

MTSU SATO HAIR ACADEMY
9062 METCALF, OVERLAND PARK, KS
913-341-7286

Unless otherwise notated, the contents of this student handbook apply to all programs at Mitsu Sato Hair Academy including Cosmetology, Esthetics and Nail Technician.

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REVISED OCTOBER 2016

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MISSION STATEMENT

Mitsu Sato Hair Academy is committed to providing an elite cosmetology education, teaching students the most current techniques and artistic approaches to hairdressing, thereby producing highly desired and employable graduates.

VISION

Our vision is to inspire and lead future professionals toward career success.

- Our vision is an energy force behind a new approach to higher learning.
- Our vision is what creates a unique learning environment.

FOUNDER BIOGRAPHY

Mitsu Sato has been a leader in the hair industry for over 35 years. Originally from Kyoto, Japan, Mr. Sato came to the United States to study fashion, photography, and cosmetology so he could style hair and photograph models. After serving as the artistic director for the world-renowned Vidal Sassoon in Beverly Hills, Mr. Sato opened his own salon on trendy Melrose Avenue and had clientele that included Hollywood celebrities.

During his career, Mr. Sato has demonstrated at hair and fashion shows in the US, Europe, and Asia. Furthermore, he has trained stylists and contributed to fashion editorials, photographs for newspapers, catalogues, music videos, and magazines. In 1993, he relocated to Kansas City and opened Mitsu Sato Salon and Day Spa, which twice has been voted "Best Hair Salon in Kansas City". Mr. Sato opened the hair academy in 2007 with a quest to assist others in fulfilling their dream of becoming successful cosmetologists.

Mr. Sato is an instructor at the academy and enjoys sharing his skills and knowledge with the students.

STAFF

All the instructors at Mitsu Sato Hair Academy are licensed by the Kansas Board of Cosmetology and meet all state law requirements. Our instructors bring tremendous skills into the academy every day and have a passion for the industry.

Mitsu Sato – Academy Owner, Instructor, CEO/CFO
Roseanna Pollina – Educational Director, Instructor – all programs
Elizabeth Harland -- Educational Director, Instructor – cosmetology
Autumn Robinett – Instructor – Cosmetology
Ruth Hartwick – Instructor – Cosmetology
Brandy Pound – Instructor – Esthetics
Lois Bugg – Instructor --- Nail Technician
Terri Kline – Administrator, Financial Aid Advisor
Russell Menge – Admissions, Marketing

LICENSURE AND ACCREDITATION

The academy and administrative offices are located at 9062 Metcalf Avenue, Overland Park, KS 66212. Telephone: 913-341-7286. The academy is licensed by the Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603. Telephone: 785-296-3155. The academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015m Colvin Street, Alexandria, VA 22314. Telephone: 703-600-7600. Recognition as post-secondary institution by the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612. Telephone: 785-296-3421.

FACILITY

Mitsu Sato Hair Academy is centrally located in Overland Park, KS, a highly desirable and diverse suburban community.

The clinic floor resembles a salon in its accessibility and accommodations for both students and clinic floor guests. The clinic floor features an urban architectural design that includes a guest waiting area, 25 client stations, a color station, shampoo bowls, manicure and pedicure stations and a relaxing esthetics room. The academy provides a break room for our students that includes a refrigerator and microwave for student convenience. An admissions welcoming room and administrative office is located just off the salon floor.

The academy boasts two theory classrooms that include on-line demonstration capabilities. The academy has a library all students are encouraged to use. The students will find demonstration videos and books available for use.

SYLLABUS AND COURSE OUTLINE

COSMETOLOGY COURSE:

1500 HOURS, 40 WEEKS @ 37.5 HOURS WEEKLY -- FULL TIME

1500 HOURS, 77 WEEKS @ 19.5 HOURS WEEKLY -- PART TIME

ACADEMIC YEAR: 975 HOURS/26 WEEKS

CIP Code: 12.0401 SOC Code: 39-5012 O*Net 39-5012.00

Occupational Title: Hairdressers, Hairstylists and Cosmetologists

Course Description: The Mitsu Sato Hair Academy cosmetology program covers all units in the Milady 13th Edition textbook. This course is measured in clock hours and competencies. Mitsu Sato Hair Academy educates students in Laws, Rules and Regulations, theory and practical skills pertaining to the cosmetology industry. Upon completion, the student may have several career choices – Cosmetologist, Salon Owner, Salon Manager, Education Consultant, Manicurist, Platform Artist, and Educator (additional training may be required). The state of Kansas requires 1500 clock hours to be eligible to test for a license, as well as a designated number of practicals for each skill taught during the program. The state board curriculum is as follows:

Cosmetology – 1500 Hours

	<u>Hours</u>	<u>Theory</u>	<u>Minimum Practice</u>
Scientific Concepts – 115 Hours			
(1) Sanitation <i>Personal, Public, Methods, Chemistry, Safety Precautions First Aid</i>	40		
(2) Hair and Scalp <i>Structure, Composition, Blood & Nerve Supply & Function Growth & Regeneration, Analysis, Conditions & Disorders</i>	35		
(3) Skin <i>Structure, Function, Blood & Nerve Supply & Function, Conditions, Disorders</i>	20		
(4) Nails <i>Structure, Composition, Growth & Regeneration Irregularities, Disorders & Diseases</i>	20		
Physical Services – 400 Hours			
(1) Shampoos and Rinses <i>Purpose & Effects, Materials & Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection</i>	35		
(2) Scalp and Hair Care <i>Purposes & Effects, Materials & Supplies, Types of Scalp Treatments, Procedures, Safety Measures, Related Chemistry</i>	35		
(3) Facials and Make-up <i>Purpose & Effect of Massage Movement, Materials, Implements & Supplies, Facial Nerves & Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal, Eyebrow Arching, Lash & Brow Tinting, Safety Precautions</i>	150		

