



# Sweetwater Institute of Cosmetology

## CATALOG

**409 Sweetwater-Vonore Road**

**Sweetwater, TN 37874**

**423.351.0071**

**[www.sweetwatercosmetology.com](http://www.sweetwatercosmetology.com)**

**“When a passion and career come together, it is a beautiful thing!”**

**Licensed by:**

Tennessee State Board of Cosmetology & Barber Examiners  
500 James Robertson Parkway, #120  
Nashville, TN 37423  
615-741-2515

**Accreditation by:** – Accredited, #052082-00

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin St  
Alexandria, VA 22314  
703-600-7600

**Authorization:** Tennessee Higher Education Commission (THEC) #2018

9<sup>th</sup> Floor, 312 Rosa L Parks Avenue  
Nashville, TN 37243  
615-741-5293

**OPEID# 043009-00**

Sweetwater Institute of Cosmetology is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

**Owner / Director:**

Misty Pina-Owner, Instructor

**Staff:**

Briana Cornell-Instructor  
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## SWEETWATER INSTITUTE OF COSMETOLOGY

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**Please retain this catalog for future reference. The catalog will serve as a student handbook. The information is designed in such a way to allow a potential student to make an educated decision prior to enrollment; as well as serve as a guide for policy/procedures for current students.**

**Welcome to SWEETWATER INSTITUTE OF COSMETOLOGY!** We are very excited to start this journey alongside of you. We look forward to watching each student grow and develop into the future leaders of the beauty industry.

SWEETWATER INSTITUTE OF COSMETOLOGY boasts a diverse student body. We have had graduates 16 years old...and 89 years old. CS Lewis once quoted, "You are never too old to dream another dream". That is something each instructor and staff member of SWEETWATER INSTITUTE OF COSMETOLOGY has adopted as their goal. Each person is welcomed to SWEETWATER INSTITUTE OF COSMETOLOGY in different stages of their lives. We are grateful and blessed that you have chosen SWEETWATER INSTITUTE OF COSMETOLOGY to play a small part in that journey.

In this industry, we all began in your seat...we were all students at one time and have seen and experienced some of what this industry can offer. Community hair salons, award winning platform artistry, cruise ship spas, product development, and day spa opportunities are just a few paths you can choose...but they all have a common start. A student who couldn't be stopped.

Please keep in mind, there will be times this will not be an easy choice. Your successful tomorrow will require sacrifices today. However, this is your future...and it is very much worth every ounce of determination you can fuel it with.

We welcome you to SWEETWATER INSTITUTE OF COSMETOLOGY; and look forward to how beautiful your future will become.

As you grow in your beauty career, SWEETWATER INSTITUTE OF COSMETOLOGY is growing also-while there are many small changes happening, one big change for our school will be transitioning into a federally accredited facility! We have always been recognized through the State of Tennessee as a cosmetology facility, however; this federal accreditation will open more doors and more opportunities for things such as scholarships, as well as hold SWEETWATER INSTITUTE OF COSMETOLOGY to an even higher standard for excellence. Currently we have been granted the status of 'ACCREDITED' by the National Accrediting Commission of Career Arts and Sciences (NACCAS- 3015 Colvin St, Alexandria, VA 22314. #703-600-7600), so the journey has began. We look forward to you joining along with us for this exciting time in our history. Here we 'grow'...together!

**SWEETWATER INSTITUTE OF COSMETOLOGY was founded with the  
vision and purpose of:**

- providing individuals a local option for pursuing a career in the beauty industry
- providing quality education to students without burdening them with excessive student loans
- developing confidence and self-worth in each individual regardless of background
- providing skills and education to not just pass the state exam; but, secure employment

## The mission of SWEETWATER INSTITUTE OF COSMETOLOGY is to:

- 1) Exploit the potential of each student served
- 2) Encourage and enable success through post-secondary education and career preparation
- 3) Turn the student's beauty industry passion into a rewarding, self-sustaining career

SWEETWATER INSTITUTE OF COSMETOLOGY's mission statement is measurable and quantifiable by:

- 1) SWEETWATER INSTITUTE OF COSMETOLOGY offers curriculum in various formats to accommodate various learning styles, ensuring each student is awarded opportunities to learn and grow.
- 2) Use Tennessee State Board Approved curriculum and educators with the knowledge to educate and prepare for licensure and entry level positions.
- 3) Provide career readiness information, placement advice from an established network of salon professionals, as well as maintain contact with graduates.

### Description of Facilities:

Located in historic downtown Sweetwater, we are situated in a rural community that is conveniently located 40 minutes south of Knoxville, 45 minutes north of Chattanooga. With convenient access to major highways and interstates, we have had the privilege of hosting students from: Monroe, Blount, Loudon, McMinn, Meigs, Rhea, Bradley, Hamilton, & Polk Counties. SWEETWATER INSTITUTE OF COSMETOLOGY is approximately 3100 square feet, with dedicated areas for: Cosmetology, Nail Technology, and Esthetics disciplines. We also have a student break area, offices, restrooms, dispensary, and storage facilities. SWEETWATER INSTITUTE OF COSMETOLOGY utilizes current Milady curriculum, and supplements with various projected videos, slide presentations, and creative learning opportunities. This allows us to cater to multiple learner types.

Student safety is a front and foremost concern in any school. SWEETWATER INSTITUTE OF COSMETOLOGY is no different. In the case of an emergency, the police, fire, and rescue personnel will be immediately called. A fire evacuation plan is discussed and posted in each room. An armed intruder evacuation plan is discussed with students in class and will not be made public in the school catalog. Staff will call authorities. NO PERSON SHALL RE-ENTER THE BUILDING UNTIL DEEMED SAFE.

#### **Prospectus: Per the website JOBS4TN.GOV/LABOR MARKET INFO/OCCUPATION DATA, for 2021:**

<b>Program</b>	<b>Career Path</b>	<b>*Entry Income Reported</b>	<b>*Median Income Reported</b>	<b>*Experienced Income Reported</b>
Personal Care & Service	Stylist, Manicurist, Esthetician, Massage	\$19,330	\$24,444	\$34,883

***\*These numbers are averages as provided to Tennessee government, and may not be a full representation of income earning potential. The beauty industry is a career in which you earn what you put efforts toward.***

***SWEETWATER INSTITUTE OF COSMETOLOGY'S foremost goal for our graduates is to exceed earning numbers represented. Self-management, work ethics, discipline, business management, and continuous education are all critical components to success.***

## **Handicap Access:**

SWEETWATER INSTITUTE OF COSMETOLOGY will make all reasonable efforts to accommodate those individuals with mental or physical obstacles. All parts of SWEETWATER INSTITUTE OF COSMETOLOGY are accessible by wheelchair/walker. SWEETWATER INSTITUTE OF COSMETOLOGY will remain in compliance with the ADA, however, it should be understood that careers in this industry require certain levels of comprehension and dexterity. While we will do our best to accommodate each individual, the careers that SWEETWATER INSTITUTE OF COSMETOLOGY offers training for may not be suitable for every individual. SWEETWATER INSTITUTE OF COSMETOLOGY will not compromise ethical enrollment practices for profit, nor violate Tennessee's ability to benefit laws prohibiting enrollment when there is a calculated risk of little/no return on tuition investment.

## **Drug-free workplace compliance:**

Per Departments of: Labor, Education, and out State Board of Cosmetology; drugs and/or alcohol are not permitted in the school, nor premises, of SWEETWATER INSTITUTE OF COSMETOLOGY. Failure to adhere to this will result in disciplinary action-up to termination. Any student participating in illegal behavior outside of school-and chooses to discuss such behavior inside the school will face disciplinary action, up to termination. Termination of enrollment based on onsite drug/alcohol offences will not be eligible for re-enrollment.

## **Student File Access: FERPA Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 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 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.
- Generally, schools 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 (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified 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 school;
  - 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.

Schools 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools 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 school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Students who are enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY are enrolled in post-secondary education. You have rights to any aspect of your student file. While classes cannot be interrupted for access, you are welcome to view YOUR file only at any time. Per FERPA, information pertaining to the student CAN be released to a parent/guardian **if** that student is a dependent minor. Regardless of any on record signed releases, if a student's information is requested by a court request, accreditation audit, or Tennessee State Board of Cosmetology audit-the file in its entirety will be released. Students are given a copy of FERPA information upon enrollment.

### **Scholarship Information:**

SWEETWATER INSTITUTE OF COSMETOLOGY may provide in-house scholarships for enrolling classes. Any student enrolling for that session may apply and receive the scholarship. Those scholarships will be advertised on the SWEETWATER INSTITUTE OF COSMETOLOGY social media outlets. There are many outside civic organizations, businesses, and vendors that do provide scholarships. Students who meet the requirements for those organizations, businesses, and vendors are welcome to use their scholarship dollars at SWEETWATER INSTITUTE OF COSMETOLOGY.

### **Leave of Absence Policy**

SWEETWATER INSTITUTE OF COSMETOLOGY does have a Leave of Absence policy in place to assist students when it becomes needed to pause their education. To qualify for a Leave of Absence, the following policy MUST be adhered to:

- No Leave of Absence or combination of Leaves of Absences can extend 180-calendar days per 12-month period.
- Students must provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence PRIOR to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date (auditor, 5/10/2023 T4)
- The Leave of Absence will extend your contracted graduation date by the same number of calendar days that you were on leave. Example: if you were scheduled to graduate on October 25, but you got sick and took a 7-day leave. Your contract addendum will change your graduation day from October 21 to October 28.
- If a student has exceeded their Leave of Absence allowance of 180 days within a 12-month enrollment period, a student will be required to terminate enrollment, and re-enroll in an upcoming class.
- Leave of Absences can be for any purpose-sickness, child-care emergencies, work-related issues, etc. The Leave of Absence is to only pause enrollment for any reason necessary.
- **Leave of Absences are required to be at minimum 5-calendar days, and may run up to 180 calendar days.**

- Because any Leave of Absence is strictly just a pause of enrollment, no refund calculation is required because that student is NOT withdrawing. No additional fees will be assessed because of the Leave.
- Personal time will not be used to cover any of the Leave of Absence.
- The student will come back in on the same level of Satisfactory Academic Progress Policy as when they requested the leave.
- All Leaves of Absence must be requested in advance, except when mitigating circumstances (for example the unforeseen injury or illness of self or a family member, or the death of a family member). In the case of an emergency Leave of Absence, the Leave will be the first day missed and then extend the duration of required time away from school.
- **All Leaves of Absence must be made in writing by the completion of a contract addendum that requires the reason, student AND school representative signature, documentation of decision, leave dates, and new contracted end dates.**
- When unforeseen circumstances do require a Leave of Absence, SWEETWATER INSTITUTE OF COSMETOLOGY will document why the leave was needed, the reasoning for decision, and gather as much information as possible with the understanding that as soon as the student is able or immediately upon return from the Leave of Absence, the remaining information is gathered. The Leave of Absence will begin on the first date the student was unable to attend.
- A Leave of Absence will be denied if:
  - Taken for an inappropriate amount of time (less than 5-calendar days, greater than 180-calendar days, or any amount that will exceed the allotted 180-calendar days)
  - Taken without approval and no evidence of unforeseen / mitigating reasons
  - The Leave extends beyond the maximum 180-days allotment per 12-month period
- ***If a student fails to return from leave by 8am on the day the Leave of Absence expires or takes an unapproved leave the student will be considered as 'Withdrawn' and will then fall under the Refund/Withdraw policies.*** The withdraw date will be determined as the last day of attendance.
- If a student takes a Leave of Absence, and realizes that the time requested will not be sufficient for their needs, a student may extend that time by renegotiating the addendum first applied. This must be done in person (except in mitigating circumstances) and ***no later than the day before the current leave is set to expire.***

If a student requests a Leave of Absence, and does not wish to take all of the requested time, as long as it met the minimum calendar day requirement, but less than 180-days; a student may end their Leave early.

