



## 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

Taylor Andrews Academy annually updates its Consumer Information and Disclosures Report, including its Annual Security Report and applicable campus crime statistics. On or before October 1 of each year, the Academy distributes an individual notice through Remind to all enrolled students and current employees identifying and briefly describing the consumer information available and providing the exact electronic address where the report may be accessed. The notice also informs recipients that a paper copy is available upon request and explains how to obtain one. The Consumer Information and Disclosures Report is also available at any time 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 and sanitation of their work areas and equipment and participate in assigned sanitation duties as part of their professional training. The Academy's facilities and equipment support classroom instruction, technical skill development, practical training, and supervised client services.

### ADA Accessibility Policy

Hair Lab Detroit Barber School complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and is committed to providing equal access to its educational programs and activities for qualified individuals with disabilities. The Academy provides reasonable accommodations and appropriate support services to qualified students with documented disabilities. Accommodations are determined on a case-by-case basis and will not fundamentally alter the nature of the program or impose an undue hardship on the institution. The Academy's facilities are accessible to individuals with disabilities. Students or prospective students who have questions regarding accessibility of specific facilities, equipment, or services are encouraged to contact the Academy Director. Students seeking accommodations should submit a written request and appropriate supporting documentation to the Academy Director prior to enrollment or as soon as the need for an accommodation becomes known. Information and documentation related to disability accommodation requests will be maintained confidentially and used only as necessary to evaluate and coordinate approved accommodations.

### Vaccination Policy

TAA does not require vaccinations. The Academy encourages students and staff to maintain good health practices and consult with their healthcare providers regarding vaccinations appropriate for their individual circumstances.

## **Non-Discrimination, Title IX & VAWA Compliance Policy**

Taylor Andrews Academy is committed to providing an educational and employment environment free from unlawful discrimination and harassment. The Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other status protected by applicable federal, state, or local law in its education programs, activities, admissions, or employment. Taylor Andrews Academy complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance. The Academy prohibits sex discrimination and sexual harassment as required by applicable law and maintains grievance procedures for addressing complaints of conduct prohibited by Title IX. Taylor Andrews Academy also complies with applicable requirements of the Violence Against Women Act (VAWA), including requirements related to sexual assault, dating violence, domestic violence, and stalking. Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator. Reports may be made in person, by mail, telephone, or email using the contact information below.

### **Title IX Coordinator**

Jami Gierloff, Staff Director

Email: [jami@taylorandrew.com](mailto:jami@taylorandrew.com)

Office: 9052 S 1510 W, West Jordan, UT 84088

### **Deputy Title IX Coordinator- West Jordan**

Tiffany Watson, Academy Director

Email: [Tiffany@taylorandrew.com](mailto:Tiffany@taylorandrew.com)

Office: 9052 S 1510 W, West Jordan, UT 84088

### **Deputy Title IX Coordinator- Provo**

Brooklyn Whitney, Academy Director

Email: [Brooklyn@taylorandrew.com](mailto:Brooklyn@taylorandrew.com)

Office: 2035 N 550 W, Provo UT 84604

The Academy's Title IX policy and grievance procedures provide information regarding how to report sex discrimination or sexual harassment, the Academy's response to reports and formal complaints, and the procedures used to investigate and resolve complaints. The Title IX policy and grievance procedures are available in the link below.

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

## **Voter Registration**

Taylor Andrews Academy encourages all eligible students to register to vote and participate in the electoral process. Voter registration information is provided to students annually with the distribution of the Consumer Information and Disclosures Report. Students may also obtain voter registration information and assistance through the Financial Aid Office.

Utah voter registration information and online registration are available through the Utah Lieutenant Governor's Office at:

<https://vote.utah.gov/>

Taylor Andrews Academy annually distributes Utah voter registration information electronically to enrolled students and provides students with access to Utah's online voter registration resources.

## **Constitution Day**

Taylor Andrews Academy observes Constitution Day annually on September 17 by providing an educational program for students commemorating the signing of the United States Constitution. When September 17 falls on a Saturday, Sunday, or federal holiday, the Academy observes Constitution Day during the preceding or following week in accordance with federal requirements.

[https://www.youtube.com/watch?v=9C3xhHN\\_LQ4](https://www.youtube.com/watch?v=9C3xhHN_LQ4)

## **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 eligible students with certain rights regarding those records. FERPA rights transfer to the student when the student reaches 18 years of age or attends a postsecondary institution.

