



## School Catalog

### Z Hair Academy Locations

2429 Iowa Street, Suite E  
Lawrence, KS 66046  
(785) 749-1488

14471 Metcalf Avenue  
Overland Park, KS 66223  
(913) 402-4700

232 NW Oldham Pkwy  
Lee's Summit, MO 64081  
(816) 347-1840

6306 NW Barry Rd  
Kansas City, MO 64154  
(816) 673-2939

[www.zhairacademy.com](http://www.zhairacademy.com)

(Revised 12/22/2022)

# Z Hair Academy Team Code of Honor

## CO-EXIST

- Everyone is a valued member of the team and we will support each other in all our interactions by being courteous and kind.
- I will make NO judgments about my teammates!

## INCLUSIVITY

- We celebrate diversity and know we have more in common than not.
- Everyone has a gift to share, and we are all better for those gifts.
- I will leave no one out!

## WE ARE ALL LEADERS

- Be a walking example of excellence, with no EGO!
- I will BE what I want to see in others.
- I will look my best and give my BEST every day.

## ATTITUDE OF GRATITUDE

- Be mindful of the little things and appreciate each other by thanking, helping, and encouraging each other.
- I will seek to find the positive in all situations and show gratitude to my team.

## THINK IT BEFORE YOU SPEAK IT

- I will be mindful of my teammate's perspectives and speak honestly, from the heart and with good intentions.
- I will communicate with clarity and deal DIRECTLY with others.

## CHECK IT AT THE DOOR

- I will leave my negativity at the door and not allow it to bring the team down.
- I take responsibility for the ENERGY I bring!

## NO EXCUSES

- I am accountable for my own thoughts and actions and will put forth my BEST effort, every day, for the success and growth of the team.
- I will not use excuses or blame others for mistakes but will LEARN and become my BEST self.

## IT'S NOT ABOUT ME, IT'S ABOUT WE!

- By sharing a common direction and sense of community, we will reach for a higher purpose.
- I will get what I need by inspiring others to get what they need.
- When the team wins, we all win.
- We CELEBRATE all wins!

## NEVER GIVE UP

- I will seek the answers I need to accomplish my goals and encourage others.
- I will NOT allow FEAR to stop my progress!

## WE AGREE TO CALL AND BE CALLED

- It is up to US to create the environment that makes us better.
- We will "call" with KINDNESS and "be called" WITHOUT offense.

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## Mission

The mission of Z Hair Academy is to educate and prepare graduates career success in the fields of cosmetology.

## Accrediting Agency

Z Hair Academy is accredited through National Accrediting Commission of Career Arts and Sciences (NA CCAS) located at 3015 Colvin Street, Alexandria, Virginia 22314; Telephone (703)600 -7600

## Other Affiliations

- Kansas State Board of Cosmetology: 714 SW Jackson Suite 100, Topeka, Kansas 66603 -3714; (785)296-3155
- Kansas Board of Regents, 1000 SW Jackson Street Ste. 520, Topeka, Ks. 66612, (785)430 -4240
- Missouri Board of Cosmetology & Barber Examiners, 3605 Missouri Blvd, P.O. Box 1062, Jefferson City, Mo. 65102-1062; (866)762-9432

## The Z Hair Academy Educational Philosophy

Z Hair Academy believes education is a life-long process. We start with the foundational skills necessary to be technically competent and then build upon those skills with advanced techniques to bring out your creativity and reach your full potential. At Z Hair Academy we expose our students to many systems and techniques providing a more comprehensive educational experience which allows our students to excel in the industry.

## Faculty

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Lauren Willis	Chief Operating Officer; Educator; KS & MO Cosmetology & Educator Licenses; Substitute Educator
Grayson McKenzie	Artistic Director; KS & MO Cosmetology & Educator Licenses; Substitute Educator
Ashley Dick	Dir of Admissions; KS & MO Cosmetology & Educator licenses; Substitute Educator; Financial Aid
Shay Acklin	Admissions; MO Cosmetology & Educator Licenses; Substitute Educator
<b>LAWRENCE, KANSAS STAFF</b>	
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Sherri Harper	Educator; KS Cosmetology & Educator Licenses
Crissie Feiden	Educator, KS & MO Cosmetology & Educator Licenses
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Kristen Burris	Educator; MO Cosmetology & Educator Licenses
Cathy Norris	Educator; MO Cosmetology & Educator Licenses

## COSMETOLOGY PROGRAM - FULL & PART TIME CLASSES AVAILABLE

The cosmetology program is a 1500 clock hour program with instruction in the art and science of hair, skin, and nails. The program is taught in three sections: Basic, Intermediate, and Advanced. Students in the full -time basic cosmetology program attend class Tuesday-Friday, 9am-5pm (28hrs/wk). Students in the part-time basic cosmetology program attend class Tuesday-Friday 9am-3pm. Full-time Intermediate and Advanced students attend class and studio Wed/Fri/Sat, 9:00am-5:00pm Tuesday/Thursday 9am-5pm or 11am-8pm (36 hrs/wk).

Part-time Intermediate and Advanced students attend class Tuesday-Friday 9am-3:00pm, Saturday 9am-5pm (27hrs/wk).

## New Talent (Basic Cosmetology) 320 hours

The Basic training includes theory and skill building in professional image, salon ecology, communication, and

in all areas of cosmetology including hair, skin, and nail care. Information is provided through lecture and demonstration. Practical applications will be performed on mannequins, students, and models. Written exams and practical assessments will be given to measure satisfactory progress.

### **Designer I (Intermediate Cosmetology) 680 hours**

This course provides continuing instruction, in the classroom and on the studio floor, in professional communication, hair cutting techniques, chemical hair services, hair design, and skin and nail services. This course also prepares the student to take the Kansas State Board written exam upon completion of 1000 clock hours.

### **Designer II (Advanced Cosmetology) 500 hours**

Upon successful completion of this course, the student should be prepared for the State Board practical exam. The student will be able to follow the laws pertaining to the Kansas Board of Cosmetology or the Missouri Board of Cosmetology and Barber Examiners. In addition, the student will learn the techniques for building a business, write a resume, and practice interviewing skills. The student will have acquired the skills necessary to obtain a position in the field of cosmetology.

### **COSMETOLOGY CLASSES BEGIN EVERY 6 WEEKS! (Check website for current start dates)**

Z Hair Academy reserves the right to change scheduled start dates should there be a natural disaster or unforeseen circumstance that arises. Should this occur, there would be no additional charge(s) to the student.

### **INSTRUCTOR TRAINING PROGRAM – Kansas**

The Instructor Training Program in Kansas is a 450-clock hour program leading to licensure in the state of Kansas only. This program is offered at the Lawrence and Overland Park Campuses. 150-hour credit given to those licensed for a minimum of one year. Full time or part time flexible schedule determined by availability.

