



**PIPO ACADEMY OF HAIR DESIGN  
CATALOG 2016**

**English Edition**

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# **Pipo Academy of Hair Design**

## **Owner**

Hector Barragan Sr. ~ Owner and Instructor

## **STAFF**

|                 |                         |
|-----------------|-------------------------|
| Hector Barragan | Administrator           |
| Vanessa Perea   | Financial Aid Advisor   |
| Denise Romero   | Administrator Assistant |
| Hester Parker   | Bi-lingual Instructor   |
| Hector Barragan | Spanish Instructor      |
|                 | Evening Instructor      |

## **MESSAGE FROM THE ACADEMY**

**PIPO ACADEMY of HAIR DESIGN** is both proud and dedicated to the continual upgrading of the cosmetology standards of education. You can share in this dedication if you choose to develop your career as a professional cosmetologist through our Academy.

Once you have obtained your cosmetology license, there are many avenues you can pursue in developing your mastery in beauty and hair design. According to your own goals, you may choose to be a specialist, esthetician, make-up artist, manicurist, wig-hair piece designer, platform TV or movie studio artist or perhaps you may open your own salon, be a beauty manufacturer's representative or teach what you have learned to others. Your choices are many. To make the best use of your creative talents while traveling on your road to success, you will need to avail yourself to the best cosmetology education you can find.

You will receive hair styling training for both male and female clientele; we use educational systems for accurate detailed study of many aspects of hair care.

Our knowledge is made available to you in an ideal setting for learning our methods, teaching you the principles and facts are provided at such an easy comfortable pace that all can understand and learn them. Your achievement is directly related to how serious a student you choose to be. If you are sincerely interested in becoming a professional cosmetologist, I personally invite you to consider the benefits of **Pipo Academy of Hair Design.**

Sincerely;  
Hector M. Barragan Sr. (PIPO)  
Owner

## **Cosmetology: From an Accredited and Licensed Beauty Institution**

Founded in June of 1977, located at 3000 Pershing in the Five Points area of El Paso, TX 79903; on the corner of Pershing and Raynor. A Private Beauty School; the Academy is accessible to public transportation to most areas of the city because of its Central area location. Mr. Hector M. Barragan Sr. is **Pipo Academy of Hair Design's** founder; he is a licensed Cosmetologist, Barber, Cosmetology Instructor and Barber Instructor.

### Accredited by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600  
June of 1981

### Approved by:

Department of Education Region VI  
1999 Bryan St., Suite 2700  
Dallas, Texas 75202-6817

### Licensed by:

Texas Department of Licensing & Regulation (T.D.L.R.)  
P.O. Box 12088  
Austin, Texas 78711-2157  
(512) 463-6599  
(800) 803-9202

## **Academy's Mission and Philosophy**

**Pipo Academy of Hair Design** provides career preparation and an opportunity to all prospective students who desire to benefit from the experience of an education in cosmetology. In addition to developing the necessary skills of the profession, a commitment is made to instill within each student the qualities required to achieve self-realization, growth, and maturity. The emphasis is upon serving the individual student through a comprehensive and balanced program of beauty culture skills and the development of personal qualities to assure success in a contemporary society.

Cosmetology education must be qualitative, therefore **Pipo Academy of Hair Design** within its defined role, will seek to enhance the quality of its professional cosmetology endeavors by its philosophy and by providing a range of programs designed to achieve the mission of the Academy. The Academy's objectives and mission is to give the student the best cosmetology training possible, so they can be well prepared for the Texas State Examination and to assist these students in current job placements so they can through their education, be better qualified and retain good paying jobs. Preparing grads for careers in Cosmetology Arts & Science and/or related fields is the Academy's chief mission.

## **The Opportunities...**

- ~ Specialist Esthetician
- ~ Manicurist/ Nail Technician
- ~ Platform Artist
- ~ Salon Owner
- ~Instructors
- ~ Make- Up Artist
- ~ Wig/Hairpiece Designer
- ~ Movie Studio Artist
- ~Manufacture's Rep
- ~School Owner

We will provide the hands on experience necessary for goals to become a reality, enabling students to prepare for the requirements of graduation, the licensing examination, and a career in the workplace.

## **Reasonable Expected Compensation**

The new cosmetologists tend to move often the first few years. Soon they find their niche and satisfaction. There are significant opportunities for cosmetologists to make an excellent income. The average starting salary is approximately \$12,000.00 per year, although the experienced stylist has the ability to exceed the average earning.

## **ABILITY-TO-BENEFIT APPLICANTS**

The school does not accept Ability- to – Benefit applicants.

## **Physical Demands of Cosmetology**

Students enrolling in the cosmetology course and related courses, must have the following physical capabilities in order to perform the basic tasks:

1. Have complete use of arms: for lifting arms over the head, for stretching arms, and for the use of hands (manual dexterity).
2. Be able to bend and remain in bent position in order to give a shampoo or work at the shampoo bowl area
3. Be able to stand for long lengths of time, as most of the work in the industry is performed while standing, without straining back muscles, shoulders, neck and legs.
4. Students must have the ability to sit using the proper posture for lengths of time in order to complete a full service manicuring, nail sculpting, or pedicuring.
5. Be able to lift at a minimal, be aware of the proper procedures for lifting at any time. No heavy lifting is required.
6. Wearing the proper shoes helps to insure against injury or discomfort while performing task.

## **Safety Requirements of Cosmetology**

Safety requirements are included in every facet of the curriculum. Listed below are some of the basic requirements:

1. You must be able to read labels and follow directions and instructions.
2. You must be able to use latex, rubber or plastic gloves for the application of chemicals products.
3. The use of safety glasses when clipping toenails or removing artificial sculptured nails.
4. You must use capes, towels, headbands, and other supplies for proper patron protection.
5. You must wear low heeled/rubber soled shoes to prevent slipping or falling.
6. You must sweep up hair and dispose of hair properly to avoid slipping.
7. You must maintain your electrical equipment in proper condition to avoid accidents in the schools or salons.
8. You must have knowledge of, usage, operation, and maintenance of electrical equipment to avoid accidents.
9. You must have the ability to operate a fire extinguisher and follow fire drill procedures in case of an emergency.

**In the event of a fire, students will be directed to proceed to the nearest exit. There is an evacuation diagram of the school located in the front and in the back of the building.**

## **Texas Department of Licensing and Regulation License Requirements**

### **Eligibility for an Operator License:**

- Be at least 17 years of age
- Have obtained High School Diploma or equivalent of a high school diploma(GED) and
- Have completed 1500 hours of instruction in a licensed beauty culture school.

### **Eligibility for Instructors License:**

- Be at least 18 Years of age
- Have completed the 12<sup>th</sup> grade or its equivalent (GED)
- Hold an operator License: and
- Have completed a student instructor course consisting of 750 hours of instruction in a licensed private beauty culture school consisting of teaching methodology.

