - (a) pre-exfoliation consultation;
 - (b) post-exfoliation treatments; and
 - (c) chemical reactions;
- 30 hrs. (15) chemistry for basic esthetics;
- 15 hrs. (16) temporary removal of superfluous hair by waxing;
- 20 hrs. (17) treatment of the skin;
- 10 hrs. (18) packs and masks;
- 5 hrs. (19) aroma therapy;
- 25 hrs. (20) application of makeup including:
 - (a) application of artificial eyelashes;
 - (b) arching of the eyebrows; and
 - (c) tinting of the eyelashes and eyebrows;
- 10 hrs. (21) medical devices;
- 10 hrs. (22) cardiopulmonary resuscitation (CPR);
- 10 hrs. (23) basic facials;
- 5 hrs. (24) chemistry of cosmetics;
- 20 hrs. (25) skin treatments, manual and mechanical;
- 20 hrs. (26) massage of the face and neck;
- 25 hrs. (27) natural nail manicures and pedicures;
- 10 hrs. (28) elective topics; and
- 30 hrs. (29) Esthetic Examination review .

Employment Opportunities

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

Basic Esthetics

Esthetician, Manicurist, Makeup Artist, Instructor, Salon or Shop manager or owner.

Attendance Policy

1. The full-time course length for Basic Esthetics is 600 clock hours or:
23 weeks (full time 33.75 hours)

- 26 weeks (full time 27 hours)
- 30 weeks (part time 20 hours)
- 2. It is understood that the Basic Esthetics course length that is being paid for is the contracted weeks for:
 - 28 weeks (full time 33.75 hours)
 - 31 weeks (full time 27 hours)
 - 38 weeks (part-time 20 hours)
- 3. Required days per schedule and allotted number of days to miss are as follows:
 - 4 days per week - 33.75 hours per week are only allowed to miss 7 required days for the entire enrollment period.
 - 4 days per week - 27 hours per week are only allowed to miss 8 required days for the entire enrollment period.
 - 4 days per week - 20 hours per week are only allowed to miss 10 required days for the entire enrollment period.
- 4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed.

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

Launch attends 27 hours weekly

Day Attending Tuesday Wednesday, Thursday and Friday 8:45am-4:30pm - 1 hour lunch daily / week 1-10

Night Attending Monday-Thursday 5:00pm-10:00pm / week 1-12

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Basic Esthetics

Day School Options

Full Time 27 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm 30pm + 6.75 additional hours

Full Time 33.75 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm + 13.5 additional hours

Night School Options

Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm

Full Time 27 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 7 additional hours

Full Time 33.75 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 13.75 additional hours

Master Esthetics Course Outline

Disclaimer

These programs are not yet approved to be offered, as we are still seeking approval from NACCAS

Course Name

Master Esthetics

Tuition and Fees

Tuition	\$12,000.00
Books and Supplies	\$1,900.00
Application Fee	\$100.00
Other Costs	\$0
Total Costs	\$14,000.00

Course Description

Taylor Andrews Academy educates students in Laws, Rules and Regulations, and Theory and Practical skills pertaining to the Esthetics industry. Students who successfully pass the Taylor Andrews Academy course will be granted a Diploma and will be prepared for successful employment, in the Esthetics profession.

Advancement

Master Esthetics-1200 clock hours

Taylor Andrews Academy has three stages 1) Launch 2) New Talent 3) Future Professionals 3) Salon Life

Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professional until they have accumulated enough hours to be in Salon Life and prepare for their state boards. Salon Life will be available for those who have hit 80% of their school hours (960 hours) and will be put in class based on class space availability.

Curriculum

Taylor Andrews Academy follows the State of Utah Course of Studies for Master Esthetics (1200 hours) School curriculum instruction in all of the following subject areas:

- 20 hrs. (1) introduction consisting of:
 - (a) history of esthetics and master esthetics; and
 - (b) an overview of the curriculum;
- 20 hrs. (2) personal, client, and salon safety including:
 - (a) aseptic techniques and sanitary procedures;
 - (b) disinfection and sterilization methods and procedures; and
 - (c) health risks to the master esthetician;
- 20 hrs. (3) business and salon management consisting of:
 - (a) developing clients;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) advertising; and
 - (f) public relations;
- 20 hrs. (4) legal issues including:
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws;
- 20 hrs. (5) the human immune system;
- 50 hrs. (6) diseases and disorders of the skin including:
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) contamination; and
 - (e) infection controls;
- 30 hrs. (7) implements, tools, and equipment for master esthetics;
- 10 hrs. (8) first aid;
- 20 hrs. (9) anatomy;
- 40 hrs. (10) science of master esthetics;
- 40 hrs. (11) analysis of the skin;
- 20 hrs. (12) physiology of the skin;
- 40 hrs. (13) advanced facials, manual and mechanical;
- 30 hrs. (14) chemistry for master esthetics;
- 30 hrs. (15) advanced chemical exfoliation, including:
 - (a) pre-exfoliation consultation;
 - (b) post-exfoliation treatments; and
 - (c) reactions;
- 25 hrs. (16) temporary removal of superfluous hair by waxing and advanced waxing;
- 25 hrs. (17) advanced pedicures;
- 10 hrs. (18) advanced aroma therapy;
- 20 hrs. (19) the aging process and its damage to the skin;
- 40 hrs. (20) medical devices;
- 10 hrs. (21) cardiopulmonary resuscitation (CPR) training;
- 40 hrs. (22) hydrotherapy;
- 170 hrs. (23) advanced mechanical and electrical devices including instruction in using:
 - (a) sanding and microdermabrasion techniques;
 - (b) galvanic or high-frequency current for treatment of the skin;
 - (c) devices equipped with a brush to cleanse the skin;
 - (d) devices that apply a mixture of steam and ozone to the skin;
 - (e) devices that spray water and other liquids on the skin; and
 - (f) any other mechanical devices, esthetic preparations, or procedures approved by the Division in collaboration with the Board for the care and treatment of the skin;
- 100 hrs. (24) elective topics;
- (25) for schools teaching lymphatic massage, in accordance with Subsections 58-11a-102(39)
 - (a)(ii) and 58-11a-302(11)(e), 200 hours of instruction is required and shall consist of:
 - (a) 40 hours of training in anatomy and physiology of the lymphatic system;
 - (b) 70 applications of one hour each in manual lymphatic massage of the full body; and
 - (c) 90 hours of training in lymphatic massage by other means, including but not limited to energy, mechanical devices, suction-assisted massage with or without rollers, compression therapy with equipment, or garment therapy; and
 - 150 hrs. (26) Master Esthetician Examination review.

Employment Opportunities

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

Master Esthetics

Esthetician, Manicurist, Makeup Artist, Instructor, Salon or Shop manager or owner.

Attendance Policy

1. The full-time course length for Master Esthetics is 1200 clock hours or:
 - 41 weeks (full time 33.75 hours)
 - 48 weeks (full time 27 hours)
 - 60 weeks (part time 20 hours)
2. It is understood that the Master Esthetics course length that is being paid for is the contracted weeks for:
 - 50 weeks (full time 33.75 hours)
 - 59 weeks (full time 27 hours)
 - 75 weeks (part-time 20 hours)
3. Required days per schedule and allotted number of days to miss are as follows:
 - 4 days per week - 33.75 hours per week are only allowed to miss 13 required days for the entire enrollment period.
 - 4 days per week - 27 hours per week are only allowed to miss 15 required days for the entire enrollment period.
 - 4 days per week - 20 hours per week are only allowed to miss 19 required days for the entire enrollment period.
4. The allowed day to miss is based off of 25% of total schedule weeks. If more than the allotted are missed, students will be placed on a one-week suspension and will continue to receive a one-week suspension for each continuous required day missed. The number of allotted days are listed below per schedule:

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

Launch attends 27 hours weekly

Day Attending Tuesday, Wednesday, Thursday and Friday 8:45am-4:30pm - 1 hour lunch daily / week 1-10

Night Attending Monday-Thursday 5:00pm-10:00pm / week 1-12

Wednesday-Saturday's are required after Launch for all Day schedules as part of the required days. Monday-Thursday's are required after Launch for all Night schedules as part of the required days.

Master Esthetics

Day School Options

- Full Time 27 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm 30pm + 6.75 additional hours
- Full Time 33.75 Attend school on Wednesday, Thursday, Friday and Saturday 8:45am – 4:30pm + 13.5 additional hours

Night School Options

- Part Time 20 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm
- Full Time 27 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 7 additional hours
- Full Time 33.75 Attend school on Monday, Tuesday, Wednesday and Thursday 5:00pm – 10:00pm + 13.75 additional hours

Enrolled

Student Kits

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

Device Policy

Students are responsible to provide their own source of technology device prior to enrollment to participate in required theory classes. All theory work must be done on a phone (that connects to the internet), tablet or computer to be completed. This work will be done at the school during class time. Students must be prepared with a charged functioning device for their class time prior to the class in order to participate. In the event of loss, stolen, or broken, completion of all class work remains the responsibility of the student. Taylor Andrews Academy is not responsible for the loss of any personal files, which may be deleted. Students are responsible for the full cost of the technology device prior to enrollment.