(4) Manicuring	180		
(5) Artificial Nails			
<i>Purposes & Effects, Equipment, Supplies & Implements, Procedures, Related Chemistry, Safety Precautions</i>			
Chemical Services – 450 Hours			
(1) Hair Coloring	175		25
(2) Hair Lightening			25
<i>Purposes & Effects, Materials & Supplies, Scalp & Hair Analysis, Classifications/types, Color Selection, Procedures Corrective Measures, Fillers & Conditioners, Removal of</i>			
Cosmetology – 1500 Hours (cont.)			
	Hours	Theory	Minimum Practice
<i>Artificial Color, Special Effects, Related Chemistry Safety Precautions</i>			
(3) Chemical Waving	150		25
<i>Purposes & Effects, Materials & Supplies, Scalp & Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Care Problems, Related Chemistry, Safety Measures</i>			
(4) Chemical Relaxing	125		25
<i>Purposes & Effects, Materials & Supplies, Scalp & Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures</i>			
Hair Designing – 360 Hours			
(1) Hair Shaping	150		
<i>Purpose & Effects, Materials, Supplies & Implements, Techniques, Designing, Safety Measures, Use of Implements ---- Razor</i>			
			25
			25
(2) Hair Styling	125		
<i>Purpose & Effects, Materials & Supplies, Finger Waving & Shaping, Curl Formation</i>			
<i>Pin Curls:</i>			
			25
			25
<i>Roller Sets:</i>			
			50
<i>Comb-out Techniques:</i>			
			50
(3) Thermal Techniques	75		
<i>Hair & Scalp Analysis, Materials, Supplies & Implements, Hair Pressing, Safety Measures, Thermal Curl & Waving</i>			
<i>Iron Curling</i>			
<i>Electric Curling</i>			
			50
<i>Air Waving</i>			
			50
(4) Care & Styling of Hair Pieces	10		
Business Practices – 75 Hours			
(1) Management Practices			75
(2) Salon developments			
(3) Insurance			
(4) Client Records			
(5) Salesmanship			
State Law Rules and Regulations – 50 Hours			
Student Specific Needs – 50 Hours			
TOTAL HOURS.....	1500		

Nail Technician – 350 Hours

350 HOURS, 18 WEEKS @ 19.5 HOURS WEEKLY -- PART TIME
 Less than an academic year

CIP Code: 12.0410 SOC Code: 39-5092 O*Net 39-5092.00
 Occupational Title: Manicurists and Pedicurists

Course Description: The Mitsu Sato Hair Academy nail technician program covers all units in the Milady Nail Technician textbook. This course is measured in clock hours and competencies. Mitsu Sato Hair Academy educates students in Laws, Rules and Regulations, theory and practical skills pertaining to the nail technician industry. Upon completion, the student may have several career choices – Manicurist, Salon Owner, Salon Manager, Education Consultant, and Educator (additional training may be required). The state of Kansas requires 350 clock hours to be eligible to test for a license, as well as a designated number of practicals for each skill taught during the program. The state board curriculum is as follows:

Nail Technology – 350 Hours	Hours	Theory	Minimum Practice
Scientific Concept	60		
(1) Sanitation			
(2) Chemistry			
<i>General Concepts, Product Composition, Chemical Safety/ OSHA Regulations</i>			
(3) Nails			
<i>Structure & Composition, Growth & Regeneration, Irregularities, Diseases</i>			
(4) Skin			
<i>Structure & Functions, Growth & Regeneration, Disorders</i>			
(5) Muscles, Nerves, and Blood			
<i>Structure, Function</i>			
Manicuring Skills	75		
(1) Purpose and Effect			
(2) Preparation			
(3) Equipment and Implements			
<i>Purpose & Effects, Types</i>			
(4) Procedures			
<i>Reconditioning Treatments, Repair Techniques, Hand & Arm Massage, Application of Polish, Basic Manicure</i>			25
<i>Pedicure</i>			25
(5) Special problems and Procedures			
(6) Sanitation and Safety Precautions			
Artificial Nails	160		
(1) Purpose and Effect			
(2) Preparation			
(3) Equipment and Implements			
(4) Supplies and Products			
(5) Procedures			
<i>Sculpting</i>			100 Nails
<i>Gels</i>			
<i>Tipping</i>			100 Nails
<i>Wrapping</i>			100 Nails
<i>Repair Techniques</i>			
(6) Sanitation and Safety Precautions			
Business Practices	35		
(1) Management Practices			
(2) Salon Development			

- (3) Insurance
- (4) Client Records
- (5) Salesmanship

State Law and Regulations

20

TOTAL HOURS.....350

Esthetics Course – 1000 Hours

1000 HOURS, 27 WEEKS @ 37.5 HOURS WEEKLY -- FULL TIME
 ACADEMIC YEAR: 975 HOURS/26 WEEKS

CIP Code: 12.0409 SOC Code: 39-5094 O*Net 39-5094.00
 Occupational Title: Skin Care Specialists

Course Description: The Mitsu Sato Hair Academy esthetics program covers all units in the Milady Esthetics textbook. This course is measured in clock hours and competencies. Mitsu Sato Hair Academy educates students in Laws, Rules and Regulations, theory and practical skills pertaining to the esthetics industry. Upon completion, the student may have several career choices – Esthetician, Spa Owner, Spa Manager, Dermatologist Office, Education Consultant, and Educator (additional training may be required). The state of Kansas requires 1000 clock hours to be eligible to test for a license, as well as a designated number of practicals for each skill taught during the program. The state board curriculum is as follows:

<u>Esthetics -1000 Hours</u>	<u>Theory Hours</u>	<u>Practice Hours</u>	<u>Minimum Procedures</u>
Infection Control	10	50	
(1) Public Health <i>Sanitation, Disinfection, Sterilization</i>			
(2) Universal Precautions <i>Cross Contamination, Blood Borne Pathogens</i>			
Skin Anatomy and Physiology	200		
(1) Structure & Function of the Body System/Nerves			
(2) Dermatology			
(3) Cosmetic Chemistry			
(4) Pharmacology			
(5) Nutrition			
Skin Analysis and Consultation	80	40	
(1) Skin Types and Conditions			
(2) Contraindications			
(3) Health Screening			
(4) Consultation, Poste Consultation & Home Care			
(5) Skin Analysis Equipment			
Skin Treatments	120	120	80 Facials
(1) Cleansing Techniques			
(2) Exfoliation <i>Mechanical</i> <i>Chemical (enzymes, hydro-aphroxy)</i>			
(3) Extraction <i>Without Lancet</i>			
(4) Conditioning			
(5) Masque Therapy			
(6) Protection			
(7) Massage			
(8) Basic Facial Equipment & Safety			

	<i>Steamer</i>			
	<i>Brush Machine</i>			
Body Treatments		20	20	10
(1) Back & Chest				
(2) Body Wrap				
(3) Body Exfoliation				
(4) Hydrotherapy- (theory only)				
Advanced Skin Treatments		80	60	45
(1) Advanced Exfoliation				
(2) Extractions Using a Lancet				
<u>Esthetics -1000 Hours (cont.)</u>		Theory	Practice	
Minimum		Hours	Hours	Procedures
Advanced Skin Treatments (cont)				
(3) Microdermabrasion				
(4) LED				
(5) Chemical Exfoliation				
<i>Gessner's</i>				
<i>AHA's</i>				
(6) Microcurrent and Other Electrical Treatments				
(7) Equipment for Advanced Skin Treatment				
<i>Microdermabrasion</i>				
<i>Microcurrent</i>				
<i>LED</i>				
<i>Mechanical</i>				
Temporary Hair Removal		10	30	40 Facials/10 Body
(1) Tweezing				
(2) Waxing				
(3) Depilatories				
(4) Sugaring				
(5) Threading				
(6) Contraindications and Safety				
Make up		20	40	25
(1) Purpose and Effects				
(2) Eyebrow and Eyelash Service				
(3) Corrective				
(4) Camouflage				
Business Practices		30		
(1) Business Planning				
(2) Client Records				
State Law Rules and Regulations		20		
Student Specific Needs		50		

TOTAL HOURS.....1000

SANITATION

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station/chair/roll about and other equipment or machinery. Students will be assigned a daily sanitation duty to help maintain a clean and safe school. All sanitation duties must be performed and checked and approved by an instructor each day prior to leaving.

EDUCATIONAL OBJECTIVE

The educational objective of Mitsu Sato Hair Academy is to teach, develop, and graduate students to be professionals in the Arts and Sciences of Cosmetology and to prepare students to successfully pass the Kansas State Board Examination. Students who successfully pass the course will be awarded a diploma and will be prepared for successful employment as a cosmetologist, esthetician, or manicurist.

COURSE OBJECTIVES

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

- Project a positive attitude and sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand the employer/employee relationships and respect the need to deliver worth for the value received.
- Perform the basic manipulative skills of their selected program of education.
- Perform the basic analytical skills to recommend treatment or services to achieve the best results for the client.
- Apply the theory, 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.

INSTRUCTIONAL METHODS

A variety of instructional methods will be used during the program. Lectures, demonstrations, audiovisual presentations, handouts, student salon, guest learning advisors and practicals will be used to educate students.

TEXTS

Cosmetology: Milady's Standard Cosmetology Textbook ISBN 13 9781133520689 (This product is provided in the form of an ebook.)

Nail Technician: ISBN 13 978053845758

Esthetics: ISBN 13 9781285157634

REFERENCE MATERIALS

Flashcards, handouts, and diagrams from the Milady text, various fashion magazines and website, ABC Coloring and ABC Cutting the Sassoon Way (cosmetology students), Nuts and Bolts Business Program Books (cosmetology and esthetic students)

GRADING PROCEDURES

Mitsu Sato Hair Academy requires a cumulative grade average of 80% or higher in each phase of training to graduate. Theory and practical work are considered of equal importance. If a student does not successful complete a phase of training with an 80% or higher, the student will be required to repeat that phase.

Mitsu Sato Hair Academy requires a score of 75% or higher on exams and quizzes. Students are granted the opportunity to retake exams and quizzes if they receive a failing grade, with an understanding that 85% is the highest grade they can receive.

The following grading scale will be applied:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 or below	Below standards – unsatisfactory

Students are required to achieve a cumulative grade of 80% or above to maintain Satisfactory Academic Progress.

In accordance with state testing scoring procedures, Mitsu Sato Hair Academy uses "yes/no" rubrics to grade student practicals. The practicals may be performed on mannequins, clients or peers. Students will be required to exhibit minimum proficiency prior to working with salon and spa clients.

A student who fails to complete an assignment, may at the instructor's discretion, be clocked out and sent home for the day. The hours missed because of being sent home will count towards the overall hours of absence time the student is allowed per their enrollment contract.

Performing guest services is an essential part of the student's learning. Refusal to perform a client service, will result in the student being sent home. The hours missed because of being sent home will count towards the overall hours of absence time the student is allowed per their enrollment contract.

There will be occasions when an instructor will require the student to supply a friend or family member as a "model". If the student does not recruit a model, it will be viewed as a refusal to complete an assignment and the student may be clocked out and dismissed for the day. The hours missed because of being sent home will count towards the overall hours of absence time the student is allowed per their enrollment contract.