## Graduation Statistics

As of November 2020; SWEETWATER INSTITUTE OF COSMETOLOGY has enrolled over 300 students. In 2020, 74.19% of enrolled students have went on to graduate from our school. We have a 100% Tennessee State Board test pass rate, and 73.91% of our graduates are gainfully employed in this industry.

## Enrollment Calendar:

Classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin every Tuesday, every 8 weeks approximately, unless that Tuesday happens to fall on a holiday, in which case, class will begin on a day shortly after and announced accordingly. When turn out for a class is excessively low, or to meet the demands of an overly large class-the enrollment calendar may be adjusted to better suit the needs of the students. Enrollment periods will be announced through social media. Classes meet Tuesday-Friday, 8am-430pm. When an evening class is in session it runs Tuesdays and Thursdays 5pm-9pm. Holidays: Summer Break (2<sup>nd</sup> week of June)

Independence Day, Fall Break (2<sup>nd</sup> week of October), Thanksgiving and Black Friday, and Christmas Break (December 24-January 1).

SWEETWATER INSTITUTE OF COSMETOLOGY is a clock-hour school. **The Tennessee State Board of Cosmetology and Barber Examiners have established a required number of hours that each program is required to meet prior to graduation. Cosmetology: 1500 hours, Esthetics: 750 hours, Manicuring: 600 hours, Instructor: 300 hours.** A student enrolled in these classes will be required to attend each of these required hours. Your enrollment agreement/contract establishes how long it should take you to complete each course; which is based using a full school-day of 8.5 hours for day-classes, and 4 hours for evening classes. Anything beyond the contracted length of time to complete the course will result in overage charges that are in addition to your contracted tuition amount. In the simplest explanation: the more you are present, the quicker the time is completed. The longer you take to complete the hours, the more expensive it will end up being. If your attendance falls and you are enrolled past your graduation date, overages accrue. NACCAS and Department of Education requirements state unless it is mathematically possible (without considering bias or history) that a student could potentially graduate within 150% of the enrollment period, that student's enrollment will be terminated and follow the refund policy.

SWEETWATER INSTITUTE OF COSMETOLOGY allows each student a 'bank' of personal time to use for unavoidable illnesses, or other reasons to miss or attend later than scheduled start times. Cosmetology students have a bank of 10 days or 85 hours. Each day you miss, each tardy or early leave cuts into this allotment of time. While you may not miss a full day school, it will not take very long for tardies and leaving early to eat into this time bank. When this bank is exhausted, you will face overage charges that add on to your tuition charges. Manicuring and esthetics students have 4 days/34 hours. Instructor students are not granted personal time for absences due to the scheduling and short enrollment time. Forced or scheduled closings of SWEETWATER INSTITUTE OF COSMETOLOGY will NOT affect this personal time. However, if the school is open and operational, and you are not present when you are required to be, that instance will count against your personal time.

The following calendars are set with the intent of a student attending and not going beyond the missed time allotments noted. Any miss outside of the time bank will result in graduation being postponed.

***Cosmetology:***

<b>*If the student began classes:</b>	<b># of full school days required:</b>	<b>APPROXIMATE # of weeks scheduled:</b>	<b>*APPROXIMATE graduation date (with 90% attendance!)</b>
11/14/23	177	49	10/25/24
1/9/24	177	49	12/20/24
2/27/24	177	49	12/10/25
4/16/24	177	49	3/7/25
6/11/24	177	49	4/25/25
7/30/24	177	49	8/8/25
9/17/24	177	49	9/19/25
10/15/24	177	49	10/3/25
12/3/24	177	49	12/5/25

*\*: SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter these dates to accommodate enrollment date changes, closings, etc*



**Manicuring:**

<b>*If the student began classes:</b>	<b># of full school days required:</b>	<b>APPROXIMATE # of weeks scheduled:</b>	<b>*APPROXIMATE graduation date (with 90% attendance!)</b>
11/14/23	71	19	4/12/24
1/9/24	71	19	5/17/24
2/27/24	71	19	7/12/24
4/16/24	71	19	8/30/24
6/11/24	71	19	10/25/24
7/30/24	71	19	12/20/24
9/17/24	71	19	2/24/25
10/15/24	71	19	3/7/25
12/3/24	71	19	4/18/25

*\*: SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter these dates to accommodate enrollment date changes, closings, etc*

***Esthetics (Part-time, evenings): Will not be offered until late 2024-will be announced***

***Instructor:***

Instructor courses can begin on the first Tuesday of any given month. Graduation will be 300 hours after starting. Instructor students will be required to attend each Tuesday 8am-430pm and Wednesday 10am-430pm, a total of 15 hours per week making enrollment 20 weeks.

SWEETWATER INSTITUTE OF COSMETOLOGY does reserve the right to alter enrollment dates to ensure starts and class sizes are best for the students. The dates provided are to be used as a guide only. The approximate graduation date is not a guarantee- only an approximation. Actual graduation dates will be directly affected with any lost hours.

***Holidays/Closures:*** Holidays observed are Christmas Break (12/24-1/1), Thanksgiving, Black Friday, Fall Break (2<sup>nd</sup> week of October), Independence Day, Summer Break (2<sup>nd</sup> week of June) and up to 4 admin days. Scheduled closures are taken into account when developing the calendar and will not negatively affect the graduation dates. Sweetwater Institute of Cosmetology is closed Saturday, Sunday, and Monday.

**Graduation Requirements:**

The first half of your career goal will begin with graduation. Regardless of which program you are enrolled in, graduation requirements must be met before a student is awarded a Diploma. The graduation requirement: An acceptable Satisfactory Academic Progress Policy and all testing and assignments completed at 70 or better. For hours to be released for State Testing, all financial responsibilities must be paid in full.

## **Admission Policy:**

SWEETWATER INSTITUTE OF COSMETOLOGY vows to maintain integrity of the beauty industry by enrolling students with a desire to succeed and who meet criteria defined by the Tennessee State Board of Cosmetology. As enrollments are done in cycles, there are no 'late enrollments', as the student will simply wait on the next class and start in that class. Requirements for enrollment:

- 16 years of age (if under 18, parent or legal guardian must be present for application, enrollment, and contract-as well as complete financial info and provide photo ID)
- Present OFFICIAL high school transcripts proving graduation
- Any diploma or transcript earned in a foreign country must be translated exactly by an outside agency that is qualified to translate documents into English and confirm to be the equivalent to a U.S. High School Diploma.
- Demonstrates ability to benefit from the education received
- Ability-to-Benefit Policy for Sweetwater Institute of Cosmetology:
  - *Definition of an Ability-to-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.*
  - *For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 6 credit hours or 225 clock hours, as applicable.*
- Completed, submitted, reviewed following documents:
  - Admission Application
  - Enrollment Contract
  - Driver's License
  - Proof of Education (Official transcripts showing completion of high school)
  - Interview with admissions representative

Candidate students will then be notified of approval or given the option to appeal decisions.

There is a cash discount policy for students who are interested in paying the full tuition upfront at registration. When paying the balance in full at registration, 10% will be deducted off of tuition cost for cash/check payment, and 5% deducted off of tuition when a card is used.

## **Transfer Students & Reciprocity:**

Reciprocity is the accepting of hours from another school, state, or country. ALL out of state and foreign reciprocity cases must be approved through the Tennessee State Board of Cosmetology prior to enrollment with SWEETWATER INSTITUTE OF COSMETOLOGY. It is the student's responsibility to verify the validity of their education with state board before enrollment. Any diploma or transcript earned in a foreign country must be translated exactly by an outside agency that is qualified to translate documents into English and confirm to be the equivalent to a U.S. High School Diploma.

SWEETWATER INSTITUTE OF COSMETOLOGY maintains the right to accept or deny hours transferring from other schools.

SWEETWATER INSTITUTE OF COSMETOLOGY is a special purpose institution. That purpose is as follows:

- 1) Exploit the potential of each student served
- 2) Encourage and enable success through post-secondary education and career preparation
- 3) Turn the student's beauty industry passion into a rewarding, self-sustaining career

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not the credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred

Schools and programs that are in good standing with the Tennessee State Board of Cosmetology will be accepted with proper documentation. Students with hours from a recognized facility will receive \$1 credit per hour towards tuition at SWEETWATER INSTITUTE OF COSMETOLOGY. Schools and programs not recognized or approved by Tennessee State Board of Cosmetology are not transferable.

Any student who qualifies as a transfer student will be required to demonstrate competence and ability in relation to the number of hours earned or transferable. If unable to demonstrate competency, not all hours may not transfer from the previous institution.

**Tennessee requires all practicing individuals to meet:**

- 1500 hrs: Cosmetology
- 750 hrs: Esthetics
- 600 hrs: Manicuring
- 300 hrs: Instructor

**Documentation required for reciprocity application:**

**United State Citizen**

- Completed application
- Official high school transcripts
- Original Social Security Card
- Current Driver's License or State Issued PHOTO identification
- Notarized release of transferred hours

**YOU WILL NEED:**

**Non-United States Citizen**

- Completed application
- High school diploma or GED, **AND** official transcripts
- Original Social Security Card
- Current Driver's License or State Issued PHOTO identification
- Immigration Card (Green Card)
- Exact & notarized translation of all documents & evidence of translated documents being equal to US education requirements

**Disciplinary Termination Re-enrollment:**

Violation of Student Conduct and Policy will result in disciplinary action. The disciplinary action will mirror the severity of the infraction.

- For repeat offences that do not include violent or drug/alcohol instances, SWEETWATER INSTITUTE OF COSMETOLOGY will apply the following protocol: Verbal warning-Written warning/Probation-Suspension, with termination after 4<sup>th</sup> suspension. Refund/withdraw policy will go into effect.
- For violent or drug/alcohol violations, or when the actions cause harm to another student, client, or staff member of SWEETWATER INSTITUTE OF COSMETOLOGY; the student's enrollment will be terminated immediately and refund/withdraw policy will go into effect.

SWEETWATER INSITUTE OF COSMETOLOGY reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students. In the instance of a disciplinary termination, the student MAY be considered for re-enrollment only:

- 1) At least 3-months has passed since termination incident
- 2) The terminated student can write an essay regarding events that transpired, and how they will avoid a repeat of the issue
- 3) All previous financial obligations are met

Upon approval from an outside advisory board, the student may be readmitted on a probationary enrollment- ANY further incident will result in immediate termination with no further opportunity to re-enroll.

