

Creative Inspiring Unique

Future Spa and Salon Professional Catalog



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TONI&GUY

Hairdressing Academy

2122 Central Avenue SE
Albuquerque, NM 87106
505-842-1900

Hip Cool Modern

Notice

Consumer information

TONI&GUY Catalog, Volume 4. 2010
2122 Central Avenue
Albuquerque, New Mexico 87106
505.842.1900

This catalog is published to inform prospective students about TONI&GUY's tuition, admissions requirements, and policies. It is current and accurate as of the date shown on the front cover. The school reserves the right to make changes to the catalog, therefore it is for information purposes only. Students are expected to read and comprehend the information in this catalog before class begins.

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TONI&GUY

Licensed

TONI&GUY is licensed and authorized to operate as a cosmetology school by the New Mexico Board of Barbers and Cosmetologists, PO Box 25101, Santa Fe, New Mexico 87504, 505-476-4690. The campus is owned by Urban Academy, LLC, stockholder; Joe LiRosi.

Accreditation

TONI&GUY is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302-1432, 703-600-7600; naccas@naccas.org.

Mission

To be the best learning center inspiring creativity and innovation in both basic and advanced hair and skin care education and to align ourselves with education/product companies who, like us, share the highest level of integrity and professionalism and most importantly; have a great time doing it"

Goal

Our goal is to provide a well-rounded education inspiring future professionals to grow and learn industry techniques and products while guiding & nurturing students through the dynamic process of becoming a licensed professional and successful employment.

Commitment

It is our commitment to provide an ethical managerial and instructional staff, as well as continue to maintain the highest industry standards. We are also committed to promoting goodwill between our school and the community.

Faculty

Our Instructors hold applicable credentials, have at least 5 years industry experience. They also comply with the industry standard professional development policy.

Director- Joe LiRosi
Financial Aid Manager-Mark Trejo
Cosmetology Instructors-Toney Wilson, Michele Grant, Tracy Gilmore,
Barbering Instructor -Toney Wilson and Michele Grant

Campus Facility

TONI&GUY is proud of its state-of-the-art facility, which includes over 9000 square feet of air-conditioned space, 40 chair clinic, 5 bed spa clinic, classrooms for theory and practical training, and a multi-purpose room

Career Opportunities

What you can do?

You are at the threshold of opportunity. By applying yourself to the industry, the possibilities become limitless. As you begin, you may not know whether you prefer working with hair or skin however, entering the classroom with an open mind will allow to fine tune your strengths.

The following vocations are options you may want to consider upon graduation.

COSMETOLOGY	BARBERING
Professional Stylist Skin Care Specialist Makeup Technician Nail Technician Platform Artist Product Representative Salon Owner or Manager State Board Member/Examiner	Professional Stylist Platform Artist Product Representative Salon Owner or Manager State Board Member/Examiner
ESTHETICIAN	INSTRUCTOR
Skin Care Specialist Makeup Technician Product Representative Salon Owner Salon Manager Platform Artist Theatrical Makeup Artist Aromatherapist Retail Specialist	Private School Instructor Public School Instructor Product Representative Director of Education School Administrator Platform Artist Board Member/Examiner School Owner/Manager Education Consultant

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

Career Considerations

What to Consider

TONI&GUY feels that future spa and salon professionals interested in pursuing a career in cosmetology, Esthology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form & artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions/beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, future spa and salon professionals should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Job Demand

According to the Job Demand Survey published by the National Accrediting Commission of Cosmetology Arts and Sciences in January 2003, there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barbershops, skin care salons, and nail salons. There has been notable growth in the industry since 1999 as follow:

- The total number of salon professionals is up 24%,
- The total number of salons is up by 5.6%,
- The number of chairs or workstation is up by 9%,
- The number of employees leaving their position is down 12%, and
- The number of new hires is up 37% since 1999.

The salon industry is a job-seeker market with the supply of licensed professionals appearing not to be keeping up with the demand. Approximately three out of every four-salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel. Other key findings include:

- 59% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon, and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part-time (20-35 hours weekly), and 10% are low time (less than 20 hours weekly).
- The average salon income including tips is about \$30,000 to \$50,000 per year.

According to the United States Department of Labor Occupational Outlook Handbook 2004-2005 Edition overall employment in the cosmetology field is expected to grow as fast as the average for all occupations through 2012. The highest 10% of salaried hairdressers, stylists, and cosmetologists, including tips and commission earned more than \$35,240 to start.