DISCRIMINATION AND HARASSMENT POLICY

Mitsu Sato Hair Academy will provide an environment in which all students and staff are treated with respect and dignity. It is our policy that all students and staff have the right to be in an environment free from any type of illegal discrimination or harassment, including racial and sexual harassment whether verbal or physical.

The policy of Mitsu Sato Hair Academy is designed to ensure that all students and staff will be in an environment that promotes equal opportunities and prohibits discrimination and harassment based on race, religion, color, sex, age, ethnic origin, disability or marital status.

Mitsu Sato Hair Academy prides itself in being a multi-cultural school. Everyone must be sensitive and tolerant of the background of others.

ADMISSION REQUIREMENTS

All prospective students are required to take a tour of the academy and interview with the Admissions Department. Mitsu Sato Hair Academy will not engage in the recruitment of students already attending another institution.

Admission to the academy is open to persons 17 years of age or older, who

- (1) Are a high school graduate; OR
- (2) Are non-high school graduates who have earned a General Equivalency Certificate (GED); OR
- (3) Persons who earned the equivalent of a high school diploma through home-schooling or foreign education. (with confirmation from the ECC as per Kansas Board of Cosmetology)
- (4) Persons must provide a copy of the current state license (instructor course only)

Prospective students may supply proof of age by presenting their:

- (1) State Driver's License; OR
- (2) State issued identification card; AND
- (3) A copy of his/her birth certificate

Prospective students may supply proof of education by submitting their:

- (1) High School Diploma; OR
- (2) High School Transcript; OR
- (3) General Equivalency Certificate (GED); or
- (4) Foreign equivalent of high school diploma (confirmation from ECC is required)

Prospective students will be required to provide a social security card.

The academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation on the courses completed. If a transcript cannot be provided, the student will be required to take and pass a GED test prior to enrollment.

There is no online GED Test. The GED Test must be taken in person at a location approved by your state. Kansas City Kansas Community College and Johnson County Community college provide GED testing in the immediate area. Please contact the location you wish to register with for more information.

Prospective Instructor in Training students must provide a valid cosmetology license issued by the Kansas Board of Cosmetology.

Proof of education and birth certificate will not be required.

Prospective students with a felony conviction must disclose this information to the academy administrator prior to starting classes. All information disclosed will be kept confidential. Documentation of the conviction must be supplied to the Kansas Board of Cosmetology for review. The Kansas Board of Cosmetology at their sole discretion will determine if the prospective student will be eligible for an apprentice license, followed with a professional license upon graduation and successful passing of State Board examinations.

Mitsu Sato Hair Academy does not discriminate based on disability in admission or access to its programs, services or activities of individuals who meet essential eligibility requirements. The academy will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in academy programs, services or activities.

Prospective students who meet the requirements must complete an enrollment application and pay the \$100.00 application fee. The student will meet with the Financial Aid Administrator during enrollment to determine method of payments available to the prospective student. Methods of payment may include Title IV Pell grants and loans, private pay, non-institutional scholarships among other options. Following the meeting with the Financial Administrator, an enrollment contract may be completed. Students enrolling under the age of 18 must have a parent or guardian at the financial planning meeting and the parent or guardian will be required to sign the enrollment contract with the student.

Mitsu Sato Hair Academy may postpone a student's start date until Title IV funding has been approved where applicable.

Mitsu Sato Hair Academy does not offer Ability to Benefit Admissions.

Cosmetology Course Fees

Tuition	\$15,500.00
Student Kit	\$ 2,560.00
Application Fee	\$ 100.00
Apprentice License	\$ 15.00
TOTAL FEE (fees subject to change without notice)	\$18,175.00

Esthetics Course Fees *This is not Title IV (financial aid) eligible*****

Tuition	\$9,800.00
Student Kit	\$2,065.00
Application Fee	\$ 100.00
Apprentice License	\$ 15.00
TOTAL FEE (fees subject to change without notice)	\$

Nail Technician Course *This is not Title IV (Financial Aid) eligible*****

Tuition	\$2,200.00
Student Kit	\$ 250.00
Application Fee	\$ 100.00
Apprentice License	\$ 15.00
TOTAL FEE (fees subject to change without notice)	\$2,565.00

CONSUMER INFORMATION

CIP CODES

The US Department of Education regulations as of July 1, 2011, require the Academy to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Education's National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at www.nces.ed.gov/ipeds/cipcode.

SOC CODES

NACCAS accrediting agency policies as of July 1, 2011, require the Academy to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories.

Detailed occupations with similar job duties, and in some cases skills, education, and/or training are grouped together. For more information regarding SOC Codes visit the website at www.bls.gov/SOC/.

O*NET

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local

salary information and training opportunities. For more information regarding O*NET visit the website at www.onetcenter.org/overview.html.

NET PRICE CALCULATOR

Gainful employment disclosures providing statistical data for Mitsu Sato Hair Academy may be found at the academy website, www.mitsusatohairacademy.com. (The gainful employment disclosure contains information for the Cosmetology program only at this time.)

STATISTICS

From 1/1/2015 – 12/31/2015 96.67% of our enrolled students completed the cosmetology course. 100% of our students that tested for license passed and 62.07% of those licensed students found employment within the cosmetology industry.

The 2007 Job Demand Survey commissioned by NACCAS indicates that salons in Kansas plan to hire 2,132 new employees in the next twelve months. The average annual salary for a salon professional in Kansas is \$42,969.00. This amount does not include tips and gratuities. Nationally, the average salon professional salary is \$35,973.00.

The table below shows the annual occupational employment and annual wage data for Hairdressers, **Hairstylists, and Cosmetologists in Kansas in 2015.**

EMPLOYMENT	ENTRY LEVEL	MEDIAN	EXPERIENCED
3,310	\$17,011	\$21,112	\$30,022

Source: Occupational Employment Statistics and Wages Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of wage distribution, respectively. Data is from an annual survey.