## **ADMISSION REQUIREMENTS**

**Pipo Academy of Hair Design** requires all prospective students to apply for admission by:

- Interview with administrator

### **COSMETOLOGY COURSE:**

- 1.- Minimum age of 17 years
- 2.- School Diploma or its equivalent (GED) , Foreign high school diplomas be translated into English and verified to be equivalent to U.S. High School diploma by an outside agency.
- 3.- U.S. Citizens - Birth Certificate or Certificate of Citizenship Permanent Resident Card, Social Security Card, Valid U.S. Driver's License /I.D. or Military I.D. card.
- 4.-Current Tax Return (Financial Aid Recipients)
- 5.- Certificate of Eligibility (VA Recipient)

### **INSTRUCTOR COURSE:**

- 1.- Valid Operator License, must remain current throughout length of course
- 2.- Minimum age of 18 years
- 3.- High School Diploma or its equivalent (GED) , Foreign high school diplomas be translated into English and verified to be equivalent to U.S. High School diploma by an outside agency.
- 4.- U.S. Citizen—Birth Certificate or Certificate of Citizenship, Social Security Card , Valid U.S. Driver's License/ I.D. or Military I.D.
- 5.- Current Tax Return (Financial Aid Recipients)
- 6.- Certificate of Eligibility (VA Recipient)

### **Transfer Student Policy**

With regard to Satisfactory Academic Progress, a student's transfer hours will be accepted by the Texas Department of Licensing and Regulations and may enroll into the Academy and receive full credit for such hours attended elsewhere. Such credit hour allowances will shorten the course accordingly, and tuition cost will be on a per hour basis for the remaining hours needed. The student will be charged \$100.00 Administration fee. Books, kit and supplies will be charged as noted in the Academy's Fee breakdown. For the students Satisfactory Academic Progress evaluation purposes, transfer students will be evaluated on actual contracted hours. The student's first evaluation will occur no later than the mid- point of the student's period of enrollment or academic year whichever occurs first. SAP evaluation points for transfer students will differ from students enrolled for the entire program length. If accepted all transfer students must first clear all debts with previous school.



## **Re-Enrollment Policy**

A student making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the Academy and will be considered to be making Satisfactory Academic Progress at the point of re-enrollment. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment. Students wishing to reenroll into the Academy must clear all financial obligations and debts from their previous enrollment prior to re-enrollment. Students wishing to re-enroll into the Academy will be required to pay a non-refundable Re-Enrollment Administration Fee of \$100.00. Students who wishes to re-enroll into the Academy, after voluntarily withdrawing, can do so after a minimum of three (3) months after the withdrawal date.

## **ENROLLMENT REQUIREMENT**

**Pipo Academy of Hair Design** requires each student to complete an enrollment agreement(contract) specifying the course type, course schedule, start date, tuition cost, cost of additional tools books, materials, etc.) and method of payment.

If for any reason the enrollment agreement/contract is cancelled in less than one week there will be a penalty of 10% of tuition owe to the Academy. Refer to the Institutional Refund Policy. Terms and conditions set and specified in the enrollment agreement must be read, understood, and agreed to by way of a signature by party or parties to the agreement/contract and the Academy.

Perspective students must attend an Orientation Class prior to the start of class. The Academy reserves the right to change the starting date of class as it becomes necessary. A change of class schedule may occur due to Holidays therefore advance notification will be given of any schedule change.

## **School Calendar**

### **START DATES AND HOLIDAY SCHEDULE:**

Cosmetology Course and Instructor Course students may start the first Monday of each month depending on the availability of classroom space. The school operates year-round. All class start dates are available for registration throughout the calendar year.

New Year's Day, Martin Luther King, Good Friday, Memorial Day, Independence, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day.

## **CLASS SCHEDULE**

Day Schedule includes a 15 minute Am and Pm break and 30-minute lunch break

|                          |           |                    |
|--------------------------|-----------|--------------------|
| <u>Full Time English</u> | Monday    | 9:00 am to 4:00 pm |
|                          | Tuesday   | 9:00 am to 4:00 pm |
|                          | Wednesday | 9:00 am to 4:00 pm |
|                          | Thursday  | 9:00 am to 4:00 pm |
|                          | Friday    | 9:00 am to 4:00 pm |

|                          |           |                    |
|--------------------------|-----------|--------------------|
| <u>Full Time Spanish</u> | Monday    | 9:00 am to 4:00 pm |
|                          | Tuesday   | 9:00 am to 4:00 pm |
|                          | Wednesday | 9:00 am to 4:00 pm |
|                          | Thursday  | 9:00 am to 4:00 pm |
|                          | Friday    | 9:00 am to 4:00 pm |

Night Schedule in includes 30-minute dinner break

|                        |           |                    |
|------------------------|-----------|--------------------|
| <u>Full Time Night</u> | Monday    | 4:00 pm to 9:00 pm |
|                        | Tuesday   | 4:00 pm to 9:00 pm |
|                        | Wednesday | 4:00 pm to 9:00 pm |
|                        | Thursday  | 4:00 pm to 9:00 pm |
|                        | Friday    | 4:00 pm to 9:00 pm |
|                        | Saturday  | 9:00 am to 5:00 pm |

## **ATTENDANCE POLICY:**

### **Title IV STUDENTS**

All students' attendance is calculated monthly. Students must maintain a monthly and overall cumulative attendance average of 67% of scheduled hours in order to be considered making satisfactory progress at their point of evaluations.

### **VA STUDENTS**

All students' attendance is calculated monthly. Students must maintain a monthly and overall cumulative attendance average of 80% of scheduled hours in order to be considered making satisfactory progress at their point of evaluations.

## **WHAT IS FINANCIAL AID?**

Financial Aid are funds provided or awarded to the student by sources other than those provided by the student and/or your family. Such sources include, but are not limited to, Federal Title IV Program (Pell Grants), State programs, (Veteran's Administration, Texas Workforce Commission) or Institutional Scholarship. Most Financial Aid is based on the student's individual need and eligibility.

Financial need is the difference between the amount of money the student or his/her family can provide for the education and the cost of that education. Financial Aid is usually awarded on a need basis and is intended to cover expenses such as tuition, fees, books, kit and added educational expenses.

## **FINANCIAL AID GENERAL INFORMATION:**

**Pipo Academy of Hair Design** is approved to participate in the U.S. Department of Education Title IV Federal Program. We are accredited by the National Accrediting Commission of Career Arts and Sciences, and this allows us to participate in the Department of Education's Title IV Funding Department. These funds are used to assist you in your educational expenses. Students may apply and may be eligible to receive financial aid.

**Pipo Academy of Hair Design** also qualifies and participates in programs such as Veteran's Benefits.

In addition to the varied funding options, financial arrangements may be made with **Pipo Academy of Hair Design** to establish a monthly payment schedule.

Pell Grants are available to those who qualify by using Department of Education of qualifying standard. They are based upon need, which is calculated by using your previous years filed Federal Income Tax Return (contact the Academy for the correct year to be used). If you did not file and were not required to file an income tax return due to lack of or low income, you will complete the application by stating you did not nor do you intend to file a return, then provide information of any untaxed income received for the Tax year used. If you did not file taxes but meet income guidelines requiring that you file, you will be required to file your taxes for the year being use before you can apply for financial aid. Student can go on-online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the FAFSA to determine their Title IV Financial Aid eligibility. Once completed, the Academy can review the student's information and explain the student's eligibility and options.

### **Application Assistance:**

Since many families have experienced difficulty in completing some of the areas requested on the forms we have found it beneficial to have our Financial Aid Advisor assist students in completing the FAFSA. This helps to insure that the application is completed correctly and will save processing delays due to misunderstanding and errors.

Our staff will provide assistance in completion of the FASA application for financial aid at no extra cost. If the students have any questions relating to their financial aid status or any questions relating to financial aid they can be answered in our office by our financial aid advisor. The use of Title IV money received is only for expenses related to the study at the Academy. In order to receive and disburse Title IV funds, the administration will review the students' progress report, to determine if they will be allowed that scheduled disbursement.

If students need assistance completing the FAFSA or have no internet access to do so on their own, students can arrange an appointment with the Academy to gain assistance. To aid in the process...