Admissions

Requirements

TONI&GUY does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, ethnic origin, creed, religion, sex, financial status, or area of origin or residence nor does the school actively recruit students already enrolled in or attending another institution offering similar programs. The school requires that each Student enrolling in the Cosmetology, Barbering or Esthetics program must:

- Submit Proof of a high school diploma, state issued home school certificate or General Education Diploma (GED) or transcript showing a 10th grade education.
- Must not be enrolled at a primary or secondary institution; Ability to Benefit is recognized at the school.
- Submit proof of age and be at least 17 years of age.
- Register with the state regulatory agency and pay the required fee of \$25.00 that may not be refunded.
- Pay the applicable Registration Fee which is refundable if the applicant is rejected only.
- Complete the Admissions Application and submit a one page letter of intent

APPLICANTS FOR THE INSTRUCTOR PROGRAM MUST MEET THE ABOVE CRITERIA AND:

- Have met all requirements for licensure as a practitioner.

Federal Title IV Funds Eligibility

In order to determine eligibility for Title IV students must comply with the SAP Policy included in this Catalog. All programs are full time (35 minimum hours per week).

Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.

Pell awards are prorated based on attendance.

TONI&GUY does not provide Campus-based aid programs.

TONI&GUY works with the Veterans Affairs office and Title IV Federal Student Aid Programs, funding determinations are made directly through those agencies. Federal Title IV eligibility is as follows:

Student has verifiable Social Security Number

Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.

All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration

Student has no previous Title IV student loan default.

Student has not exceeded annual or aggregate loan limits to date.

Students with a state or federal drug conviction must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds.

The student self-certifies in applying for aid that he/she is eligible; the Academy will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student's record, received when the student was a juvenile, unless she/he was tried as an adult are not considered .

All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

Be qualified to receive funds directly or indirectly from a federal, state, or local government program.

Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company

Be administered or recognized by federal, state or local government agency or court.

Be administered or recognized by federally, or state-licensed hospital, health clinic, or medical doctor.

Enrollment Process

To be considered for admissions each applicant must complete the following:

Step	Action
1	<ul style="list-style-type: none">• Complete admissions application including a \$50 fee (non refundable)• Submit a one page letter of intent expressing your desire to entire the spa and salon industry• Complete a written pre-interview• Submit a copy of your high school transcripts showing at least a 10th grade education, college transcripts or diplomas• Complete an interview with admissions representative if needed
2	Upon approval- <ul style="list-style-type: none">• Submit a \$150.00 enrollment fee• Submit a \$25 money order written to NMBBC (NM Board of Barbers and Cosmetology)• Submit 2 photographs for identification• Complete a interview with the School's General Manager as needed

Note: Significant reading, writing and studying will occur during the educational experience. You must have a sufficient understanding of the English language in order to successfully complete the program.

Outcome Rates**2007**

- Completion Rates-80%
- Placement Rates- 87%
- Licensing Rates- 95%

2008-

- Completion Rates-78%
- Placement Rates- 74%
- Licensing Rates- 100%

2009

- Coming Soon**

Transfer and Re-entry Students

Transfer and Re-Entry

Future professionals transferring from other schools may be assessed based on clock hours completed and skills assessed in an academic evaluation. Transferring students may be required to satisfactorily complete TONI&GUY's first phase of training. TONI&GUY may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the New Mexico Board of Barbers and Cosmetologists. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, all such students must meet all regular entrance requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus the application fee and registration fee.

Former students of TONI&GUY who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Students will be responsible for any balance owed for the former enrollment.

Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

Future professionals who have had prior training outside the State of New Mexico must furnish proof of the number of hours of training and obtain approval from the New Mexico Board of Barbers and Cosmetologists.

It is the school's policy not to recruit students already attending or admitted to another school offering a similar program of study.

Financial Obligation

Fees (subject to change without notice) -- Fees do not include tax

Special Accreditation Celebration pricing valid until February 26, 2010.
Students must have paid in full to save a seat or be enrolled by February 26, 2010

\$50 Application fee due with submission of enrollment application

Course	Registration Fee	Student Kit	Tuition Special/After Special	Total Special/After Special
Cosmetology	\$150	\$2250	\$12,000	\$13,650
Cosmo/Make-up (Beauty/Special effects)	\$150	\$3250	\$13,300	\$15950
Barbering	\$150	\$2250	\$10000	\$11650
Barb/Make-up (Beauty/Special effects)	\$150	\$3250	11,300	\$13950
Make-Up -Beauty & Special Effects	\$150	\$1,000	\$1,800	\$2950
Make-Up -Just Beauty course	\$150	\$750	\$1,050	\$1950
Make-Up -Just Special Effects course	\$150	\$250	\$1,050	\$1450
Instructor Course	\$0	\$0	\$0	Scholarship-Special curriculumstancases apply
Re-Certification Course	\$150	\$500 Textbooks Only-no tools	\$1,000	\$1650
Transfer Student	Additional \$500 applies toward tuition.			\$500.00

Payment Programs We offer interest free payment plans, SLM student loans, Federal Aid (Fafsa) and others cost effective programs

Extra Instructional charges Each course had been scheduled for completion within an allotted time frame (see Class Calendar section for more information). If a student does not graduate within the contracted period, additional tuition will be billed at the rate of \$20.00 per hour, payable monthly, until graduation. See Attendance policy for example

Federal Aid TONI&GUY participates in the US Department of Education's Title IV Program. Pell Grants, Stafford Loans, and Parent PLUS Loans are available to those who qualify.