Job Outlook: Employment of barbers, hairdressers and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.

The table below shows the estimated Employment Wage Statistics for individuals in Johnson County, KS employed as **Skincare Specialists in 2015.**

Rate type	Entry Level	Median	Experienced
Annual wage/salary	\$29,311.00	\$43,674.00	\$53,433.00
Hourly Wage	\$14.09	\$21.00	\$25.69

Source: Occupational Employment Statistics and Wages Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of wage distribution, respectively. Data is from an annual survey.

National Earnings Data Summary: Skincare Specialists

Median hourly wages, May 2015

Skincare Specialists \$14.47

Personal appearance workers \$11.17

Note: All occupations include all occupations in the U.S. Economy. Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics.

The median hourly wage for skincare specialists was \$14.47 in May 2015. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$8.80, and highest 10 percent earned more than \$29.49. In May 2015, the median hourly wages for skincare specialists in the top industries in which they worked were as follows: Offices of physicians \$17.74, other amusement and recreation industries \$16.21, personal care services \$14.21, health and personal care stores \$11.89. Source: U.S. Department of Labor Bureau of Labor Statistics

The table below shows the annual occupational employment and annual wage data for **Manicurists and Pedicurists** in Kansas in 2015.

EMPLOYMENT	ENTRY LEVEL	MEDIAN	EXPERIENCED
280	\$16,873	\$22,756	\$31,521

Source: Occupational Employment Statistics and Wages Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of wage distribution, respectively. Data is from an annual survey.

CAREER AND CAREER COACHING

Cosmetology, Esthetics and Nail Technician are rewarding careers and a successful professional must have the desire to accomplish the following: learn to work with the public and understand the client's needs, work long hours to build a client base to provide a desired income, successfully run a business, continue your education beyond school. Many future employers will have expectation that your ability will encompass the aforementioned concepts.

Your chosen career is physically demanding, are you prepared:

- To understand and practice excellent sanitation and safety precautions
- To stand, twist and bend for long hours at a time
- To learn how to prevent injuries caused by doing repetitive motions
- To be exposed to various chemicals and fumes which may cause allergic reactions

Mitsu Sato Hair Academy considers the success of its programs as to how they relate to the individual students however, **we do not guarantee employment.**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the academy and follow-up with the school on current employment or employment needs. In addition, the academy maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

TRANSFER HOURS-ENROLLMENT

Mitsu Sato Hair Academy will accept hours obtained from other Cosmetology Schools. Acceptance of transfers will be at the discretion of the institution and the Kansas Board of Cosmetology. Mitsu Sato Hair Academy will issue a credit against the tuition charge when a notarized transcript is received from the school previously attended.

Mitsu Sato Hair Academy will require a minimum enrollment of one half of state board required hours for the chosen program. An exception will be considered in the case of a student transferring from a school of more than 100 miles from Mitsu Sato Hair Academy. A transfer student may be required to purchase a new student kit from Mitsu Sato Hair Academy. If the student already owns the textbook used by the academy the purchase of new textbook will not be required.

The academy does not accept instructor in training transfer hours.

GRADUATION REQUIREMENTS

Mitsu Sato Hair Academy has set forth minimum standards for completion that shall be applied to all students. Requirements for graduation are as follows:

- The student has successfully completed all phases of study, required tests, and practical assignments
- Passed a final comprehensive written and practical examination – as required by course instructor
- Completed the program of study per Kansas Board of Cosmetology requirements
- Completed all exit paperwork and made satisfactory arrangements for all debts owed to the academy
- Completion of the program within 110% of the normal length of the program

Upon meeting the above criteria, a diploma will be issued and Kansas Board of Cosmetology will be provided the students final record. Thereafter, the graduate will request a state board exam date. Students are required to pay fees to sit for the two-part examinations for licensure and will be required to pay the fee to obtain a valid license to work as a professional.

CLASS SCHEDULE, START DATES AND HOLIDAYS

Cosmetology: New classes start the first Tuesday of each month. Full-time students attend Tuesday – Saturday 8:30 a.m. – 4:30 p.m. with a 30-minute lunch. Part-time students attend Tuesday – Thursday 5:00 p.m. – 9:00 p.m. and Saturday 8:30 a.m. – 4:30 p.m. with a 30-minute lunch on Saturday.

Esthetics: New classes start every 12 weeks. Contact admissions at 913-341-7286 for information regarding upcoming start dates. The class is offered as full-time only and students attend Tuesday – Saturday 8:30 a.m. – 4:30 p.m. with a 30-minute lunch.

Nail Technicians: New classes start the second Tuesday of each month. The class is offered as part-time Tuesday – Thursday 5:00 p.m. – 9:00 p.m. and Saturday 8:30 a.m. – 4:30 p.m. with a 30-minute lunch on Saturday.

Mitsu Sato Hair Academy observes the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Part-time evening students will also observe Christmas Eve and New Year’s Eve.

ATTENDANCE/ABSENCE POLICY

Regular attendance by each student is necessary to maintain the integrity of the education the student receives from Mitsu Sato Hair Academy. The following attendance policy will apply to all students:

All students are allowed 5% of their contracted hours of absence during their enrollment. Cosmetology = 75 hrs., Esthetics = 50 hrs., Nail Technician = 17.5. Transfer students who need less than the full course requirements will be determined based on 5% of the contracted hours. Absences more than 5% of contracted enrollment hours will be assessed an overtime fee that will be due upon graduation. The academy will not release hours to Kansas Board of Cosmetology until all overtime fees have been satisfied. The fee will be an hourly rate based on tuition divided by the number of hours mandated for the given course. This calculation will apply to transfer students. Example: Cosmetology tuition \$15,500.00 divided by 1500 equals \$10.33 per hour. The student’s absence hours should be applied to vacations, medical or family circumstances.