### **INSTRUCTOR TRAINING PROGRAM – Missouri (Lee's Summit campus)**

The Instructor Training Program in Missouri is a 600 -hour clock program leading to licensure in the state of Missouri only. This program is offered at the Lee's Summit Campus only. 300-hour credit given to those licensed for a minimum of three years. Full time or part time flexible schedule determined by availability.

### **ADMISSIONS REQUIREMENTS:** To be considered for admission:

- Each applicant must provide documentation of high school completion or its equivalent by providing a diploma, GED certificate, high school transcript, or state -issued credential for secondary school completion if home schooled; an associates or a bachelor's degree in the United States (or translated through ECE).
- Must be at least 17 years of age.
- Pre-enrollment interview with the director of admissions (w/ minimum score of 30) all applicants are asked the same questions.
- Students who have withdrawn from a program may be considered for re-entry (see re-entry below)

### **ADMISSIONS REQUIREMENTS FOR TRANSFER STUDENTS**

- Same requirements as above AND
- Verifiable hours from previous school by the State Board of Cosmetology
- Number of transfer hours accepted at school's discretion.
- Transfer students will complete the New Talent program before allowed to perform studio services.
- Z Hair Academy does not guarantee acceptance.

### **ADMISSIONS REQUIREMENTS FOR HIGH SCHOOL STUDENTS**

The school will accept high school students up to ten percent of student enrollment. See Admission Requirements above. In addition, the school must have the following:

- Two letters of recommendation; one from the principal or dean stating the student has permission to attend, the other from the vice-principal, counselor, or teacher.
- The applicant shall complete a pre-enrollment evaluation/interview with the admissions representative.

### **ADMISSIONS REQUIREMENTS FOR INSTRUCTOR TRAINING PROGRAM**

- Each applicant must possess a current cosmetology license in the state of training.
- Each applicant must provide documentation of high school completion or its equivalent by providing a diploma, GED certificate, high school transcript, or state -issued credential for secondary school completion

if home schooled; an associates or a bachelor's degree in the United States (or translated through ECE).

- Must be at least 17 years of age.
- Pre-enrollment interview.

**Instructor Training Program Objective(s):** Upon completing this course, the student should be able to obtain a position as an educator.

**Instructor Training schedule:** Determined by availability of the trainee. Full time and part time trainee schedules will be determined upon acceptance. ***There are no scheduled Start Dates for Instructor Training currently.***

**Evaluation:** Trainees will be evaluated to determine progress midway through the program.

Grading Scale: A+=100-94 A=93-88 B=87-82 C=81-75 F= 74 and below

### RE-ENROLLMENT (re-entry) POLICY

- Students who have withdrawn from the program may be considered for re -entry.
- The student shall apply and complete required steps as if they were a new applicant.
- Terminated students who have exceeded the maximum time frame will thereafter be permitted to re-enroll in the program on a cash-pay basis.
- Students who have been terminated from the program for violations of school policies or other disruptive behavior may not be considered for re -entry.

### Z Hair Academy

- Does not admit Ability to Benefit students for the Cosmetology or Instructor program(s).
- Does not engage in the recruitment of students already attending or admitted to another school.
- Does not discriminate based on sex, age, race, color, religion, or ethnic origin.

### COSMETOLOGY PROGRAM FEES

	Lawrence	Overland Park	Lee's Summit	Kansas City
Registration Fee	\$150.00	\$150.00	\$150.00	\$150.00
Tuition	\$17,250.00	\$17,250.00	\$17,250.00	\$17,250.00
Books/Equipment	\$2995.00	\$2995.00	\$2995.00	\$2995.00
Apprentice License	\$15.00	\$15.00	---	---
<b>Total Program Cost – BEFORE TAXES</b> <i>(Fees subject to change without notice)</i>	\$20,410.00	\$20,410.00	\$20,395.00	\$20,395.00

Z Hair Academy reserves the right to change tuition rates before the completion of the program if a renewal of contract is necessary.

### **\*Financial Aid available to those who qualify\***

See steps to apply for financial aid on page 7

<b>Fees NOT Covered by Tuition:</b>	<b>Kansas</b>	<b>Missouri</b>
State Apprentice License	---	\$5.00
Application for License*	\$60.00	No fee
Temporary Work Permit*	\$15.00	No fee
Written and Practical Exam*	\$150.00	\$130.00
<b>*Fees subject to change</b> <b>*Licensing &amp; Testing Fees are not determined by the school</b>		
<b>Other Fees: Credit Card Fee</b>	3%	3%
Transcript Request Fee	\$10.00	\$10.00
Re-Enrollment Fee (more than 30 days after withdrawal)	\$175.00	\$175.00
Campus Transfer Admin Fee: Transfer to another Z Hair Academy campus payment required before transfer. <b><i>All fees paid w cash, check or credit card (3% chg.)</i></b>	\$300.00	\$300.00
Schedule Change Admin Fee (payment prior to change same as above)	\$150.00	\$150.00
Leave of Absence Admin Fee	\$75.00	\$75.00
Students may participate in additional classes offered by Z Hair Academy at an additional charge. Classes are optional. Fees are collected prior to the class and may include a mannequin		

## EXTRA INSTRUCTIONAL CHARGES POLICY

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately five percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed educators for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15.00 per hour, payable in advance, until graduation. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

Instructor Training Program Fees	(Lee's Summit, Missouri Campus Only)
Tuition	\$6000.00

### Fees not covered by the program:

Milady Master Educator Book: ISBN: 9781133693697 (retail price: \$161.95)

\*Written & Practical Testing Fees; \*Licensure Fee; \*book price subject to change.

\*Fees subject to change; \*Licensing & Testing fees are not determined by the school.

**Payment Methods: Payments may be made by cash, check, money order, credit card\*, Title IV loans and grants and/or non-federal agency or loan programs.** Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. \*Payments by credit card are subject to a 3% processing fee.

### PAYMENT METHOD (CASH/PAYMENT PLAN-IN-HOUSE FINANCING)

On or before the first day of class, one-fourth of the tuition, one-fourth of book and kit fees, taxes, and apprentice license fees (if applicable) are due. The balance of the tuition shall be paid in monthly installments with payments due on the first day of the month until paid in full. If a scheduled payment is not received within ten days after the due date, a late charge shall apply of \$25.00. Hours will not be forwarded to the State Board until all monies are paid in full. Tuition can be paid in full at any time.

**Payments may be made by cash, check, money order, credit card\*, Title IV loans and grants and/or non-federal agency or loan programs.** Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. \*Payments by credit card are subject to a 3% processing fee.