Refund Policy

Refund Policy The following refund policies apply to all students:

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.
- Applicants not accepted by the school shall be refunded all monies paid to the school, with the exception of a non-refundable application fee in the amount of \$50.00.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable application fee, even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$50.00 and the registration fee in the amount of \$150 will be made.
- For students who enroll and begin classes but withdraw or are terminated prior to course completion (after three business days of contract), the following schedule of tuition earned by the school applies:

SCHEDULED TIME ELAPSED IN TOTAL PROGRAM	TOTAL TUITION SCHOOL SHALL HAVE EARNED
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. Students who withdraw or are terminated prior to course completion will be charged a separate cancellation fee of \$150.00.
- All extra costs, such as books, equipment, graduation fees, etc. which are not included in the tuition price are stated in the contract and any non-refundable items are identified. Such costs may be deducted from the contracted program cost prior to applying the tuition adjustment calculation.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above.
- 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. The school does not participate in any teach-out plans with other institutions.

- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Return to Title IV

This policy applies to all recipients of Federal Title IV Financial Aid Funds and is in addition to the Refund Policy as student that are no longer attending the Institution may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return.

The calculated amount is referred to as "Return of Title IV Funds" (R2T4) and does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's tuition. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student via a written notice of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

Withdrawal before 60%:

The school must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The school will still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

Calculating R2T4

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The School is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the "Return of Title IV Funds" is allocated in the following order: Unsubsidized FFELP loans, Subsidized FFELP loans, Unsubsidized Direct Loans, Subsidized Direct Loans, Federal PLUS loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student by taking the hours

scheduled to complete in the payment period, divided by the total hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)

$$\frac{210 \text{ (scheduled hours)}}{450 \text{ (total hours)}} = 46.6\% \text{ (\% of payment period)}$$

2. Calculate the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

$$46.6\% \times \$2,805.00 = \$1,307.13 \text{ (Amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Post Withdrawal Disbursement

If a student has not received all of the funds that are earned, a post-withdrawal disbursement may take place. If the post-withdrawal disbursement includes loan funds, a student's permission will be required before disbursement. The school encourages a recipient to decline some or all of the loan funds to avoid incurring additional debt. The school may automatically use all or a portion of the student's Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees.

When the school is not required to return all of the excess funds, the borrower must return the remaining amount in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. Students must make arrangements with the school or the Department of Education to return the unearned grant funds.

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- unsubsidized FFELP loans
- subsidized FFELP loans
- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants

TONI&GUY's responsibilities in regard to the return of Title IV funds follow:

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- A student may rescind his or her official notification of intent to withdraw on the Withdrawal Form

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243) TTY users may call: 1-800-730-8913 Information is also available on Student Aid on the Web at www.studentaid.ed.gov

Student Services

Housing

TONI&GUY does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Drug Abuse Prevention

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful and prohibited by the TONI&GUY or as part of any of its activities. Drug and alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Punishment for Alcohol and Drug Related Crimes

State of New Mexico

60-7A-5 It is a felony for any person to manufacture, for the purpose of sale, possess for the purpose of sale, offer for sale, or sell any alcoholic beverages in the state except under the terms and conditions of the Liquor Control Act.

60-7A-7 It is a felony for any person other than a licensed distiller or rectifier to manufacture any spirituous liquors in the state.

60-7A-16 It is a violation of the Liquor Control Act for a person to sell or serve alcoholic beverages to, or to procure or aid in the procurement of, alcoholic beverages for an intoxicated person knowing that the person buying or receiving service of alcoholic beverages is intoxicated.

60-7A-22 It is a violation of the liquor control act for any person to consume alcoholic beverages in any public establishment unless the establishment is licensed to sell and serve alcoholic beverages.

60-7A-25 (Penalties)

A. A violation of any provision of the Liquor Control Act or of any rule or regulation promulgated by the department which is not declared by the Liquor Control Act to be a felony shall be a misdemeanor, and, upon conviction thereof, the person shall be punished

by a fine of not more than \$1,000.00 or by confinement in jail not more than one year or by both.

B. Any person convicted of a violation of the Liquor Control Act which is declared by the Liquor Control Act to be a felony shall be punished by a fine of not more than \$5000.00 or by imprisonment not more than 18 months or both.