- You did file a tax return, you may bring it to the office, along with any supporting documents and W-2 form(s)
- If you did not file, you may bring any W-2 form(s) issued for the year needed.
- Whether you filed taxes or not, you will need to provide any information for untaxed income you might have received such as social security disability, child support, welfare benefit, etc. from the preceding year required by the Financial Aid Application
- If you are considered a dependent student, you will also be required to bring in the same documents from your parents. This will help you answer the questions on your FAFSA. Our Financial Aid Advisor is very knowledgeable and will assist you in every way possible to help your need.

**To determine Financial Aid eligibility, please call to schedule an appointment with the Academy's Financial Aid Advisor to further assist you in completing your Financial Aid application.**

## **Financial Aid Programs Available**

**PIpo Academy of Hair Design** has the following Financial Aid Programs available.

| <b><u>Federal</u></b> | <b><u>State Agency</u></b> | <b><u>Institutional</u></b> |
|-----------------------|----------------------------|-----------------------------|
| Pell Grants           | Veterans                   | Scholarships                |

For further information regarding the State programs, you must contact the local office nearest you. For information on Institutional Scholarships, you must contact the Academy's Financial Aid Office.

## **FINACIAL AID ELIGIBILITY REQUIREMENT**

A student is eligible for Financial Aid under the following conditions:

1. He/She is enrolled at least 27 hours per week in an eligible program
2. He/She is a U.S. Citizen or an eligible non-citizen
3. He/She meets program financial eligibility requirements
4. He/She making satisfactory progress during the completion of his/her course
5. He/She does not owe a refund on any Title IV Grant
6. He/She has not exceeded any lifetime limits on any student aid program
7. He/She is not determined to be ineligible due to an unusual enrollment history findings

## **FINANCIAL AID BUDGET**

For the purpose of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full time student per academic year from 0-900 hours for the Cosmetology Course and from 0-600 for The Instructor Course, and are based on National averages.

| <b><u>Description</u></b> | <b><u>Cosmetology Course</u></b><br>(900 hrs/30 wks/7 m o.) |               | <b><u>Instructor Course</u></b><br>(600 hrs/26 weeks/6 mo.) |               |
|---------------------------|---|---------------|---|---------------|
| Prorated tuition & Fees   | \$5,769   | \$5,769       | \$7,998.  | \$7,998       |
| Books                     | \$300   | \$300         | \$300   | \$300         |
| Uniform                   | \$30  | \$30          |   |               |
| Kit                       | \$600   | \$600         | \$300   | \$300         |
| Personal Expenses         | \$2000  | \$2000        | \$1000  | \$1000        |
| <b>TOTALS:</b>            | <b>\$8699</b>   | <b>\$8699</b> | <b>\$9298</b>   | <b>\$9298</b> |

## **PAYMENT OF AWARDS –Title IV**

Disbursements of these funds are made directly to the student's account. A receipt is issued to the student when disbursements are made, disbursement periods are when a student has accumulated clock hours that are between 0-450, 451-900 hours, 901-1200 hours and 1201-1500 hours.

However, if the student is not meeting Satisfactory Academic Progress requirements and is placed on financial aid suspension, a payment will not be disbursed until the suspension is ended and requirements met.

Over contract instructional fees will be charge for training which extends beyond the contract completion date. The fee is calculated at \$6.41 per hour for the Cosmetology Course. The fee is calculated at \$ 13.33 for the Instructor Course. There is no interest or carrying charges on tuition payments.

### **TUITION**

#### **COSMETOLOGY COURSE (1500 Hours)**

|                                     |             |
|-------------------------------------|-------------|
| Tuitio                              | \$9625.00   |
| Books                               | \$300.00    |
| Kit                                 | \$600.00    |
| Administration Fee (non-refundable) | \$100.00    |
| I.D./ Lanyard                       | \$12.00     |
| Uniform T-Shirt/ Smock              | \$30.00     |
| Total                               | \$10,242.00 |

#### **INSTRUCTOR COURSE (750 Hours)**

|                                     |             |
|-------------------------------------|-------------|
| Tuition                             | \$10,000.00 |
| Books                               | \$300.00    |
| Administration Fee (non-refundable) | \$100.00    |
| I.D./ Lanyard                       | \$12.00     |
| Total                               | \$10,362.00 |

***Methods of accepted payment include; full payment at time of signing the Enrollment Agreement or through an approved payment plan. Payments may be made by cash, check or money order. Students are responsible for paying the tuition, fees other stated cost.***

The kit and books are considered property of each student when issued to a students and should not be removed from the Academy until such time a full credit for payment of the kit and books has been received. Once kit and books are removed from the Academy property, the kit and books cannot be returned for refund or credit in full or part and the full cost amount of each will be posted to the students' account balance.

It is the responsibility of a graduating or withdrawing student, to gather and account for their own personal belongings and remove them from the Academy's property. Student(s) must also gather and remove their Academy issued kit and /or books upon graduation or withdrawal.

***The Academy is not responsible for kit(s), kit items, books, or personal belongings left behind by a student. Any property owned by the student, left behind, will be stored for a maximum of thirty (30) days after the students last date of attendance, then deposited of at the Academy's discretion.***

During the course of instruction, Cosmetology and Instructor students will have additional training supply and material expenses, i.e.: perm rods, towels, gel, combs, and additional mannequin (s).

- Storage containers for organization of supplies and materials issued
- Two (2) photos 2 1/2 x 2 1/2
- Storage containers (2 minimum mandatory) for clean and soiled implements

Pipo Academy of Hair Design offers education in the basic principles of Cosmetology which includes a basic understanding of the science of beautifying and improving hair, skin and nails, and study of products used in care.

### Curriculum

#### **Cosmetology Course: 1500 Clock Hour**

##### **State required minimum hours in each subject**

|  |           |
|--|-----------|
| A. Haircutting, Styling and related theory     | 500 hours |
| B. Hair Coloring, Bleaching, Rinses            | 200 hours |
| C. Cold Waving and Related                     | 200 hours |
| D. Orientation, Rules and Laws                 | 100 hours |
| E. Manicuring and Related Theory               | 100 hours |
| F. Shampoo and Related Theory                  | 100 hours |
| G. Chemistry                                   | 75 hours  |
| H. Salon Management and Practices              | 75 hours  |
| I. Hair and Scalp treatment and related theory | 50 hours  |
| J. Chemical Hair relaxing and related theory   | 50 hours  |
| K. Facials and related theory                  | 50 hours  |

#### **Instructor Course: 750 Clock Hours**

##### **State required minimum hours in each subject**

|                                    |           |
|------------------------------------|-----------|
| A. Lesson Plans                    | 140 hours |
| B. Methods of teaching             | 180 hours |
| C. Classroom management            | 90 hours  |
| D. Evaluation techniques           | 90 hours  |
| E. State laws and forms            | 60 hours  |
| F. Visual Aids preparation and use | 60 hours  |
| G. Learning Theory                 | 100 hours |
| H. Orientation, Rules, and laws    | 30 Hours  |

**Pipo Academy of Hair Design** offers education on, the basic principles of teaching which includes the basic skills in administration and teaching methods. Through assisting a licensed Instructors, student instructors are provided with the hands on experience necessary to equip them with the basic skills of instructing cosmetology students.