If a life circumstance will cause you to be absent, you should contact an Instructor or Administrator. This will not excuse the absence; however, it will prepare you as a professional and allow the academy to schedule clients appropriately. Failure to contact the academy by 8:30 a.m. for day hours or 3 p.m. for evening hours may result in a one day suspension the following school day. Medical documentation for absences of less than 3 consecutive days will not be accepted and will count towards the allowed 5% of absence time. Medical reasons of more than 3 school days may be considered for a Leave of Absence with proper documentation from a medical professional. Medical emergencies will be reviewed on an individual basis and decisions by the Administrator are final.

The career you have chosen, will require you to work most Saturdays to meet the needs of your clients and to build client loyalty. Mitsu Sato Hair Academy believes education should include preparing the student to have outstanding work ethic. Therefore, Saturday attendance is mandatory for all students. The following will apply to all students who have exhausted their allowed absence hours: A student will be required to pay a \$50.00 fee to return to class the following week. A student must attend the entire day or it will be considered a missed Saturday in excess of allowable absence hours and the \$50.00 penalty will be applied.

Refer to the "Attendance Progress Evaluations" section of this catalogue for additional guidance regarding attendance and Satisfactory Academic Progress.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The student may allow more than one LOA at its discretion, not to exceed 180 days in any 12 month period. Student must request a Leave of Absence in writing stating the reason for the leave. The LOA must be approved by the Academy Owner or Administrator. If approved, the official leave will extend the student’s maximum time frame and contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. Upon the students return, the student will resume the same coursework. The enrollment contract will be revised upon the return from the LOA to extend the graduation date by the

applicable number of days. Changes to the contract period on the enrollment agreement must be signed by all parties or an addendum must be signed and dated by all parties.

In the event of pregnancy, a student will be allowed six weeks' maternity leave of absence, unless medical documentation is provided showing the need for additional time.

In the event of the death of a spouse, child, parent, sibling or grandparent a student will be given a 3 day leave of absences. Requests for additional time will be reviewed by the Administrator and all decisions are final.

Student's will not receive Financial Aid while on a Leave of Absence and financial obligations will continue while on a LOA. Student's on probation, suspension or other conditional status at the time of the leave retain such status when they return.

TIME CLOCK POLICY

Hours must be documented for the Kansas Board of Cosmetology. Mitsu Sato Hair Academy uses a finger print reader type clock.

Students should time in each day immediately upon arrival. A day student's hours will begin accumulating at 8:30 a.m. when theory class begins. An evening student's hours will be accumulating at 5:00 p.m. when theory instruction begins. Students must clock in and out each day and receive credit only for the hours on the time clock. Failure to time in/out properly will result in the loss of hours to the student. Day students are allotted a 30-minute lunch and must time out for lunch periods. Student attendance is verified daily.

TARDINESS

If a life circumstance will cause you to be tardy you should contact an Instructor or Administrator. This does not excuse the tardy but allows the academy to prepare accordingly to better serve the clients.

Students are allowed 3 tardies per month. The 3 tardies are as follows:

- The first tardy will not be penalized, unless the student fails to notify the academy of expected tardy, in which case the student may lose one hour for the day.
- The second tardy may cost the student 30 minutes of clocked time for every 15 minutes the student is tardy. The student may lose an additional hour for failure to notify the academy of expected tardy.
- The third tardy will result in the student being sent home for the day and the loss of hours will be accrued against the 5% allotted absence hours.

MAKE UP WORK

Make up work will be allowed at the discretion of the instructor. If an instructor grants a request to allow a student to perform make up work, it will be completed on the student's own time at lunch or after school.

DRESS CODE

Students are expected to arrive for school groomed for the day. Hair and make-up are done at home. Professionalism should be first and foremost in choosing your wardrobe for school. Student's not appearing in proper attire will be clocked out and sent home to change. The student may return to school after changing into proper clothing.

Students are required to wear all black clothing, with no other color. This includes shoes, pants (no denim), shirt and other clothing items. Armpits, chest and stomach must be covered. No plunging necklines. Skirts must be knee length and no shorts or capris are allowed. Tank tops, lingerie, see-through fabric are never allowed. Leggings are defined as a stretchy fabric and generally elastic waisted. Leggings will only be allowed with shirts/dresses that are thigh length. Hats and hoodies are never allowed. Closed toed shoes must be worn by cosmetology and esthetic students. Nail technician students may wear open toed shoes, provided they have a pedicure that reflects their skill.

RE-ENTRY

A student who left Mitsu Sato Hair Academy in good standing and wants to return will be required to make their intent known to the administrator within 48 months of leaving the program. The student will need to sign a new contract, pay a registration fee to re-enroll and meet the requirements per state regulations. If enrollment quota for a specific start date has been fulfilled, exceptions for additional students within a class may not be made; re-entry may not be immediate. Students who wish to return to the academy after being asked to withdraw for academic, attendance or diplomacy reasons must apply for readmission. The decision on re-entry for students who left not in good standing is the responsibility of the owner or the administrator. Students granted re-entry status who were on probation, suspension or other conditional status at the time of withdrawal retains such status as a condition of their re-entry.

FAFSA

We understand that everyone's financial situation is unique. Mitsu Sato Hair Academy wants to ensure that each student receives the best financial assistance. We will work with each student individually to discuss financing options. Financial Aid is available to those who qualify. If a student is planning to use Title IV Funding through the US Department of Education, the following must be completed prior to enrollment.

