



CONSUMER INFORMATION

TAA will be used in lieu of Taylor Andrews Academy throughout this document of consumer information and disclosures.

Annual Distribution of Consumer Information

Annual Consumer Information Notification Procedure: TAA distributes a notice annually in December through the platform Remind to all staff and students detailing the school's consumer information. The notice includes instructions for accessing the full report online and how to request a printed copy. This report is also available anytime through the Academy Director.

Facilities & Equipment

Taylor Andrews Academy provides students with fully equipped classrooms, student clinics, dispensary areas, and breakrooms designed to reflect a professional salon and spa environment.

Each campus maintains all equipment and facilities in accordance with Utah Division of Occupational and Professional Licensing (DOPL) standards for sanitation, infection control, and safety.

Students are responsible for maintaining the cleanliness of their work areas and equipment and are assigned a daily sanitization task to ensure the highest level of sanitation and professional practice.

All facilities are designed to support hands-on learning, technical skill development, and a safe, client-centered environment for both students and guests.

ADA Accessibility Policy

Taylor Andrews Academy complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, ensuring that no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity.

The Academy is committed to providing equal access to education for all students by offering reasonable accommodations to qualified individuals with documented disabilities. Accommodations are determined on a case-by-case basis to ensure they do not fundamentally alter the nature of the program or create an undue hardship on the institution.

Students seeking accommodations must submit a written request and appropriate documentation from a licensed healthcare or educational professional to the Academy Director prior to enrollment or as soon as the need becomes known.

All information and documentation related to disability accommodation requests will be kept confidential and used solely to coordinate the approved accommodations.

Vaccination Policy

TAA does not require any vaccinations; however, we encourage good health practices and encourage our students and staff to see their personal physician on a regular basis and to seek their physicians' advice on vaccinations.

Non-Discrimination, Title IX & VAWA Compliance Policy

Taylor Andrews Academy is committed to providing an environment of mutual respect, free from discrimination, harassment, and retaliation.

The Academy admits students and operates all programs without regard to race, color, religion, creed, sex, age, financial status, military status, or ethnic origin, as outlined in the Admissions Requirements section of this catalog.

In compliance with Title IX of the Education Amendments of 1972 and the Violence Against Women Act (VAWA), the Academy strictly prohibits all forms of sexual misconduct, relationship violence, stalking, and retaliation. These behaviors are considered serious violations of both federal law and Academy policy and may result in disciplinary action up to and including dismissal or termination.

The Academy's Title IX and VAWA policy outlines:

- Definitions of prohibited conduct
- Options for confidential and formal reporting
- Procedures for investigation and resolution
- Available support services and safety measures
- Preventive education and awareness programs

A full copy of the Title IX and VAWA policy is available on the Academy's website under Consumer Information, or by contacting the Academy's Title IX Coordinator.

<https://taylorandrew.com/wp-content/uploads/2025/02/Taylor-Andrews-Academy-Sexual-Misconduct-and-Sexual-Harassment-Policy-Jan-25-1.pdf>

- Title IX Coordinator:
Jami Gierloff, Staff Director
Email: jami@taylorandrew.com
Office: 9052 S 1510 W, West Jordan, UT 84088

Voter Registration

You may register Online at (the financial aid office will be glad to assist you) or In-Person at the county clerk's office.

<http://elections.utah.gov>

<https://www.michigan.gov/sos/elections/voting/register-to-vote>

Constitution Day

TAA observes Constitution Day each year on or around September 17th. Students are shown the following educational video and provided with materials and activities to commemorate the signing of the U.S. Constitution, in accordance with federal guidelines.

https://www.youtube.com/watch?v=9C3xhHN_LQ4

Emergency Response/Evacuation Procedures/Timely Warning

The following are procedures used to notify TAA students and staff of a dangerous situation on the Schools' campus. Every staff member has received training on how to handle an emergency such as a lockdown situation and/or evacuation of the building.

Every staff member will make sure all students follow instructions. Any staff member can initiate an alert. The Director/or person in authority will notify the police of the situation. Evacuation routes are posted in the students break room and are filed in our NACCAS book and our Operations Manual. All emergency responses and evacuation procedures will be tested annually with mock scenarios.

The Director or person in charge will be responsible to send out a timely warning to the staff and student body in the form of telephone page, email, text, or social media. More detailed information on this and all our safety procedures are available in the schools procedural manual, and a copy may be requested in writing to the Student Service Director.

Fire Safety Report

Since TAA does not have on campus housing this report is non-applicable; however we do everything in our power to keep our campus safe with regular fire safety and health department inspections.

Fire Log

Since TAA does not have on campus housing this report is non-applicable. There have been no fire related incidents.

Crime Log

Since TAA does not have on campus housing this report is non-applicable; however, TAA does keep a log in the Student Service Director's office and is available 9-5. All crime reported is logged there. Depending upon the severity, a student may be suspended or terminated immediately from TAA and may or may not be able to return.

Missing Persons Notificaiton

Since TAA does not have on campus housing this report is non-applicable; however, TAA staff is very aware of the student's attendance habits. Students are asked to give permission to TAA to allow us to contact someone in the event the student has been missing from school and has not indicated to a staff member that they will not be in attendance.

FERPA – Access to Files

Family Educational Rights and Privacy Act (FERPA) – Access to Files

Taylor Andrews Academy complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records and provides students certain rights regarding their information. These rights transfer to the student once they reach age 18 or attend a postsecondary institution.

Student Rights Under FERPA:

- Students have the right to:
 - Inspect and review their education records within 45 days of submitting a written request to the Academy Director.
 - Request corrections to any record believed to be inaccurate or misleading. If the Academy denies a request for amendment, the student will receive a written explanation and may submit a written appeal within 14 days.
 - Provide written consent before personally identifiable information is disclosed, except where FERPA allows disclosure without consent.
- Permitted Disclosures Without Consent:
 - The Academy may release information without prior consent to:
 - School officials with a legitimate educational interest
 - Accrediting, auditing, or state and federal oversight agencies
 - Financial aid authorities

- Institutions where a student seeks to enroll or transfer
- Appropriate parties in health, safety, or legal emergencies

Directory Information:

The Academy designates the following as directory information and may release it without prior consent unless the student opts out in writing within five business days of their start date:

- Student's name
- Program of attendance
- Honors, awards, or recognitions

Record Security:

All student records are maintained securely and released only in compliance with FERPA regulations and Academy policy.

Filing a Complaint:

Students who believe their FERPA rights have been violated may file a complaint with:

- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

Outcome Rates & Consumer Information

Consumer Information and Campus Security

Taylor Andrews Academy is committed to transparency and student safety.

The Consumer Information and Campus Security Report—including safety policies, campus crime statistics, drug and alcohol prevention information, and Title IX/VAWA disclosures—are available on our website under Consumer Information or upon request from the Academy Director.