## **General Information:**

1. Each Instructor trainee will be provided an approved text books.
2. Instructor trainees are assigned practice teaching assignments under supervision of a licensed instructor.
3. Instructor trainees are not permitted to complete patron services. Instructor trainees may only demonstrate or otherwise assist student under their supervision.
4. Instructor trainees will be required to develop and present Lesson Plans.
5. Total hours required may be reduced at the discretion of the Texas Department of Licensing & Regulations (TDLR). In general, ...
  - complete at least one year of verifiable experience as a licensed cosmetology operator and 500 hours of instruction in cosmetology in a TDLR approved training program;
  - completed 15 semester hours in education courses through an accredited college or university within the 10 years before the date of application;
  - or obtain a degree in education from an accredited college or university; and pass the examination required under section 1602.262

## **Student Privacy and File Access Policy**

Students and Parent or guardians of dependent minors are guaranteed access to his/her records with proper supervision to interpret them. Student records and information can only be released to third parties upon receipt of written permission by student or parents or guardians of dependent minors. Student files are private and no information contained in such files will be released to any person that is not authorized by law to access these files. This authorization includes representative from the U.S. Department of Education, National Accrediting Commission of Career Arts & Sciences and the Texas Department of Licensing and Regulation. **Pipo Academy of Hair Design** guarantees the student the right to see his or her files in private in the presence of one of more administrators.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students.

- Parents or Guardians eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- The Academy must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- \*Academy officials with legitimate educational interest;
- \* Other educational institution to which a student is transferring;
- \* Specified authorized officials for audit or evaluation purposes;
- \* Appropriate parties in connection with financial aid to a student;
- \* Organizations conducting certain studies for or on behalf of the Academy;
- \* Accrediting organizations;
- \* To comply with a judicial order or lawfully issued subpoena;
- \* Appropriate officials in cases of Health and Safety Emergencies; and
- \* State and local authorities, within a juvenile justice system, pursuant to specific State law.

**Pipo Academy of Hair Design** may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the Academy must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the Academy not disclose directory information about them. The Academy must notify parents and eligible students annually of their rights **under FERPA**. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each Academy

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled ( Title IV, VA, Cash) at **Pipo Academy of Hair Design**. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), Veterans Administration (VA) and the Federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS – Title IV (only)**

Students are evaluated for Satisfactory Academic Progress as follows:

|                    |   |
|--------------------|---|
| Cosmetology Course | 450, 900, and 1350 clocked (actual) hours |
| Instructor Course  | 375, 750 clocked (actual) hours           |

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## **ATTENDANCE PROGRESS EVALUATIONS**

### **Title IV STUDENTS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled contract hours. At the end of each evaluation period, the Academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course.



## **VA STUDENTS**

VA students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the conclusion of each month's period, to determine if the VA student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled contract hours. At the end of each monthly period, the Academy will determine if the VA student has maintained at least 80% monthly and cumulative attendance since the beginning of the course.

## **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

### **MAXIMUM TIME ALLOWED**

|                    | <b>WEEKS SCHEDULED</b>                | <b>HOURS</b> |      |
|--------------------|---------------------------------------|--------------|------|
| Cosmetology Course | (Full time, 30 hrs./wk.) - 1500 Hours | 78 Weeks     | 2340 |
| Instructor Course  | (Full time, 30 hrs./wk.)- 750 Hours   | 41 Weeks     | 1230 |

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

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine Academic Progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Academy. Students must maintain a written grade average of 70% and pass a FINAL practical exam prior to graduation. It is the student's responsibility to make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### **Grading System**

#### **Theory Work and Written Tests**

|              |                   |
|--------------|-------------------|
| 90 – 100     | A/ EXCELLENT      |
| 80 - 89      | B/ GOOD           |
| 70 – 79      | C/SATISFACTORY    |
| 69 and Below | D/ UNSATISFACTORY |

#### **Practical and Clinic Work**

|                  |
|------------------|
| 4-Excellent      |
| 3-Good           |
| 2- Satisfactory  |
| 1-Unsatisfactory |

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for Academics and Attendance at their evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of

each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV or VA Funding interrupted, unless the student is on probation or is undergoing an appeals process resulting in a status of probation.

## **WARNING**

### **Title IV STUDENTS**

If a student does not meet Satisfactory Academic Progress (SAP) at the evaluation period, they will be provided with one of the following notices:

1. A Financial Aid Warning letter
2. A Financial Aid Probation letter
3. A Financial Aid Probation Letter (if the student's appeal for Financial Aid suspension is approved).

Students failing to meet minimum requirements for attendance or academic progress at any evaluation period will be placed on Financial Aid Warning until the next scheduled evaluation point. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. A student may only have one (1) warning period.

## **PROBATION**

### **Title IV STUDENTS**

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

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

### **Title IV STUDENTS**

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **DETERMINATION OF PROGRESS STATUS**

## **PROBATION**

### **VA STUDENTS**

Students who fail to meet minimum requirements of attendance or academic progress will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period or if the student appeals the decision and prevails upon appeal. Additionally, only those students who have the ability to mathematically meet the Satisfactory Academic Progress (SAP), both

monthly and cumulative may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next monthly evaluation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance or academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and if applicable, student will be deemed ineligible and withdrawn/terminated from program.

If a student does not meet Satisfactory Academic Progress (SAP) at the monthly evaluation period, they will be provided with one of the following notices:

1. A Probation notice
2. A Probation Letter (if the student's appeal for probation is approved).

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

### **VA STUDENTS**

Students may re-establish Satisfactory Academic Progress and avoid interruption of Veteran funding, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Academy on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The documents of appeal and decision will be retained in the students file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the student prevails on their appeal, the student will be placed on Financial Aid Probation and will be considered making Satisfactory Academic Progress until the end of the next evaluation period. The school will only allow the status of Financial Aid probation for students who are not considered

meeting the minimum standards for Satisfactory Academic progress, if the Academy determines that the student could meet the required standards by the end of the next of evaluation period.

Students cannot have successive periods of Financial Aid probation status. A student may have only one (1) Financial Aid Probation during the student's enrollment at **Pipo Academy of Hair Design**. As the students first possible probation status would be at the end of the student's second evaluation period, the next point at which the student could possibly not be making satisfactory academic progress and appeal, would be the student's third and final evaluation period. An appeal approval at the third evaluation would mean the student would have back-to back probations at the second and third evaluation which is Not allowed. Consequently, the student would lose eligibility for further financial aid funds.

TITLE IV Aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have re-established Satisfactory Academic Progress.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the Academy's Satisfactory Academic Progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer hour SAP evaluations will be conducted at the transfer hours mid-point depending on student total transferred hours.

### **STUDENT ATTENDANCE AND GRADE PERCENTAGES ARE ALSO MONITORED AND RECORDED MONTHLY.**

Title IV Note: the monthly monitoring is not an evaluation of Satisfactory Progress for the purposes of determining eligibility for Title IV funds, but rather an opportunity (**warning**) to provide the student with foresight as to how the student is progressing towards their next evaluation point.

VA Note: the monthly monitoring serves an opportunity to provide the student with foresight as to how the student is progressing towards their next monthly evaluation and for the purposes of determining eligibility for uninterrupted VA funding.

### **ATTENDANCE SPECIFICS**

Each day's attendance, including tardiness, leaving early, and absences will be the factors used in determining evaluation. Students missing 30 consecutive days without notifying Pipo Academy of Hair Design may be dismissed from Pipo Academy of Hair Design unless prearranged by a leave of absence request. A student cannot make up time unless an instructor is available and approved to come in on an unscheduled day or evening.

### **GRADUATION REQUIREMENTS**

Students who satisfy and completed all the requirements of their course will be issued a Pipo Academy of Hair Design Diploma

#### **COSMETOLOGY COURSE:**

1. Complete the States required clock hours for the specific course enrolled in, or the remainder of clock hours needed if transferring.