Payment Options		
1. Pay in Full	2. Pay as you go.	3. Financial Aid Available to those who qualify.

Federal Loans	The FAFSA will determine your eligibility to receive loans. The loan amount is determined by need. There are 3 types of loans:
Direct Subsidized Loans*	Are awarded on the basis of financial need. Interest is charged during all periods of the loan, including while you are attending school. Repayment begins six months after the student graduates or leaves school.
Direct Unsubsidized Loans*	Are not based on financial need. Interest is charged during all periods of the loan, including while you are attending school. Repayment begins six months after the student graduates or leaves school.
Direct (Parent) PLUS Loans*	For parents of dependent students if FAFSA does not cover all expenses. Interest is charged during all periods of the loan. Parents may borrow up to the student's unmet cost of attendance. The PLUS Loan is a credit-based program and eligibility is determined by completing a simple credit application. Forms are available in the school office. Completing this form does NOT require the parent to take out a Parent PLUS loan. If a parent of a dependent student is denied the PLUS Loan, the student is then eligible for additional Direct Unsubsidized Loans.
*All aid that is classified as a loan requires repayment.	
Pell Grant	Based on your FAFSA, you may be awarded PELL Grant. This grant is awarded by need and can provide as much as \$5550.00 per academic year. The Pell Grant is considered gift aid and does not require repayment.
VA Benefits	Z Hair Academy is approved by the Kansas State Approving Agency and Missouri State Approving Agency. The U.S. Department of Veterans Affairs accepts the approvals and delivers payments. Please contact the Director of Admissions for more information. Thank you for your service! <i>In accordance with the Veterans Benefits &amp; Transition Act of 2018, Z Hair Academy ensures there will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's liability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.</i>

**STEPS TO APPLY FOR FEDERAL FINANCIAL AID:** Get free information and help from your school counselor, the financial aid office at the school you plan to attend, or the U.S. Department of Education (ED) at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) or 1-800-433-3243. **A Z Hair Academy representative is available to assist you in the financial aid process. Please contact the academy of choice: Lawrence: 785-749-1488, Overland Park: 913-402-4700, Lee's Summit: 816-347-1840 or Kansas City: 816-673-2939**

**Step 1:** Create an FSA ID

- To create an FSA ID, go to [www.studentloans.gov](http://www.studentloans.gov)
- Your FSA ID is your electronic signature for FAFSA on the web. If you are a dependent student, your parents will also need to apply for an FSA ID to sign your FAFSA.
- The Department of Education considers a student independent by the following criteria:
  - You are at least 24 years old on the day you file your FAFSA.
  - You are married on the day you file your FAFSA.
  - You are a parent.
  - You are an Orphan or Ward of the Court (or were until age 18)
  - You are a Veteran or currently serving on active duty in the U.S. Armed Forces
  - You were a foster child after the age of 13.
  - You are an emancipated child as determined by a court judge.
- If none of the above criteria apply to you, you are a dependent student.

**Step 2:** Gather Information

- Gather you most recent tax information (Federal 1040, 1040A or 1040 EZ and W-2 forms)
- If you are a dependent student, you will also need your parent(s) tax information (Federal 1040 and W-2 forms)
- If you are a married student on the day, you complete your FAFSA, you also need your spouse to provide their tax information (Federal 1040 and W-2 forms).

If you are unable to locate your W-2(s) or tax documents, you can call IRS at 1-800-829-1040 or [www.irs.gov](http://www.irs.gov) and request a tax transcript (this may take up to three weeks to receive)

**Step 3:** Fill out the FAFSA.

- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Use the IRS Data Retrieval Tool to automatically upload your tax information to your FAFSA.
- If you have already filed a FAFSA no need to do it again. Just add the Z Hair Academy School Code: 041329

Please remember the FAFSA is a FREE Application for Federal Student Aid and will never ask for payment information.

**APPLICATIONS AND INFORMATION TO BE VERIFIED**

Verification Tracking Groups: Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1 – Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income; U.S. income tax paid; Untaxed portions of IRA distributions; Untaxed portions of pensions; IRA deductions and payments; Tax-exempt interest income; Education credits; Household size; Number in college.

Students who are not tax filers must verify the following:

- Income earned from work; Household size; Number in college.

V4 – Custom Verification Group. Students must verify high school completion status and identity/statement of educational purpose.

V5 – Aggregate Verification Group. Students must verify high school completion status and identity/statement of educational purpose (SEP) in addition to the items in the Standard Verification Group.

**SCHOLARSHIP OPPORTUNITIES**

The Clinton E. McKenzie Memorial Scholarship was established in 2013. Clinton, the patriarch of the McKenzie family, was a hairdresser for over 60 years. Even after quadruple by-pass surgery and the loss of his right leg, he dressed hair in his Missouri salon until his passing. He said his love of hairdressing got him through the surgeries because he had something to look forward to. Every day, at 6:00 a.m., Mr. Clinton was there to cut, color and style the ladies, and gents. We know he would be honored to have his name on a scholarship that helps a future professional with their education.

Details and Application Forms available at interview.



**WITHDRAWAL AND SETTLEMENT/REFUND POLICY:** For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellations, or school closure. Refund calculations are performed, and refunds are made in a timely manner.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded.
3. A student cancels his/her enrollment in writing after three business days of signing the enrollment agreement but prior to entering classes. In this case all monies collected by the school shall be refunded less a state apprentice license fee, if applicable, of \$15.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution of his/her withdrawal in writing.
6. A student is expelled by the school.
7. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.
8. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
  - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. **All refunds are based on scheduled hours:**

Percentage of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% - 4.9%	20% retained or owed
5% - 9.9% %	30% retained or owed
10%-14.9%	40% retained or owed
15% - 24.9%	45% retained or owed
25% - 49.9%	70% retained or owed
50% and over	100% retained or owed

- All refunds will be calculated based on the last date of attendance.
- Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
- In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course/program is canceled after a student’s enrollment, and before instruction has begun, the school shall either provide a full refund or all monies paid or completion of the course/program at a later time.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall either provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course/program, participate in a Teach-Out Agreement, or provide a full refund of all monies paid.
- If the school is permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school shall either provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged Teach Out Agreement with another institution.
- Students who withdraw or terminate prior to course completion are charged a cancellation or termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (extra equipment, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

**RETURN TO TITLE IV:** Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

The order in which Title IV program funds must be returned.

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required.
5. FSEOG for which a return of Title IV funds is required.
6. TEACH Grants for which a return of Title IV funds is required.
7. Iraq and Afghanistan Service Grant for which a refund of Title IV funds is required.

Upon completion of the R2T4 documentation, the withdrawn student shall receive an Institutional Refund Calculation completed by the school to determine if the student is owed money or money is owed to the school. Hours earned will not be released until the balance is paid in full. Z Hair Academy may arrange a payment plan with the student.