Website: www.taylorandrew.com

Outcome Rates

Vital Statistics for Taylor Andrews Academy Students – 2024 Reporting Year

IPEDS 2024-2025 RATES

<u>School</u>	<u>Graduation Rate</u>	<u>Retention Rate</u>	<u>Transfer Out Rate</u>
<u>West Jordan</u>	<u>72%</u>	<u>84.5%</u>	<u>0%</u>
<u>Provo</u>	<u>83%</u>	<u>74.5%</u>	<u>0%</u>
<u>Detroit</u>	<u>79%</u>	<u>50%</u>	<u>0%</u>

Overall Institutional Outcomes:

- Graduation Rate: 84%
- Placement Rate: 82%
- Licensure Rate: 90%

West Jordan, Utah Campus

<u>Program</u>	<u>Graduation</u>	<u>Placement</u>	<u>Licensure</u>
Cosmetology/Barber	86%	84%	77%
Esthetics	79%	94%	95%
Hair Design	85%	78%	82%
Overall	85%	86%	81%

Provo, Utah Campus

<u>Program</u>	<u>Graduation</u>	<u>Placement</u>	<u>Licensure</u>
Cosmetology/Barber	83%	75%	100%
Esthetics	100%	74%	91%
Hair Design	73%	83%	100%
Overall	85%	75%	98%

Southgate, Michigan Campus

<u>Program</u>	<u>Graduation</u>	<u>Placement</u>	<u>Licensure</u>
Barber	81%	95%	100%
Overall	81%	95%	100%

Note: The Southgate, MI campus maintains its own catalog and outcome reporting.

Placement in Employment

The school does not guarantee any employment; however will assist in placement by providing educational opportunities creating a resume, portfolio, overviewing professional appearance guidelines, providing job referrals and follow-up, assisting students in making contacts with salons, and by posting job bulletins in the students lounge.

There are many career services available within the beauty industry. These would include, but are not limited to Hairstylist, Barber, Platform Artist, Sales Representative, Educator, Nail Technician, Esthetician, Master Esthetician, Medical Assistant, Electrology, Make-Up Artist, Laser Technician, and Salon/Spa Director.

Admission Requirements

Taylor Andrews Academy admits students without regard to race, color, religion, creed, sex, age, financial status, military status, or ethnic origin.

Applicants must be beyond the age of compulsory high school attendance, as prescribed by Utah law, and must complete the admissions process and required financial counseling prior to enrollment.

To apply for admission, prospective students must provide:

- Proof of education: a copy of a high school diploma, GED certificate, or transcript showing high school completion.
- An Ability to Benefit (ATB) test may also be accepted; however, students enrolling under ATB status are not eligible for Title IV Federal Financial Aid.
- Foreign diplomas are accepted only if translated and verified by a third-party agency as equivalent to a U.S. high school diploma.
- Proof of identity: a valid driver's license, state-issued photo ID, or passport.
- Social Security card.
- A non-refundable application fee of \$100, due at the time of enrollment. This fee is not included in the cost of tuition.

All applicants are required to review the catalog and sign the Enrollment Agreement before beginning classes. Admission does not guarantee financial aid eligibility or job placement. Admission is based on space availability and completion of all required documents and steps.

Contracting:

To ensure a smooth start, applicants must complete the contracting process at least two weeks before their program start date.

During this time, students will:

- Complete their contract and submit all required admission documents.
- Meet with the Recruiting Director to review the Student Catalog and school policies.

Financing:

All financing (including loans, scholarships, and FAFSA) must be secured by the contracting deadline. Students will meet with the Academy Director to handle and process all financial aid or payment arrangements before classes begin.

FAFSA Verification:

If verification or corrections are required, students must resolve all FAFSA-related issues prior to starting school.

Consequences:

Failure to complete the contracting process on time may delay enrollment or prevent class attendance until all requirements are met.

Taylor Andrews Academy does not recruit students already attending or admitted to another school offering a similar program of study.

All programs and contracts are conducted in English, and instruction is delivered in English.

Textbook and Supply Costs

Students are provided with a detailed list of required textbooks, tools, and supplies as part of their enrollment materials. These costs are included in the student's overall cost of attendance (COA) used in financial aid calculations. A breakdown of estimated costs can be found in the enrollment agreement and school catalog, and copies are available upon request.

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.

Cosmetology: <https://taylorandrew.com/wp-content/uploads/2025/12/2026-Student-Cosmo-Kit-Opt-Out-Form.pdf>

Hair Design: <https://taylorandrew.com/wp-content/uploads/2025/12/2026-Student-H.D-Kit-Opt-Out-Form.pdf>

Esthetics: <https://taylorandrew.com/wp-content/uploads/2025/12/2026-Student-Esti-Kit-Opt-Out.pdf>

Transfer Students / Closed Schools

Students who wish to transfer to Taylor Andrews Academy from another licensed cosmetology, barbering, hair design, or esthetics school must meet the following requirements:

- Submit, prior to enrollment, a certified transcript of hours earned, and requirements previously completed at the prior institution.
- Complete standard admissions requirements and financial counseling as outlined in the Admissions Policy.

Transfer students will be charged \$14.50 per hour for each hour of instruction needed, plus the \$100 non-refundable application fee. If a kit or books are required, additional costs will apply.

Transfer and re-entry students must complete a minimum of 25% of the total program hours at Taylor Andrews Academy.

Under mitigating circumstances, Taylor Andrews Academy reserves the right to make acceptances on a case-by-case basis.

Taylor Andrews Academy does not guarantee transferability of credits or hours earned to any other institution.

Transfers from Closed Schools

Students transferring due to a school closure will be evaluated individually and charged a tuition rate determined at that time, based on verified hours and program needs.

All students transferring from a closed school will pay the same tuition rate for remaining hours. If a kit or books are needed, additional costs will be incurred.

Re-Entry and Program / Schedule Changes

Students who have withdrawn or been dropped from Taylor Andrews Academy may apply for re-entry. A completed Re-Entry Form, and all required documents must be submitted to the Recruiting Director for review.

Re-entry decisions are made on a case-by-case basis and are subject to administrative approval and available space at the time of re-enrollment.

All re-entering students will meet with the Recruiting Director to review updated policies, financial obligations, and curriculum requirements prior to returning.

Program Change

Students who wish to change programs during their enrollment must do so within the first 100 scheduled hours of training.

- A \$500 program change fee will apply.

- Students must be in good academic and attendance standing to qualify for a program change.

A proration of hours may be required depending on the previous program and the new program selected. All changes are subject to administrative approval.

Schedule Change

Students may request a schedule change during their enrollment. One schedule change is allowed at no cost to the student. Any additional schedule changes will result in a \$100 fee, payable before the change takes effect.

All schedule changes must be reviewed and approved by the Academy Director to ensure proper hour tracking and compliance with state and federal attendance requirements.

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.

State Licensure Reciprocity

Taylor Andrews Academy provides programs of study that meet the minimum curriculum requirements prescribed by the Utah Division of Occupational and Professional Licensing (DOPL) for professional licensure.

For states outside of Utah, the institution has not determined whether its programs meet the educational or licensure requirements of other states.

Information regarding other states' requirements can be found at:

👉 <https://www.beautyschoolsdirectory.com/faq/license-requirements>

All programs offered by Taylor Andrews Academy are designed to lead to professional licensure in the state of Utah and are taught in compliance with DOPL regulations, which require:

- 1,250 hours of education for Cosmetology/Barbering
- 1,000 hours of education for Hair Design
- 1,200 hours of education for Esthetics

The institution makes information available to students and applicants regarding the hour requirements in other states through the Consumer Information section on its website: www.taylorandrew.com.