2. Complete course with an Academic (written/practical) average of 70% or better.
3. Complete a Final written exam, with a minimum passing score of 70%.
4. Perform and pass with a minimum passing score of 70% two (2) mock PSI practical exams.
5. Students must maintain a written grade average of 70% and pass a FINAL practical exam prior to graduation.
6. Meet and satisfy the Academy's SAP Policy.
7. Complete all the required Practical Requirements set by Pipo Academy of Hair Design.
8. Clear all financial obligations and debts in full before completing the hours of course.

**INSTRUCTOR: COURSE:**

1. Complete the States required clock hours, or remainder of clock hours required.
2. Complete course with an Academic (written) average of 70% or better.
3. Pass a Final written exam with a minimum passing score of 70%.
4. Prepare and present five (5) lessons on pre assigned subjects.
5. Meet and satisfy the Academy's SAP Policy.
6. Complete all the required Practical Requirements set by Pipo Academy of Hair Design.
7. Clear all financial obligations and debts in full before completing the hours of course.

▶▶▶▶▶▶▶ ANY STUDENT WHO'S FINANCIAL OBLIGATION TO Pipo Academy of Hair Design HAS NOT BEEN MET ONE (1) MONTH PRIOR TO THE STUDENTS COMPLETION DATE WILL BE SUSPENDED UNTIL THE STUDENTS ACCOUNT HAS BEEN PAID IN FULL. IF AFTER A MAXIMUM OF 30 DAYS OF SUSPEPENSION THE STUDENTS ACCOUNT HAS NOT BEEN SETTLED, THE STUDENT WILL BE TERMINATED AND HAVE TO RE-ENROLL WITH APPLICABLE FEES TO FINISH ANY HOURS REQUIRED TO QUALIFY FOR THE STATE OF TEXAS LICENSING EXAM.

**RETURN TO TITLE IV (R2T4)**

(FOR TITLE IV FINANCIAL AID)

APPLIES TO THE PAYMENT PERIOD THE STUDENT IS IN AT WITHDRAWAL/TERMINATION) RETURN OF TITLE IV FUNDS EXAMPLE:

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Teach Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

NOTE: Pipo Academy of Hair Design does not participate in the Federal Direct Loan Program so only Federal Pell Grant is used in this calculation.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received

(or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the academy).

The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the academy or parent receives on their behalf) excess Title IV program funds that must be returned, the academy must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The academy must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the Academy is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the academy may have. Therefore, the student may still owe funds to the academy to cover unpaid institutional charges. The academy may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she 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](http://www.studentaid.ed.gov).

On March 19th Jane has been absent for 14 consecutive calendar days without notification to the academy. Her academy director determines at this point that Jane needs to be terminated from her program for nonattendance. Her last day of attendance was March 5 and as of this day Jane had 250 scheduled hours available to her to attend academy. The academy charges the total tuition, books, kit

and fees for the program up front. At her academy the total cost of the program is \$10,500.00. The academy has received the first disbursements of a Pell Grant in the amount of \$2,775.00 for the first 450 hours towards Jane's tuition, kit, books and fees for a total of \$7,502.00. Since the percentage allowed to be retained is calculated by dividing the schedule hours completed in the current payment period by the schedule hours available in the payment period as of the official withdrawal date or last date of attendance, the academy takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals 556%.

This is the percentage of the total amount of aid received that can be retained ( $\$2,775.00 \times .556 = \$1,542.90$ ) In the event that the scheduled hours completed in the payment period had been greater than 60% of the scheduled hours for the payment period, then the total amount received could have been retained. However, it was not and so only the prorated amount of \$1,542.90 could be retained.

This leaves a balance of \$1,232.10 which must be returned or refunded to the FSA programs. The academy will now go through a process of determining how much of the \$1,232.10 must be returned by the academy and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the academy retained. First the academy will take the total contracted amount for tuition, books, kit and fees which equals \$10,500.00 and divide it by the hours in the program to determine an hourly prorated amount ( $\$10,500.00/1500 = \$7.00$ ). Now it will multiply the \$7.00 hourly proration X the 450 hours in the payment period which = \$3,150.00. The greater of the two is the prorated Payment Period charges of 3,150.00. This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will be multiplied by the .444 % of unearned Title IV aid. In this case study the entire amount of unearned aid must be refunded by the academy and the student is not obligated to pay back anything.

### **NON- REFUNDABLE COSTS:**

Cost of items other than tuition such as administration and state registration fees, books, kit are not included in the refund calculations, provided they are itemized separately in the enrollment contract signed by the student. Physical items such as books, kit and any other equipment issued are non-refundable. Non-refundable items will be charged for at full cost including applicable sales tax. Furthermore, these items may not be removed in whole or part from the school premises until complete payment is rendered or student has completed the entire length of the course enrolled in. The Academy is not responsible for physical items left behind by the student, and may dispose of such items at the Academy's discretion after a 30 days' period from the date of determination the buyer withdraws.

**STUDENTS WHO WITHDRAW OR ARE TERMINATED, WILL BE CHARGE A NON-REFUNDABLE DROP FEE OF \$120.00 THAT WILL BE ADDED TO THEIR ACCOUNT BALANCE AND WILL BE NOT BE INCLUDED IN ANY REFUND CALCULATIONS.**

### **ACADEMY CAPACITY AND EQUIPMENT**

**Pipo Academy of Hair Design** is housed in a spacious 2500 square foot building in Central El Paso. The school is divided into two theory rooms, shampoo area, reception area, manicure & pedicure area, men and women's restrooms, one admin office and a dispensary. We have 20 stations in the clinic area, 8 shampoos bowls, 1 seated hair dryers, 3 manicure tables, facial table, facial lamp, etc.

## **DRUG FREE ACADEMY POLICY**

The Drug Free Schools and Communities Act of 1989 and Drug free work place Act of 1988 require the **Pipo Academy of Hair Design** to have their students and employees certify that they have adopted and implemented practices that prevent the unlawful possession, use or distribution of illicit drugs and alcohol. Therefore, it is the policy of the Academy in accordance with 34 CFR86.100 to annually distribute this policy in writing to each student and employees.

**Pipo Academy of Hair Design** is committed to providing a safe work and educational environment, also fostering the well-being and health of its employees and student. This commitment is jeopardized when an Academy employee or student illegally uses drugs or alcohol while on the premises of the Academy. To include, if a student or employee were to arrive to the Academy under the influence, in possession of, distributes or sell drugs on the Academy premises. Therefore, the Academy has established the following policy:

- ▶ It is a violation of the **Pipo Academy of Hair Design** policy for any employee or student to unlawfully manufacture, posses, trade, offer for sale illegal drugs or otherwise engage in the illegal use of drugs while on the job, in class or on the premises of the Academy, or at any Academy sponsored activity.
- ▶ It is a violation of Academy policy for an employee or student to report to the Academy under the influences of illegal drugs or alcohol.
- ▶ It is a violation of Academy for an employee or student to use prescription drugs illegally. (However, nothing in the policy precludes the appropriate use of legally prescribed medications).
- ▶ Violations of this policy are subject to disciplinary action up to and including termination. Legal sanctions will be taken according to Local, State or Federal Law to prevent and uncover those who would unlawfully possess or distribute illicit drugs and alcohol. Each instance will be treated on an individual basis depending on the particular circumstances.