## **Re-entry after Withdraw:**

Students may be considered for re-entry only with approval of school director and/or advisory board. New tuition charges and enrollment contracts are required. Any unpaid tuition, overages, etc. from a prior enrollment must be paid prior to re-enrollment consideration. An essay must also be presented explaining:

- 1) What is different between when you left school and now at time of re-enroll
- 2) How will you avoid another withdraw
- 3) Why do you want to come back to SWEETWATER INSTITUTE OF COSMETOLOGY

Students who were dismissed for disciplinary issues such as attendance must wait 3-months for re-enrollment. If a student was dismissed due to violent or endangering behavior toward students, staff, or clients or if the student's enrollment was terminated due to drug or alcohol issues on the premises of SWEETWATER INSTITUTE OF COSMETOLOGY the student will only be allowed to re-enroll after 6 months AND with evidence of behavior correction (anger management courses successfully completed, rehabilitation successfully completed, etc)

## **Licensing Requirements:**

SWEETWATER INSTITUTE OF COSMETOLOGY is a fully licensed cosmetology school, offering classes in:

Cosmetology, Nail Technology, Esthetics, and Instructor Training. Graduates of SWEETWATER INSTITUTE OF COSMETOLOGY will receive a diploma bearing the course they graduated in, as well as the date of graduation.

SWEETWATER INSTITUTE OF COSMETOLOGY is licensed by the Tennessee State Board of Cosmetology & Barber Examiners. The State Board requires students to meet the following hour requirements to be considered for graduation from an approved educational facility:

- Cosmetology: 1500 clocked hours
- Esthetics: 750 clocked hours
- Manicuring: 600 clocked hours
- Instructor: 300 clocked hours

A ***Cosmetology Professional*** is a person that performs (for compensation): arranging, dressing, curling, cutting, cleansing, singeing, bleaching, coloring-or similar work-on the hair. A cosmetology professional may care for or service wigs and hairpieces. A cosmetology professional may also manicure, clean, stimulate, manipulate, exercise, beautify, or perform similar work on the hands, feet, arms, legs, face, or neck; with the use of hands or by use of cosmetic preparations. A cosmetology professional may also apply false eyelashes, give facials, apply makeup, provide skin care, and remove superfluous hair by epilation, tweezing, or the uses of depilatories.

### ***Cosmetology Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: Official high school transcripts showing high school was completed.
- 3) Successful completion of the 1500 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
- 7) Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and be a minimum of 16 years old
- 8) Proof of education: high school transcripts showing high school was completed.

- 9) Successful completion of the 1500 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 10) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 11) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 12) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fee

**Syllabus-Cosmetology Program Outline 1500 hours 34 hours/week Full-Time**

**LECTURE AND CLINICAL HOURS:**

**Tuesday-Thursday: 8:00am-9:45am Theory/Lecture, 10:00am-4:30pm Clinical**

**Friday: 8:00am-8:45am Theory/Lecture, 9:00am-4:30pm Clinical**

**Total Theory Hours per week: 6 hours**

**Total Clinical Hours per week: 28 hours**

**TEXTBOOK AND INSTRUCTIONAL MATERIAL:**

**Milady Standard Cosmetology, ©2016 ISBN:978-1-285-76941-7**

**Milady Standard Cosmetology Theory Workbook, ©2016 ISBN:978-1-2857-6945-5**

**DESCRIPTION:** The Cosmetology course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients
- Respect the need to deliver worthy service for value received in an employment environment
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care
- Perform basic analytical skills to advice clients in the total look concept
- Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING & LEARNING METHODS:** The clock-hour education is provided through a sequential set of leaning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student

participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by the assigned academic learning. Students are assigned academic learning activities 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. 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 study. Practical skills are evaluated according to text evaluations and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**93-100 Excellent**  
**85-92 Very Good**  
**75-84 Satisfactory**  
**74 and below Unsatisfactory**

**Hours Subject-Unit**

- **75 Classroom Instruction**
  - Orientation, History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity, Chemistry
- **75 Bacteriology, Decontamination and Infection Control**
  - Health, Public Sanitation Methods, Chemical Agents and Types, Classifications, Bacterial Growth, Biology, Infection Control, Common industry infections, Products, Tools, Equipment Use and Safety
- **75 Shampoo, Rinses, Scalp Treatments**
  - Shampooing, Rinsing, Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp, Related Chemistry, Product Knowledge, Use and Safety
- **150 Hairstyling**
  - Principles and Techniques of Wet Styling, Blow-drying and Waving, Hairdressing, Braiding, Extensions, Enhancements, Wigs, Product Knowledge and Safety
- **250 Haircutting**
  - Principles and Techniques of Sectioning, Removing Length or Bulk with Various Tools
- **250 Haircoloring and Lightning**
  - Principles and Techniques of Color Types, Lightner Types, Toning, Frosting, Special Effects, Application, and Corrective Work
- **200 Chemical Rearranging (Texture Services)**
  - Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing
- **100 Manicuring, Pedicuring, Nail Extensions**
  - Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques
- **75 Facials**
  - Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow tint, Light Therapy
- **100 Salon Business, Retail Sales, Career and Employment Information**
  - Fundamentals of Business Management, Opening a Salon, Business Plans, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Practices, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, Professional Ethics
- **150 Instructor Discretion**

- To be Applied by the Instructor to Strengthen Student Performance, Supervised Field Trips, or Other Related Training

**1500 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 applicable regulatory agency for examination. The generous portion of discretionary hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area

*Cosmetology Cost: \$11,000 Tuition, \$1500 Book & Kit, \$100 Administrative Cost.*

***Scope of Milady Cosmetology theory chapters covered:***

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Hair Structure	Salon Readiness
Hair Structure	Nail Structure	Nail Diseases and Disorders	Skin Structure	Skin Diseases and Disorders	Hair Styling & Shaping
Haircolor	Chemical Texture	Scalp and Hair Treatments	Shampooing	Skin Care Treatments	Makeup
Hair Removal	Contraindications to Services	Manicures	Pedicures	Artificial Nails	Professional Ethics
Communication Skills	Compensation Methods	Income Reporting	Licensure Requirements	Laws and Regulation for Cosmetology	Business Basics
	Record Keeping			Diseases and Disorders of scalp and hair	

***Scope of minimum basic cosmetology practical lessons covered:***

Manicuring	Pedicuring	Nail Enhancements	Gel Polish	Housekeeping	Facials
Makeup	Styling	Setting the Hair	Foiling	All-over Color	Balayage
Ombre	Perming	Relaxing	Waxing	Hair Cutting	Clipper Use
Texture Cutting	Client Consultations	Formal Styling	Avant Garde Styling	Shampooing	Scalp Manipulation
Deep Conditioning Treatments	Razor Use	State Board Preparation	Front Desk Management	Punctuality & Job Readiness	Advanced Skin Care
	Disinfection procedures			Exposure incidents to parasites, blood, or other issues	

***Employment requirements for cosmetology professionals:***

As a cosmetology professional, a person will be required to stand approximately 80% of their workday. A typical workday for cosmetology professional will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. A cosmetology professional should have the ability to:

- full manual dexterity to manipulate hair and tools
- ability to lift up to 10 pounds to shoulder height, repeatedly
- ability to stand 80% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- adding fractions
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

***Employment options for cosmetology professionals:*** Stylist, platform artist, product sales representative, product educator, instructor, nail care specialist, product chemist, colorist, texture specialist, cutting specialist, image specialist, salon trainer, artistic director, education director, creative director, salon manager

An ***esthetics professional*** performs one or more of the following (for compensation): massage, clean, stimulate, manipulate, exercise, beautify, or perform similar work with the hands, mechanical/electrical apparatus, or the use of cosmetic preparations. Esthetics Professionals may apply artificial eyelashes, give facials, apply makeup, provide skin care, remove superfluous hair by epilation, tweezing, or depilatories.

***Esthetics Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: Official high school transcripts showing high school was completed.
- 3) Successful completion of the 750 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

**Syllabus-Esthetics Program Outline    750 hours    8 hours/week    Full-Time**

**LECTURE AND CLINICAL HOURS:**

**Tuesday and Thursday: 5:00pm-6:00pm Theory/Lecture, 6:15pm-9:00pm Clinical**

**Total Theory Hours per week: 2 hours**

**Total Clinical Hours per week: 5.5 hours**

**TEXTBOOK AND INSTRUCTIONAL MATERIAL:**

**Milady Standard Foundations with Standard Esthetics-Fundamentals, 12<sup>th</sup> ed. ISBN:9780357263792**

**DESCRIPTION:** The Esthetics course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients
- Respect the need to deliver worthy service for value received in an employment environment
- Perform the basic manipulative skills in the areas of esthetics, skin therapy, product and therapy apparatus application, skin and makeup, and tool care
- Perform basic analytical skills to advice clients in the total look concept
- Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.



**TEACHING & LEARNING METHODS:** The clock-hour education is provided through a sequential set of leaning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by the assigned academic learning. Students are assigned academic learning activities 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. 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 study. Practical skills are evaluated according to text evaluations and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**93-100 Excellent**  
**85-92 Very Good**  
**75-84 Satisfactory**  
**74 and below Unsatisfactory**

**Hours Subject-Unit**

- 75 Classroom Instruction
  - Orientation, History of Esthetics, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy/Physiology, Electricity, Chemistry
- 75 Bacteriology, Decontamination and Infection Control
  - Health, Public Sanitation Methods, Chemical Agents and Types, Classifications, Bacterial Growth, Biology, Infection Control, Common industry infections, Products, Tools, Equipment Use and Safety
- 150 Skin Disorders, Types, and Treatments
  - Identifying Skin Issues, Identifying the Differences in Conditions and Types, Treatment of Issues, Contraindications
- 100 Advanced Topics
  - Lash Enhancement, Tinting Lashes and Brows, Light Therapy, Machine Use, Advanced Peeling Techniques, Corrective Makeup, Theatrical and Special Event Makeup, Contraindications
- 150 Facial Techniques
  - Principles and Techniques of Facials, Massage Techniques, Masks & Packs with Appropriate Skin Types
- 100 Hair Removal Techniques
  - Epilation and After Care
- 50 Salon Business, Retailing, Career and Employment Information
  - Fundamentals of Business Management, Opening a Salon, Business Plans, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Practices, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, Professional Ethics
- 50 Instructor Discretion
  - To be Applied by the Instructor to Strengthen Student Performance, Supervised Field Trips, or Other Related Training

## **750 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 applicable regulatory agency for examination. The generous portion of discretionary hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area

*Esthetics: \$5000 Tuition, \$600 Books & Kit, \$100 Administrative Cost*

### ***Scope of esthetics theory units covered:***

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Skin Structure
Skin Diseases and Disorders	Contraindications	Facials	Advanced Skin Care	Makeup
Hair Removal	Ethics	Communication	Compensation Methods	Income Reporting
Licensing Requirements	State Law and Regulation		Record Keeping	Business Basics

### ***Scope of minimum basic esthetics practical skills covered:***

Disinfection	Extractions	Facials	Room Setup	Client Consultation
Galvanic Machine Use	Microdermabrasion	High Frequency	Facial Massage	Makeup
Contraindications	Skin Care	Enzyme Peeling	Glycolic Peeling	Manual Resurfacing

### ***Employment requirements for esthetics professionals:***

As an esthetics professional, a person will be required to stand approximately 60% of their workday. A typical workday for esthetics professionals will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. An esthetics professional performing skin care will require:

- full manual dexterity to manipulate skin and tools
- ability to lift to 10 pounds to shoulder height, repeatedly
- ability to stand 60% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

### ***Employment options for esthetics professional:***

Esthetics professional, makeup artist, product sales representative, product educator, instructor, product chemist, salon trainer, artistic director, education director, creative director, salon manager, medi-spa technician, dermatology assistance

A **manicure professional** performs one or more of the following (for compensation): provides cosmetic care to the nail of the fingers and toes, or performs nail artistry, massage of the limbs up to elbows or knees, and provides stimulation, manipulation, beautification with the use of hands or with the use of cosmetic preparations.