Applicants and students are encouraged to review and compare other states' licensing requirements before enrollment.

Refund Policy

Taylor Andrews Academy follows a fair and equitable refund policy that complies with federal, state, and accreditation standards. This policy applies to all terminations for any reason, including student withdrawal, dismissal, course or program cancellation, or school closure.

Any monies due to an applicant or student will be refunded within 45 days of the official cancellation or withdrawal date. All scholarships are contingent upon completion of the enrolled program.

Official Cancellation or Withdrawal Occurs When:

1. An applicant is not accepted by the Academy.
→ A full refund of all monies paid will be issued.

2. A student (or guardian) cancels in writing within three business days of signing the enrollment agreement.
→ A full refund of all monies paid will be issued, regardless of whether the student has started classes.
3. A student cancels after three business days of signing the enrollment agreement but before classes begin.
→ A refund will be issued for all monies paid, less the \$100 application fee.
4. A student notifies the Academy in writing of their withdrawal.
5. A student on an approved leave of absence notifies the Academy that they will not return or fails to return by the scheduled return date.
6. The Academy expels a student.
7. The Academy determines an unofficial withdrawal by monitoring attendance at least every 14 days.

For items 2–6 above, the cancellation date will be based on the postmark of the written notice or the date it was delivered to the school in person.

Refund Calculation for Withdrawals After Classes Begin

Students who enroll and begin classes but withdraw prior to course completion (after the three-day cancellation period) will have refunds calculated based on scheduled hours as of their last date of attendance.

Percent of Scheduled Time Enrolled to Total Program	Tuition the Academy Retains
0.01% – 4.9%	20%
5% – 9.9%	30%
10% – 14.9%	40%
15% – 24.9%	45%
25% – 49.9%	70%
50% and over	100%

All refunds are based on the student's last date of attendance.

Termination or expulsion will occur no more than 14 days after the last day of attendance.

Any refund due will be processed within 45 days of the withdrawal determination date.

Special Circumstances

In cases of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, the Academy will make a reasonable and fair refund settlement.

Program or School Closure

If Taylor Andrews Academy permanently closes or ceases instruction after a student has enrolled, the Academy will provide a pro-rata refund of tuition or arrange a teach-out with another approved institution.

If a course or program is canceled before instruction begins, students may choose to either:

- Receive a full refund of all monies paid, or
- Transfer into a future class at no additional charge.

If a program is canceled after instruction has begun, the Academy will:

- Provide a pro-rata refund for students transferring to another school based on accepted hours, or
- Offer course completion through a teach-out agreement, or
- Provide a full refund of all monies paid.

Students who withdraw or are terminated prior to completion are charged a \$100 withdrawal fee.

This policy applies to tuition and fees listed in the enrollment agreement.

Other miscellaneous charges (e.g., replacement kit items, books, products, or unreturned property) are calculated separately at withdrawal.

Example Refund Calculation

Name: Jane Doe

Social Security Number: 000-00-0000

Withdrawal Date (LDA): 6/16/25

Date of Determination: 11/17/25

Hours in Program: 1600

Hours Elapsed (scheduled): 675

Percentage (Elapsed): 42.2%

Percentage of Tuition Due: 70.0%

Total Tuition Cost: \$18,000.00

Pro-Rated Tuition Due: \$12,600.00

Amount Received by School: 12,939.00

R2T4 refunds (-) \$3,822.00

Other refunds (-)

Credit Balance Paid to student (-) \$1,147.81

Outstanding Tuition: \$4,630.81

Books & Kit Charges \$2,949.38

Fees (Reg/App): \$100.00

Drop Fee: \$100.00

Over contract Fees:

TOTAL AMOUNT (CRDT) DUE:

\$7,780.19

Financial Aid & Loan Repayment

Collections

Collection procedures will reflect ethical business standards.

All correspondence from the school or its representatives (banks, attorneys, or collection agencies) will acknowledge this refund policy.

In the event of default, the student agrees to pay 18% interest and any reasonable attorney and collection costs, as permitted by law.

Return to Title IV (R2T4)

Students who receive federal financial aid (Title IV funds) and withdraw before completing more than 60% of their payment period may be required to return a portion of the funds received.

The amount of financial aid earned is based on the number of scheduled hours completed as of the student's last date of attendance.

Determining the Amount Earned

Federal regulations require the Academy to determine how much aid a student has earned before withdrawing.

If a student completes more than 60% of the payment period or enrollment period, they are considered to have earned 100% of the Title IV funds.

If a student completes 60% or less, only a portion of the aid is earned, and the unearned portion must be returned to the U.S. Department of Education.

The percentage of aid earned is determined by dividing the number of scheduled hours completed as of the withdrawal date by the total number of scheduled hours in the payment period.

Withdrawal Date

The student's withdrawal date is based on the last date of attendance as determined by the instructor or attendance records.

For students who do not officially withdraw, the Academy determines the withdrawal date based on 14-day attendance monitoring.

Responsibilities

The Academy's responsibility includes returning unearned Title IV funds to the Department of Education, up to the amount of aid received that the student did not earn.

The student's responsibility includes repaying any Title IV funds disbursed directly to them that were not earned according to this calculation.

Order of Return

- Funds are returned to the Department of Education in the following order:
- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan (Parent)
- Federal Pell Grant

Timeframe

The Academy will return any unearned funds within 45 days of the date it determines the student has withdrawn.

Post-Withdrawal Disbursements

If a student earned more aid than was disbursed, the Academy may make a Post-Withdrawal Disbursement (PWD).

The Academy will notify the student (or parent, if applicable) in writing of eligibility within 30 days.

The student must accept or decline the disbursement within 14 days of notification.

Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress (SAP) Policy is applied consistently to all students—full-time and part-time, whether receiving financial aid or not. This policy complies with requirements established by the U.S. Department of Education, the Middle States Commission on Secondary Schools, and the Utah Division of Occupational and Professional Licensing (DOPL).

Students are evaluated at specific points throughout their program to determine if they are meeting the minimum standards for academic performance and attendance. SAP must be maintained to remain enrolled and, if applicable, to continue receiving Title IV financial aid.

SAP standards apply equally to all instruction delivered through distance education and on-campus learning.

Evaluation Periods

Students are evaluated for SAP at the following scheduled hours for each program:

Program	Evaluation Periods
Cosmetology/Barber (1,250 hours)	450, 900 hours
Hair Design (1,000 hours)	450, 900 hours
Esthetics (1,200 hours)	450, 900 hours

Evaluations are based on actual clock hours completed, not calendar time.

Written evaluations are provided to each student at the end of each evaluation period, and students may request access to their SAP records at any time.

Attendance Progress

Students must maintain a minimum cumulative attendance rate of 80% to remain in good standing. Attendance progress is calculated by dividing total hours completed by total hours scheduled. Students must also be on pace to complete their program within 125% of the published program length.