### **Student Rights Under FERPA**

Students have the right to:

- Inspect and review their education records within 45 days after the Academy receives a written request for access. The written request should identify the record or records the student wishes to inspect and should be submitted to the Academy Director. The Academy will arrange for access and notify the student of the time and place where the records may be inspected.
- Request amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. The student should submit a written request clearly identifying the portion of the record the student wishes to have changed and explaining why it should be changed. If the Academy decides not to amend the record as requested, the student will be notified of the decision and of the student's right to a hearing regarding the request for amendment.
- Provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with FERPA.

### **Permitted Disclosures Without Consent**

FERPA permits disclosure of education records without a student's prior written consent under certain circumstances permitted by law. These may include disclosures to school officials with legitimate educational interests; accrediting organizations and authorized federal or state officials conducting audits, evaluations, accreditation, or enforcement activities; persons or organizations in connection with financial aid for which the student has applied or received; another institution where the student seeks or intends to enroll; and appropriate parties in connection with a health or safety emergency, as permitted by FERPA.

### **School Officials and Legitimate Educational Interest**

A school official may include a person employed by Taylor Andrews Academy in an administrative, supervisory, academic, instructional, student services, financial aid, or support staff position; a person or company with whom the Academy has contracted to perform an institutional service or function for which the Academy would otherwise use its own employees; or another individual serving in an official institutional capacity as permitted by FERPA.

A school official has a legitimate educational interest when access to an education record is necessary for the official to fulfill their professional responsibilities or perform an institutional service or function on behalf of the Academy.

### Directory Information

Taylor Andrews Academy designates the following information as directory information:

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

The Academy may disclose directory information without prior written consent unless the student notifies the Academy in writing that the student does not want some or all designated directory information disclosed. Students must submit this written request within five business days of their start date.

### Record Security

Student education records are maintained securely and disclosed only in accordance with FERPA and Academy policy.

### Filing a FERPA Complaint

Students who believe their FERPA rights have been violated may file a complaint with the appropriate office of the U.S. Department of Education. Current complaint filing information is available through the U.S. Department of Education's Student Privacy Policy Office.

### Outcome Rates & Consumer Information

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—is available on our website under Consumer Information or upon request from the Academy Director.

**Website:** [www.taylorandrew.com](http://www.taylorandrew.com)

#### Outcome Rates

Vital Statistics for Taylor Andrews Academy Students – 2024 Reporting Year

#### IPEDS 2025-2026 RATES

| <u>School</u>      | <u>Graduation Rate</u> | <u>Retention Rate</u> | <u>Transfer Out Rate</u> |
|--------------------|------------------------|-----------------------|--------------------------|
| <u>West Jordan</u> | <u>83%</u>             | <u>84.5%</u>          | <u>0%</u>                |
| <u>Provo</u>       | <u>85%</u>             | <u>74.5%</u>          | <u>0%</u>                |
| <u>Detroit</u>     | <u>81%</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**

Taylor Andrews Academy does not guarantee employment; however, the Academy assists students with placement by providing educational opportunities in creating a resume and portfolio, reviewing professional appearance guidelines, providing job referrals and follow-up, assisting students in making contacts with salons and other industry employers, and posting job opportunities for students.

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.

### Recruitment and Language of Instruction

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.

Students enrolled in programs for which a student kit is required may choose to opt out of purchasing the school-provided student kit and obtain the required tools, equipment, and supplies independently. Students who choose to opt out will be provided with a Student Kit Opt-Out Form and checklist identifying all required items and information regarding where the items may be purchased.

Students are responsible for obtaining all required items on the checklist and ensuring that the items meet the Academy's requirements. All required tools, equipment, and supplies must be obtained by the deadline established by the Academy so the student is properly equipped to participate in the educational program.

Students who elect to opt out must complete and sign the Student Kit Opt-Out Form acknowledging their responsibility for obtaining the required items independently. The cost of the school-provided student kit will be removed from the student's enrollment contract when the student elects to opt out.

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.

TAA does not award transfer credit or program hours for prior work experience, military training, employment, or other prior learning outside of documented education completed at an eligible institution.

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's programs are designed to meet the educational requirements for professional licensure in the State of Utah. The programs are taught in accordance with the educational requirements established by the Utah Division of Occupational and Professional Licensing (DOPL) and consist of:

- Cosmetology/Barbering — 1,250 clock hours
- Hair Design — 1,000 clock hours
- Esthetics — 1,200 clock hours

Meets educational requirements: Utah

Does not meet educational requirements: None determined

Institution has not made a determination: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New

Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and applicable U.S. territories.

Licensure requirements vary by jurisdiction and may include differences in required training hours, examinations, education, experience, fees, and other state-specific requirements. Because licensing requirements are established by individual jurisdictions and may change, Taylor Andrews Academy has not made a determination that its Utah programs satisfy the educational requirements for professional licensure outside Utah.