**GRADUATION REQUIREMENTS:** Graduation requirements include accumulation of state required clock hours, a minimum grade point average of 75% at the final Satisfactory Progress Report Period. All monetary obligations to the school must be paid in full. Upon successful completion of the program, the graduate is issued a Certificate of Completion and paperwork is forwarded to the licensing agency. *\*All fees for licensure and testing are the responsibility of the student/trainee and are not covered in tuition fees.*

**EMPLOYMENT OPPORTUNITIES:** Job placement or employment is not guaranteed; however, Z Hair Academy offers reasonable assistance in job placement. A Job Opportunities board is available for job postings; salon owners and managers are invited to the school to inform students of available positions; a file is kept in the office of brochures of salons in the area; advice is given upon request of the student for potential employment.

The school provides training in professional image, resume writing, interviewing skills, the mechanics of owning and operating a salon, and a business program which focuses on self-esteem, communication skills, continuing education, retail sales and building a clientele. The school does follow-up surveys on graduates working in salons.

A cosmetology license provides many employment opportunities. Possibilities include hairstylist, color specialist, texture specialist, nail technician, esthetician, make-up artist, wig or extension specialist, educator, platform artist, salon manager or salon owner. Compensation will vary based on the type of salon, the location, and the number of hours worked. The Standard Occupational Classification Code is 39-5012.

You are entering a career that will demand a lot of you. You must understand and practice sanitation and safety precautions. You must come to recognize physical conditions that could keep you from performing a service on a client. You must understand the physical demands of this profession including long hours of standing, bending, or twisting, and repetitive motion injuries and how to prevent such injuries and maintain your well-being.

An instructor's license allows you to work in a cosmetology school where you can be an integral part of a student's training.

**FACILITIES AND EQUIPMENT:** Z Hair Academy meets all the requirements for a school according to its regulatory and accrediting agencies. The facilities at *each* campus include a reception and retail area, studio floor with hair styling stations and chairs, a manicure area, skin care room(s) including equipment for facials and waxing, a shampoo area, a dispensary, classrooms, and a student lounge/study area (Lockers also available).

**Cosmetology Course Reading Material:** Milady Standard Cosmetology (pdf)

**Instructor Training Reading Material:** Milady Master Educator Book: ISBN: 9781133693697 (retail price: \$161.95).

## **CLASSROOM MANAGEMENT**

<b>Lectures and Discussions</b>	In addition to providing information, lectures/discussions are designed to: <ul style="list-style-type: none"> <li>• Help organize the reading materials.</li> <li>• Highlight important facts.</li> <li>• Discuss interpretations and experiences and to provide viewpoints on material being studied.</li> </ul>
<b>Demonstrations</b>	Educators will demonstrate techniques and procedures for performing tasks followed by guided practice.
<b>Exams</b>	Weekly exams and a final exam will be given. Exams cover materials from the textbook, notes, handouts, discussions and demonstrations. Students must maintain a grade of 75% or higher to advance to the Designer course.
<b>Quizzes/In-class Assignments</b>	Unannounced quizzes and other short assignments may be given. These are due the same day and may not be made up. Quizzes and activities may be worth 10-100 points each.
<b>Grading System</b>	Methods of evaluation include practical and written exams, quizzes and assignments. Exams=50% Practical/Professional=50%
<b>Grading Scale</b>	A+ = 100-94 A = 93-88 B = 87-82 C = 81-75 F = 74 - below

**Money Curriculum by Qnity:** Students will gain training on the MOST important money-related topics; like how to make money after graduation, determine the best career path for you, pay back your student loans, and so much more!

**Business Curriculum:** Z Hair Academy trains students using the Over-the-Top Program. By incorporating these best practices into our daily routine, the student will be better prepared for working in a salon and will experience growth and success faster than they ever dreamed possible. The program will focus on the skills and behaviors proven to get results in the salon.

**Objectives:** Upon completion of this program, the student should be able to.

- Gain credibility quickly with guests by making positive and lasting impressions.
- Give a great consultation leading to increased guest satisfaction.
- Use learned technical and communication skills in ways that make the guest look and feel great.
- Understand the importance of setting goals to obtain career objectives.
- Track their progress on a daily, weekly, monthly, and yearly scale.
- Manage their time more effectively leading to greater earning potential.

**TECHNOLOGY IN THE CLASSROOM:** There may be times in the classroom when cell phones may be used to enhance a student's education. Students shall keep phones on silent during class and other times as instructed.

**SOCIAL MEDIA POLICY:** Z Hair Academy has an established policy in dealing with social media practices while attending.

Z Hair Academy staff is not permitted to socialize with students in a private setting, in public at non-school functions or on social media. Please **DO NOT** friend, ask to friend, or follow staff as it **IS** a conflict of interest and against company policy. This policy is in effect for at least one year after the student has graduated the program. Employees who violate this policy may be uninvited from their position in the company. Thank you for your strict adherence to this policy.

### **TELEPHONE CALLS**

- Personal phone calls will not be taken by staff. Students will receive emergency calls.
- All personal phone calls shall be made during breaks and/or lunch. Business phones are not available for personal, non-emergency calls.
- During class and clinic, cell phones shall be turned off or set to silent **and stored away**.
- **TEXTING IS NOT ALLOWED DURING CLASS**
- If your cell phone rings or texting occurs during class time, you will be expected to bring treats for the entire class the following day.

### **CELL PHONE POLICY**

Cell phones may be used on the studio for client consultations, before and after photos, timer, spa music (during facial services), educational videos (no sound/no headphones).

**NOT ALLOWED:**

Phone calls, facetime, music/headphones, notifications/sounds (must be set to silent), to BE ON the phone ALL day, playing games, to keep phone with sanitized equipment or on top of equipment cart or station, to check phone/messages/social media during client services, to share personal information (including social media profiles) with clients, this is a SAFETY issue, to video tape/record anyone (or post to social media or elsewhere) without their permission.

Cell phones may be used to **ENHANCE** your education not **REPLACE** it! All assignments must be completed, no hanging out in the break room or other areas ON phones. Cell phone usage is a privilege and may be revoked.

**CONSEQUENCES** for not following policy:

- Student may be asked to put their phone away in their locker or, remove their phone from the premises or may lose access while at school or may be sent home.

**“NO GOSSIP” POLICY:** Gossip is defined as “idle talk or rumor, especially about the personal or private affairs of others; Casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true”. Gossip harms more than the company and the culture, it hurts you personally too. There is not one single situation in which gossip helps you – ever! When you talk negatively about someone else, it does not make that person look bad, it makes you look bad. This policy has been implemented to build unity in our organization. The **RULE** is: “Hand negatives UP (directly to the educator/manager) and hand positives out.”