Program	Max Time Frame	Max Hours
Cosmetology/Barber (Full-Time, 1,250 hrs)	46 weeks	1,563 hrs
Hair Design (Full-Time, 1,000 hrs)	38 weeks	1,250 hrs
Esthetics (Full-Time, 1,200 hrs)	45 weeks	1,500 hrs

Students who exceed their maximum timeframe or fall below 80% attendance are not meeting SAP and may lose Title IV eligibility.

Academic Progress

Students must maintain a minimum cumulative grade average of 80% to remain in good standing. Grades are determined through written tests, theory assignments, and practical evaluations.

Grade	Percentage	Description
A	90–100%	Excellent
B	85–89%	Above Average
C	80–84%	Satisfactory
F	79% and below	Failing

All practical work is evaluated on a pass/fail basis and recorded during scheduled SAP evaluations. Grids and assignments must be submitted by the 25th of each month. Late or incomplete submissions receive the score earned at that time; missed grids cannot be made up.

Determination of Progress

Students meeting both the attendance and academic requirements at each evaluation point are making satisfactory progress until the next evaluation.

Students who fail to meet either standard will be placed on SAP Warning or SAP Probation, depending on their status.

SAP Warning

Students who do not meet minimum attendance or academic standards will be placed on SAP Warning for one evaluation period. During this time, the student remains eligible for Title IV financial aid. The student must meet SAP standards by the next evaluation to maintain eligibility. If the student fails to meet SAP standards by the end of the warning period, they may appeal for probationary status.

SAP Probation and Appeal Process

Students who fail to meet SAP following a warning may submit a written appeal to the Academy Director.

The appeal must include:

- An explanation of the circumstances that prevented satisfactory progress (e.g., illness, injury, or family emergency), and
- Evidence of what has changed that will allow improvement in the next evaluation period.

If the appeal is approved, the student will be placed on SAP Probation for one evaluation period and remain eligible for Title IV funds.

The student must meet SAP requirements or the conditions of an approved academic plan by the next evaluation. Failure to do so results in loss of financial aid eligibility and possible termination.

Re-Establishing Satisfactory Progress

A student may re-establish SAP and financial aid eligibility by meeting all attendance and academic standards by the next evaluation point.

Interruptions and Withdrawals

If enrollment is interrupted by a Leave of Absence, the student returns in the same SAP status held at the start of the leave. The contract period and maximum timeframe are extended by the number of days taken in the leave.

Students who withdraw and later re-enroll return with the same SAP status held at the time of withdrawal.

Transfer hours accepted from another institution count as both attempted and completed hours in determining maximum timeframe.

Noncredit and Remedial Courses

Taylor Andrews Academy does not offer noncredit or remedial coursework. These items have no effect on SAP standards.

Academic Evaluation

Taylor Andrews Academy maintains high academic standards to ensure each student develops the technical, professional, and theoretical skills necessary for a successful career in the beauty industry.

Students are evaluated through a combination of written exams, practical assessments, and professional performance in accordance with the Academy's Satisfactory Academic Progress (SAP) and Grading Scale & Evaluation policies.

Evaluation Components

Academic performance includes the following:

- Theory and Written Exams: Conducted during classroom and distance education theory sessions.
- Practical/Clinical Evaluations: Graded according to the Practical Evaluation Worksheet located in the instructor's office and student breakroom.

All practical services are pass/fail. Students may correct mistakes and resubmit for a passing score.

Professional Development: Includes attendance, sanitation, teamwork, and conduct as part of overall progress.

Students are not employees and will not receive wages for services performed.

All school-related duties—such as client services, cleaning, laundry, and inventory—are considered part of the educational curriculum and professional training.

Course Format

Instruction is delivered through a blend of classroom lectures, hands-on lab work, live client experiences, demonstrations, and distance education for designated theory hours.

Each lesson follows a structured plan with clear objectives and evaluation criteria.

(See Program Descriptions for program-specific delivery details.)

Text & References

All required textbooks, kits, and business education systems are included in the Student Kit (see Student Kits and Books Policy).

Taylor Andrews Academy uses Pivot Point LAB, Milady Standard Systems, and Prosper U: Incredible Salon Success as its core educational resources.

Attendance Requirements & Schedules

Taylor Andrews Academy reserves the right to adjust start dates, schedules, or attendance policies with 30 days' notice.

Attendance Requirements

Students are expected to attend all scheduled classes and maintain satisfactory attendance to ensure consistent progress toward graduation. Attendance is tracked daily through the electronic timeclock system, and all hours are reported to the Utah Division of Occupational and Professional Licensing (DOPL).

Students are required to clock in and out using the timeclock and sign in and out manually each day. Manual sign-in sheets are maintained as a backup record and are verified weekly by Academy staff.

Students must maintain an 80% cumulative attendance rate to remain in good standing and avoid disciplinary action or loss of financial aid eligibility.

Students may not exceed 100% attendance. Any student who reaches 100% will be required to take time off until their percentage falls below 100%.

Tardiness & Absences

- A 15-minute grace period is allowed at the beginning of each scheduled class.
- Full-time students who arrive late may attend the second half of their schedule (see schedule times below).
- Part-time day students do not have a half-day option. If they are not clocked in within the 15-minute grace period, they forfeit the entire day and will not receive credit for attendance.
- If a student will be absent, they must notify the school at least 30 minutes before their scheduled start time.
- Failure to notify the school will result in a one-day suspension for a “no call, no show.”
- Students who do not attend for 14 consecutive calendar days without an approved Leave of Absence (LOA) will be automatically withdrawn for non-attendance.
- Students who exceed their contracted graduation date due to absences or incomplete hours will be charged \$14.50 per hour for all remaining hours needed to complete their program. These additional hours must be paid in advance on the contracted graduation date to continue training and complete the program.
- Repeated tardiness or failure to follow attendance procedures may result in written warnings, suspension, or termination at the discretion of the Academy Director.

Schedules

Day Schedule (Full-Time, 33.75 Hours/Week)

- Monday: Distance Education (6.75 hours online theory)
- Tuesday–Friday: 9:00 a.m. – 4:30 p.m. (with a 45-minute lunch)
- Total Weekly Hours: 33.75
- Distance Education: 20% (6.75 hours per week)

Day Schedule (Part-Time, 25 Hours/Week)

- Monday: Distance Education (5 hours online theory)
- Tuesday–Friday: 9:00 a.m. – 2:00 p.m.
- Total Weekly Hours: 25
- Distance Education: 20% (5 hours per week)

Students must arrive within the 15-minute grace period to receive credit for the day. Failure to do so results in forfeiture of all hours for that day.