60-7B-1

A. It is a violation of the Liquor Control Act for any person except the minor's parent, guardian, adult spouse, or adult person into whose custody any court has committed the minor to do any of the following acts:

1. sell, serve, or give any alcoholic beverage to a minor or permit a minor to consume alcoholic beverages on the licensed premises;
2. buy alcoholic beverages for, or procure the sale or service of alcoholic beverages to, a minor;

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

Referral and Hotline Information

National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

New Mexico Human Services Department Behavioral Health Services Division (505) 827-2601

OSHA	The United States Department of Occupational Safety and Health Administration requires schools to advise students of the chemicals used in cosmetology and related training. During Orientation, students will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing MSDS for the chemicals used at the school is available in the administration office.
Employment Assistance	Although TONI&GUY does not guarantee employment upon graduation, assistance in finding suitable employment is provided by posting career opportunities from industry professionals. Students also receive training on how to seek employment that includes writing a resume, completing an employment application, preparing for an interview, etc.
Handicap Policy	TONI&GUY does not discriminate in its admissions or other policies against handicapped persons. The licensing requirements for courses offered at the Academy may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator and the NM Board of Barber and Cosmetology.
Evaluations and Academic Advising	Students are advised regarding progress and achievement on a monthly or every two months depending on program. Advisement regarding licensing regulations, reciprocity, and continuing education opportunities is available to students. The administration office has a list of agencies for referral if a student needs assistance. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.
Licensure Requirements	<p>Cosmetology/Barbering/Esthiology Any person is eligible to receive a license as a cosmetologist, a manicurist, or a manicurist/esthetician who submits proof that he is at least 17 years of age; has an education equivalent to the completion of the second year of an approved high school; has completed the required clock hours in an approved school for the applicable course; has paid the required fees; and has passed the examination conducted by the Board to determine his fitness to receive a license.</p> <p>Instructor Any person is eligible to receive a license as an Instructor who submits proof that he is at least 17 years of age; has an education equivalent to the completion of an approved four year high school; has completed an instructor course of 1000 clock hours or two years of work experience; has paid the required fees and has passed the examination conducted by the Board. Instructors in the State of New Mexico must obtain twelve clock hours of continuing education every year for license renewal. A Provisional Instructor License may be awarded to a licensee who has three years of documented work experience but such license will become void after two renewals if the licensee has not taken and passed the Instructor examination and obtained a regular license.</p>
Safety Requirements of the Profession	<p><i>(Cosmetology)</i> All persons interested in the cosmetology profession should be aware that certain chemicals used in nail products, permanent waving, conditionings, straightening and relaxing are hazardous to the health. Also, some chemicals are common to the preparation. People who feel they may have an allergy to one of these chemicals should seek the proper medical advice prior to entering the profession.</p> <p>Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritation, so special care must be taken. Cosmetologists must also be aware of sanitation procedures concerning the use and care of instruments, sanitation and hygiene, chemistry, basic anatomy</p>

and physiology, and recognition of certain skin ailments.

(Barbering) All persons interested in the barbering profession should be aware that certain chemicals used, permanent waving, conditionings, straightening and relaxing are hazardous to the health. Also, some chemicals are common to the preparation. People who feel they may have an allergy to one of these chemicals should seek the proper medical advice prior to entering the profession.

Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritation, so special care must be taken. Barbers must also be aware of sanitation procedures concerning the use and care of instruments, sanitation and hygiene, chemistry, basic anatomy and physiology, and recognition of certain skin ailments.

(Esthetics) Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Safety Requirements of the Profession (Instructor)

Certain safety requirements must be followed for the safety of all. The instructor at a school is responsible for instructing students on these requirements. Health and safety guidelines must be followed in accordance with OSHA regulations.

Student Conduct Policy

TONI&GUY sets forth specific Standards of Professional Conduct for the purpose of promoting a positive learning environment and a pathway to career success.

1. Arrive for class prepared with books, workbooks, writing utensils, paper for note taking and completed homework.
2. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
3. Arrive for all classes on time. If you arrive after 8:15am or 5:30 (night) you will be sent home and will not receive any clocked hours for the day. Doors lock at 8:15 and 5:30
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed or missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams and assignments. An unexcused absence will result in a zero grade.
5. Notify a staff member before 8:00 am/5pm of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
6. Follow time clock procedures by clocking and signing in and out to accurately reflect hours in attendance. You must clock out for lunch and if you leave the building.
7. Follow time card procedures accordingly, no student may clock in/out for others. If attempted the student who clocked and the student who received the clocked time will both be terminated immediately
8. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing. You must tell an instructor if you leave the building for break. You must also sign in and out for breaks and lunches
9. Comply with the published dress code with nametag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
10. Do not smoke, chew gum, eat or drink except in the designated areas and in the break room.
11. Comply with scheduled lunch breaks. As a consideration to fellow students, clients, and