***Manicure Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: Official high school transcripts showing high school was completed.
- 3) Successful completion of the 600 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

**Syllabus-Manicuring Program Outline 600 hours 34 hours/week Full-Time**

**LECTURE AND CLINICAL HOURS:**

**Tuesday-Thursday: 8:00am-9:45am Theory/Lecture, 10:00am-4:30pm Clinical**

**Friday: 8:00am-8:45am Theory/Lecture, 9:00am-4:30pm Clinical**

**Total Theory Hours per week: 6 hours**

**Total Clinical Hours per week: 28 hours**

**TEXTBOOK AND INSTRUCTIONAL MATERIAL:**

**Milady Standard Nail Technology, ©2015 ISBN:13:978-1-285-08047-5**

**Milady Standard Nail Technology Theory Workbook, ©2015 ISBN:978-1-285-08051-2**

**DESCRIPTION:** The Manicuring course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Manicuring or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients
- Respect the need to deliver worthy service for value received in an employment environment
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care
- Perform basic analytical skills to advice clients in the total look concept
- Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Manicuring and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING & LEARNING METHODS:** The clock-hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by the assigned academic learning. Students are assigned academic learning activities 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. 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 study. Practical skills are evaluated according to text evaluations and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**93-100 Excellent**  
**85-92 Very Good**  
**75-84 Satisfactory**  
**74 and below Unsatisfactory**

#### **Hours Subject-Unit**

- **75 Classroom Instruction**
  - Orientation, History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity, Chemistry
- **75 Bacteriology, Decontamination and Infection Control**
  - Health, Public Sanitation Methods, Chemical Agents and Types, Classifications, Bacterial Growth, Biology, Infection Control, Common industry infections, Products, Tools, Equipment Use and Safety
- **75 Nail Structure, Disorders, Diseases**
  - Identifying Units in the Nail Structure, Disorders in the Nails, Cosmetic Treatments for Nail Disorders, Diseases Commonly Found in the Nails
- **200 Nail Enhancements**
  - Traditional Acrylics, Odorless Acrylics, Nail Wraps, Dip Nails, Hard Gel, Soft Gel, Gel Polish, Removal of Assorted Enhancements
- **50 Manicuring**
  - Principles and Techniques of Massage, Hand Care, Exfoliation, Polish Application, Cuticle Care
- **50 Pedicuring and Foot Care**
  - Principles and Techniques of Massage, Foot Care, Exfoliation, Polish Application, Cuticle Care
- **50 Salon Business, Retail Sales, Career and Employment Information**
  - Fundamentals of Business Management, Opening a Salon, Business Plans, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation

Practices, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, Professional Ethics

- 25 Instructor Discretion
  - To be Applied by the Instructor to Strengthen Student Performance, Supervised Field Trips, or Other 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 applicable regulatory agency for examination. The generous portion of discretionary hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area

*Manicuring Tuition:* \$4,400, Book and Kit \$1000, Administrative cost \$100

***Scope of Milady Manicuring theory units covered:***

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Nail Structure
Nail Disease and Disorders	Manicuring	Pedicuring	Nail Enhancements	Professional Ethics
Communication Skills	Compensation Methods	Income Reporting	Licensing Requirements	State Law and Regulation
	Business Basics		Record Keeping	

***Scope of basic manicuring practical units covered:***

Manicures	Pedicures	Acrylics	Gel Polish	Gel Nails
Massage Techniques	Disinfection	Fiberglass Wraps	Polish Techniques	Nail Art
3D Nail Art				Employment Readiness

***Employment requirements for manicuring professionals:***

As a manicuring professional, a person will be required to stand approximately 30% of their workday and expect to sit for prolonged periods at a time. A typical workday for manicuring professionals will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. A manicuring professional performing nail care procedures will need ability to:

- full manual dexterity to manipulate hands and tools
- ability to bend at waist repeatedly
- ability to sit for prolonged periods of time
- ability to perform basic mathematic functions
- adding
- subtracting
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

***Employment options for manicuring professional:***

Manicuring professional, platform artist, product sales representative, product educator, instructor, product chemist, salon trainer, artistic director, education director, creative director, salon manager

**Instructors** are licensed cosmetology professionals, esthetics professionals, &/or manicuring professionals with 3+ years' experience. The individual may not practice their craft in school; however, may perform elsewhere in accordance to Tennessee State Board of Cosmetology requirements. Instructors must complete 300 additional hours in a licensed school. **PER 1540-01-02-.16 (5)(D) YOU MUST HAVE 3 YEARS PRACTICAL EXPERIENCE IN THE LAST 7 YEARS in the subject area to be taught, an official high school or GED, an official transcript, and your official transcript from an appropriate post-secondary school TO QUALIFY FOR INSTRUCTOR**

**Syllabus-Instructor Program Outline 300 hours 15 hours/week Full-Time**

**LECTURE AND CLINICAL HOURS:**

**Tuesday: 8:00am-11:45am Theory/Lecture, 12:15pm-4:30pm Clinical**

**Wednesday: 10:00am-4:30pm Clinical**

**Total Theory Hours per week: 2.75 hours**

**Total Clinical Hours per week: 9.75 hours**

**TEXTBOOK AND INSTRUCTIONAL MATERIAL:**

**Milady Master Educator 3<sup>rd</sup> Edition, ISBN: 13: 9781133693697**

**DESCRIPTION:** The Instructor course is designed to train the professional Cosmetologist, Esthetician, or Manicurist in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in school entry-level positions or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, students, and clients
- Respect the need to deliver worthy service for value received in an employment environment
- Perform basic class management skills, identify learner types, and encourage student participation
- Perform basic analytical skills to advise students while assisting clients in the total look concept
- Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures to maintain student and client safety and well-being
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development as an Instructor and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING & LEARNING METHODS:** The clock-hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by the assigned academic learning. Students are assigned academic learning activities 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. 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 study. Practical skills are evaluated according to text evaluations and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation.

Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93-100 Excellent**
- 85-92 Very Good**
- 75-84 Satisfactory**
- 74 and below Unsatisfactory**

**Hours Subject-Unit**

- 100, Classroom Instruction, Lesson Planning, Motivation
  - Orientation, Career Opportunities, Life Skills Management, Communicating for Success, State Law and Regulations, Learner Types, Lesson Planning, Student Motivation, Lesson Delivery
- 175 Floor Work-Observation, Guided Assistance of Students
  - Observing senior Instructors, Interacting with Students Guiding Students, Application of Theory Knowledge
- 25 Instructor Discretion
  - To be Applied by the Instructor to Strengthen Student Performance, Supervised Field Trips, or Other Related Training

**300 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 applicable regulatory agency for examination. The generous portion of discretionary hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area

*Instructor Tuition:* \$3000, Book and Kit \$200, Administrative \$100

***Scope of Milady Instructor theory units covered:***

Classroom Management	Teaching Methodology	Lesson Planning	Use of A/V Technology	Test Development
Test Evaluations	Feedback on Student Performance	Plans for Student Performance	Ethics	Communication Skills
Licensing Requirements		Record Keeping		Law and Regulation

*Prospective:* A school of cosmetology in Tennessee must have at minimum, one certified instructor for every 20 students enrolled. An instructor may have 1 junior instructor or trainee with them; but it does count towards the 20-student limit.

***Instructor Requirements per Tennessee State Board:***

- 1) Be a minimum of 18 years old
- 2) Proof of education: Official transcripts showing high school was completed.
- 3) Successful completion of 300 instructor hours required by the Tennessee State Board of Cosmetology, in a board approved school within 6 months, or serve as a junior instructor for 12 months.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. Instructors also must complete 16 hours of instructor training prior to the renewal date. State approved seminar events will be mailed to the instructor. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

- 7) Per 1540-01-02-.11, a person who is enrolling as an instructor must have at least 3 years of experience within the last 7 years.

Upon successful completion of education and hour requirements, you will then register with the state board testing contractor. You will be required to pass the theory test first, then the practical test. Upon passing each of those, you will then apply to the Tennessee State Board of Cosmetology and Barber Licenses. Upon that final step, you can begin the rewarding career in the beauty industry.

***Employment requirements for instructors:***

As an instructor, a person will be required to stand approximately 80% of their workday. A typical workday for instructors will vary based on classes and employer scheduling; but, should be expecting at minimum an eight-hour shift. An instructor will need:

- Thorough knowledge of craft
- ability to lift to 10 pounds to shoulder height, repeatedly
- ability to stand 80% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- adding fractions
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability
- basic technology skills
- leadership ability
- ability to develop lesson plans and effective learning environments

**Employee/Student Assistance:**

SWEETWATER INSTITUTE OF COSMETOLOGY cannot guarantee a job for graduates. However, we do provide job placement information regarding potential job leads, opportunities, references, and guidance for graduates. There is a bulletin board for students to gather this information from. Other pertinent information may also be included, such as extra educational classes available to you. Each course of study at SWEETWATER INSTITUTE OF COSMETOLOGY will be required to go through basic job search and employment classes are part of the accepted Milady curriculum.

For issues beyond employment such as major life events or issues with addiction, SWEETWATER INSTITUTE OF COSMETOLOGY will make available contact information for outreach programs with qualified personnel to assist the student through difficult and trying times.

SWEETWATER INSTITUTE OF COSMETOLOGY does not offer on campus housing, cafeteria, or other traditional college amenities. There are numerous restaurants within 15 minutes of the school.



## **Internal Grievance Procedure Policy:**

In accordance with SWEETWATER INSTITUTE OF COSMETOLOGY's mission, our goal is to see you through to the end of this enrollment, and step into a great career that will support you. SWEETWATER INSTITUTE OF COSMETOLOGY will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be reviewed within each new orientation assuring that all students know the steps to follow, should they need to register a complaint at any time. Evidence of complaints and resolutions will be maintained in school files to determine the frequency, natures, and patterns. Forms are available in the office

### ***Grievance Procedure:***

- The complaint must be registered within 60 days of instance, in writing, on the form 'Student Grievance Report'.
- The form must be given to the school administration office, or mailed to:  
Sweetwater Institute of Cosmetology  
Amanda Debitoy or Misty Pina  
409 Sweetwater-Vonore Road  
Sweetwater, TN 37874
  - Questions or concerns over the form or progression of the grievance may also be called in to 423-351-0071
- The director and management will review the complaint. A response will be sent to the student in writing within 30 days of receiving the complaint. While the initial response may not contain a final resolution, it may reassure the student that an ongoing investigation is required, or other action needed to resolve the issue.
- If the complaint is of such nature that cannot be resolved by management, it will be forwarded to the appropriate agency for resolution
- Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be required to reach a final resolution.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school that has no involvement in the conflict, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or the related to the owner. This hearing will occur within 90 days of the committee appointment. The hearing is informal, and the student will present his/her case followed by the committee response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witnesses' testimony, and a recommended resolution for the dispute. School management shall consider the report and accept, reject, or modify the recommendations of the committee.
- Students should exhaust the internal complaint processes before submitting the complaint to the school's accrediting agency (but it is not necessary to do so), if applicable: *National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin St, Alexandria, VA 22314 Phone: 703-600-7600*
- Any person claiming damage or loss as a result of any act or practice by this institution that may be in violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the *Tennessee Higher Education Commission, Division of Post Secondary State Authorization. The*

## REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or if a student withdraws from enrollment a fair and equitable settlement will apply. The following policy will apply to ALL terminations, regardless of reason. By either party, including student decision, program/course cancellations, or school closure. Refunds are to be executed in a timely manner. Any monies due to the applicant will be refunded within 45 days of receipt of the official cancellation/withdraw. Official cancellation or withdrawal will occur on the earlier of the dates that:

1. A student or parent or legal guardian cancels his/her enrollment IN WRITING within 3 business days of signing the enrollment agreement. In this case all monies will be refunded, regardless if the student has begun classes.
2. A student or legal guardian cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled a refund of all monies paid-except the non-refundable administrative fee
3. A student notifies SWEETWATER INSTITUTE OF COSMETOLOGY of the withdrawal in writing.
4. A student on an approved leave of absence or the date the student notifies the institution that they will not be returning. The date of withdrawal will be the earlier of: the date the Leave was expired, or the date the student notified the school of their intent.
5. A student is expelled by the school. Unofficial withdrawals will be determined by the last date of attendance while monitoring attendance at least every 30-days.
6. In type 2-5 official withdrawals/cancellations, the cancellation date will be determined by the postmark of the written notification, or the date said written notification is delivered to school administrator or owner in person
7. **If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall be equal to the sum of all fees minus the non-refundable administrative fee of \$100.**
8. Refund is based on the period of enrollment for which the student was charged
9. Account credits and/or refunds due as a result of a third party will be credited/refunded back to the third party-NOT to the student. SOME CHAPTERS OF VETERANS BENEFITS ARE EXEMPT FROM THIS POLICY.