Internet Guidelines

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

Standards of Conduct - Requirements

1. Students must take lunch during their assigned time if possible and inform the front desk. Students must inform the desk if they are not able to take lunch at that time and make other arrangements with an instructor.
2. Students must not leave the school at any time during the day without informing the instructor and front desk.
3. Any discrepancies with hours must be disputed within 14 days. Hours cannot for any reason be changed after this point. Students are responsible to monitor this regularly through the TA app.
4. If a student cannot attend school on their required day, the student must call in and talk to a school official before their scheduled start time. Failure to do so will result in an unexcused absence and can result in disciplinary action.
5. Students are expected to maintain high standards of personal hygiene, i.e., daily showers and shaves, teeth brushed, hair clean and groomed upon arrival at school, and fingernails clean.
6. Students are expected to maintain a high standard of conduct, showing professionalism and respect to clients, other students and staff members.
7. Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
8. Students involved in any form bullying, verbal abuse and physical violence or threatening the use of physical violence with another student, staff member or client may be terminated immediately.
9. Any student found guilty of willful destruction, theft of other students or school property will be terminated immediately.
10. Taylor Andrews Academy is a Drug Free school and workplace. Any student possessing, using or selling illegal or prescription drugs, or alcohol will be suspended and could be subject to termination without warning. If you are suspected of the above you may be asked to submit to drug testing at the students' expense, and will not be allowed back into school until testing is complete and clean.
11. Student may not, under any circumstances, bring their children to school and collect hours for that time.
12. No visitors are permitted in the classroom, student break room, on the clinic floor or on the school premises unless approved by the school staff.
13. No personal phone calls except in case of emergency, are to be received through the business phone. Students will not be called off the clinic floor for personal calls unless by a day care, hospital or police.
14. Food and drink is allowed in the student break room only, unless approved by an instructor.
15. No smoking is allowed in or around the building except in designated areas. You may not leave the classroom or the service floor for a smoking break unless you are on an approved break.
16. Students must park in designated areas.
17. Students are not allowed to perform any service on a client without a service ticket while under the supervision of a licensed instructor.
18. Client release cards must be completed and signed by the client and instructor prior to performing any service.
19. In the event additional applications are necessary to complete a service, the student should consult a staff member and additional charges will be added to the client's ticket.
20. Work by students must be checked by an instructor and signed off on the student's worksheet before the student will receive credit.
21. All appointments are to be made by the reception desk. A student can make no changes. Students must accept all appointments given to them. If a student refuses a client it will be grounds for disciplinary action.
22. Students are not allowed behind the front desk or to congregate in the reception areas unless they have been assigned to work there.
23. Students who are not working on a client are responsible for applying their efforts towards their field of study in practice or

- theory.
24. Students are responsible for cleaning up after themselves in the break room.
 25. A sanitation assignment is to be completed each day by each student and signed by a school staff member.
 26. Reception desk will schedule personal services for students only when approved by an instructor, after all tests, projects and attendance requirements have been met.
 27. Students may not receive personal services on Friday or Saturday.
 28. Students must immediately pay for personal services and any supplies used after their service is complete.
 29. To not disturb other students during the learning process, it is recommended to silence your cell phones. Try to use cell phones during break times in class and on the floor. We ask you not leave the classroom or a client to take a phone call on your cell phone. Please use them with your best digression to keep a professional environment. We understand technology is part of the world and we encourage you to use it to grow yourself and your business to make your education the best experience possible. They are tools to help you.
 30. Students may not leave the classroom during instruction without permission. Students leaving without permission will be asked to clock out and go home.
 31. Students who are disruptive (talking, texting, etc.) in class will be asked to clock out and go home.