- Log into www.fafsa.ed.gov and create a student id and login information for your Financial Aid Application (FAFSA)
- If you are a dependent* student, your parent will also need to create a login id to complete the Financial Aid Application.
- Your login information will be available for immediate use.
- You (and your parents, if applicable) will need your Federal and State Tax Returns
- Submit the school code 042053 for your FAFSA to be forwarded to Mitsu Sato Hair Academy
- Sign electronically with your PIN you created while creating login procedure

*If you can answer **yes** to any of the following questions you are **not** considered a dependent.

1. Are you 24 years of age or older?
2. Are you married?
3. Do you have children that receive more than half their support from you?
4. Do you support anyone other than your children?
5. Are you currently serving on active duty in the US Armed Forces?
6. Are you a veteran?
7. Are you an emancipated minor?
8. Are you in foster care or a ward of the court?
9. Are you homeless or at risk of being homeless?

For more information about Financial Aid and Student Loans visit: <https://studentloans.gov/mydirectloan/index.action>

Our financial aid advisor is available to assist you with your FAFSA or to answer your questions. Please call 913-341-7286 to schedule an appointment. You may also call 2-3 days after your FAFSA has been accepted to schedule an appointment to review the information on your FAFSA and Financial Aid eligibility.

Please use the net price calculator at www.mitsusatohairacademy.com to get your estimated price for our programs.

TITLE IV ELIGIBILITY

- Student must comply with the Satisfactory Academic Progress (SAP) policy of Mitsu Sato Hair Academy. Additional policy information included in the student catalogue
- Student must be enrolled at least half-time
- Student must certify they have not previously defaulted on a Title IV loan
- Student cannot have exceeded the annual and/or aggregate loan limits and cannot have property subject to judgement lien for a debt owed to the United States
- Student is not liable for a Grant or Federal Perkins Loan overpayment
- Student has verifiable Social Security number
- Citizen or national of the United States, or provide evidence he/she is a permanent resident of the US, with the intention of becoming a citizen or permanent resident
- All male students 18 or older must complete the Selective Service Registration
- Student may not have prior Title IV student loan default

Pell awards are prorated based on attendance. Mitsu Sato Hair Academy does not have campus-based aid programs. When Mitsu Sato Hair Academy works with the Title IV Federal Student Aid Programs, funding determinations are made directly through them. Students with a state or federal drug conviction must meet certain requirements to be eligible for Title IV. A student must resolve any drug conviction as outlined in 34 CFR 688.32. A federal or state drug conviction can disqualify a student from receiving FSA funds. Please schedule an appointment with the financial aid office to receive more information.

ENTRANCE AND EXIT COUNSELING

The financial aid office will provide entrance and exit counseling utilizing the Department of Education outline website applications at <https://studentloans.gov/mydirectloan/index.action>. If a student withdraws or terminates and the academy is unable to have the student complete exit counseling prior to the student's departure, the academy will send a registered letter to the student requesting exit counseling is completed at www.studentloans.gov.

PAYMENT METHODS

Students who qualify may choose to pay their tuition and fees with Title IV funds. Other methods of payment include full payment at the signing of the Enrollment Agreement or through an approved payment plan. A co-signer may be required. Payments may be made with cash, check, money order or credit card (processing fees may apply). Students or guardian are responsible for paying the total tuition, fees and applicable loan interest. Tuition and extra instructional hours must be paid in full or an acceptable payment plan must be made before a diploma and certification of hours are released.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. It is printed in the catalogue to ensure that all students receive a copy prior to enrollment. The catalogue may be requested in person or located on the academy website www.mitsusatohairacademy.com. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology: 487.5 hours, 975 hours, 1237.5 clocked (actual) hours
- Esthetics: 487.5 hours, 975 hours clocked (actual) hours
- Nail Technician: 175 clocked (actual) hours
- Transfer students-midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 110% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
	<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology (Full-time, 37.5 hrs/wk) 1500 hours	44	1650
Cosmetology (Part-time, 19.5 hrs/wk) 1500 hours	85	1650
Esthetics (Full-time, 37.5 hrs/wk) 1000 hours	27	1100
Nail Technician (Part-time, 19.5 hrs/wk) 350 hours	18	20

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned 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 satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated per text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 80% and pass exams for each phase of study 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 or below	Below standards – unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of the Satisfactory Academic Progress determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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 not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable students may be deemed ineligible to receive Title IV funds.

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 during the probation period, if the student appeals the decision, and prevails upon appeal. Additionally, only students with the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to the 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 still has not met both the attendance and academic requirements required for satisfactory academic progress or the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standard.

TRANSFER HOURS-SAP

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

EARLY WITHDRAWALS

A student who wishes to withdraw from the academy prior to completion is required to do the following:

- Have an exit interview and complete paperwork with the administration office and complete exit counseling when applicable
- Satisfy debts owed to the school

The Kansas Board of Cosmetology will be notified of the student's withdrawal. A student who wishes to have an official transcript may request to have one if the \$150.00 administrative fee for early withdrawal has been paid. Administration may choose to waive the withdrawal fee when acceptable mitigating circumstances occur.

REFUND POLICY – NOTICE OF CANCELLATION

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closures.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student 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 to a refund of all monies paid to the school less the registration fee of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on **scheduled** hours.

Percent of scheduled time enrolled to total course/program	Total tuition school shall receive/retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If 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 agreement 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 students have enrolled and instruction has begun the school shall provide a pro rata 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.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalogue and in the enrollment agreement.

In the event the academy must pursue collection efforts for unpaid tuition, the academy will retain the legal advice of an attorney as necessary. In some instances, the academy may file suit in the small claims division of the Johnson County Courthouse.

Mitsu Sato Hair Academy does not sell tuition contracts to third parties.