For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing contract), the following schedule of tuition earned by the school applies.

### ALL REFUNDS ARE BASED ON SCHEDULED/CONTRACTED HOURS:

Percentage of Time Student was SCHEDULED / CONTRACTED to be in Class	Tuition % Owed to SWEETWATER INSTITUTE OF COSMETOLOGY
.01% - 4.9%	20%
5.0% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

10. All refunds will be calculated based on the student's last day of attendance. **The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.** Any monies due a student who withdraws will be refunded within 45 days of a
  - withdraws will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of documented mitigating circumstances a reasonable and fair settlement will be made. If the school is 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 OR provide course completion through a pre-arranged teach out program with another institution. 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. If the course is cancelled after student have enrolled and receiving instruction has begun, the school will provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a teach-out agreement OR provide a full refund of all monies paid.
  - This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student has incurred at the school (extra kit materials, books, products, unreturned school property, etc) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

- In the event this contract goes before a collections specialist, the student (and guardian if a minor) will be responsible for the contract as well as all costs associated with collection attempts

<b>Cosmetology \$12,600</b>		
<b>Tuition: \$11,000</b>	<b>Book &amp; Kit: \$1500</b>	<b>Administrative Cost: \$100</b>
\$7.33 per hour of contracted instruction	Milady Workbook Package: \$147.29 Milady Textbook Package: \$129.09 Kit (mannequins, stand, brushes, combs, capes, tools): \$1223.62	Processing enrollment, file/hours maintenance, graduation paperwork
<b>Esthetics \$5700</b>		
<b>Tuition: \$5000</b>	<b>Book &amp; Kit: \$600</b>	<b>Administrative Cost: \$100</b>
\$6.67 per hour of contracted instruction	Milady Theory Workbook: \$70.95 Milady Theory Textbook: \$136.95 Kit (mannequin, tools, brushes, product, makeup): \$392	Processing enrollment, file/hours maintenance, graduation paperwork
<b>Manicuring \$5500</b>		
<b>Tuition: \$4400</b>	<b>Book &amp; Kit: \$1000</b>	<b>Administrative Cost: \$100</b>
\$7.33 per hour of contracted instruction	Milady Workbook Package: \$128.23 Milady Textbook Package: \$134.29 Kit (mannequins, stand, brushes, chemicals, e-file, tools): \$737.48	Processing enrollment, file/hours maintenance, graduation paperwork
<b>Instructor \$3300</b>		
<b>Tuition: \$3000</b>	<b>Book &amp; Kit: \$200</b>	<b>Administrative Cost: \$100</b>
\$10 per hour of contracted instruction	Milady Theory Textbook: \$176.95 Milady Planner: \$20	Processing enrollment, file/hours maintenance, graduation paperwork

**\*Administrative Cost is Non-Refundable\***

### **Attendance & Tardies Policy:**

SWEETWATER INSTITUTE OF COSMETOLOGY is a 'clock hour' school. For students to receive hours, the student must be here and clock in/out each day. ATTENDANCE IS CRUCIAL. Beyond avoiding overage charges, this allows you to develop necessary punctuality skills, growing you into a valuable employee for a deserving salon/spa one day. Missed hours are not categorized as excused or unexcused, and will count against your personal time arranged in your contract.

Day classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin promptly at 8am. **A student must notify administration before 745am of an absence or tardy. Anything after 745am will be considered a no-call/no-show. Two no-call/no-shows will result in a 1-week suspension.** Any subsequent no-call/no-show will be an immediate 1-week suspension. **Tardy students are permitted to arrive at 945am on Tuesday, Wednesday, Thursday; at 845am on Friday.** It is the student's responsibility to make up/maintain task sheets and class work. This missed time will count against your personal time bank as noted in your contract.

Students who miss 2 days (17 hours) or more of training in level 1 cosmetology will repeat the entire level 1 course with the next class. You will NOT lose your hours. The repeat is only to allow you to develop skills missed during the foundation of your career. Students who are struggling with foundational skills will be required to repeat level 1. The student will not lose their previously earned hours-they are being given the opportunity to strengthen those basic skills that other learned tasks will build on.

When offered-evening classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin promptly at 5pm. A student must notify the school before 3pm of an absence or a tardy. Anything after 3pm will be considered a no-call/no-show. Two no-call/no-shows will result in a 1-week suspension with overages. Tardy students are permitted to arrive at 6pm. It is the student's responsibility to make up/maintain task sheets and class work

A student is allotted personal time based on the length of enrollment. Cosmetology students are allowed 10 days/85 hours of personal time. Esthetics and Manicuring students are allowed 4 days/34 hours. Instructor students are not granted a personal time bank due to the short enrollment period. Students who miss more

than their allotted personal time will be subjected to overages. These overages are penalty charges. A student who goes beyond their allotment of personal time can continue enrollment at SWEETWATER INSTITUTE OF COSMETOLOGY up to 150% of their enrollment contract. At that point, if it is mathematically impossible (without bias or history) for the student to complete remaining hours within the maximum timeframe of enrollment, the student will be terminated.

### **Overage Charges:**

If a student fails to complete their course within the contracted period, overages will be assessed. Each hour past the contracted graduation date that the student is still at SWEETWATER INSTITUTE OF COSMETOLOGY, the student will be responsible for paying overages of \$10/hour. While your attendance can drop to 67% and still be considered acceptable per the Satisfactory Academic Progress Policy; anything below 94% may lead you into overage charges.

### **Lunch/Breaks:**

Morning break is taken between theory class and clinic appointments. Lunch is 30 minutes during the day. That 30 minutes is all inclusive: travel to, eating, and returning to school. If a student habitually returns late from lunch without prior approval, it may be required that the student returns with a doctor or court note covering the late return or face disciplinary actions.

Due to the length of the evening classes, they will only be permitted a 30-minute break. That 30 minutes is all inclusive: travel to, eating, and returning to school. If a student habitually returns late from lunch without prior approval, it may be required that the student returns with a doctor or court note covering the late return or face disciplinary actions.

### **Assignments:**

To graduate, students will be required to complete a variety of tasks or services on a mannequin or a client. Any student who refuses a client or to complete a task will face disciplinary action up to termination. If there is a true conflict of best interest; a client can be reassigned only by the director or instructor. At no point should a student ever take it upon themselves to reassign a service, nor maliciously attempt a service on a client when there is a turbulent history with that person.

### **Satisfactory Academic Progress Policy:**

Satisfactory Academic Progress Policy is a federal requirement for post-secondary institutions. It is a way to measure progress at specific intervals during your enrollment. While we give out progress reports typically every month, the Satisfactory Academic Progress report is more like a traditional grade-card. The Satisfactory Academic Progress Policy measures out specific benchmarks that must be met to ensure continuous progress is being made toward the goal of graduation. As we transition further into the Department of Education's guidance, the Satisfactory Academic Progress Policy will mandate if you receive federal and state grants and funding for that period of enrollment. The Satisfactory Academic Progress Policy (SAP is a common abbreviated form you will hear and see a lot) is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The Department of Education defines an academic year as not less than 900 clock hours or equivalent credits and competencies over at least 26 weeks of instruction. Each program has only one established academic year and each evaluation period corresponds with established academic year.

- A student enrolled in Cosmetology will be contracted for 1500 clock hours, 49 weeks
- A student enrolled in Manicuring will be contracted for 600 clock hours, 19 weeks
- A student enrolled in Esthetics will be contracted for 750 clock hours, 95 weeks
  - A student enrolled in Instructor will be contracted for 300 hours, 20 weeks, a total of .76 of an Academic Year. Due to the Instructor Course being considered by the Department of Education as a “Short Term Program”, this program does not qualify for any federal financial assistance.

Per Department of Education guidelines, the Satisfactory Academic Progress evaluations must be done before the mid-point of an Academic Year. Students who meet just the minimum requirements, will be considered as making Satisfactory Academic Progress until the next scheduled evaluation.

## 1. EVALUATION PERIODS

- For programs with a total length that is one academic year or less, the program is divided into two equal evaluation periods, wherein the first evaluation period is the period in which the student successfully completes both: (1) half of the clock hours and (2) half of the academic weeks; while the second evaluation period is the period in which the student completes the program.
- For programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the program is either
  - Treated as a single evaluation period if the remainder is less than, equal to, half of an academic year -or-
  - Divided into two equal evaluation periods where in the first evaluation period is the period the student successfully completes both: (1) half of the clock hours and (2) half of the academic weeks; while the second evaluation period is the period in which the student completes the program.
- Students are evaluated for Satisfactory Academic Progress as follows:
  - Cosmetology: 450 actual hours (12.25 weeks), 900 actual hours (25 weeks), 1200 actual hours (36.75 weeks) , 1500 actual hours (49 weeks)
  - Esthetics: 375 actual hours (47.5 weeks), 750 actual hours (95 weeks)
  - Manicuring: 300 actual hours (9.5 weeks), 600 actual hours (19 weeks)
  - Instructor: 150 actual hours (10 weeks), 300 actual hours (20 weeks)
  - Transfer Students- Midpoint of the contracted hours, then into equal hour periods to mirror standards issued above.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures at least one evaluation by midpoint in the course. Evaluations are done on ACTUAL HOURS-not scheduled hours.

SAP evaluations cannot be done before their scheduled time. It would be unfair to expect a student at 450 hours to have the same knowledge as someone at 750 hours.

Since a Leave of Absence is a **pause** in enrollment, that time does not count towards your SAP evaluation interval. An example: A manicuring student has earned 150-hours, a crisis comes up that requires a Leave of Absence for 4 months. While on Leave, the clock stops, and will restart when you are able to return from leave. When the manicuring student secures the remaining 150 hours, at that point a 300-hour SAP evaluation will be done.