**CONSEQUENCES:** Students may receive a verbal and/or written warning followed by suspension.

We want you to know and to make sure you understand what is in it for you: you’re creating a positive work/school environment for yourself and your peers; you will be happier, the workplace/school will be more fun to come to, and you will be excited to be here; and you are developing the habits that will follow you and will set you apart as a person of integrity.

**NO DATING POLICY:** Students are not allowed to date each other while enrolled in school.

**SATISFACTORY ACADEMIC PROGRESS POLICY:**

The Satisfactory Academic Policy is consistently applied to all (full-time & part-time) students enrolled at the school. The policy is based on the academic year of 900 clock hours/ twenty-nine weeks. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS:** Evaluation periods are based on actual hours completed. Students are evaluated for Satisfactory Academic Progress as follows:

**Cosmetology 1500 Hours:** Full Time: 450 hours/14.5 weeks; 900 hours/29 weeks; and 1200 hours/38 weeks

**Cosmetology 1500 Hours:** Part Time: 450 hours/19 weeks; 900 hours/38 weeks; and 1200 hours/51 weeks

**Instructor 450/600 Hours:** midway through the program: Lawrence & Overland Park campuses – 225 hrs. Lee’s Summit campus -300 hrs.

\*Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures students have at least one evaluation by midpoint in the course. The student signs the progress report within seven days of the evaluation period and receives a copy. The original is kept in the student's file.

**ATTENDANCE PROGRESS EVALUATIONS:** Students are required to attend a minimum of 75% attendance of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course		Maximum Time Allowed Weeks	Maximum Scheduled Hours
Cosmetology: Full Time	32 hours/wk.	63	1995
Cosmetology: Part Time	26 hour/wk.	77	1995
Instructor Training MO: FT	36 hours/wk.	23	798
Instructor Training MO: PT	20 hours/wk.	40	798
Instructor Training KS: FT	36 hours/wk.	17	599
Instructor Training KS: PT	20 hours/wk.	30	599

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe will be withdrawn or terminated from the program. Terminated students who have exceeded the maximum time frame will thereafter be permitted to re-enroll in the program on a cash-pay basis.

**ACADEMIC PROGRESS EVALUATIONS:** The qualitative element used to determine academic progress is a reasonable system of grades determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100 (A+) EXCELLENT    88-93 (A) VERY GOOD    82-87 (B) GOOD    75-81 (C) SATISFACTORY  
74 AND BELOW (F) UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress and will receive assistance under Title IV, HEA program until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of probation.

**Financial Aid WARNING:** Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and considered to be making satisfactory academic progress during the financial aid warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid warning period, the student has still not met both attendance and academic requirements, he/she may be placed on financial aid probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**Financial Aid PROBATION:** Students who fail to meet minimum requirements for attendance or academic progress after the financial aid warning period will be placed on financial aid probation and considered to be making satisfactory academic progress during the financial aid probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on financial aid probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined at NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the financial aid warning or financial aid probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The maximum number of days a student may take for a leave of absence in a 12-month period is 180. For students who withdraw from the program, a final transcript will determine the status as satisfactory or unsatisfactory progress which is determined by the actual hours attended up to the day of withdrawal.

**APPEAL PROCEDURE:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT, INCOMPLETES, REMEDIAL COURSES, REPETITIONS:** Noncredit, incompletes, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS:** With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS:** Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without written 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 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 attorneys' 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).

**ATTENDANCE SCHEDULE**

<b>CLASSROOM</b>	
Full-time	Tuesday-Friday: 9am-5:00pm
Part-time	Tuesday-Friday: 9am-3:00pm

<b>STUDIO</b>	
Full-time	Tuesday, Wednesday, Friday & Saturday: 9am-5pm Thursday 11am-8pm
Part-time DAY	Tuesday-Friday: 9am-3:00pm Saturday: 9am-5pm

The schedule includes two fifteen-minute breaks\*, one in the morning and one in the afternoon, and a one - hour lunch break. Due to guest services, lunch and break times may vary. Breaks do not carry over from one part of the day to the other. \*Part-time students receive one (1) morning break Tues-Friday and 2 (two) breaks on Saturday.

**TIME CLOCK POLICY:** Hours must be documented for the State Board hour requirement(s) on the time clock. Students shall comply with the following procedure:

1. Students shall use the time clock every day.
2. Students must notify an educator/staff member if they forgot to clock in or out.

3. **Students are expected to arrive on time and are considered late at 9:01 or (11:01)**

4. If a student clocks in late, the following schedule shall apply:

- 9:06-9:15 = 15 minutes late
- 9:16-9:30 = 30 minutes late
- 9:31-9:45 = 45 minutes late
- 9:46-10:00 = 1 hour late

**Lunch is one (1) hour. Students are considered late at 1:01 (or 4:01) and will lose time as it relates to the time clock schedule above.**

**STUDENT OPERATING RECORDS:**

The State Board of Cosmetology requires each subject to be taught a specific number of hours. These hours are submitted to the Board to verify completion in the subject/performance for the course. It is the student's responsibility to maintain current operating records.

Students are expected to complete their operating records according to the following guidelines:

1. Record hours and performances daily
2. Always use a pencil (write clearly and legibly)
3. Have record signed daily by educator.
4. Turn in records at the end of the week or as directed by staff (records returned on the following Tuesday)
5. Keep a notebook of operating records copies for State Board inspections
  - A. Operating Records shall be kept on school premises.

**ABSENT AND LATE TO CLASS POLICY:**

Our objective is to train students in the behaviors and habits that will allow them to be successful in the work environment. Good attendance is essential to meet educational objectives, maintain satisfactory academic progress, practice the art of cosmetology, and build confidence in your skills. It is the students' responsibility to make up missed work/assignments/tests due to absent time.

- Students shall call the school at the beginning of the scheduled day, (*within the first hour*), to inform a staff member if they will be late or absent and expected return.
- **Students are NOT allowed to call in late every day.** (*Additional consequences may apply*)
- If the student has not called by 12:00pm, and not shown up for class, they are considered a “**no call, no show**” resulting in a one-day suspension upon their return and an additional day suspension for each violation (*up to three days*).
  - Hours missed due to a suspension are subject to additional charges and may also result in loss of scholarship.
  - **Students are allowed an 80-hour grace period (\*excused or \*unexcused) to complete the program at no additional charge. Once a student goes over the contracted time frame for completion, the student shall pay \$15.00 for each additional hour needed to complete the state requirement for completion.** Fees are subject to change. No fees shall be collected if the student is withdrawn or terminated from the program.
- Students are NOT ALLOWED to “make-up” missed time by coming in early or staying late.
- \*The school may excuse hours with prior approval and documentation at their discretion, all other hours are unexcused.
- Additional classes, outside of the scheduled course, may be an opportunity to earn additional hours or used to deduct accumulated absent hours.
- Students NOT receiving financial aid may attend up to 40 hours per week after they reach 1200 hours.