- Instructors, must notify the school if you are not returning from lunch.
12. Not perform any services on clients until successful completion of 15% of the course hours and a satisfactory competency evaluation.
 13. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
 14. Follow all state laws and regulations at all times during school.
 15. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges. (Federal Aid students only)
 16. sanitation duties must be evaluated before clocking out each day.
 17. Discuss only ethical and professional subject matter during school hours.
 18. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned
 19. Be fair and honest and respect students and staff.
 20. Never steal.
 21. Refrain from profanity, raising your voice and offending students and staff.
 22. Mind your own business. Issues that are not related to you personally are not of your concern.
 23. No gossiping. Sharing unfounded information about others will be considered for immediate termination.
 24. Refrain from the willful destruction of property.
 25. Refrain from having personal visitors to the school.
 26. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
 27. Do not use the business phone for incoming or outgoing calls.
 28. Cell phones are not permitted on the clinic floor or in classroom. All phones must be placed in lockers unless on break. Cell phone can be used in break room or outside the school only.
 29. Texting without the expressed permission of a staff member or at designated times. Cell phones must be turned off at all times
 30. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used; prescribe appropriate products and services.
 31. Strive to continually upgrade abilities through education and practice.
 32. Students may not refuse a client service. Any changes to the appointment book need to be made through an instructor via the coordinator.
 33. Students may not linger on the clinic floor. Please use break room
 34. All student services must be paid for prior to service.
 35. Coats are to be hung in the break room or on the coat hooks
 36. All book bags, purses and other personal items must be kept in lockers at all times, not in classroom, stations, or the clinic floor.

Student Services, Continued

Grievance Policy

In accordance with the institution's mission statement, TONI&GUY will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form and detailed procedures for how to properly register a grievance.

Disciplinary Policies

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions. Please see Orientation manual.

Probation	A student may be placed on probation for a specified time for any infraction of the Standards of Conduct after receiving one verbal warning. If the student does not correct the problem, he/she will be placed on a second probation with a written warning. If the problem is not corrected during the second probationary period, he/she may be suspended three days or dismissed permanently at the discretion of the school administration. Probation is a 30 day period.
Suspension	Enrollment may be immediately suspended for one to three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.
Dismissal/ Termination	<p>Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:</p> <ul style="list-style-type: none"> • Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement • Non-conformance with the state laws and regulations governing schools and students • Non-compliance with the school's Satisfactory Academic Progress Policy • Action that causes or could cause bodily harm to a client, student or employee. • Engaging in the distribution, dispensation, possession or under the influence/use of drugs or alcohol • Willful destruction of school property • Theft • Time-card Fraud • Sharing unfounded and false information regarding students, staff or school

Student Services, Continued

Disciplinary Appeals

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the TONI&GUY's grievance procedure.

Privacy and Access Policy

Access to Student Information and Records

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records.

At TONI&GUY, FERPA rights apply to a student and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the institution, regardless of the person's age. Under FERPA, a student has a right to

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by TONI&GUY is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the Academy asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a Academy employee and filing a request to be excluded from the directory or from any other requests for open directory information. A request to access information will remain in effect until revoked by the student.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The Academy will disclose information from a student's education record without the written consent of the student to a staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, TONI&GUY shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. Educational records covered by FERPA normally will be made available within ten days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of TONI&GUY that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the Academy that no records of deceased students be released for a period of 5 years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc/

Parent Rights Under the Family Educational Rights and Privacy Act (FERPA)

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission for their parents' access to their educational record by completing the Non-Directory Information Release Form and remitting it to the school.

In emergency or crisis situations, the Academy may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

Class Calendar

Hours of Operation:

Tuesday-Thursday: 8am till 5pm

Friday-Saturday: 8am till 5pm

Student Schedule

Cosmetology/Barbering

DAY

Tues-Sat 8am-4pm (45min lunch)

Esthiology

Tues-Thurs-10:00-4:30

Fri-Sat- 8-4:30 (45min lunch)

Instructor course is individualized.

Make-Up Artistry

DAY

Tues-Thurs-10:00-4:30

Fri-Sat- 8-4:30 (45min lunch)

NIGHT

Tues-Fri 5:30p-9:00p

- Cosmetology Program Length: 1600 hours
- Esthiology Program Length: 600 hours
- Barbering Program Length: 1200 hours
- Instructor Program Length: 1000 hours

Students are expected to maintain attendance of at least 90% attendance to refrain from additional charges and 67% attendance to ensure that they complete their training on time for federal funding

Enrollment Periods: TONI&GUY begins new classes approximately every four week for Cosmo and Barb. Enrollment may be more frequent if necessary. Special circumstance apply. Esthiology begins every other month.

Schedule School Holidays:

- Christmas day and New Year's Day
- Memorial Day-night student only
- Independence Day
- Labor Day-night students only
- Thanksgiving and day after

Any other dates are at the discretion of the School Management Team and will be published as needed.