## 2. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. (Your contract was written with personal days, if you do not go over that allotment, your attendance will be at/over 94%) Evaluations are

conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum period allowed. If you miss more than your allotment-outside of the 94% range down to the 67% threshold while you will still be enrolled, you will be earning overages. Those overages are penalty dollars for going beyond your graduation date due to poor attendance. If a SAP is completed and your attendance has slipped below the minimum, and there is no mathematical way for the attendance to improve, the student's enrollment will be terminated and the refund policy will take effect. A student may re-enroll at a later date if dismissed for SAP policy issues and return in Satisfactory standing

### 3. MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to enroll and complete each course at satisfactory academic progress is stated below. The Max Time Allowed is the limit of time a student can be enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY. If a student exceeds the maximum time frame, the student's enrollment will be terminated from SWEETWATER INSTITUTE OF COSMETOLOGY. A student may be considered for re-enrollment following policy found on page 11 *(Students may be considered for re-entry only with approval of school director and/or advisory board. New tuition charges and enrollment contracts are required. Any unpaid tuition, overages, etc. from a prior enrollment must be paid prior to re-enrollment consideration. An essay must also be presented explaining:*

- 1) *What is different between when you left school and now at time of re-enroll*
- 2) *How will you avoid another withdraw*
- 3) *Why do you want to come back to SWEETWATER INSTITUTE OF COSMETOLOGY*

*Students who were dismissed for disciplinary issues such as attendance must wait 3-months for re-enrollment. If a student was dismissed due to violent or endangering behavior toward students, staff, or clients or if the student's enrollment was terminated due to drug or alcohol issues on the premises of SWEETWATER INSTITUTE OF COSMETOLOGY the student will only be allowed to re-enroll after 6 months AND with evidence of behavior correction (anger management courses successfully completed, rehabilitation successfully completed, etc.)*

Course	Schedule	# of Weeks	Max Time Allowed
Cosmetology, 1500 hrs over 49 weeks	FT, 34 hours/week	Up to 73.5 weeks	2499 enrolled hours <small>at 34 hrs per week x 73.5 weeks</small>
Manicuring, 600 hrs over 19 weeks	FT, 34 hours/week	Up to 27 weeks	900 enrolled hours <small>at 34 hrs per week x 27 weeks</small>
Esthetics, 750 hrs over 95 weeks	FT, 8 hrs/week	Up to 142.5 weeks	1140 enrolled hours <small>at 8 hours per week x 142.5 weeks</small>
Instructor, 300 hrs over 20 weeks	FT, 15 hrs/week	Up to 30 weeks	450 enrolled hours <small>at 15 hours per week x 30 weeks</small>

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

### 4. 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. If the performance does not meet acceptable requirements, it is not counted, and the performance must be repeated. Students must make up failed or missed tests and incomplete assignments. Practical skills are evaluated according to procedures adopted by the school. To graduate, students must maintain Satisfactory Academic Progress. Numerical grades are considered according to the following scale:

To fairly grade students on submitted theory work, SWEETWATER INSTITUTE OF COSMETOLOGY will apply the following schedule:

- 95-100: Excellent
- 86-94: Very Good
- 75-85: Average
- 70-74: Minimal, consider striving for an improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory
    - 95-100: excellent

All students are expected and required to earn a 70% or higher on exams, 75% or higher on practical skills, and 67% or better attendance rates (to avoid overages, a student must maintain a 94% attendance rate).

Students meeting the minimum requirements for academics and attendance at the evaluation points 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 evaluation.

**Warnings:** Students who fail to meet the threshold requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

**Probation:** 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 while during the probationary period, **if** the student appeals the decision, and **prevails** upon appeal. Additionally, only students who have the mathematical ability to meet the Satisfactory Academic Progress Policy Standards by the end of the evaluation period may be placed on probation. Students placed on probation will be placed on an academic plan enabling them 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 the academic progress requirements required for satisfactory academic progress, or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

**Re-establishment of satisfactory academic progress:** Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probation 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 as not be making satisfactory academic progress, the student may appeal the determination within 10-calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness to the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated if applicable.

SWEETWATER INSTITUTE OF COSMETOLOGY does not offer remedial, non-credit, repetitive courses, and the Satisfactory Academic Progress Policy has no effect upon the 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. The Satisfactory Academic Progress evaluation periods will be based on contracted hours at SWEETWATER INSTITUTE OF COSMETOLOGY.

The student must meet thresholds with practical skills, academics, and attendance to avoid warning and probationary issues with their Satisfactory Academic Progress policy compliance.

**Theory grades** are taken from tests and homework assignments throughout the weeks of theory class. The overall average MUST be at a 70% or better.

**Practical grades** are taken from practical, hands-on, skills taught during clinical hours. A skill will be introduced, practiced, then tested. At no point will a student be tested over a skill that was not previously introduced. If a student fails to attend school when a new skill is introduced, it is up to the student to schedule a makeup time with the instructor to ensure a skill is fully understood. The practical grade must be at least a 75%

**Attendance** is a vital element in any career. To avoid overages, a student must maintain a 94% attendance, however; to maintain compliance with the Satisfactory Academic Progress policy, you are required to maintain at least a 67% attendance percentage.

The Satisfactory Academic Progress Policy requires that grades be assessed for Qualitative elements (theory, practical), and Quantitative (attendance). The qualitative elements will be averaged together. All grades are cumulative from day 1.

**Leave of Absence:** will not affect a Satisfactory Academic Progress Policy grade or standing. The hours that were missed during an approved Leave of Absence will be tacked on to the end of a contract.

Results of any Satisfactory Academic Progress policy evaluation will be readily (within 7 school days) available to the student upon completion. You may appeal the result of a Student Academic Progress Policy outcome when mitigating circumstances are present and have provided a barrier for you. You will be required to provide proof as to the circumstance, an idea of what had happened to cause the deficiency, as well as how the circumstance is no longer an issue. Student Academic Progress policy appeals and courses of action are stored in the student file for review. SWEETWATER INSTITUTE OF COSMETOLOGY uses warnings, probations,



and appeals to provide you every opportunity to excel. If at any time you have a question, please feel free to ask your instructor or director.

### **Student Conduct and Policy:**

Violation of Student Conduct and Policy will result in disciplinary action. The disciplinary action will mirror the severity of the infraction.

- For repeat offences that do not include violent or drug/alcohol instances, SWEETWATER INSTITUTE OF COSMETOLOGY will apply the following protocol: Verbal warning-Written warning/Probation-Suspension, after 4 issues, termination of enrollment and refund/withdraw policy will go into effect.
  - For violent or drug/alcohol violations, or when the actions intentionally cause harm to another student, client, or staff member of Sweetwater Institute of Cosmetology; the student's enrollment will be terminated immediately and refund/withdraw policy will go into effect.
- 1) Students MUST come to school by 8am with hair and makeup presentable. Uniform consists of: school issued tee shirts and BLACK pants, with black closed-toe shoes. No colored logos on clothing apart from the SWEETWATER INSTITUTE OF COSMETOLOGY logo found on shirts. No shorts, skirts, capris above the knee (must extend beyond the knee cap). No revealing shirts or dresses. No spaghetti straps nor exposed undergarments. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter the dress-code as necessary.
  - 2) Incentive disclosure: ANY current student who recommends a new student to SWEETWATER INSTITUTE OF COSMETOLOGY, and that new student signs a contract and completes 100 hours -the referring student will receive either \$50 off of tuition payment, or \$50 directly to the student if the tuition has already been paid in full. If a student completes their course with perfect attendance- zero tardy/leave-early/absence, and tests within 30-days of graduation, Sweetwater Institute of Cosmetology will pay for the exam. If the student passes the theory exam on first attempt, Sweetwater Institute of Cosmetology will then pay for the practical exam.
  - 3) SWEETWATER INSTITUTE OF COSMETOLOGY will not discriminate based on sex, age, race, color, religion, or ethnic origin for admissions, services, or staff.
  - 4) Come to class with all supplies needed including tools, books, paper, notes, etc.
  - 5) Station is to be clean and organized with minimal clutter
  - 6) An instructor must inspect all practical work. Your instructor must sign off on the client assignment at the beginning during the consultation, as well as frequent checks during the service. When the service is concluded, the instructor will do a final inspection of the work and provide final pricing and signing off on the ticket.
  - 7) End of day duties are to be taken care of before leaving for the day. These are duties that are comparable to what you will be responsible for when employed in the salon. All students are required to participate and will be held accountable for their assigned duties.
  - 8) If you change addresses/phone numbers/marital status while enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY, you are required to give immediate notice and provide supporting documents
  - 9) SWEETWATER INSTITUTE OF COSMETOLOGY cannot assume responsibility for lost valuables. Keep valuables on you or secured in a safe location. If something is found, it is to be given to the director. It will be held for 30 days. If unclaimed, the finding student will keep it
  - 10) SWEETWATER INSTITUTE OF COSMETOLOGY is a drug-free workplace/school. Under no circumstance will a student or staff member be allowed to buy/sell/take/make controlled substances, intoxicating medicines, or drinks while on premises. If a staff/student chooses to participate in this type of

behavior outside of school, and discusses it openly while in school, they will face the same disciplinary action. If a staff/student is prescribed medications that inhibit their ability to function safely, the staff/student will not be permitted at school.

- 11) Station must be cleaned after each service. Tools must be disinfected per manufacturer's recommendation. Any item dropped during the service, or spills during the service, must be immediately cleaned up. This is a requirement for the Tennessee State Board of Cosmetology state board exams, as well as salon requirements.
- 12) If the student receives a personal phone call on the school number, a message will be taken and passed along to the student, only in an emergency will the student be interrupted while in service on the clinic floor.
- 13) Drawers, cabinets must be clean at all times
  - a. Tools and drawers free of hair, nail clippings, etc
  - b. No personal items in drawers
  - c. No trash on or at station
- 14) BE PROFESSIONAL. NO gossiping, crude behavior, yelling, horseplay, etc. Any foul behavior will result in the student being immediately excused from the service or from the floor and sent home. A second instance will result in a suspension at minimum of 1-week.
- 15) Avoid controversial, profane, unprofessional talk between you and other students, or you and clients.
- 16) No cell phones are to be used on the clinic floor unless you are looking for hair or nail ideas
- 17) NO FOOD or DRINKS ON CLINIC FLOOR-Clinic floor is defined as any area that hair, skin, or nail services are typically performed.
- 18) Do not borrow things without permission. Ensure your kit items are marked in a way that allows for easy identification.
- 19) Do not refuse clients, nor argue about client assignments with front desk. Any concerns of the assignment should be brought to an instructor.
- 20) Students should meet clients in a warm, friendly manner.
- 21) Do not criticize another student's work
- 22) For safety reasons, if a student is going through an issue that may escalate to something beyond a civil disagreement, they are asked to notify the director/instructors, so they may be aware of suspicious behavior
- 23) Fire: Evacuation plans are posted in each room. Follow the designated route. Meet at the "SWEETWATER INSTITUTE OF COSMETOLOGY" marquee at the end of the parking lot. Instructors will call roll. Under no circumstance should anyone reenter the building until authorities deem it safe.
- 24) Due to an escalation in work and school place violence, lockdown procedures are not publicly displayed; but will be reviewed with students during orientation.
- 25) SWEETWATER INSTITUTE OF COSMETOLOGY provides reasonable accommodations to students with professional and documented disabilities, as in compliance with the Americans with Disabilities Act. If there are issues, it is the student's responsibility to address the concerns with an instructor or administrator.
- 26) An absence is any lapse in work/school schedule. With SWEETWATER INSTITUTE OF COSMETOLOGY being a clock-hour program, we do not differentiate between unexcused or excused absences. Any loss of class time through tardy, early leaves, or missed days will be counted against your bank of personal days. When you overextend the number of hours you are allotted, overages will be earned at

\$10 per hour. Excessive absences may require termination of enrollment from SWEETWATER INSTITUTE OF COSMETOLOGY.