Night Schedule (Part-Time, 25 Hours/Week)

- Monday–Thursday: 5:00 p.m. – 10:00 p.m. (on campus)
- Distance Education: 5 hours weekly
- Total Weekly Hours: 25
- Distance Education: 20%

Program Lengths

Program	Total Hours	Estimated Weeks (80% Attendance)
Cosmetology/Barber	1,250 hours	37 weeks
Hair Design	1,000 hours	30 weeks
Esthetics	1,200 hours	36 weeks

Orientation & Freshman Requirements

All new students participate in an Orientation and Freshman Course, which includes:

- Safety and sanitation standards (per DOPL regulations)
- School rules and regulations
- VAWA, Drug and Alcohol Prevention, and Domestic Violence information
- Access to counseling and local support resources

Freshman attendance requirements:

- Day Students: Monday–Friday, 9:00 a.m.–4:30 p.m. (1-hour lunch daily) during Weeks 1–4
- Night Students: Monday–Thursday, 5:00 p.m.–10:00 p.m. during Weeks 1–6
- Freshman students may not miss more than two (2) scheduled class days during the freshman phase. Missing more than two days will result in restarting and retaking the entire freshman program.

Make-Up Hours

Make-up hours provide students with an opportunity to recover lost time due to absences or tardiness.

The following conditions apply:

- Students may not attend more than 48 hours per week.
- If a student attends make-up hours, they must also attend their regularly scheduled hours for that day.
- Make-up hours may only be completed during the student's assigned schedule (day or night).
- Make-up hours must be approved in advance by the Front Desk and verified through the timeclock system.

All make-up time must align with DOPL and institutional attendance standards.

Sick Policy

If you are sick, please do not come to school. Students showing signs of illness should stay home and return when they feel well enough to participate safely in class or provide services to clients. If you become ill while at school, please inform your Instructor and Front Desk and leave promptly.

Students are encouraged to maintain good personal hygiene and follow all preventive measures to reduce the spread of illness.

Missed time due to illness will be recorded as absence hours but may be made up in accordance with the Make-Up Hours policy.

Leave of Absence (LOA) Policy

Taylor Andrews Academy recognizes that medical circumstances may occasionally require a student to take time away from training. A Leave of Absence (LOA) allows an approved break in attendance without withdrawing from the program.

Eligibility and Requirements

- LOAs are approved only for documented medical conditions.

- A doctor's note is required and must include the medical reason and the timeframe requested for the leave.
- The request must be submitted in writing to the Academy Director using the official LOA form.
- Requests should be submitted at least one week prior to the start of the leave unless an emergency prevents advance notice.

The Academy is not obligated to approve a leave, and approval is based on documentation and eligibility.

Duration and Conditions

- The minimum LOA is 14 consecutive calendar days.
- The maximum LOA may not exceed 180 calendar days within a 12-month period.
- There must be a reasonable expectation that the student will return to school at the end of the leave.
- Approved LOAs extend the student's contract and maximum time frame by the number of days taken.
- All contract changes must be signed and dated by both the student and the Academy Director.

Return from Leave

Students returning from an LOA will resume training at the same point in their academic and attendance standing as when the leave began.

However, students understand that they will have missed program content and hands-on education that will not be re-taught. It is the student's responsibility to review theory materials and complete any self-guided learning to make up for missed instruction.

Taylor Andrews Academy encourages students to avoid requesting a leave unless medically necessary, as extended time away can delay progress and affect overall learning outcomes.

Drug & Alcohol Abuse Prevention Program (DAAPP)

As required by the Drug-Free Schools and Campuses Act (EDGAR Part 86), Taylor Andrews Academy maintains a Drug and Alcohol Abuse Prevention Program. This program is reviewed biennially for effectiveness, and its policies and resources are distributed annually to all students and employees, and at the time of enrollment or hire.

TAA prides itself on providing a drug and alcohol free environment. We recognize that substance abuse is a threat to the safety, health and job performance of its employees and students. At TA, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. Also, the manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia are the illegal use of any drugs (including the misuse of prescription drugs) at TA or while engaged in the course curriculum is strictly prohibited.

The Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of TA, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation and/or integrity of the Academy or violates the law. Any student or staff member who violates this policy is subject to suspension, legal sanctions and/or termination from school or work. Drug and/or alcohol testing may be requested at the expense of the student or employee if the person is suspected of illicit drug or alcohol usage. Reasonable suspicion means tests may be required if there is any of the following: Observable (actual use, possession, odors, abnormal behavior or physical characteristics; or a drug-related investigation, arrest or conviction or an investigation of theft).

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. TA will refer violators to the appropriate authorities for investigation and will be immediately removed from duty or class and subject to disciplinary action up to and including termination.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify a Director immediately so the Academy can take whatever action it finds appropriate to protect your

safety and that of other students and clients. Any staff member or student who violates this policy is subject to suspension or expulsion from the program.

In regards to alcohol, as a condition of employment, or enrollment staff members and students are held to the same policy. For an employee or student to use alcohol, while on TAA time or on TAA business, or to report to work or attend class under the influence of alcohol is grounds for termination. A student or employee is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%. A prospective employee or student applicant who has a positive test or "refusal to test" will not be further considered for employment.

TAA is required to provide information to its students, and employees to prevent drug and alcohol abuse. The school is required to review its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. This material must be distributed annually and must be distributed to any new students and employees.

The Drug and Alcohol Abuse Prevention Program is evaluated annually to ensure it remains effective in preventing substance misuse and in supporting a safe, healthy environment. Evaluation methods include:

- Reviewing incident reports related to drug or alcohol use
 - Assessing the outcomes of disciplinary actions and referrals

 - Analyzing participation and completion rates for educational and prevention activities

 - Gathering feedback from employees/students and supervisors when applicable

 - Reviewing any changes in relevant laws or best practices
- Findings from the annual evaluation are used to adjust program components, training materials, and prevention strategies.

2. Enforcement of Disciplinary Sanctions

Disciplinary sanctions for violations of this policy are consistently enforced in accordance with organizational procedures and applicable federal, state, and local laws. Sanctions may include, but are not limited to:

- Verbal or written warnings

- Mandatory participation in counseling or rehabilitation programs

- Suspension or probation

- Termination of employment or dismissal from the institution

- Referral for prosecution when required by law

All sanctions are applied fairly and documented to ensure consistent enforcement.

3. Date of Last Review

Last Review Date: 9/30/25

4. Responsibility for Program Review

The responsibility for conducting the annual review of this Drug and Alcohol Abuse Prevention Program rests with:

Title/Department: Corporate Director, Sabrina Deimler

(e.g., Human Resources Director, Compliance Officer, Student Affairs Office)

This individual or department is responsible for evaluating the program's effectiveness, making necessary updates, documenting the review, and ensuring continued compliance with all applicable regulations.

The use of illicit drugs and alcohol can cause numerous health issues. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org. For descriptions of health risks, please visit: www.health.utha.gov, www.drugabuse.gov, or www.dsamh.utah.gov. For descriptions of applicable legal sanctions under state, local, and federal law, please visit: www.utah.gov or www.utcourts.utah.gov.

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol Use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Alcohol Testing" means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

"Controlled Substance or Drug" means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

Marijuana Benzodiazepines Narcotics

Cocaine Barbiturates Phencyclidine (PCP)

Amphetamines Opiates Other Hallucinogens

"Drug Testing" or "Drug Test" means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

"Employee" means any person or officer in the service of the employer for compensation.

"Prospective Employee" means any person who has made a written or oral application to become an employee of the Company.

"Reasonable Suspicion" means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

"Use" means to consume, sell, purchase, manufacture, distribute, and be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee or student, including the presence as a metabolite, the use of a

prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

“Positive Drug Test” means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.