**LEAVE OF ABSENCE POLICY:**

A student may be granted a leave of absence, for **circumstances beyond the control of the student**. The maximum time frame for leave(s) of absence is one hundred eighty (180) days within a twelve-month period. A student shall not be granted an additional LOA if the total amount of previous leave exceeds the 180 day/12-month period requirement.

- The leave of absence must be requested and approved in writing prior to a leave of absence occurring.
- The student must sign and submit the request to the school director or official.
- The reason for the leave and expected return date must be included.
- If an unforeseen circumstance prevents the student from submitting the request in advance, the school may grant a leave and collect the request from the student at a later date and will document the reason for this decision. In this circumstance, the start date of the approved LOA shall be first date the student was unable to attend.
- A student on an approved leave shall not accrue any additional institutional charges, does not accrue absent time, and maintains the hours earned at the time of the leave.

- Students on a leave of absence do not receive Title IV financial aid.
- A leave of absence will change the projected completion date and extend the student's contract period equal to the number of days of the leave.
- Upon return, an addendum to the contract will be completed and signed by all parties to indicate the new calculated completion date. A student returning from an approved leave of absence shall return in the same academic progress status as when they left. If a student does not return as scheduled from a leave, they shall be dropped from the program and the student's withdrawal date shall be the last day of attendance.
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Students must follow the policy when requesting an LOA.

***Z Hair Academy reserves the right to grant or deny approval of a leave of absence. Students on an unapproved LOA shall accrue absent time and may be terminated from the program and the last date of attendance shall be the withdrawal date.*** Books and equipment shall remain on premises (in a secure area) while the student is on a leave of absence. Z Hair Academy is not responsible for personal items left while on leave. ***Time off for a personal vacation will not be approved as a leave of absence.***

- **Bereavement Leave:** Z Hair Academy offers up to three (3) days for bereavement, with documentation to be approved.
- **Military Leave:** The school will comply with its obligations for those students who serve in any branch of the United States uniformed military services, including providing necessary time off, in accordance with federal, state, and local law.
- **Jury Duty:** Students summoned for jury duty will be granted leave to serve. Proof of jury summons must be provided.
- **Administrative Leave:** Z Hair Academy reserves the right to put students on an Administrative LOA for nonpayment of fees or other violations of the school's policies.

**Administrative Fees for Leave(s) of Absence:** Z Hair Academy charges an administrative fee of \$100.00 for each LOA requested.

**MAKE-UP POLICY:** It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the educator as soon as they return. If the missed work is not made up within one week of return, a zero shall be recorded in the grade book.

**HOLIDAYS AND SCHOOL CLOSURES:** The school will close the Saturday of Memorial weekend, July 4th, Thanksgiving Day, and the day after, December 24-26 and January 1. The school will close for inclement weather at the discretion of management. **INCLEMENT WEATHER:** School closings for weather will be announced in social media group and/or Trello. Additional school closings for educational or other events will be announced.

**DRESS CODE POLICY:** Z Hair Academy has established a standard dress code for all students to maintain a professional atmosphere. ***Students not in stated dress code shall be asked to leave school to change, which will also result in a loss of hours. In addition, student who continuously violate school dress code will be required to wear ALL BLACK for the remainder of their training.***

You are entering the **BEAUTY BUSINESS** – You must look the part to be successful. Dressing sharp, having your hair appropriately styled and wearing make-up **IS EXPECTED EVERY DAY!**

**The dress code:**

- **Solid black pants.**
  - Leggings are NOT considered pants and should only be worn under dresses/skirts.
  - Black denim is acceptable.
  - Holes in pants must be at or below knee only.
- **Solid black skirts/shorts MUST BE BELOW THE KNEE.**
- Shirts may be Black, white, gray (or combination) that cover the **underarm** and **midriff**.
- Dresses can be black, white, gray (or combination) and **MUST be BELOW THE KNEE.**
- **Open toed sandals MUST have a heel strap.**
- Sweaters or jackets worn on the studio floor must be black, white, or gray.
- **Hair and make-up (if applicable) shall be done prior to arriving at school.**

**HAIR & MAKE-UP: 3/2 POLICY**

- Hair and makeup are part of dress code and should be done **BEFORE** arriving to school.



- Of the 3 areas (face, eyes, lips), student shall have 2 areas “done.”
- Hair should be beautifully styled or trendy; NOT MESSY!
- **BOTTOM LINE** – We are in the **BEAUTY** business, **LOOK** the part.

**Please DO NOT wear: (or you may be sent home)**

- Revealing tops (sheer tops must have lining) or bottoms (this includes see through pants and shorts/skirts that are not below the knee).
- Blue jeans, sweatpants, sweatshirts, or “hoodies” or Athletic (name) Brand or other branded clothes (PINK, High Schools, Fire depts. etc.).
- Shirts/clothes with language or graphics that are negative, vulgar, sexually explicit, political or may otherwise be offensive.
- **No FLIP FLOP style or YOGA shoes**
- **Yoga pants, “workout” pants or bicycle shorts**
- Caps, hats, head wraps, or bandanas

**STUDENT RECORDS:** All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

**STUDENT ACCESS TO FILES/RELEASE OF PERSONAL INFORMATION:** Students or parent/guardian of dependent minor students are guaranteed the right to access and review the student’s educational file upon written request. The student or parent/guardian of dependent minor students will be granted supervised access to their records within five (5) business days of the request. The school does not release information to anyone unless written permission is given by the student or parent/guardian of dependent minor student each time a third-party request for information is made. The school will provide access to student files to NACCAS, its accrediting agency, regulatory agency, or other entities with a legal need to know.

**EQUIPMENT AND PERSONAL ITEMS:** Z Hair Academy and/or staff are not responsible for broken, lost, or stolen equipment or personal items. It is the student’s responsibility to replace such items. Lockers are available; however, the student shall provide their own lock. Students are expected to have books and equipment ready for class each day. Equipment is to remain on campus.

**PARKING:** Students are to park in the designated area. Please allow space for client parking. Do not park in front of neighboring businesses or behind the school building (for safety).

**SMOKING:** This is a non-smoking facility, including electronic cigarettes. All smoking shall be done outside the building in a designated area away from walkways and doors. Discarded cigarettes must be disposed of in a trash container. Smoking is only allowed during break times and/or lunch. Students shall clock out to leave the building. Students are NOT allowed to smoke in the back of the building.