Course Curriculum

All programs offered by TONI&GUY follow similar procedures, instructional methods and grading procedures.

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass at least 2 final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments prior to graduation. Numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

93 -100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 -0	BELOW STANDARDS - NEEDS IMPROVEMENT

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Programs are presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, discovery-oriented, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are also used for program delivery.

Units of Instruction & Hours

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Program Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study.

Units of Instruction and hours

In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation, packages and payroll deductions, and the fundamentals of business management applicable to the program.

Reference Material

A comprehensive library of references, periodicals, books, texts, and audio/video tapes and technology are available to support the programs of study and supplement the students' training.

**Cosmetology
Program
Outline**

**Total 1600
Hours**

HOURS	SUBJECTS - UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.	
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
200	CHEMICAL REARRANGING Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs and Hairpieces
125	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	HAIR CUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
175	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
175	MANICURING, PEDICURING, NAIL EXTENSIONS Principles and Techniques of Theory of Massage, Manicuring, Pedicuring, Advanced Nail Techniques
50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
300	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
1600 TOTAL HOURS	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculumm Continued

Esthiology Program Outline

600 Hours

HOURS	SUBJECTS - UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.	
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
350	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
50	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
600	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

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Course Curriculum, Continued

Barbering Program Outline

Total 1200 Hours

HOURS	SUBJECTS - UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics
The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record keeping and Safety.	
75	STERILIZATION, SANITATION, BACTERIOLOGY Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
200	CHEMICAL REARRANGING Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs and Hairpieces
125	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	HAIR CUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
50	BEARD TRIMMING Shaving, Honing and Stopping
175	FACIALS Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

Continued on next page

Course Curriculum Continued

50	SALON BUSINESS, RETAIL SALES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
25	MISCELLANEOUS To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
1600 TOTAL HOURS	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Course Curriculum, Continued

Instructor Program Outline

1000 Hours

HOURS	SUBJECTS – UNITS
75	THEORY - CLASSROOM INSTRUCTION Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Effective Communications, Job Seeking and Professional Ethics, Principles of Teaching, Teacher Maturity, Student Learning Principles, and Academic Advising.
The following subjects include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials, implements, hair analysis, client consultation/record keeping and safety and review of practitioner course content.	
100	COURSE DEVELOPMENT AND LESSON PLANNING Planning, Analysis, Implementation, Benefits, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Learning and Preparing Lesson Plans, Course Review
100	TEACHING METHODS Preparation, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips
50	TEACHING AIDS (Use in classroom student teaching) Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies
200	THEORY TEACHING AND CLASSROOM MANAGEMENT Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Academic Advising
50	TESTING AND STUDENT EVALUATION Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments

Continued on next page

Course Curriculum, Continued

300	LABORATORY SUPERVISION Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation and Client Safety, Technical Skills Ability
125	MISCELLANEOUS Fundamentals of Business Management; Remaining hours to be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
	1000 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

Student Policy

Attendance Policy

Students are expected to maintain attendance of at least **67%** to ensure that they complete their training within the contracted program length.

Max Leave

Students are allotted Pre-excused leave for personal reasons. This leave qualifies for doctor visits, medical leave, marriage, etc. All Pre-excused leave must be approved by the Dean of Students 10 days prior. This should not be considered vacation time.

- Cosmetology-up to 160 hrs Max
- Barbering- up to 120hrs Max
- Esthiology- up to 60hrs Max
- Instructor- up to 100hrs Max

Cosmetology

- Students must maintain a 90% attendance average within every term (Freshman, Sophomore, Junior, Senior)
- The total number of days allowed to miss per term is 2 days.
- Only four Saturdays every quarter are allowed to be missed. Those who miss an additional Saturday will be considered for termination or suspended for three days.

Barbering

- Students must maintain a 90% attendance average within every term (Freshman, Sophomore, Junior, Senior)
- The total number of days allowed to miss per term is 2 .
- Only one Saturdays per quarter are allowed to be missed. Those who miss an additional Saturday will be considered for suspended for three days and or Termination.

Esthiology

- Students must maintain a 90% attendance average monthly.
- The total number of hours allowed to miss per month is 12.
- Only 2 Saturdays for the duration of the course can be missed. Those who miss an additional Saturday will be considered for termination or suspended for three days.

Close Closure (These do not count against the attendance policy)

- Christmas Day and New Years Day
- Thanksgiving and the day after
- July 4th

Mandatory Days

Student must attend school the day before and after each holiday or student will be suspended for 3 days. If the day before a holiday falls on a Saturday, the student must attend.

Student Policy

Extra instructional charges example

Each course had been scheduled for completion within an allotted time frame as listed in the student attendance policy (see Maximum time to complete school). If a student does not graduate within the contracted period or has excessive absences the follow apply:

Additional tuition will be billed at the rate of \$20.00 per hour plus tax after student has exceeded the program length of time allotted Extra charges must be paid in full in order for TONI&GUY to release transcripts to State board and to test for state licensing.