“Positive Alcohol Test” means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm. /210 liters of air or .04 gm. /deciliter of blood or .04 mg/ml of urine) “Adulterated” means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

“Actual knowledge” means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor’s direct observation of the individual, or an individual’s admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

Medical Review Officer (MRO) In the case of a “Positive, Adulterated, Substituted, or invalid” test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated Taylor Andrews officials(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test to TAA, without interviewing the individual if:

- A. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- B. Taylor Andrews has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.
- C. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Test Result

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense.

If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis.

An employee who has test results other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures

All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT’s collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures.

All drug tests, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonably have been tampered with, requires the immediate “observed” recollection of another sample.

Dilute Specimen Procedures

Specimens which the laboratory reports as “dilute,” specific gravity less than 1.003, & creatinine level less than 20 mg/dl may be considered invalid. The employee/student may be required to give a second specimen.

Confidentiality

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. TAA management will determine which persons within the company, or agents of the school, have a need to know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur.

Health Risks Associated with the use of illicit drugs and alcohol

Alcohol: Malnutrition, high blood pressure, damage to liver, heart and pancreas;; neurological brain damage; birth defects.

Amphetamines (speed, benny’s, crystal): Insomnia; loss of appetite; “crash” when effects wear off; paranoia; destruction of nerve cells in the brain, heart attack and stroke.

Cocaine (Coke): Sinus problems; mood swings; depression; paranoia; severe “crash” when effects wear off; nausea, vomiting and sore throat; fatigue, insomnia; nosebleeds; nasal ulcers; strokes and epileptic seizures.

Crack (“Rock”): Instant addition or within one to several weeks; rapid heartbeat; high blood pressure, lung problems, seizures and death.

Heroin (“Junk,” “Smack”): Skin abscesses; heart inflammation; increased risk of infection, hepatitis, AIDS; depression of the central nervous system, resulting in respiratory failure, convulsion and death.

Inhalants: Respiratory depression and death from anesthetics; fatal aplastic anemia, liver and brain damage from glue or benzene sniffing; “sudden sniffing death” from aerosol propellants; acute psychological effects and brain damage from volatile inhalants.

LSD (“Acid”): Emotional imbalance and dreamlike states while awake; distortion of vision; impaired judgment; altered perception of time and space; brain damage.

Marijuana (“Grass,” “Pot,” “Weed”): Weakened immune system; impaired psychomotor functions; impaired learning ability and memory; lung damage; birth defects.

PCP (“Angel Dust”): Occurrence of accidents and injuries; inducements of a catatonic state; inducement of a psychotic state; brain damage.

Safety & Security Policy (Clery Act Compliance)

Taylor Andrews Academy is committed to maintaining a safe and secure environment for all students, staff, and guests.

All criminal activities and accidents that occur on school premises must be reported immediately to the Academy Director, who will maintain a confidential file documenting each incident, including the date, time, parties involved,

agencies notified, and any extenuating circumstances. The Academy Director will make general information about incidents available to employees and students while keeping all personal or identifying details strictly confidential.

Communication Procedures:

- Each week, if applicable, a general account of any criminal activity or accidents will be shared during school announcements.
- Summaries of each incident may also be posted in the student break room for general awareness and safety education.
- Emphasis will be placed on accident and crime prevention to help foster a culture of safety and responsibility.

Records and Reporting:

- Statistics regarding incidents such as rape, burglary, drug violations, motor vehicle theft, murder, and aggravated assault will be recorded and maintained in the confidential file.
- These statistics are available to students and employees upon request.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Academy compiles and publishes an Annual Campus Security Report, which includes three years of crime data, campus safety policies, and emergency procedures. The report is published on Remind for all students on 10/1 every year and made available on the school's website under Consumer Information. Students may also request the form from the Academy Director.

The Academy encourages all students and staff to promptly report any suspicious activity, theft, or emergency to the Director or a staff member. In emergencies, local law enforcement or emergency personnel will be contacted immediately.

Limited video monitoring is utilized in designated areas to promote safety, protect property, and ensure compliance with school policies, in accordance with the Academy's Video Recording Policy.

WEST JORDAN ON CAMPUS TYPE OF CRIMINAL OFFENSE # OF OCCURRENCES # OF ARRESTS

	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Criminal Offenses-On campus</u>			
a. Murder/Non-negligent manslaughter	00	00	00
b. Negligent manslaughter	00	00	00
c. Rape	00	00	00
d. Fondling	00	00	00
e. Incest	00	00	00
f. Statutory rape	00	00	00
g. Robbery	00	00	00
h. Aggravated assault	00	00	00
i. Burglary	00	00	00
j. Motor vehicle theft	00	00	00
k. Arson	00	00	00
<u>Hate Crimes-On campus</u>			
a. Murder/Non-negligent manslaughter	00	00	00
b. Rape	00	00	00
c. Fondling	00	00	00
d. Incest	00	00	00
e. Statutory rape	00	00	00
f. Robbery	00	00	00
g. Aggravated assault	00	00	00
h. Burglary	00	00	00
i. Motor vehicle theft	00	00	00
j. Arson	00	00	00
k. Simple assault	00	00	00
l. Larceny-theft	00	00	00
m. Intimidation	00	00	00
n. Destruction/damage/vandalism	00	00	00

of property			
<u>VAWA Offenses- On Campus</u>			
a. Domestic violence	0 0	0 0	0 0
b. Dating violence	0 0	0 0	0 0
c. Stalking	0 1	0 0	0 0
<u>Arrest- On Campus</u>			
a. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
b. Drug abuse violations	0 0	0 0	0 0
c. Liquor law violations	0 0	0 0	0 0
<u>Disciplinary Actions- On Campus</u>			
a. Weapons: carrying, possessing, ect	0 0	0 0	0 0
b. Drug abuse violations	0 0	0 0	0 0
c. Liquor law violations	0 0	0 0	0 0
<u>Unfound Crimes</u>			
a. Total unfound crimes	0 0	0 0	0 0

OREM/PROVO ON CAMPUS TYPE OF CRIMINAL OFFENSE # OF OCCURRENCES # OF ARRESTS

	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Criminal Offenses-On campus</u>			
l. Murder/Non-negligent manslaughter	0 0	0 0	0 0
m. Negligent manslaughter	0 0	0 0	0 0
n. Rape	0 0	0 0	0 0
o. Fondling	0 0	0 0	0 0
p. Incest	0 0	0 0	0 0
q. Statutory rape	0 0	0 0	0 0
r. Robbery	0 0	0 0	0 0
s. Aggravated assault	0 0	0 0	0 0
t. Burglary	0 0	0 0	0 0
u. Motor vehicle theft	0 0	0 0	0 0
v. Arson	0 0	0 0	0 0
<u>Hate Crimes-On campus</u>			
o. Murder/Non-negligent manslaughter	0 0	0 0	0 0
p. Rape	0 0	0 0	0 0
q. Fondling	0 0	0 0	0 0
r. Incest	0 0	0 0	0 0
s. Statutory rape	0 0	0 0	0 0
t. Robbery	0 0	0 0	0 0
u. Aggravated assault	0 0	0 0	0 0
v. Burglary	0 0	0 0	0 0
w. Motor vehicle theft	0 0	0 0	0 0
x. Arson	0 0	0 0	0 0
y. Simple assault	0 0	0 0	0 0
z. Larceny-theft	0 0	0 0	0 0
aa. Intimidation	0 0	0 0	0 0
bb. Destruction/damage/vandalism	0 0	0 0	0 0
of property			
<u>VAWA Offenses- On Campus</u>			
d. Domestic violence	0 0	0 0	0 0
e. Dating violence	0 0	0 0	0 0
f. Stalking	0 0	0 0	0 0
<u>Arrest- On Campus</u>			
d. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
e. Drug abuse violations	0 0	0 0	0 0
f. Liquor law violations	0 0	0 0	0 0
<u>Disciplinary Actions- On Campus</u>			
d. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
e. Drug abuse violations	0 0	0 0	0 0
f. Liquor law violations	0 0	0 0	0 0