**SANITATION RESPONSIBILITIES:** Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station/chair/cart. Students will also be assigned a daily sanitation job (side work) to help keep the school clean. The jobs are rotated every two weeks. All sanitation jobs shall be completed and checked by an educator and/or staff member each day before leaving. Failure to complete sanitation jobs shall result in a loss of daily points.

**STATE BOARD OF COSMETOLOGY INSPECTIONS:** Z Hair Academy is subject to unannounced inspections by the State Board of Cosmetology. All rules and regulations provided by the State Board shall always be followed.

**PERSONAL SERVICES:** Educators may grant permission for students to receive personal services during down time. All projects must be up to date and the student must have been present and on time the prior & current week, up to the service date. The student receives 50% off the regular menu price. This charge also applies to students using outside products. Guests come first and a student may be asked to stop a personal service to accommodate the guest. New Talent students receive 20% off for the first 12 weeks. Designer students receiving services in the evening (on their night off) will only receive a 20% discount on services. **Personal services are NOT allowed on Saturdays.**

**EMERGENCY EVACUATION POLICY:** Fire safety and emergency evacuation and safety procedures are reviewed during new student orientation.

**In the event of fire:**

1. Calmly leave the building through the closest exit.
2. Contact the fire department.
  - a. Give name and address of business, nature of fire and the name of person reporting the fire.
3. Evacuate premises by following the planned procedure for the facility.
4. Plan alternate exits for use in the event regular route is blocked by the fire.
5. Fire extinguishers are located throughout the building and are serviced on an annual basis.
6. Please locate the emergency exits.

**In case of a tornado:** proceed to the designated area:

- Lawrence: the break room, classroom, or facial room.
- Overland Park: the classroom, restrooms, or storage room.
- Lee's Summit: the secondary classroom, lunch area, restrooms, or the storage room.
- Kansas City: the classroom or restrooms.

**TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS:** Z Hair Academy will issue timely warnings to the campus community of violent crimes against a person a substantial crime against property or an emergency on or near campus that represents a serious or ongoing threat to the campus community. Campus Safety/Crime Warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

Federal law also requires universities to “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.”

Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the Z Hair Academy staff at (785)749-1488 for the Lawrence Academy, (913)402-4700 for the Overland Park Academy, (816)347-1840 for the Lee's Summit Academy or (816)673-2939 for North KC Academy.

Z Hair Academy has adopted emergency and evacuation procedures for Z Hair Academy. The procedures are posted throughout the building for unforced access and discussed during new student orientation.

More information is provided about our Campus Security Policy on the first day of school during new student orientation. Additionally, the information can be found on our website at zhairacademy.com under consumer information.

**STUDENT CODE OF CONDUCT:** Students enrolled at Z Hair Academy are expected to always conduct themselves as responsible individuals while participating in any course, activity, or event, and while representing the academy either on or off campus. Students are subject to policies and procedures of the academy during their period of enrollment, and the academy reserves the right to take disciplinary action in accordance with school policy if the academy determines the student has violated any provision of the Student Code of Conduct or has not acted in the best interest of other students, faculty, staff, or the academy.

- **Alcohol and/or Drug Use:** No student shall consume or possess any alcoholic beverage, beer, and/or wine on school premises, at school activities, whether on campus or off campus, at lunch or during break times. Nor shall any student unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school premises, at school activities, whether on campus or off campus, or during lunch or break times. If the presence of alcohol and/or drugs is suspected:
  - The educator or staff member may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director.
  - The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
  - Any student who has a positive test for alcohol or drugs in class or on the studio floor may be dismissed from the program.
  - Additionally, students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution.
  - More information is provided in the *Drug and Alcohol Prevention Program* during new student orientation and periodically during the course.
- **Assault and Battery:** No student shall threaten or commit a physical or sexual attack on faculty, staff, clients, or

another student. No student shall force or threaten another student, faculty, or staff member to have sexual contact against the person's will. Any student charged with sexual assault on or off school premises may be prosecuted under criminal statutes.

- **Unlawful Discrimination or Harassment:** No student shall engage in harassment of another student, educator, or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin, or other basis permissible under the law. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.
- **Cheating:** No student shall engage in behavior that, in the judgment of the educator of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension or termination from the program.
- **Theft/Vandalism:** No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior may result in termination from the program. Z Hair Academy has a fully integrated security system for staff, student and client security and protection.
- **Disruptive Behavior:** No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. A student shall not intimidate, harass, bully, or threaten another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, yelling or using profanity; and social isolation or manipulation. If misconduct in the classroom, studio floor or other academy event warrants an immediate suspension for the remainder of the class time, the educator or staff member may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.
- **Safety:** Students are required to observe the safety rules of any classroom, clinic, or other school premises.
- **Weapons:** Z Hair Academy prohibits the possession or use of firearms, explosives or other weapons or any facsimile thereof within any school building or facility and at any school -sponsored classes, events, or activities. Violations of this policy shall result in termination from the program.

**Sanctions:** Violations of the Student Code of Conduct or any academy policy may result in sanctions. Sanctions may include, but are not limited to:

- Advisory report and/or suspension for a designated amount of time, depending on the circumstances.
- May result in termination from the program. Student may be terminated immediately if the violation is severe and puts others at risk.

**STUDENTS CLOCKED OUT:** Z Hair Academy educators and staff members reserve the right to clock students out and/or suspend for the following reasons:

1. Insubordination.
2. Using profane language.
3. Unprofessional behavior toward client, student, educator, or staff member.
4. Refusing guest services.
5. Refusing to perform sanitation duties.
6. Possessing or using alcohol or illegal drugs.
7. Improper attire.
8. Lounging/sleeping in class.
9. Other behavior not deemed appropriate in a professional setting.

**TERMINATION POLICY:** The school may terminate a student's enrollment for noncompliance with this contract, State Laws and Regulations or general policies including the following:

1. Excessive absence.
2. Unsatisfactory progress in practical and/or theory.
3. Non-payment of fees.
4. Willful destruction of school property, theft, or any illegal act.
5. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school.
6. Violation of school policies as listed in the school catalog.
7. Z Hair Academy reserves the right to terminate a student's enrollment from the program if the student does not meet the school expectations or is not technically qualified to pass the program requirements.
8. Z Hair Academy reserves the right to dismiss students at their discretion.
9. Direct Subsidized and Unsubsidized student loans become payable immediately upon termination.
10. Termination from the program does not alleviate the responsibility of the student to fulfill his/her contractual obligations, including payment of tuition in full upon 50% attendance.