Students and prospective students who intend to seek licensure outside Utah are strongly encouraged to research the current requirements of the jurisdiction in which they intend to practice. State-by-state licensing information is available through **Beauty Schools Directory**:

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

Students should verify current requirements directly with the applicable state or territorial licensing authority because licensing requirements are subject to change.

#### **Direct Disclosure to Students Located Outside Utah**

Students who are located outside Utah at the time of enrollment will receive a direct written disclosure prior to enrollment regarding whether Taylor Andrews Academy has determined that the student's program meets the educational requirements for professional licensure in the student's state or territory.

#### **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.

## **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% cumulative attendance at any time. Students are responsible for following their assigned schedule, including scheduled start times and lunch periods. If a student accumulates hours in excess of 100% attendance, the student will be required to take sufficient time off from their scheduled attendance to bring their cumulative attendance percentage back to 100% or below.

#### **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.

#### **Student Activities**

Taylor Andrews Academy provides student activities and educational enrichment opportunities throughout the school year. Activities may include industry events, competitions, demonstrations, guest education, community service opportunities, celebrations, and other school-sponsored activities. Most student activities are incorporated into the regular school schedule and take place during scheduled school hours. Activities vary by campus and availability.

#### **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. The Drug and Alcohol Abuse Prevention Program is evaluated biennially to ensure it remains effective in preventing substance misuse and supporting a safe, healthy environment, 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 biennially 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 biennially evaluation are used to adjust program components, training materials, and prevention strategies.

#### 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.

#### Date of Last Review

9/30/25

#### Responsibility for Program Review

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

Corporate Director, Sabrina Deimler

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.

#### Health Risks and Legal Sanctions Related to Alcohol and Drug Use

The unlawful possession, use, or distribution of illicit drugs and alcohol poses significant health and safety risks and may result in serious legal consequences. The use of illicit drugs and the abuse of alcohol can lead to addiction, impaired judgment, organ damage, mental health disorders, increased risk of injury, and other short- and long-term health complications.

Students seeking information about the health risks associated with alcohol and drug use may consult the following resources:

- Utah Department of Health and Human Services — Substance Use and Mental Health
- National Institute on Drug Abuse (NIDA)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

Violations of federal, state, or local drug and alcohol laws may result in criminal penalties, including fines, imprisonment, probation, and/or mandatory rehabilitation programs. Additional information regarding applicable legal sanctions may be found through:

- Utah State Legislature
- Utah Department of Public Safety
- Utah State Courts

Students who violate the school's standards of conduct regarding alcohol or illicit drug use are subject to disciplinary action in accordance with the Student Code of Conduct. Sanctions may include written warning, probation, suspension, dismissal from the program, and/or referral to appropriate authorities. The school reserves the right to require completion of a rehabilitation or counseling program as a condition of continued enrollment where applicable. Disciplinary action will be imposed consistently and in accordance with institutional policies.

### **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.

### **Counseling, Treatment, Rehabilitation, and Re-Entry Resources**

Taylor Andrews Academy encourages any student or employee experiencing problems related to alcohol or drug use to seek assistance. The institution does not provide on-campus substance abuse counseling or treatment services but will assist students and employees in identifying appropriate community resources when requested.

Information and referrals for substance use treatment and recovery services are available through the Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline and treatment locator. Students and employees may also contact their healthcare provider or health insurance provider for information regarding available counseling, treatment, rehabilitation, and recovery services.

Participation in counseling, treatment, rehabilitation, or recovery services does not prevent the institution from taking appropriate disciplinary action for violations of institutional standards of conduct.

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

### **Safety & Security / Annual Security Report**

Taylor Andrews Academy publishes an Annual Security Report in accordance with the Jeanne Clery Campus Safety Act. The report contains campus crime statistics and information regarding campus safety and security policies, crime reporting, emergency response and notification procedures, crime prevention, and other required disclosures.

The Annual Security Report is made available annually to current students and employees and is available on the school's website under Consumer Information. A paper copy may also be requested from the Academy Director.

### **AVAILABLE SERVICES & RESOURCES**

Information regarding local community resources is made available to Taylor Andrews Academy students and employees. Available information may include resources related to drug and alcohol counseling and treatment, mental health services, domestic violence, housing and shelters, educational assistance, and other community support services. Resource information is available through the school administration upon request. Inclusion of an outside resource does not mean that the organization is a reporting entity or agent of Taylor Andrews Academy.

### **STATE GRANT ASSISTANCE**

Taylor Andrews Academy will certify enrollment and provide required institutional documentation for eligible students seeking funding through the Utah Department of Workforce Services, Utah State Office of Rehabilitation, and other approved state, local, or third-party funding programs, when available. Availability, eligibility requirements, and funding amounts are determined by the applicable agency or program and are not guaranteed by Taylor Andrews Academy.