Unfound Crimes

b. Total unfound crimes	0 0	0 0	0 0
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SOUTHGATE ON CAMPUS TYPE OF CRIMINAL OFFENSE # OF OCCURRENCES # OF ARRESTS

	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Criminal Offenses-On campus</u>			
w. Murder/Non-negligent manslaughter	0 0	0 0	0 0
x. Negligent manslaughter	0 0	0 0	0 0
y. Rape	0 0	0 0	0 0
z. Fondling	0 0	0 0	0 0
aa. Incest	0 0	0 0	0 0
bb. Statutory rape	0 0	0 0	0 0
cc. Robbery	0 0	0 0	0 0
dd. Aggravated assault	0 0	0 0	0 0
ee. Burglary	0 0	0 0	0 0
ff. Motor vehicle theft	0 0	0 0	0 0
gg. Arson	0 0	0 0	0 0
<u>Hate Crimes-On campus</u>			
cc. Murder/Non-negligent manslaughter	0 0	0 0	0 0
dd. Rape	0 0	0 0	0 0
ee. Fondling	0 0	0 0	0 0
ff. Incest	0 0	0 0	0 0
gg. Statutory rape	0 0	0 0	0 0
hh. Robbery	0 0	0 0	0 0
ii. Aggravated assault	0 0	0 0	0 0
jj. Burglary	0 0	0 0	0 0
kk. Motor vehicle theft	0 0	0 0	0 0
ll. Arson	0 0	0 0	0 0
mm. Simple assault	0 0	0 0	0 0
nn. Larceny-theft	0 0	0 0	0 0
oo. Intimidation	0 0	0 0	0 0
pp. Destruction/damage/vandalism of property	0 0	0 0	0 0
<u>VAWA Offenses- On Campus</u>			
g. Domestic violence	0 0	0 0	0 0
h. Dating violence	0 0	0 0	0 0
i. Stalking	0 0	0 0	0 0
<u>Arrest- On Campus</u>			
g. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
h. Drug abuse violations	0 0	0 0	0 0
i. Liquor law violations	0 0	0 0	0 0
<u>Disciplinary Actions- On Campus</u>			
g. Weapons: carrying, possessing, ect .	0 0	0 0	0 0
h. Drug abuse violations	0 0	0 0	0 0
i. Liquor law violations	0 0	0 0	0 0
<u>Unfound Crimes</u>			
c. Total unfound crimes	0 0	0 0	0 0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement officials and guest speakers are invited to speak to the staff and students about crime prevention methods.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- University of Utah Neuropsychiatric Institute: 1-800-446-2673

- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities

SEX OFFENSES

Reporting a Sex Offense

It is the policy at TA to immediately report any sexual offense to the West Jordan, Provo or Southgate Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the TA authorities and/or to the PD. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the PD.

Things to do if you are a victim of sexual assault:

1. Tell the first person you see and point out the attacker
2. Don't shower or bathe
3. Report ASSAULT to Police
4. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes

Disciplinary Action for Sex Offense Convictions

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the TAA campus, that individual is subject to disciplinary actions by TAA. Any student or staff member may be subject to sanctions, which includes at a minimum a suspension leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses.

Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

Hate Crimes

Taylor Andrews Academy does not condone violence, bullying or hate crimes of any kind. Further, TAA endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Security Training

TAA is continually gathering information in order to provide students with safety and security training.

SECURITY TIPS

Personal Safety: Protect yourself

Prevention is the best protection against crime

- Don't dismiss suspicious people or situations
- Don't put yourself in harm's way; avoid dangerous situations
- Lock your car doors
- Use common sense
- Don't walk alone at night; stay in lighted areas
- Park your vehicle in lighted areas; lock the doors
- Keep valuables out of sight; don't tempt a thief

- Leave personal belongings locked in the trunk of your car while at school
- Don't give out your keys; they can be copied
- Report all crimes and suspicious acts

Things to do to reduce the risk

- Lock doors
- Avoid out-of-the-way places
- Vary your routine
- Learn about friends' attitudes before becoming friendly
- Have transportation or use public transportation

Auto theft prevention: securing your vehicle

- Always lock your car, even if you're leaving it for a short time
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box
- All windows should be rolled up completely. One slightly open window can render all other precautions useless
- Park as close to the building as possible when parking at shopping malls or stores
- Park in well-lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage
- When parking in a public lot, never tell anyone how long you'll be. If a key must be left with an attendant, leave only the ignition key
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

AVAILABLE SERVICES & RESOURCES

Information on local resources is made available to TA students, leaders, and staff. The information should be used as helpful information, and does not infer that those resources are "reporting entities" for TA. The following information may be located in the Administrative Directors office: information about local resources such as drug and alcohol counseling/facilities, information on domestic abuse, GED's, shelters and housing, etc. This information is located in the Administrative Directors office.

STATE GRANT ASSISTANCE

The school will certify enrollment for Utah Department of Workforce Services <http://jobs.utah.gov/> and Utah State Office of Rehabilitation <http://www.usor.utah.gov/>. The school is not aware of other state grants.

STUDENT FINANCIAL AID INFORMATION

The school participates in Title IV funding (Pell Grant and Stafford Loan) and will certify State and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at www.studentloans.gov. TAA will provide a paper copy upon request. Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow Subsidized or unsubsidized Loan must complete online Direct Loan Entrance Counseling before any funds will be originated and disbursed. Exit Counseling must be completed online by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

Direct Parent Plus Loans are also available to all schools participating in the Direct Loan Program. For more information on Plus loans please visit <https://studentaid.ed.gov/sa/types/loans/plus#how-much>.

Net Price Calculator

A Net Price Calculator is available on our website to help prospective students estimate the cost of attendance based on their individual eligibility for financial aid. You can access the calculator at: <https://hairlabdetroitbarberschool.com>

PREFERRED LENDER LIST/ARRANGEMENTS, AND PRIVATE EDUCATION LOAN DISCLOSURES

Private educational/institutional loans are not offered by the school nor does the school have preferred lender arrangements.

SELF-CERTIFICATION FORM

All students who seek a private educational loan must complete a self-certification form as required under the Truth in Lending Act.