## **ADVISING**

Students will be advised on an individual basis at the completion of each month. Advising may also be obtained through faculty referrals or by request of the student. Students who need assistance with personal or Academy related problems can receive private and confidential advising from one of our staff members. The advising is to help students improve in the area in which they are having problems. Academy staff are encouraged to use these services at any time. Housing for perspective or active students are not offered by the Academy.

## **TARDINESS POLICY**

Each student is very important to Pipo Academy of Hair Design. Regular attendance is essential to the successful performance of each of our programs and is especially important in the development of our future leaders in the Beauty and Wellness industry. Tardiness is considered unexcused time, as it is deemed unprofessional behavior. All tardy hours are calculated into the total allowable absence hours. All students are expected to be on time and clocked in, until their regular scheduled quitting time, except when clocked out for lunch. Students not physically present in class, per their class start time, are considered tardy. Student attendance is monitored closely so that students maintain satisfactory progress. Failure to maintain the assigned class schedule may cause a student to be placed on probation, suspension and possibly resulting in the discontinuance of financial aid, which could increase the student's personal financial obligation to the Academy. Tardy students will not get Theory hours for the day.

## **ABSENCE POLICY**



Students are encouraged to notify the Pipo Academy of Hair Design as a courtesy before the scheduled start time of their class if they are not able to attend school.

### **MAKE-UP EXAM POLICY:**

Excused absences or tardiness is defined as loss of time, due to circumstances beyond the students' control, medical or legal obligations and sickness or loss in the immediate family will be considered excused if written and verifiable documentation is provided by student. Exams missed due to unexcused absences are automatically grades as a zero. It is the student's responsibility to take the missed written exam on the first attendance day back from absence or within five days of original test date a student may request to re-schedule a make-up test/extra credit assignment for low scored written exams. Tardiness will be counted against the student's hours by actual minutes late.

### **DRESS CODE POLICY:**

This profession requires our appearance to be up to date and have great hygiene.

- Clean and pressed pants, black in color only, cargo shorts or skirts. Skirts and cargo shorts no shorter than 2" above the knee.
- Pants, capris, jeans or cargo shorts must be clean, black in color only, without holes or stains. Pants or shorts must sit at waist.
- Black shoes- rubber soled, tennis shoes. Shoes must be of closed type, no open toe permitted. No patterns or designs permitted.
- Clean **Pipo Academy of Hair Design** T-Shirt and Smock. Students will be permitted to wear a long sleeve shirt or turtleneck under smock or T-shirt during winter months. Black or white only.
- Black or white ankle socks, plain black or nude hosiery.
- NO sleeveless tops, tank tops, exposed armpits, exposed cleavage, belly, or back less apparel permitted under smock.
- NO Hoodies, sweats pants, or jogging type apparel permitted.
- Simple accessories will be accepted, ear rings, necklace, etc. Sunglasses are not permitted indoors without medical authorization.

**VIOLATIONS: Students in violation of this dress code will not be permitted to clock in and may be sent home until such time dress code is corrected.**

*Students are required to be in the prescribed dress code (uniform) when clocking in or out for the day. Students not in the prescribed dress code (uniform) while clocking in or out or while clocked in for the day's attendance, hours will be disallowed.*

### **TERMINATION/DISCIPLINARY POLICY:**

Students are expected to cooperate and function as responsible citizens. Negative attitude or improper activities, which are not conducive to maintaining the high standards of a professional, or to shows a lack of an effort on the part of the student to improve, is cause for disciplinary action. Disciplinary actions are defined as but limited to, probation, suspension and/or

termination which will be imposed on a case by case basis and reviewed by the Academy Administrator, for the following:

1. DISHONESTY, STEALING, FIGHTING
2. INSUBORDINATION (is the act of willfully disobeying one's superior)
3. POSSESSION OF OR DRINKING OF ALCOHOLIC BEVERAGES
4. IMMORAL CONDUCT
5. POSSESSION, USE, SELLING, MAKING OR DISTRIBUTING OF NON-PRESCRIBED CONTROLLED SUBSTANCE
6. CHEATING OR ASSISTING TO CHEAT
7. DESTRUCTION OF PRIVATE PROPERTY
8. USE OF VULGAR OR PROFANE LANGUAGE
9. FAILURE TO OBEY ANY TEXAS DEPT OF LICENSING AND REUGULATION LAW OR REGULATION
10. FAILURE TO FOLLOW ACADEMY RULES, REGULATION AND/OR POLICIES
- 11 UNSATISFACTORY ATTENDANCE OR GRADES.

### **Student Discipline Policy**

Disciplinary actions are taken when the Academy's written Policies and Procedures are not adhered to. When disciplinary action is necessary, the instructor(s) will take the following course of action:

- First Offense – Student will receive a written warning.
- Second Offense – Student will receive written notification and may be dismissed for the remainder of the day
- Third Offense – Student will receive written notification and will receive an automatic 3-day suspension.
- Suspensions will be treated as unexcused absences and will be subject to the OVER CONTRACT HOURS.
- Written warnings and notifications of offense will be explained to the student. A signature of involved parties will be required and will then become part of the students' permanent record.

Re-enrollment may be allowed after 3 months of termination. As a new student all fees and policies will apply.

### **GRIEVANCES PROCEDURE POLICY**

**Pipo Academy of Hair Design** strives to ensure that all and students are treated fairly. A student who believes that she or he has been treated unfairly may choose to write a letter of grievance to the Academy Administration. Students may also choose to request a meeting with the Academy Administrator. In either case, students are expected to seek a resolution through appropriate supervisory staff within the Academy.

#### **Letters of Grievance**

All Students may communicate a grievance to the Administration or staff at any time. Such letters must be signed and must include:

- Any written communication between the student and his/her instructor concerning the matter.

- The student should register the complaint/concern in writing on the designated form provided by the Academy within 30 days of the grievance.

Grievance letters will be addressed to the Administrator. The Administrator will reply within thirty (30) days. The grievance letter and the Administrators reply will become a part of the student's personnel file.

### **GRIEVANCE HEARING**

Before a grievance hearing will be granted by the Administrator, the student must produce evidence that the student has attempted to resolve the matter within the Academy's established policy. All such attempts will be documented in writing and will include:

- All written communication between the student, instructor and/or staff concerning the matter.
- All student's written communication with the Administrator giving notice of grievance/concern.
- The Administrators written response to the grievance/concern.

If a grievance hearing is granted, the staff will appear before the Administrator at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated no later than three (3) calendar days prior to the meeting. Grievance hearings will be limited to a maximum of thirty minutes unless further allowance of time is requested in writing, three (3) calendar days prior to the meeting.

Grievance hearings concerning personnel matters may be held in open or closed session at the Administrators discretion.

After the hearing, the Administrator will provide a written response to the student within thirty (30) days. Any decision or response by the Administrator is final.

All parties are bound by confidentiality and will not share information about grievances except with those persons who in the discretion of the Administrator have a legitimate need to know. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

### **LEAVE- OF- ABSENCE POLICY**

A leave of absence includes, military leave, family leave, medical leave, by order of a physician, may be requested for a period of time not to exceed 180 days. A student may be granted a leave of absence for circumstances beyond their control. The leave of absences must be requested and APPROVED in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence, and the Academy must consider an L.O.A. to students with good attendance and academic standing.

Emergency leave of absence without prior written request may be granted, provide the student completes the leave of Absence request form and returns it to the school via mailmen-mail or fax.

**Pipo Academy of Hair Design** will only authorize two (2) L.O.A. per student per Enrollment Agreement. A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their leave.