11. See Withdrawal and Settlement Policy for more details.

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director or emailed to [hr@zhairacademy.com](mailto:hr@zhairacademy.com)
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Any concerns or complaints regarding this establishment or its practitioners may be directed to [Kansas State Board of Cosmetology](#), 714 SW Jackson, Suite 100, Topeka, Kansas 66606 -3714, (785)296-3155 or [Board of Cosmetology and Barber Examiners](#), 3605 Missouri Blvd., P.O. Box 1062, Jefferson City, Missouri 65102 -1062, (573)751-1052. After going through the school's complaint process, a complainant may pursue the matter further through the National Accrediting Commission of Career Arts & Sciences located at 3015 Colvin Street, Alexandria Virginia 22314, (703)600-7600.

It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issue(s). If further attention is needed beyond the institution level, please contact the Board of Regents, 1000 SW Jackson Suite 520, Topeka, KS. 66612, (785)430-4240. The complaint procedure and form are located at the following website:

[http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

**Available Services:** Academic advising or counseling may be available to students upon request.

Z Hair Academy does not provide housing assistance. Reasonable assistance is available in seeking counseling services outside of the school. Resources are available through the National Domestic Violence Hotline at 1-800-599-7233.

- Information is available on obtaining a General Education Diploma
- Voter Registration information is available at:
  - o [www.sos.ks.gov/elections/elections\\_registration.html](http://www.sos.ks.gov/elections/elections_registration.html)
  - o <https://www.sos.mo.gov/elections/govotemissouri/register>

### **General Program Policies**

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock in and out every day and at lunchtime.
3. Be in the stated dress code.
4. Always conduct themselves in a professional manner.
5. Keep common areas and their work area clean and sanitary at all times.
6. Have operating records signed daily.

7. Perform sanitation jobs daily and have them checked and signed.
8. Follow all school polices as stated in the catalog.
9. Be prepared to perform any service and have the necessary equipment.
10. Participate in the learning process.
11. All courses are taught in English. All books and materials are printed in English.

#### **Additional Studio Procedures**

1. Students are not allowed to refuse services or trade services without the consent of the educator. Students refusing to perform guest services shall be clocked out for the day.
2. Students shall have a consultation with the educator before beginning all services.
3. Students shall have all services checked by the educator before the guest leaves.
4. Students shall always keep work area clean and sanitary.
5. Students shall request a break from the educator (students shall clock out if they leave the building).
6. Students are not allowed to loiter in the reception area or behind the desk.
7. Students are expected to do laundry.
8. Students are expected to perform general sanitation jobs to keep the school clean.
9. Students shall keep the dispensary and other common areas always clean.
10. Students shall obtain educator approval before beginning any personal service and shall pay for service(s) upon completion.
11. Students shall always comply with State Board Rules and Regulations

#### **Other Course Rules and Regulations**

1. **Attendance:** Scheduled daily attendance is required. A daily report is accurately kept on the student's attendance. Excessive tardiness and absenteeism may be cause for suspension or dismissal. Students shall use the time clock and clock only themselves in and out. Students are allowed an 80-hour grace period (\*excused or \*unexcused) to complete the program at no additional charge. Once a student goes over the contracted time frame for completion, the student shall pay \$15.00 for each additional hour needed to complete the state requirement for completion (1500). No fees shall be collected if the student is withdrawn or terminated from the program.
2. **Dress Code:** Students are required to follow the dress code policy as stated in the school catalog. Students not in stated dress code shall be asked to leave/change. This includes appropriate hair & makeup (if applicable) **BEFORE** arriving to school.
3. **Studio Floor Management:** Students are required to accept and finish work that is assigned to them. All work shall be approved and inspected by the educator. Students shall have the necessary tools and equipment for class and studio. **Equipment is to remain on premises.**
4. **Sanitation:** Students shall be responsible for cleaning their own station/chair and their daily assigned sanitation duty. Duties shall be checked and signed by the educator. If sanitation duties are not performed, the student may be suspended. Students shall comply with all State Board sanitation rules and regulations. **Smoking, eating, or drinking is prohibited on the studio floor. No chewing of gum on the studio.**
5. **Personal Property:** Students are responsible for all of their equipment and personal property whether lost or stolen. It is the students' responsibility to replace lost or stolen articles. The school is not responsible for equipment or personal items left in the building.
6. **Professionalism:** The use of profanity, alcohol and/or drugs during school hours is prohibited. Improper or abusive behavior toward other students, school officials, or school patrons is cause for suspension or dismissal. Discrimination or sexual harassment is prohibited and is cause for termination from the school. Cheating, stealing and/or willful destruction of property shall not be tolerated. Students shall always behave in a professional manner.
7. **Miscellaneous:** Students shall immediately notify the school office of any changes, such as name, address, telephone number, etc. All other rules and regulations apply as stated in the school catalog. Rules and regulations are subject to change.

**COSMETOLOGY SCHOOL COURSE**

## Kansas Requirements - Cosmetology

Topic	Minimum Practice	Hours
Scientific Concepts		115
Physical Services		400
Chemical Services		450
Hair Coloring	25	
Hair Lightening	25	
Chemical Waving	25	
Chemical Relaxing	25	
Hair Designing		360
Hair Shaping with Shears	25	
Hair Shaping with Razor	25	
Complete PinCurl Set	25	
Complete PinCurl & Wave	25	
Complete Roller Set	50	
Complete Combout	50	
Curling Iron Set	50	
Blow Dry Styling	50	
Business Practices		75
State Law		50
Student Specific Needs		50
Total Hours		1500

## Kansas Requirements – Instructor

Topic	Hours
The Professional Teacher	30
Student Motivation and Learning	60
Methods, Management and Materials	225
Testing and Evaluation	90
Evaluation	45
Total Hours	450

Missouri Requirements - Cosmetology

Topic	Hours
Shampooing, of all kinds	40
Hair coloring, bleaches and rinses	130
Hair cutting and shaping	130
Permanent waving and relaxing	125
Hairsetting, pin curls, fingerwaves, thermal curling	225
Combouts and hair styling techniques	105
Scalp treatments and scalp diseases	30
Facials, eyebrows and arches	40
Manicuring, hand and arm massage and treatment of nails	110
Cosmetic chemistry	25
Salesmanship and shop management	10
Sanitation and sterilization	30
Anatomy	20
State Law	10
Curriculum defined by the school	470
<b>Total Hours</b>	<b>1500</b>

Missouri Requirements – Instructor (Lee’s Summit Campus only)

Topic	Hours
Basic principles of student teaching, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing and evaluation	200
Psychology as applied to cosmetology, personality & teaching, teacher evaluation, counseling, theories of learning and speech	50
Business experience or management incl. classroom mgmt., record keeping, buying and inventory supplies and state law	50
Practice teaching in both theory and practical application	300
<b>Total Hours</b>	<b>600</b>