Dress Code

Students are required to wear clothing in the following colors: black, white and grey. Sleeveless shirts, low cut shirts or blouses, shorts, short skirts, tank tops, printed tees, sweat shirts or sweat pants, hooded tops, belly shirts or overalls are not to be worn. Absolutely no belly, bottom and chest showing. Black, white and grey jeans are acceptable attire. Short shorts and short skirts are still not acceptable even if accompanied by leggings. Aprons are to be black and freshly laundered with no spots or tears. Clothes will be checked daily. Students not appearing in the proper attire will be clocked out and sent home to change. Piercings are acceptable. Colored jewelry may be worn. This does not include hair accessories, belts, shoes, scarves or hats. Shoes must be in the proper dress code colors. It is not our desire to stunt the creativity of our students, only to present a professional, uniform appearance for our clients.

Field Trips

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

Guest Artists

During the programs of study, students can expect to benefit from special guest speakers scheduled to help students see the possibilities of a future career in the industry. The national guest speakers are held at the corporate location in West Jordan for class. Both locations will be required to attend these classes and appropriate time will be given for driving.

Attendance

Attendance

Please see each program for information on required days

1. Students must maintain an 80% cumulative in attendance to avoid disciplinary action, and/or potentially lose Title IV assistance.
2. 1. If a student chooses to come late or leave early on a required day, they must come for at least half of the day or not at all. (see times below)
 - a. Full-time 8:45am-12:30pm OR 12:30pm-4:30pm
 - b. Part-time 5:00pm-7:30pm OR 7:30pm-10:00pm
3. If a student is late for the required day, they may not clock in until the second half of their schedule (see above). If they are late for the second half of their schedule as well, they may not clock in at all unless the student is needed to perform clinical services on clients. The Academy Director will make this determination.
4. If a student does not come for a required day, they must notify the school by phone at least a half hour before their scheduled time. If the school is not notified the student will receive a 1-day suspension for a no call no show.
5. If a student has not shown up for school for 10 days and has not been placed on an approved Leave of Absence they will be dropped from the Academy due to non-attendance.
6. The student agrees to pay extra instructional charges of \$12 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Extra instructional charges will accrue whether the student attends and is due immediately upon graduation. Transfer and part-time students will be calculated pro-rata
7. If needed, the Academy Director will determine whether to grant an excused absence. It will be evaluated on a case-by-case basis.

Additional Hours

1. Students are allowed to attend any hours Taylor Andrews Academy is open to complete their additional hours for the week, outside of their required days.
2. If a student is in need of makeup hours to raise their attendance percentage they are allowed to attend any hours Taylor Andrews Academy is open to complete the additional hours needed.
3. Students must let the front desk know at least a half hour on the day they plan to attend.
4. Students must let the front desk know if they plan to stay and makeup hours.

High School Schedule

Available Programs and contracted weeks

Cosmetology/Barber – 1600 hours - 68 weeks

Barber – 1000 hours – 43 weeks

Nail Technology (West Jordan only) – 300 hours – 13 weeks

Disclaimer

These programs are not yet approved to be offered, as we are still seeking approval from NACCAS

Hair Design – 1200 hours – 51 weeks

Basic Esthetics – 600 hours – 26 weeks

Master Esthetics – 1200 hours – 51 weeks

Launch- Included in the Launch course is Orientation which consists of Safety Counseling, Rules and Regulations for each program from State of Utah Literature, Information on how to obtain VAWA, Drug and Alcohol Counseling, Domestic Abuse information, Shelters and Hotlines. Launch attends 29.75 hours weekly attending Day Tuesday-Friday from 9:45-4:30 and Saturday from 8:45-4:30. After completion of Launch students can continue to come Tuesday-Friday 9:45-4:30 and Saturday 8:45-4:30 (29.75 weekly).

Advancement

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

Leave of Absence Policy

Taylor Andrews Academy prides itself in preparing the students for a real-life work experience during training. Therefore, to take a leave of absence, a student must request a leave of absence form from the Academy Director and submit in writing the reason for the students requested leave at least one week in advance unless for reasons of unforeseen circumstances and include the student's signature. The Academy Director in conjunction with the Board of Directors will review the request for the Leave. *Please note that the Academy does not have to grant a leave of absence.* Taylor Andrews Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances as long as the student and the school document the reason for its decision. Taylor Andrews Academy will collect the request from the student at a later date. The beginning date of the approved LOA will be determined by the first date the student was unable to attend the Academy. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The minimum leave of absence is 14 days and

the maximum leave of absence time cannot exceed 179 days in any 12-month period. There must be a reasonable expectation the student will return from an LOA in order for it to be approved. The student will need to work with the Academy Director if a leave will need to be extended. This will depend on the amount of time remaining and a case-by-case basis.