- 27) Students enrolled in cosmetology and miss more than 2 days or 17 hours of Level 1 class will be required to repeat Level 1. The student will not lose hours, only spend time reviewing the foundation of their education.
- 28) Students who fail to pass or make satisfactory grades on their Level 1 exit exam must repeat Level 1 to allow for better skill development. If after a second completion of Level 1, the student cannot satisfactorily complete the skills required, the student will be terminated.
- 29) Leave of Absences can be granted to students who have issues outside of school that will require pausing education. A student can take up to 180 days of leave in one enrollment period. To qualify for a leave, the student must take at minimum 5 calendar days. If on the school day after the leave, the student does not return to school by 8am, the student is terminated, and the enrollment contract withdraw policy tuition due schedule will be applied. Please see the policy in its entirety on page #25
- 30) Hours of operation:
  - a. Saturday, Sunday, Monday: CLOSED
  - b. Tuesday, Wednesday, Thursday: 8am-430pm (clinic floor opens at 10am)
  - c. Friday: 8am-430pm (clinic floor opens at 9am)
- 31) SWEETWATER INSTITUTE OF COSMETOLOGY observes the following holidays:
  - a. Thanksgiving & Black Friday
  - b. Christmas Break (12/24-1/1)
  - c. Summer Break (2<sup>nd</sup> week of June)
  - d. Independence Day
  - e. Fall Break (2<sup>nd</sup> week of October)
  - f. 4 Administrative Days (if needed) for meetings, classes, training, etc. that will be scheduled, and dates posted 2 weeks prior to the day
- 32) SWEETWATER INSTITUTE OF COSMETOLOGY does close for inclement weather; however, because we serve multiple counties, we do not follow Monroe County Schools' closing guidelines. Each incident will be reviewed individually. If conditions deem unsafe for students or staff, the school will make the decision to close. If the school closes for inclement weather, this will not be counted toward your allotment of personal days. If SWEETWATER INSTITUTE OF COSMETOLOGY is open, and you choose not to attend class, that will count toward your allotment of personal days. Notifications will be sent out via social media, text messages to individuals, and phone calls. (This is why it is imperative we have a current number to reach you)
- 33) Makeup work is the responsibility of the student. The student is given a syllabus for respective classes that clearly outline assignments due, as well as the date the assignment is due. If a student fails to turn in the required assignment within that Satisfactory Academic Progress interval, a '0' will be recorded. If the average drops below the allowed thresholds, the student may face warnings and probations, per policy on page # 28-32
- 34) Termination from SWEETWATER INSTITUTE OF COSMETOLOGY is a final resort for any issue. However, there are instances of extreme disrespect of person or policy may warrant immediate termination. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students. Terminated students/contracts will follow the refund policy stated in full starting on page #25.

## **Records Maintained:**

SWEETWATER INSTITUTE OF COSMETOLOGY will maintain all student records, in hard-copy/paper-copy. Students may access their individual file as needed. Those records are maintained on site for a minimum 10 years. Records will include but not limited to: enrollment information, grade/attendance sheet, practical task sheets, Satisfactory Academic Progress reports, and payments received. After at minimum 10 years, the records will be disposed of, with a *summary* of student information maintained on the premises.

## **Tuition:**

Tuition charges are assessed by the program and are payable before the beginning of the applicant's chosen course of study. The tuition and fee schedule details each program available with the cost analysis. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies.

Tuition payments are DUE AT THE FIRST OF EACH MONTH. Payments received after the 10<sup>th</sup> of each month will be subjected to a 10% late fee. Students who fall behind more than 2 payments may be suspended until payment requirements are met. If obligations are not met after 3 months, enrollment is terminated and tuition payment per the refund policy stated on page # will be required, in accordance to the withdraw tuition policy. As stated in the enrollment contact if financial obligations are not met as contractually agreed on, and a third-party collection company becomes involved, the student (or parent/guardian if student is a minor) will be responsible for the accrued cost of collection in addition to the tuition owed. Payment methods accepted: cash, approved check, & card.

Students wishing to enroll in SWEETWATER INSTITUTE OF COSMETOLOGY may pay tuition in full, equal monthly payments over the course of enrollment having tuition paid off by graduation, or manageable monthly payments with balloon balance due at the end of enrollment. In the event the student cannot do a payoff at graduation, the student may speak with director regarding options. There is a cash discount policy for students who are interested in paying the full tuition upfront at registration. When paying the balance in full at registration, 10% will be deducted off of tuition cost for cash/check payment, and 5% deducted off of tuition when a card is used.

## **Title 4 and Financial Aid:**

Effective July 2022, SWEETWATER INSTITUTE OF COSMETOLOGY was granted approval to participate in the Department of Education's Title 4 Financial Aid program. SWEETWATER INSTITUTE OF COSMETOLOGY participates in the Pell Grant program; as well as the federal subsidized student loan and unsubsidized student loan programs. For a student that is utilizing the Title 4 programs to cover tuition and expenses, the student's FAFSA information must be acceptable prior to enrollment.

Students' disbursements will be applied to tuition and contracted amounts owed to SWEETWATER INSTITUTE OF COSMETOLOGY first, with balances then given to student as needed or returned to the Department of Education through the R2T4 calculation.

## **Title 4 Financial Aid Verification Policy:**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, he/she will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This

documentation may include but is not limited to federal income tax transcript and W-2 forms, proof of untaxed income, housing allowances, etc.

Students will be notified by the financial aid office of all documents required to fulfill this federal requirement and will be provided with appropriate verification worksheet (V1 -V6) to complete. If after review by the financial aid office, there are any changes to the financial aid package the student will be notified in writing.

Because students sometimes make errors on their application, colleges have procedures for verifying the reported information. CPS selects which applications are to be verified, but the school also has the authority to verify additional students.

### *Applications to be Verified*

The school must verify applications selected by the CPS of students who will receive (or have received) student financial assistance. These include the Pell Grant, Direct Loan, and FSEOG programs.

### *Verification Tracking Groups*

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

### *Standard Verification Group*

Tracking flag V1. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- Untaxed portions of pensions
- Tax-exempt interest income
- Household size
- Untaxed portions of IRA distributions
- U.S. income tax paid
- IRA deductions and payments
- Education credits
- Number in college
  - *Students who are not tax filers must verify the following:*
    - Income earned from work
    - Number in college
    - Household size

*Reserved for future use by the Department.* Tracking flag V2

*Reserved for future use by the Department.* Tracking flag V3

*Custom Verification Group.* Tracking flag V4.

Students must verify high school completion status and identity/statement of educational purpose.

*Aggregate Verification Group.* Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to items in the Standard Verification Group

*Reserved for future use by the Department.* Tracking flag V6

### *Reporting results for verification tracking flags V4 and V5*

The school is required to report through FAA access to CPS online website, the outcome of verifying high school completion status and identity/statement of educational purpose for applications with tracking flag V4 and V5.

### *Data Retrieval Tool (DRT)*

Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and the most secure method of meeting verification requirements. If students cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the correction process, they must provide an IRS tax return transcript for the student and spouse or parents, as applicable.

#### *Acceptable Documentation*

If an applicant is selected to verify any of the following information, an institution must obtain the specified documentation.

Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid.

An institution must require an applicant selected for verification of AGI, income earned from work or U.S. income tax paid to submit to it—

- A copy of the income tax return or an Internal Revenue Service (IRS) form that lists tax account information of the applicant, his or her spouse, or his or her parents, as applicable for the specified year. The copy of the return must include the signature (which need not be an original) of the filer of the return or of one of the filers of a joint return;
- For a dependent student, a copy of each IRS Form W–2 for the specified year received by the parent whose income is being taken into account if—
  - o The parents filed a joint return; and
  - o The parents are divorced or separated or one of the parents has died; and
  - o For an independent student, a copy of each IRS Form W–2 for the specified year he or she received if the independent student—
    - Filed a joint return; and
    - Is a widow or widower, or is divorced or separated.

An institution may accept, in lieu of an income tax return or an IRS form that lists tax account information, the information reported for an item on the applicant's FAFSA for the specified year if the Secretary has identified that item as having been obtained from the IRS and not having been changed.

An institution must accept, in lieu of an income tax return or an IRS form that lists tax account information, the documentation set forth below of this section if the individual for the specified year—

- o Has not filed and, under IRS rules, or other applicable government agency rules, is not required to file an income tax return;
- o Is required to file a U.S. tax return and has been granted a filing extension by the IRS; or
- o Has requested a copy of the tax return or an IRS form that lists tax account information, and the IRS or a government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide an IRS form that lists tax account information.

An institution must accept—

- o For an individual described above of this section, a statement signed by that individual certifying that he or she has not filed and is not required to file an income tax return for the specified year and certifying for that year that individual's—
  - o Sources of income earned from work as stated on the FAFSA; and
  - o Amounts of income from each source. In lieu of a certification of these amounts of income, the applicant may provide a copy of his or her IRS Form W–2 for each source listed in the bullet above.

For an individual described in above of this section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

- o A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that the individual filed with the IRS for the specified year, or a copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time; and
- o A copy of each IRS Form W–2 that the individual received for the specified year, or for a self-employed individual, a statement signed by the individual certifying the amount of the AGI for the specified year; and

For an individual described in the above section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

- o A copy of each IRS Form W–2 that the individual received for the specified year; or
- o For an individual who is self-employed or has filed an income tax return with a government of a U. S. territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of AGI and taxes paid for the specified year.

An institution may require an individual described above (Has requested a copy of the tax return or an IRS form that lists tax account information) to provide to it a copy of his or her completed and signed income tax return when filed. If an institution receives the copy of the return, it must reverify the AGI and taxes paid by the applicant and his or her spouse or parents.

If an individual who is required to submit an IRS Form W–2, is unable to obtain one in a timely manner, the institution may permit that individual to set forth, in a statement signed by the individual, the amount of income earned from work, the source of that income, and the reason that the IRS Form W–2 is not available in a timely manner.

An institution may accept in lieu of a copy of an income tax return signed by the filer of the return or one of the filers of a joint return, a copy of the filer’s return that includes the preparer’s Social Security Number, Employer Identification Number or the Preparer Tax Identification Number and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.

#### *Number of family members in household*

An institution must require an applicant selected for verification of the number of family members in the household to submit to it a statement signed by both the applicant and one of the applicant’s parents if the applicant is a dependent student, or only the applicant if the applicant is an independent student, listing the name and age of each family member in the household and the relationship of that household member to the applicant.

#### *Number of family household members enrolled in eligible postsecondary institutions*

An institution must require an applicant selected for verification of the number of household members in the applicant’s family enrolled on at least a half-time basis in eligible postsecondary institutions to submit a statement signed by both the applicant and one of the applicant’s parents, if the applicant is a dependent student, or by only the applicant if the applicant is an independent student, listing—

- o The name of each family member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the award year;
- o The age of each student; and
- o The name of the institution that each student is or will be attending.

If the institution has reason to believe that an applicant's FAFSA information or the statement provided under the section (Number of family household members enrolled in eligible postsecondary institutions) regarding the number of family household members enrolled in eligible postsecondary institutions is inaccurate, the institution must obtain a statement from each institution named by the applicant in response to the requirement of section (The name of the institution that each student is or will be attending) that the household member in question is or will be attending the institution on at least a half-time basis, unless—

- o The institution the student is attending determines that such a statement is not available because the household member in question has not yet registered at the institution he or she plans to attend; or
- o The institution has information indicating that the student will be attending the same institution as the applicant.