Example- If you go over your contract length of time allotted by 50 hours

$$50 \text{ Hours} \times \$20.00 + \text{tax} = \$1,000.00$$

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. The Leave of Absence and any additional approved leaves of absence is a minimum of 10 days and may not exceed a total of 90 days (max 180) in any twelve month period.

LOA is reserved for medical leave with doctor notification. If approved, the official LOA will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the ending date by the applicable number of days.

All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

Student Policy

Satisfactory Academic Progress

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs monitor Satisfactory Academic Progress (SAP). The grading and attendance standards are applicable to all students in participating Title IV programs. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.

Qualitative Requirement:

This institution expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as outlined below.

1. Theory is evaluated after each unit of study. Practical performances are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a cumulative theory grade average of at least 75% and pass a written and practical final exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Written and practical numerical grades are given on this scale:

93 - 100 EXCELLENT
85 - 92 VERY GOOD
75 - 84 SATISFACTORY (equivalent to a C)
74 - 0 BELOW STANDARDS – UNSATISFACTORY

Students enrolled in courses of 600 hours or more and who have satisfactorily advanced beyond the first level of training are evaluated in both attendance and academic progress (SAP) every two months. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year.

2. Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted every two months to determine if the student has met the minimum requirements. Evaluations are based on the attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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.
3. Complete the course within a maximum time frame agreed to in the Enrollment Agreement.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next progress reporting period

Quantitative Requirement:

Student must complete his/her educational program in no longer than 150% of the published length of the program as stated below:

COURSE	MAXIMUM WEEKS ALLOWED	SCHEDULED HOURS
COSMETOLOGY-1600 HOURS	69	2400
ESTHETICS - 600 HOURS	26	900
BARBER - 1200 HOURS	51	1800

The maximum time allowed for transfer students who needs less than the full course requirements will be determined based on 75% of the scheduled hours.

Loosing and Regaining Eligibility:**Probation**

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a probation status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the probation period.

Students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards. All costs of education are the student's responsibility.

Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be remove from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

Appeal: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. 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.

Leave of Absence

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave. Hours elapsed during a leave of absence will extend the student's contract period 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 within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Course incompleteness, repetition, non-credit remedial courses do not apply to this institution and therefore have no effect on SAP.

**Attendance
Progress
Evaluation**

Students enrolled in courses of more than six hundred hours are evaluated in both attendance and academic progress monthly.

Full time students are scheduled to attend, on average, 150 hours per month. Part-time or modified schedules are determined on an individual basis. An evaluation period begins on the second month of the scheduled course and every other month thereafter. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times the amount of hours scheduled in each day.

Students must accrue a minimum of 67% of the scheduled hours including allowed excused absences to be considered maintaining satisfactory progress. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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.

The maximum time allowed for students to complete each course at satisfactory progress is stated below:

Program	Length	Maximum time
Cosmetology-day	1600 Hours/46 Weeks	69 Weeks
Esthiology	600 Hours/17 Weeks	26 Weeks
Barbering-day	1200 Hours/34 Weeks	66 Weeks
Instructor	1000 Hours/38 weeks	51 Weeks

The maximum time allowed for transfer students needing less than full course requirements will be determined based on 67% of the scheduled hours.

**Academic
Progress
Evaluation**

To determine academic progress students are evaluated based on the theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for course completion. Theory is evaluated by written exams administered after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated satisfactory or better. Practical skills are evaluated according to published criteria and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

- 93-100 Excellent
- 85-92 Very Good
- 75-84 Satisfactory
- 74-0 Below Standards-Need Improvement

**Determination of
Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic year, whichever comes first. Only students who maintain satisfactory progress are eligible to receive federal financial aid.

Probation & Re-establishment

Students failing to meet minimum progress requirements will be placed on probation for the next evaluation period or until meeting academic and/or attendance requirements, whichever occurs sooner.

The student will be counseled by instructor and actions required to attain satisfactory requirements by the next evaluation will be documented. During the first probation following a satisfactory progress evaluation period, students are considered to be making satisfactory progress. If at the end of the probationary period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress.

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements on or before the end of the probationary period. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If a student fails to meet requirements at the end of the probationary period, the student will be determined as not making satisfactory progress and placed on a second probation. Federal financial aid, if applicable, will not be disbursed to students determined as not making satisfactory progress.

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 not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course of study and wish to re-enter within thirty days of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal.

Appeal Procedures

If a student is determined not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed. Appeal documents will be reviewed, a decision made within 30 days and reported to the student. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory progress decision will be reversed and federal financial aid, if applicable, will be reinstated.

Re-instatement of Financial Aid

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

Noncredit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards. TONI&GUY is not yet accredited nor eligible to participate in federal financial aid programs.