### **STUDENT FINANCIAL AID INFORMATION**

Taylor Andrews Academy participates in federal Title IV student financial aid programs, including the Federal Pell Grant Program and Federal Direct Loan Program. The school will also certify eligible state, local, private, and third-party funding sources when applicable.

Students seeking federal student aid must complete the Free Application for Federal Student Aid (FAFSA). Eligibility for federal student aid is determined in accordance with U.S. Department of Education requirements and may be based on factors including the student's

Student Aid Index (SAI), Cost of Attendance (COA), financial need, enrollment status, and other financial assistance received.

Cost of Attendance may include applicable educational and living expenses such as tuition and fees, books, supplies and equipment, transportation, food and housing, and personal expenses, as permitted under federal student aid regulations.

Students who borrow a Federal Direct Subsidized or Unsubsidized Loan must complete required entrance counseling before receiving their first Direct Loan disbursement. Students who graduate, withdraw, or otherwise cease attendance as required under federal regulations must complete exit counseling.

Federal Direct PLUS Loans may be available to eligible parents of dependent undergraduate students. Information regarding federal student aid programs, eligibility requirements, FAFSA completion, Direct Loans, entrance and exit counseling, and repayment is available through Federal Student Aid at [StudentAid.gov](http://StudentAid.gov).

#### 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://taylorandrew.com/wp-content/uploads/2025/04/npc.html>

The Net Price Calculator provides an estimate only. The estimated information provided may change and does not represent an actual or final financial aid award. The estimate is not binding on the Secretary of Education, Taylor Andrews Academy, or the State. Students must complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for and receive an actual federal student aid award.

#### 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

Applicants seeking a private education loan may be required by the lender to complete a Private Education Loan Applicant Self-Certification Form. Upon request from an enrolled or admitted applicant, Hair Lab Detroit Barber School will provide the required self-certification form and the information needed to complete the applicable institutional section, to the extent the school possesses that information.

#### 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](http://www.copyright.gov).

#### Unauthorized Peer-to-Peer File Sharing

Unauthorized downloading, uploading, reproduction, or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is prohibited when using Hair Lab Detroit Barber School’s information

technology systems or networks. Unauthorized distribution of copyrighted material may subject a student to civil and criminal liability under federal copyright law.

Students who use the school's information technology systems or networks for illegal downloading or unauthorized distribution of copyrighted material may be subject to disciplinary action in accordance with the school's applicable student conduct and disciplinary policies.

Students are expected to obtain copyrighted music, movies, software, publications, and other digital materials through lawful sources. Information regarding legal alternatives for obtaining copyrighted material is available from the U.S. Copyright Office and through legitimate authorized providers of digital content.

#### NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Federal student loan and grant information is reported to the National Student Loan Data System (NSLDS) and is accessible to authorized entities in accordance with federal requirements. Students and borrowers can review their federal student aid history, including federal loan and grant information, through their account at StudentAid.gov.

#### 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 (SMART) 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.

Taylor Andrews Academy takes seriously the protection of confidentiality, security and integrity of all Personally Identifiable Information (PII) of salon client, employee, student and parent information. Corporate Administration is responsible for the design, implementation, maintenance, and oversight of the institution's information security program and related data-security procedures and training. Corporate Administration will collaborate with the institution's information technology professionals, campus administration, and staff to monitor potential threats, vulnerabilities, and security incidents.

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. Taylor Andrews Academy will collect the appropriate information to determine what steps are needed next. After reviewing all available information, Corporate Administration will coordinate with the institution's information technology professionals and campus administration to address identified vulnerabilities and implement appropriate additional protections.

If Corporate Administration determines that a Taylor Andrews Academy staff member or student may have been affected by a cyber or phishing incident, the incident should be reported to [cpssaig@ed.gov](mailto:cpssaig@ed.gov) and [FSASchoolCyberSafety@ed.gov](mailto:FSASchoolCyberSafety@ed.gov).

- 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:
  - Block IP addresses observed in institution logs related to the attack.
  - Disable campus credentials or passwords for potentially affected students and require password resets.
  - Perform additional analysis on server & application logs from recent weeks.

- 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>

Taylor Andrews Academy- Hair Lab Detroit 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 including its Hair Lab Detroit Barber School branch campus 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  
801-748-2288

Larry Curtis-President

Sabrina Deimler-Corporate Director

Tiffany Crocker - Administrative Director

Aubrey Siddoway– Reporting Director

Josh Van Voorhis – Recruiting Director

Lauren Moser- Branch Director (Michigan)