Taylor Andrews Academy will not assess the student any additional institutional charges as a result of the LOA. Should the Academy grant a Leave of Absence, each day of the authorized leave, must be taken in succession. Taylor Andrews Academy will extend the student's contract period by the same number of days taken in the LOA. All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties. If a student goes over the contracted leave policy, they will be withdrawn from school and lose their Title IV Funding. The withdrawal date for the purpose of calculating a refund is always a student's last day of attendance. Should a student wish to return, they must re-enroll at the current tuition rate and reapply for Title IV Funding. Financial obligations must be met during a Leave of Absence to remain in good standing with the school. An authorized Leave of Absence will extend the contract period and maximum time frame by the same number of days taken in the leave of absence. The student will be allowed to return to school and continue where they left off in their training.

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

1. Temporary disability
2. Medical reasons deemed necessary by a physician
3. Charitable Sabbatical
4. Maternity Leave

SAP-Satisfactory Academic Progress

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

Evaluation Periods

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

Course Evaluation Periods are as follows:

- Cosmetology/Barber- 450hr/900hr/1250hr
- Barber- 450hr/900hr
- Hair Design- 450hr/900hr
- Esthetics (Basic)- 300hr
- Esthetics (Master)- 450hr/900hr
- Nail Technology- 150hr

Attendance Progress Evaluations

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

Maximum Time Frame

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

Cosmetology/Barbering

- Cosmetology/Barbering 27 Launch followed by 33.75 (Full time - 1600 Hours) = 62 Weeks or 2000 Hours
- Cosmetology/Barbering 27 Launch followed by 27 (Full time - 1600 Hours) = 75 Weeks or 2000 Hours
- Cosmetology/Barbering 20 (Part time - 1600 Hours) = 100 Weeks or 2000 Hours

Barber

- Barber 27 Launch followed by 33.75 (Full time - 1000 Hours) = 39 Weeks or 1250 Hours
- Barber 27 Launch followed by 27 (Full time - 1000 Hours) = 47 Weeks or 1250 Hours
- Barber 20 (Part time - 1000 Hours) = 63 Weeks or 1250 Hours

Nail Technology

- Nail Technology 20 (Part time - 300 Hours) = 19 Weeks or 375 Hours

Hair Design

- Hair Design 20 Launch followed by 33.75 (Full time – 1200 Hours) = 50 Weeks or 1500 Hours
- Hair Design 20 Launch followed by 27 (Full time - 1200 Hours) = 59 Weeks or 1500 Hours
- Hair Design 20 (Part time – 1500 Hours) = 75 Weeks or 1500 Hours

Basic Esthetics

- Esthetics (Basic) 20 Launch followed by 33.75 (Full time – 600 Hours) = 28 Weeks or 750 Hours
- Esthetics (Basic) 20 Launch followed by 27 (Full time - 600 Hours) = 31 Weeks or 750 Hours
- Esthetics (Basic) 20 (Part time – 600 Hours) = 38 Weeks or 750 Hours

Master Esthetics

- Esthetics (Master) 20 Launch followed by 33.75 (Full time – 1200 Hours) = 50 Weeks or 1500 Hours
- Esthetics (Master) 20 Launch followed by 27 (Full time - 1200 Hours) = 59 Weeks or 1500 Hours
- Esthetics (Master) 20 (Part time – 1200 Hours) = 75 Weeks or 1500 Hours

Students who exceed the maximum time frame agree to pay extra instructional charges of \$12 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Transfer hours from another institution that are accepted toward the students’ educational program, are counted as both attempted and completed hours for the purpose of determining when maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Academic Progress Evaluations

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

Grading Scale

90%- 100% A	89% - 85% B	80% - 84% C	79%- Below Failing
-------------	-------------	-------------	--------------------

Determination of Progress Status

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

SAP Warning

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

SAP Probation

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

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

SAP Appeals

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

Financial Aid Ineligibility

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

Re-establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals, or Transfer credits

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and max time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Transfer credit hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Re Entry

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

Noncredit and Remedial Courses

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

Academic

Academic

Taylor Andrews Academy requires a grade average of 80% or higher in theory and practical work. The passing grade for the State Board licensing is 75%. For theory and practical work, students are graded based upon points earned verses points possible, which are then converted to a percentage.