Graduation Requirements

Future professionals must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests, practical/Quota goals, and clinic assignments for the course;
- Completion of the Course of Study as required by the State Board of Barbers and Cosmetologists;
- Complete all chapter tests and assignments with an average of 75%. More than one test will be administered per topic. The combine score must be at least 75% average or above. Student may re-take test only once. After, the student must return when given again.
- Pass written and practical Mini-board exams with a 75% or above. If student does not pass during their sophomore term, the student will be placed on probation. If student fails again, the student will be expelled.
- o Cosmetology- 4 Mini Board exams:
 - o Barbering-3 Mini Board exams
 - o Esthiology-2 Mini Board exams
 - o Make-Up- 1 Mini Board exam
- Complete portfolio-include 20 before and after photos (not Esthiology)
- Volunteer at least 25 hrs (hair)/12 hrs (skin) providing services for charity events
- Meeting all goals and requirements set by school standards- (90% attendance to avoid invoice and 70% average on all written exams)
- We encourage participation in Leadership Council
- Make satisfactory arrangements for all debts owed to the institution.
- Complete all required projects
- Complete all required exit paperwork
- Return all parking pass

Upon completion of the course of study and all graduation requirements, an TONI&GUY diploma will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Dress-Code and Professional Image

- Must wear all black daily. Senior students can add white to their dress code.
- Slack or capris only. No dresses or skirts allowed.
- Shirt must cover the armpit and hang over the shoulder.
- No print on clothing is acceptable.
- Clothing must be professional, clean, and free of stains and holes.
- Shoes should be black, professional, in good repair, and must be closed toe.
- Hair must be clean and styled **PRIOR** to arriving at school.
- Clothes must be appropriate and cover **ENTIRE** torso at all times.

- Cosmetics must be applied using trend appropriate make up techniques.
- Make Up must be applied **PRIOR** to arriving at school.
- Hose or stocking can be worn to prevent hair slivers.
- Accessories must be black or 90% black.

The following is a list of **unacceptable** dress. It should not be construed as an exhaustive List. Ultimately, dress will be subject to the approval of school:

- ❑ Foot thongs or beach sandals.
- ❑ No Denim
- ❑ Tank or sleeveless tops.
- ❑ Sweatpants and shirts.
- ❑ Printed t-shirts other than those with an TONI&GUY logo.
- ❑ Short skirts that fall more than 2" above the knee.
- ❑ Shorts, spandex or biking shorts.

Future Professionals who fail to comply with this professional dress code will be asked to leave and return with appropriate attire.

Infection Control

- ❑ Future Professionals must keep workstations and classroom areas clean, sanitary and clutter free at all times.
- ❑ Future Professionals must clean their station, including the floor, after each service.
- ❑ Hair must be swept up immediately after a service is completed.
- ❑ Workstations must be cleaned at the end of the day prior to receiving a time card to clock out for the day.

Learning Participation Guidelines

- ❑ Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ❑ Future Professionals will be expected to maintain an average of 75% on all theory tests and assignments.
- ❑ Future Professionals are expected to be continuously working on school related projects, assignments, reading or test preparation during school hours.
- ❑ Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- ❑ When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a guest presentation, the following qualifies as clocked hours:
 - Completion of monthly worksheets
 - Completion theory review worksheets
 - Performing a service on another Future Professional
 - Listening or reading school resource center materials

TONI&GUY Hairdressing Academy Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2006 and 12/31/2008

Report Distribution Date:

Occurrences within the 2006, 2007 and 2008 Calendar Years

Crimes Reported	2006	2007	2008	Location: C=Campus N=Non-campus P=Public	*Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	c	
Negligent manslaughter	0	0	0	c	
Sex offenses (forcible & non-forcible)	0	0	0	c	
Robberies	0	0	0	c	
Aggravated assaults	0	0	0	c	
Burglaries	0	0	0	c	
Motor Vehicle Thefts (on Campus)	0	0	0	c	
Arson	0	0	0	c	

Number of arrest made for the following crimes	2006	2006	2008	Referred for campus disciplinary action? (Yes)(No)
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Weapons Possession	0	0	0	

*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crime Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "Crime Awareness And Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.

- g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
 7. All incidents shall be recorded in the Toni& Guy daily Incident Log located on campus in at the institutional Joe LiRosi official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
 10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
 11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

Joe LiRosi

2122 Central Avenue SE Alb, NM 87106

Name of institution's officer

Address

Telephone Number to report incident at school: 505-842-1900

Agreement

I hereby certify that I have received a copy of this catalog (including the *compensation a graduate can expect, physical demands of the profession, safety requirements of the profession, licensing requirements, completion, placement and licensure rates*) prior to enrollment. I have read its contents and agree to comply with all policies contained herein.

Student Signature

Date

Print Name