Leave of absence will not affect student's satisfactory progress. Student's contract end date will be extended by the same number of days taken in the leave of absence. Therefore, no additional charges to the student will be made.

The Academy attendance records will clearly show leave of absence granted. A written request for leave of absence properly dated and signed by both the student and the Academy's Administrator must be placed in the individual student's file prior to the effective date of such leave of absence.

Leave of absence is excluded from the period of enrollment. If a student fails to return from a leave of absence, the student is considered to be withdrawn from the last day of the attendance. **Pipo Academy of Hair Design** has 30 days after the last day of the leave to calculate (and return) any refund due. An L.O.A extends contract period and maximum time by number of days taken. The Academy grants an L.O.A. that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

### **WITHDRAWAL AND SETTLEMENT POLICY:**

#### **TERMS & CONDITIONS- REFUND POLICY:**

Students that choose to withdraw from **Pipo Academy of Hair Design**, or are terminated by the Academy, are subject to the Academy's Withdrawal and Settlement Policy. The policy consists of an Institutional Refund Policy for all students and an additional Return to Title IV Refund Policy (R2T4) for students who receive financial assistance from Title IV program (Federal Pell Grant). For Students who receive Title IV financial assistance, the Academy will submit to its Financial Aid Servicer, a R2T4 worksheet for the payment period (i.e. 1-450 hours the student is in when the school determines the student is terminated or is withdrawing. The Academy servicer will calculate the amount of Title IV financial aid the Academy may retain or must refund for the payment period and also determine if the student will owe a refund themselves. The results of the R2T4 calculation are then applied to the Academy's own Institutional Refund Policy. Student who do not receive Title Financial assistance, are only subject to the schools Institutional Refund Policy.

### **INSTITUTIONAL REFUND POLICY**

REFUND CALCULATIONS ARE BASED ON SCHEDULED HOURS OF TOTAL PROGRAM

| TIME OF COURSE   | PERCENTAGE OF TUITION OWE TO INSTITUTION |
|------------------|--|
| LESS THAN 1 WEEK | 10%                                      |
| 1 WEEK – 3 WEEKS | 20%                                      |
| 3 WEEKS – 25%    | 25%                                      |
| 25% - 50%        | 50%                                      |
| 50.01 – AND Over | 100%                                     |

Enrollment time is defined as the time elapsed between the actual date of enrollment and the students last date of physical attendance in Pipo Academy of Hair Design. The cost of items other than tuition such as administrative fee, books, and kit are not considered in refund calculations, provided the charges are itemized separately in the student's enrollment agreement, or in other data furnished to the student upon enrollment.

The Student's actual scheduled hours at withdrawal are divided into the length of the student's contracted hours of enrollment to determine percent completed. The percent is then applied to the Institutional Refund Policy above to determine the amount of tuition the Academy is allowed to retain. Other charges such as fees, books, kits, equipment and supplies are added to the retainable tuition to determine TOTAL COST for the student's period of enrollment. The amount of payment

credited, including aid retained after a return to Title IV (R2T4) calculation has been completed, those funds are then subtracted from total cost. If the resulting amount determines that a refund is due, it will be added to any applicable amount due from (R2T4) refund determination and will be made within 30 days of student's withdrawal date.

**ANY MONIES DUE TO THE APPLICANT OR STUDENT SHALL BE REFUNDED WITHIN 30 DAYS OF THE**

**OFFICIAL CANCELLATION OR WITHDRAWAL DATE. CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF POSSIBLE DATES....**

- A. An applicant is not accepted by the Pipo Academy of Hair Design. The applicant shall be entitled to a refund of all monies collected by the Academy. The \$25.00 fee collected by the Texas Department of Regulation and Licenses for a student permit is non-refundable.
- B. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money back in writing within three business days of the signing of the enrollment agreement, student shall be refund all monies with the exception of the Academy Administration fee of \$100.00. The \$25.00 fee collected for the Texas Department of Licensing and Regulation student permit is non-refundable. This policy applies regardless of whether or not the student has actually started training.
- C. A student cancels his/her contract after three business days after signing the enrollment agreement, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies collected by the Academy with the exception of the Pipo Academy of Hair Design Administrative Fee of \$100.00. The \$25.00 fee collected for the Texas Department of Licensing and Regulation for a student permit is non-refundable.
- D. A Student notifies the Academy of his/her withdrawal;
- E. The student who does not return from an approved leave of absence. The date of withdrawal will be defined as the date scheduled to return as posted on the Leave of Absence request form. Students who do not return as scheduled shall be withdrawn from the Academy as of the date the students officially notifies the Academy.
- F. A student is terminated by Pipo Academy of Hair Design. In type (b), (c), (d) or (e), the official cancellation date will be determined by the date of receiving written notification, by either mail, in person, by phone or by other electronic means such as e-mail.
  - a. Official withdrawals/ terminations will be determined by means of reviewing the student's attendance and academic standings every 30 days.
  - b. Any monies due to a student who unofficially withdraws from the Academy, shall be refunded monies due within 30 days of date of determination.
  - c. Any student who does not return as scheduled from an approved leave of absence or is absent for 30 consecutive scheduled days without notifying Pipo Academy Of Hair Design will be considered as a termination.
  - d. For a student who does not return from an approved leave of absence, the last day of physical attendance prior to the leave will be considered the student's withdrawal date and the date that the student was scheduled to return and did not will be considered the date of determination.
  - e. If a situation or mitigating circumstances apply, Pipo Academy of Hair Design may provide a refund, which should not exceed the regular refund.
  - f. If the Pipo Academy of Hair Design is permanently closed and no longer offers instruction after the student started; the student shall be entitled to a pro-rata refund. A list of students who were enrolled at that time closure including the amount of each pro rata refund will be submitted to NACCAS.
  - h. The Academy provides a Teach-Out Policy.

## **Non- Discrimination Policy:**

**Pipo Academy of Hair Design** does not discriminate on the basis of race, color, national origin, religion, age, sex, ethnic origin or handicap of applicants, students, parents or guardians of student, sources of referral or employees with-in its programs or activities

## **Scholarship Policy and Procedure**

**Pipo Academy of Hair Design** may periodically award full or partial scholarships for each programs offered. Students interested in applying for a full or partial scholarship must:

1. Obtain Terms & Conditions from Administration
2. Explanation in writing why they should merit a scholarship.
3. Reasons and conditions of scholarship will be reviewed by the Academy Administrator.
4. Approval may be immediate or may take no more than seven (7) working days.
5. When a decision has been finalized, the student will read and sign an Enrollment Agreement (this agreement may be cancelled by the Academy's owner at any time, if the agreement is not followed).

## **EMPLOYMENT ASSISTANCE POLICY AND PROCEDURE:**

**Pipo Academy of Hair Design** does not guarantee employment to students. Assistance in finding suitable employment is provided by posting area job openings on the bulletin board for students to review. The Academy however does offer employment assistance to graduates for one (1) year after graduation at no additional cost to the student. Students also receive training in how to write a resume. The Academy maintains a file of prospective employers that will assist graduates in securing employment in the profession.

## **Security**

The Academy's most current Campus Crime Report and statistics is given to students during Orientation. It is explaining what the Campus Crime Report is about. A hard copy is placed in student file. We also advice students and staff to take care of their personal items. Lock your car in the Academy parking lot. Report any suspicious activity in and outside the building to the Administration personnel.

## **Fire and Building Evacuation**

Fire and Evacuation plans are posted in the waiting room and common area. Once outside of the Academy, proceed to designated area as instructed by staff. When evacuations are necessary, the following signals are used for fire drills.