Grading Scale

90%- 100% A	89% - 85% B	80% - 84% C	79%- Below Failing
-------------	-------------	-------------	--------------------

Classes/Lab/Theory

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

Practical/Clinical

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

Course Format

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

Course Goals/Objectives

The goal of Taylor Andrews Academy is to teach, develop, and graduate students to be professionals in the beauty industry and to prepare students to successfully pass the Utah State Board Examination.

Text & References

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

Disclaimer

This program is not yet approved to be offered, as we are still seeking approval from NACCAS

Distance Learning

- Online theory education is available for approximately up to 30% of the program hours and will be delivered via a secure online platform.
- Hands on classes, practical work and all required examinations for calculating a student's GPA will be completed on-campus. The interaction with the instructor and the student will be measured in clock hours for academic programs.
- The student maintains the current enrolled schedule by participating in learning activities while physically present at the enrolled academy and must attend school at least once every 10-business days for the length of a schedule day.
- All transcripts or other documents (official or unofficial), listing academic attainment received will identify the distance education section of the student education.
- Prior to enrollment, the student will be provided with a disclaimer that must be signed and dated and a copy of this will be found in the student file, that academic achievement earned via distance education may not be accepted for reciprocity or eligibility for licensure in other state.

Discipline

Disciplinary Actions

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

Warning

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

Suspension

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

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

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

Termination- Dismissal

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

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

Graduation

Graduation Requirements

1. Pass a written and practical exam in the program with a score of 80% or higher.
2. Complete required program hours.
3. Taylor Andrews Academy requires a grade cumulative of 80% or higher in theory and practical work.

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

State Requirements for Licensure

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

Employment Assistance

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

Consumer Information and Campus Security

Consumer Information and Campus Security Report and Statistics

The Taylor Andrews Academy consumer report and campus security report can be found on our website.

<http://www.taylorandrew.com/consumer-disclosures/>

NACCAS Outcome Rates

Vital Statistics for Taylor Andrews Academy Students 2016

1. Taylor Andrews Academy's completion rates were 81%
2. Taylor Andrews Academy's placement rates were 65%
3. Taylor Andrews Academy's pass/fail rates of school graduates on licensing examination was 92%

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.taylorandrew.com

Available Services

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

FERPA – Access to Files

Family Educational Rights and Privacy Act

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access. A student should submit to the Director of the Academy a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the Academy official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Academy to amend a record should write to the Director of the Academy, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the Academy's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the Academy providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.
3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- A person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations; specifically NACCAS
- Judicial orders or lawfully issued subpoenas;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- A student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her tasks.

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

- Specify the records to be disclosed;
- State the purpose of the disclosure;

- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record. Within the Academy the following directory information may be disclosed without student consent:
 - Student First and Last Name or Student ID;
 - Program of Attendance; and
 - Honors, Awards and/or Recognitions

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

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

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

Student Grievance Procedure

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

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

VAWA

Taylor Andrews Academy is committed to creating and maintaining a learning, living, and working environment free from Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. Those prohibited types of conduct will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from the School and termination of employment. Sexual Misconduct, Relationship Violence, Stalking, and Retaliation are collectively referred to in the VAWA policy as Prohibited Conduct. The VAWA Policy: describes Prohibited Conduct; explains multiple options for reporting Prohibited Conduct; sets forth the procedures the School will follow for promptly, thoroughly, and equitably investigating and resolving reports of Prohibited Conduct in order to eliminate Prohibited Conduct, prevent its recurrence, and address its effects on Complainants and/or the School community; identifies resources for Complainants; describes the School's prevention and awareness programs relating to Prohibited Conduct; and implements the requirements of Title IX, Title VII, and the Clery Act with respect to Prohibited Conduct. For information regarding the VAWA policy you can contact the Academy Director.

Safety and Security

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

1. Each week during announcements *if applicable*, general account of any criminal activity will be given.

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

Waiver and Assumption of Risk

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

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

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

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

Approving Agencies

Department of Education/Title IV Funding

Taylor Andrews Academy is approved for Financial Aid/Title IV funding through:

United States Department of Education

Federal Student Aid

400 Maryland Avenue

SW Washington, D.C. 20202

Licensing and Accrediting Agencies

Taylor Andrews Academy is licensed and accredited with:

DOPL

160 East 300 South

P.O. Box 45805

Salt Lake City, UT 84145-0805

(801) 530-6740

NACCAS

3015 Colvin St.

Alexandria, VA 22314

(703) 600-7600