PENALTIES FOR COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyrighted work, so in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections, 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

All Direct Stafford Loans will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. The borrowers loan history can be reviewed at www.nsls.ed.gov or by calling 1-800-4-FED-AID

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct.

The following provisions are meant to improve overall operations of the school's financial aid office. Neither TAA, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between TAA and a lender under which the lender provides or issues loans to students attending TAA (or to the families/friends of such students), and TAA recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to TAA or its agents.

An officer, agent, or employee of TAA who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. No Officer, agent, or employee of TAA (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of TAA accept any such gifts. A "gift" refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value.

TAA shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

TAA shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. TAA shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender.

Any employee employed in the admissions or financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Safeguards Rule/Security Plan

We take the security of our students' personal information very seriously. All files are kept in locked offices with limited individuals having access to these offices which is limited to our Administration Staff. All Taylor Andrews software that is used to store student information is all password protected with individual passwords. Student information is in our secure software system (FAME) and is run on a secure server that is monitored daily. All personal information that will no longer need to be kept is run through a shredder and properly disposed of.

TAA Networks & Information Security

Taylor Andrews Academy (TAA) is committed to protecting the non-public student, parent, customer and employee information. The purpose of this policy is to describe TAA policies and procedures for complying with the specific requirements set forth in the federal Gramm-Leach-Bliley Act (GLB Act). This policy describes how TAA protects information specifically covered under the GLB Act.

TAA has two networks; a staff and a student network, which work separate and independent from one another. Data and devices on the staff network cannot be seen nor accessed from the student network. Students and staff

will be provided with a password which will grant them access to the appropriate network. All persons are to utilize the TAA network solely for the purpose of educational development or employment purposes, respectively.

TAA provides stationary and mobile “workstations” for staff; including desktop computers, laptops and tablets. Staff will be provided with a username and password allowing them to log on to any workstation to access the TAA staff server. Staff will safeguard all usernames and passwords, as these are person-specific. In addition to password protected computers and networks, software programs will be password protected. Staff will be granted access to various software, as required by their job duties and as necessary by the security level applicable.

All workstations, networks and the TAA server have active anti-virus & surge protection mechanisms implemented. A secure electronic backup of both TAA networks is created every Sunday. Backup copies are stored for a minimum of 2 weeks. The TAA server, networking equipment and network backup are stored in a locked room.

Electronic transmission of information is performed on a secure basis such as fax, DocuSign, or company specific portals for file sharing. Students (and parents) are advised against transmitting PII through email. When this occurs, though, staff immediately offers guidance to the sender, asks them to delete the document from their sent folder, and purge from their trash. The staff also completes these steps to remove the PII from the email system as quickly as possible.

Hard copy files and paper records are held in secure filing cabinets, and behind a locked office door when not in use. Staff will take every precaution to protect printed data from unauthorized persons (such as covering data or closing a file). Staff will keep office doors locked when unattended. Any hard copies of protected information are disposed of with shredders.

Upon the failure of any system, network, server or equipment, TAA will immediately consult the IT professional to investigate for any evidence of hacking. Should any discoveries be made, TAA will utilize this information to help aid in revising appropriate policies and/or procedures to increase security moving forward.

At a minimum, TAA administration will annually perform necessary maintenance on the TAA networks. Maintenance may include such improvements as upgrading software, evaluating the security of the networks, deleting outdated users, updating user security levels, testing for continued proper function of devices/services, ensuring continued communication between devices, proper function of backups and data storage, disposal of data, and identifying/implementing improvement as needed. In addition to annual reviews, TAA administration will carefully monitor any potential and/or actual breaches, attacks, vulnerabilities or other system failures.

TAA takes seriously the protection of confidentiality, security and integrity of all Personally Identifiable Information (PII) of salon client, employee, student and parent information. The Recruiting Director will design, implement and maintain ongoing procedures and training for data security. The Recruiting Director will collaborate with the TAA Information Technology professional, administration and staff to closely monitor any potential threats. Should the Recruiting Director become unavailable (either temporarily or permanently), the Corporate Director will take over responsibilities for data security until a new Recruiting Director can be appointed.

All TAA staff will be educated a minimum of annually on the importance of data protection. In addition to this policy, training may include best practices, reminders and additional guidance such as:

- Detecting potential cyber security risks
- Recognizing & deflecting phishing attempts
- Identifying unauthorized disclosures of information
- Minimizing potential exposure of information (lock doors & monitors)
- File or put away paper based information
- Keep passwords & usernames secure
- Collect ONLY required information
- Dispose of sensitive information securely
- Report suspicious activity or incidents immediately

Suspicious activity or incidents should be immediately reported to management. TAA will collect the appropriate information to determine what steps are needed next. After reviewing all information, the Admissions Advisor will work to increase protections where vulnerabilities were exposed.

If the Recruiting Director believes that any TAA staff or student has fallen victim to a cyber/phishing attack, the incident should be reported to cpssaig@ed.gov and FSASchoolCyberSafety@ed.gov. If possible, include all the following:

- Name of the institution
- Date the incident occurred
- Date the incident was discovered
- Copy of the phishing email
- Extent of the impact (number of students)
- Institution point of contact
- Remediation status (what has been done since discovery). Potential remediation steps may include:
 - o Block IP addresses observed in institution logs related to the attack.
 - o Disable campus credentials or passwords for potentially affected students and require password resets.
 - o Perform additional analysis on server & application logs from recent weeks.
 - o Notify all students, warning them of active phishing attempts and encourage them to be vigilant and careful about using links and entering personally identifiable information into websites.

Approving Agencies

Approving, Licensing, and Accrediting Agencies

Financial Aid / Title IV Authorization

Taylor Andrews Academy is approved to participate in Federal Financial Aid (Title IV) programs through the:
United States Department of Education
Federal Student Aid
400 Maryland Avenue, SW
Washington, D.C. 20202

Licensing Agency

Taylor Andrews Academy is licensed by:
Utah Division of Occupational and Professional Licensing (DOPL)
160 East 300 South
P.O. Box 45805

Salt Lake City, UT 84145-0805
(801) 530-6740
<https://dopl.utah.gov>

Hair Lab Destroit is licensed by:
LARA [Licensing and Regulatory Affairs](#)
611 W. Ottawa
P.O. Box 30004
Lansing, MI 48909
517-241-9313

Accrediting Agency

Taylor Andrews Academy is accredited by:
Middle States Association of Colleges and Schools Commission on Secondary Schools (MSA-CSS)

Address:

St. Leonard's Court
3819–33 Chestnut Street, Suite 310
Philadelphia, PA 19104-3171

Phone Number
(267) 284-5000

Website
<https://www.msa-cess.org>

Complaints
<https://www.msche.org/complaints/>

OUR MAIN CAMPUS AND CORPORATE OFFICE IS LOCATED AT:

9052 S 1510 W
West Jordan, UT 84088

Our phone number is 801-748-2288

Larry Curtis-President
Sabrina Deimler-Corporate Director
Tiffany Crocker - Administrative Director
Aubrey Siddoway– Reporting Director
Josh Van Voorhis – Recruiting Director