- Emergency Signal: Leave the building in accordance to fire evacuation route posted in waiting area and common area. An evacuation plan is issued to each student during Orientation.
- The Fire alarm announcement will indicate of any emergency activity to the building.

## **Vehicles and Parking Functions**

**PIPO Academy OF Hair Designs** provides additional parking space. The parking spaces are located on the corner of Raynor and Douglas, one half (1/2) block north of the Academy's front entrance. All administration, staff, visitors and clients are free to park in the fenced in parking area. **Pipo Academy of Hair Design** is not responsible for losses incurred from, theft, fire or natural disasters.

## **RULES AND REGULATIONS**

The following Rules and Regulations have been established by the Academy for the benefit of both the student and the staff of **Pipo Academy of Hair Design**, also to ensure a safe and proper training environment. These rules reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional hair designer or instructor you have chosen to be. Failure to adhere to the published rules will result in possible grounds for dismissal or termination from the Academy.

Professional conduct is the only level of conduct expected from students and staff of **Pipo Academy of Hair Design**. A professional does not arrive late. A professional treats patron, instructors and fellow students with courtesy and respect. A professional always takes the time to follow rules of good grooming and sanitation.

1. Students must attend Academy regularly per their signed Enrollment Agreement.
2. Excused absences may be made up at the conclusion of the Enrollment Agreements' ending date. The student will incur a charge for unexcused over contract hours accumulated, on a pro-rated basis for each hour exceeding the contracts ending date.
3. Hours of attendance are determined by a biometric computer time clock. All students are required to clock in and out of the Academy including breaks, lunch and departures. No one will be permitted to record time for another student.
4. The Dept. of Education requires a minimum of 27 hours to maximum of 30 hours per week.
5. Students are required to clock in and out at their scheduled times, with the exception of students who are performing a service on a client.
6. Day schedule students must clock in by 9:05:59 am, Monday- Saturday, afterward until 10:30:59 am or no longer be permitted to clock in without verifiable documentation.
7. Night schedule students must clock in by 4:05:59 pm, Monday – Friday, afterwards until 4:15:59 pm or no longer be permitted to clock in without verifiable documentation.
8. Students who are inattentive, disruptive or dis-respectful in class (lecture/lab) may be dismissed for the/a day at the instructor's discretion.
9. Students must have passed the most recent exam (theory and/or practical) to be eligible to receive or give any personal service(s).
10. Students are not permitted to manipulate the time clock for any reason. Manipulation of the time clock will result in an immediate 3-day suspension. Manipulation of time clock is defined as - not clocking out for breaks, lunch or dinner at designated period and/or remaining on the clock during periods when student should be clocked out to recoup hours lost.
11. Students must clock out for a minimum of 25 min. to 30 min. maximum for lunch (day time students) or dinner period (night time students). Students exceeding the maximum time allowed will not be permitted to clock hours for the remaining day.
12. Students are permitted break periods in the day. Each break period is a maximum of 15min. Students must clock out to smoke, run to the store or auto, etc. Students exceeding the maximum time allowed will not be permitted to clock hours for the remaining day.

13. Celebrations (birthdays, graduations, showers, etc.) are permitted one day in each month, with prior notice and approval of the Administration.
14. Students must arrive for class in the prescribed uniform. Students failing to be in the prescribed uniform will not be permitted to clock in until such time the uniform code is adhered to. Refer to the Dress Code Policy.
15. Students are encouraged to take pride in their personal appearance while representing the profession of cosmetology. Students will be required to already be groomed before arriving for class (hair and make-up).
16. The Academy will respect a student choosing the natural look. (Without make-up or hair styled) Students found utilizing class time (on clock) to apply make-up or styling one's hair will be dismissed for the day.
17. Assigned stations and storage areas within station will be kept closed and clean at all times. Students shall be held liable individually for the maintenance and implementation of the sanitary rules.
19. Food items will not be stored in student's storage stations. Random station checks will be performed to insure compliance.
20. No student will be permitted to refuse to perform services on any client assigned to him/her, in whole or in part. Refusal to perform services on a client is reason for immediate dismissal for the/a day.
21. Due to a liability factor, students will not be permitted to begin any service without first obtaining instructions from an instructor. An instructor will review all services upon completion, failure to obtain a review prior to or after will result in no credit for service given.
22. Gossip, innuendoes, and rumors have no place in professionalism. Therefore, all students are asked to refrain from partaking in any or all-detrimental actions.
23. Any student knowingly taking the property of another student or of the Academy, without permission, will be terminated with the possibility of legal prosecution.
24. All safety and sanitation rules are to be observed at all times. Students are required to maintain sanitary conditions around their personal working area, including their tools, supplies, and other materials.
25. Cell phone usage is prohibited (not permitted) within the Academy premises, including the common area and restrooms. Students found using a cell phone within the Academy premises may be dismissed for the/a day, continued violation may result in suspension.
26. Students will not be permitted to eat or drink in the classroom or on the clinic floor. To include pocket foods, snacks, chips, candy bars, lolly-pops, fruits and pastries. Bottled Water, H<sub>2</sub>O, is the only beverage permitted in the classroom and or on the clinic floor.
27. All business transactions within the Academy facilities will be Academy business. Students with personal business should conduct such business on their own time in such manner as not to interfere with Academy activities and in accordance with their agreement contract.
28. All students with 150 hours or more are approved/authorized to accept patrons /clients as assigned to them by a supervising instructor.
29. Students are not allowed visitors during clinic or class time, only at lunch or break



30. Students are not allowed in the office, dispensary and reception area without permission.
31. Student must turn in all Practical Practice Sheets to the Instructor or Administration office to receive credit for skills completed.
32. No student is to interfere in any way with another student who is working with a patron/client, except as directed by a supervising instructor.
33. Students are responsible for rinsing and cleaning, disinfecting, the shampoo bowls immediately after each use.
34. Students are responsible for keeping accurate records on all chemical procedures performed.
35. Students are not to perform a service on a patron/client without first obtaining a service slip.
36. Dispensary items that are checked out by a student must be returned in the same sanitary condition as issued. Items not returned to dispensary by student will be charged for the item at fair retail value.
37. Each student is responsible for the mannequins and swivel that are issued to them.
38. All tuition and charges must be paid in full 30 days before the course of enrollment is completed. Students will not be eligible for the State Exam if financial charges are pending.
39. At no time will fraternization between any student, instructor or staff member, during Academy hours, shall be permitted.
40. All students must adhere to the rules and sanitary regulations of the Texas Department of Licensing and Regulation.
41. Students and staff members will be responsible for being familiar with these rules and regulations, the final interpretation which shall reside with the Administrator or the Owner of the Academy.
42. Students caught giving themselves or other students grades or forging instructors initial or signature, will be suspended with possibility of termination.
43. Each student is responsible for transferring the completed sum of practical skills from their Practical Practice Sheets. All practical applications must be signed and dated by an instructor.
44. Students are responsible for any/all material and or equipment issued or loaned to them. Students will be charged for materials or equipment that is lost, damaged or not returned in good condition.
45. Student's equipment, supplies and materials that remain behind after terminated or withdrawing from the Academy are inventoried and stored away for a maximum of 30 days. If property is not claimed within the 30 days' period, all materials and supplies are reused where available and possible.
46. In case of a fire or any major disaster **Pipo Academy of Hair Design** will not responsible for any property owned by student (kits, supplies or personal belongings etc.)
47. The use of head phone or ear plugs are not allowed in the Academy.
48. Religion or politics are prohibited subject of discussions within the Academy.