#### *Other Information*

If an applicant is selected to verify other information specified in the annual Federal Register notice, the applicant must provide the documentation specified for that information in the Federal Register notice.

#### *Completing the Process*

A student selected for verification must complete it. The school has the authority, and in some instances are required, to withhold disbursement of any FSA funds until she does. Adopting this policy substantially reduces the incidence of overpayments.

#### *Notification to Students*

The school will notify students in person and prior to enrollment, of the required verification documents they must submit within 30 days after enrollment. They will be given a verification worksheet that details which documents to submit. They must also be informed that disbursements of any FSA funds will be withheld until all documentation is submitted.

An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

#### *After Documentation is Complete*

When all necessary verification documents have been obtained from the student, they should be compared to the ISIR that is being reviewed for payment. If all the student's information is correct and there are no outstanding issues or conflicting information, the school may award and disburse aid for which the student is eligible. If verification reveals errors or inconsistencies, the student may have to make corrections or update information. Students selected for verification by the Center Processing System (CPS) will be required to submit specific form to the office. No funds will be disbursed until corrections have been made. When the corrected ISIR is received, the student will be notified in person if their EFC and Title IV amounts change.

#### *Deadlines and Failure to Submit Documentation*

An applicant selected for verification must complete the verification process before any funds are disbursed. Verification is complete when the school has all requested documentation. For Pell grants, the student must have corrected any errors or shown that the information is correct, and the school



must have her valid correct !SIR or SAR. If a student fails to provide the required documentation by the schools deadline of 30 days after enrollment , do not disburse Pell, Direct Loan, or FSEOG funds or certify a Direct loan application.

***Referral of Fraud Cases***

Refers to the Office of Inspector General of the Department of Education for investigation— After conducting the review of an application, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are—

- o False claims of independent student status;
- o False claims of citizenship;
- o Use of false identities;
- o Forgery of signatures or certifications; and
- o False statements of income; and

Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

**Professional Judgement**

The school must complete verification for a selected student before exercising professional judgement to adjust any values that are used to calculate the EFC.

**Textbooks & Kits:**

Books & kit are purchased through the school for students, include approved material needed to complete your education, and are required each day of attendance in their entirety. The school reserves the right to change books & kit as deemed necessary without notice. Books & kit pieces are YOUR responsibility to take care of and not misplace. Cosmetology, Esthetics, Manicuring, and Instructor curriculum are published by Milady and are kept current with testing requirements for Tennessee State Board of Cosmetology, and the testing contractor. Students may not remove textbooks or kit/pieces from SWEETWATER INSITUTE OF COSMETOLOGY until paid for in full, unless signed out. Students enrolled in Cosmetology, Esthetics, and Manicuring will receive two (2) books-a textbook and a workbook. Students enrolled in Instructor training program will receive two(2) books-a textbook as well as a motivational planner used to coordinate schedules and lessons.

***Itemized values of the Book & Kit portion of your fees are:***

<b>Cosmetology \$12,600</b>		
<b>Tuition: \$11,000</b>	<b>Book &amp; Kit: \$1500</b>	<b>Administrative Cost: \$100</b>
\$7.33 per hour of contracted instruction	Milady Workbook Package: \$147.29 Milady Textbook Package: \$129.09 Kit (mannequins, stand, brushes, combs, capes, tools): \$1223.62	Processing enrollment, file/hours maintenance, graduation paperwork
<b>Esthetics \$5700</b>		
<b>Tuition: \$5000</b>	<b>Book &amp; Kit: \$600</b>	<b>Administrative Cost: \$100</b>
\$6.67 per hour of contracted instruction	Milady Theory Workbook: \$70.95 Milady Theory Textbook: \$136.95 Kit (mannequin, tools, brushes, product, makeup): \$392	Processing enrollment, file/hours maintenance, graduation paperwork

Manicuring \$5500		
<b>Tuition: \$4400</b>	<b>Book &amp; Kit: \$1000</b>	<b>Administrative Cost: \$100</b>
\$7.33 per hour of contracted instruction	Milady Workbook Package: \$128.23 Milady Textbook Package: \$134.29 Kit (mannequins, stand, brushes, chemicals, e-file, tools): \$737.48	Processing enrollment, file/hours maintenance, graduation paperwork
Instructor \$3300		
<b>Tuition: \$3000</b>	<b>Book &amp; Kit: \$200</b>	<b>Administrative Cost: \$100</b>
\$10 per hour of contracted instruction	Milady Theory Textbook: \$176.95 Milady Planner: \$20	Processing enrollment, file/hours maintenance, graduation paperwork

## After I graduate-THEN WHAT?!

Then, you are off to a career that you have worked very hard for. Tennessee State Board of Cosmetology is responsible for testing and is currently utilizing a 3<sup>rd</sup> party testing contractor. When you graduate SWEETWATER INSTITUTE OF COSMETOLOGY, you will be granted a diploma. Once all financial terms are met your hours will be released to the third-party test contractor (currently PSI Testing). You will pay the test contractor the test fee required. Upon payment, the student is given the opportunity to schedule the theory test. That theory test is (currently) held in Knoxville, Chattanooga, Johnson City, Nashville, and Memphis. Once the student passes the theory test, they must wait 24 hours, then pay for/schedule the practical exam. The practical exam is (currently) offered at Knoxville and Memphis. When the student passes the practical exam, the student may then go onto the state's website and apply for their license.

## Frequently Asked Questions:

**Q:** Can I really make money in the beauty industry?

**A:** Absolutely. This career allows you to earn exactly what you are worth. Hardworking, creative, disciplined students grow into hardworking, creative, disciplined successful professionals who earn a comfortable salary. On the downside, there are also some very creative and talented individuals who fail to learn how to work their business, end up disgruntled with meager wages, and return from what they knew before. Within this industry, there is not a minimum you can earn-there is no maximum you can earn. You will earn what you work for.

**Q:** Am I learning just enough for school, or do I learn enough to go to work?

**A:** We give you more than enough to pass your licensing exam with. We have several educators with a diverse background in all aspects of the industry so there is a wealth of knowledge for you to take full advantage of. There is no way we can teach you EVERYTHING, in the few short months you are enrolled. We will give it our best effort though.

**Q:** WHY is the attendance policy so strict?

**A:** You become what you practice. If you practice being punctual and dependable, you will develop into a punctual and dependable employee for a much deserving salon one day. That is the hallmark for a true professional. Our goal is not just to turn out employees for salons and spas. We start every class with the same goal-grow them into the best professional we can.

**Q:** What makes SWEETWATER INSTITUTE OF COSMETOLOGY different from other schools?

**A:** That can be tricky-there are some phenomenal schools within a couple of hours either way. We are different in the fact that we offer a *smaller environment*-there is no complicated chain of command. Everyone is under the same roof and accessible. We are not disconnected and uncaring. We are only as successful as YOU are...we want to see each one grow. *Tuition* is another factor-when Misty began SWEETWATER INSTITUTE OF COSMETOLOGY; it was so EVERYONE could grow. Not just the ones who had aid, or the ones with trust funds. The tuition is set at a manageable amount for cash-pay students and is often less than the balance due between the amount aid covers and the tuition due. *Student-Teacher ratios* are kept well below state requirements. Tennessee only requires 1 teacher for up to 20 students. As of December 2019, we have 4 instructors and less than 35 students. This allows individualized help and guidance.

**Q:** What product or chemical line will I use?

**A:** Short answer-as many as possible! Instead of becoming a CHI school, a MATRIX school, a REDKEN school, etc that only teaches the intricacies of those particular product lines-we strive to provide product and education in many lines, allowing you the opportunity to fall into most salons with a very comfortable grasp on the various characteristics of each more popular product line. The differences in BSH Spray and Play, Matrix Vavoom spray, and CHI Helmet Head...that can make a transition from school to real-world a lot easier! We do rely on Matrix color primarily because it is a simple line to understand, as well as move from into other lines. We offer retail from Matrix, CHI, Redken, Sexy Hair, Esquire, Biosilk, El Patron, and Redken for Men.

**Q:** What will I be learning?

**A:** As much as we can teach to prepare you for a career! Per Tennessee State Board, as a nail tech you are only required to know how to do a silk wrap, acrylic, tip application, basic manicure, and blood exposure service. Your career will span so much further! We firmly believe that education creates opportunity. Yes, you will know enough for boards...in addition to a working knowledge of hard gels, pedicures, massage techniques, marketing, retailing, hybrid gels, sculpting, luxury treatments, etc. Esthetics professionals are now only required to know basic manipulations, blood exposure service...there are various peels, full-body waxing, massage basics, dermafilling, microdermabrasion, opportunities for advanced education with dermaplaning, lash extensions, and waxing. Cosmetology professionals are licensed to learn everything with the exception of facial modality use. We try to provide as much education as possible. All of the nail education, most of the esthetics applications, dimensional coloring, avant garde, marketing, retailing...your education, your passion, your future. It really is a beautiful thing when those things come together!

**Q:** English is not my primary language, are courses available in any other translation?

**A:** SWEETWATER INSTITUTE OF COSMETOLOGY can only provide information and instruction in English, as we do not have a multi-lingual staff. Please know that all information and lessons presented to you will be strictly in English.

**Q:** Where can I get more information?

**A:** CALL US! 423-351-0071. Let's talk and visit-we encourage EVERYONE to make sure you are comfortable with your decision before signing any contract. Let's see just how doable this career can become.

**Q:** What method of payment is preferred?

**A:** For tuition and fees, any method is welcomed-cash, card, or check. For service payments, SWEETWATER INSITUTE OF COSMETOLOGY accepts cash, card, and known checks with ID

**Q:** Who are your faculty and what qualifications do they hold?

**A:** So glad you asked! We have a diverse staff that brings decades of experience and knowledge to our student body. Let us introduce to you:

- **Misty Pina:** Owner/Director of Sweetwater Institute of Cosmetology. Misty has been actively licensed as a *cosmetology instructor* for 7 years, and a licensed stylist for 17 years. Misty also owns the highly-successful and award winning 'The M Salon' in Vonore. One of the region's only recognized Summit System Salons!
- **Briana Cornell:** *Lead Clinic Cosmetology Instructor and Instructor class lead.* Briana has been licensed as an instructor and stylist in Tennessee for 6 years, but also carries another 6 years licensure in Mississippi, Louisiana, & Florida. Briana was a certified CHI colorist and PM The School Director and Lead Educator. Master cutting and barbering techniques, colorist, and many other advanced skills
- **Bethany Moore:** *Level 1 Cosmetology Instructor.* Bethany has been licensed as a *Cosmetology Instructor* in Tennessee for 3 years, and a stylist for 12 years licensed in 5 different states. Bethany uses amazing organizational skills and an understandable teaching style to start students off on a stellar path to success.
- **Angela McJunkins:** Angela brings 35+ years of licensed knowledge, phenomenal customer service skills, and a calm patience that manicure students rarely get to experience.
- **Amanda Debity:** 10 active years of *cosmetology instruction* and most recently transitioning into administration
- **Mandy Murphy:** Decades of licensed experience, certified Redken educator, previous salon owner, and now a cosmetology instructor
- **Angie Day:** She is our *front desk coordinator* by title; but really Angie is our star quarterback! Coordinating students, staff, and clients can get a little nutty.

**VA Disclosure per 03/2022:**

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Sweetwater Institute of Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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