RETURN OF TITLE IV FUNDS

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

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

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government. The federal formula is applicable to an eligible student receiving federal aid when the student withdraws on or before the 60% point in the payment period. If a student does not begin training, the R2T4 formula does not apply.

A student's formal cancellation/withdrawal date will be determined by one of the following:

- Date of expulsion by the academy
- The last date of attendance
- Failure to return from Leave of Absence, last day attended prior to the leave.

A student will be considered officially withdrawn, when the student completes a withdrawal form and completes exit counseling with administration office.

A student whom misses five days and does not contact the academy, will be considered unofficially withdrawn. Administration will complete the necessary withdrawal form and exit interview counseling forms will be mailed to the student via registered mail.

The federal formula requires a Return of Title IV calculation if the student receive or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. If more than 60% of the payment period has elapsed the academy will still calculate Return to Title IV (R2T4) to verify whether the student is eligible for a post-withdrawal disbursement. The student (or guardian) will have 14 days to inform the academy if they wish to take a post-withdrawal disbursement. The academy may take up to 90 days to issue a post withdrawal disbursement.

The percentage of the payment period completed is calculated by the hours completed in the payment period as of the withdrawal date divided by the scheduled hours available in the payment period.

$$\frac{175}{\text{(hours scheduled)}} \div \frac{487.50}{\text{(hours in period)}} = 35.9\%$$

The amount of aid earned is calculated by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed.

$$35.9\% \quad \times \quad \$1,750.00 \quad = \quad \$628.25$$

The amount to be returned is calculated by subtracting the amount of the Title IV aid earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If the student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and school must receive the student's permission before crediting their account.

The following Title IV refunds distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Plus Loan
4. Federal Pell Grant

Refunds will be made to the Federal Programs within 45 days of the date the student is determined to have withdrawn. The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Mitsu Sato Hair Academy will advise students of all eligible Title IV programs it participates in.

This policy is for R2T4 refunds only and is separate from the tuition refund policy of the academy. A student may owe additional charges to the academy after all Title IV charges are calculated. The academy will notify the student in writing of post withdrawal actions.

TITLE IV PROGRAMS AVAILABLE

TITLE IV AVAILABLE FOR STUDENTS WHO QUALIFY—NOT ALL PROGRAMS OFFERED AT MITSU SATO HAIR ACADEMY ARE ELIGIBLE FOR TITLE IV – PLEASE CONTACT THE FINANCIAL AID ADMINISTRATOR FOR ADDITIONAL INFORMATION.

Federal Pell Grant: A grant for undergraduate students. The amount of your award is based on a formula which assesses your income and assets.

Direct Subsidized Stafford Loan (DSSL): The interest rate on a Federal Stafford loan is a fixed rate. It is payable starting 6 months after the student ceases study, a minimum of \$600 per year or \$50 per must be paid. Students may borrow up to the maximum per academic year depending on need and program length.

Direct Unsubsidized Stafford Loan (DUSSL): The DUSSL is a fixed rate loan. The interest on this loan must be paid by the borrower. If a student does not qualify for the Direct Subsidized Stanford Loan then the student may borrow he difference in Direct Unsubsidized Stafford Loans up to the maximum per academic year and then up to an additional \$6000 depending on the program length, dependency status and the Cost of Attendance. Students may borrow the DUSSL in lieu of the Family Contribution but total financial aid may not exceed the students Cost of Attendance.

Direct Parent Loans for Undergraduate Students (DPLUS): PLUS loans are for parents of dependent students. In addition, the PLUS has a credit check requirement.

Cost of Attendance (COA) Educational expenses such as tuition, fees, room, board, books, and supplies.

Expected Family Contribution (EFC)

Expected Family Contribution (EFC) The amount the government expects yu and your family to pay toward your education.

Estimated Financial Assistance (EFA) Includes Pell, SOG, other federal student aid, and non-federal aid, such as scholarships.

VERIFICATION POLICY

Students may be selected for verification by the US Department of Education or those with conflicting information in their records will be required to submit supporting documentation. Conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status. Individual Student Information

Records (ISIR) selected for verification are verified using the Department of Education Worksheet(s) for dependent and independent students.

Students must submit required documentation to the school's financial aid office before any disbursements of Title IV funds requested but no later than 30 days after starting school. The only exceptions will be in the cases of delays that are outside the control of the student, in the school's opinion, in which case the school will extend the deadline up to an additional 30 days.

A student that fails to meet the school's deadline for required documentation as defined above will be given the option to continue school as a private paying student or withdraw from the school. The student will be responsible for any tuition charges earned and future tuition charges if they remain in school. If the student drops from school, the student will be responsible for tuition charges up to the date that the school is aware that the student is terminating from the school.

If a student's award changes due to the verification process, the student will be contacted if they are currently attending school to meet with the financial aid office to resolve any award changes prior to the school disbursing funds. If the student has not started classes, the student will be contacted by the financial aid office to arrange for the student to either meet personally with the financial aid office or to provide the necessary information to complete the verification process and resubmit the application if necessary.

Any corrections to the application due to the verification process must include: copy of corrected documents, if applicable, clarification of incorrect information and initials on the ISIR on changes if new ISIR is not required.

Students will be advised on: documents required for verification, deadlines for submitting documents, consequences of missing deadlines.

Items to verified:

- Household size
- Number enrolled in college
- Adjusted gross income
- US taxes paid
- Certain untaxed income and benefits

This list is not all inclusive and student will be asked for additional verification as applicable.

DEPENDENCY OVERRIDE

If the student answered **no** to all the questions on the FAFSA that apply to the dependency status, the student will automatically be considered dependent upon the student's and parent's income. However, due to special circumstances, the school has the option of changing the student to independent.

The USDE emphasizes the need to make dependency overrides only for students with unusual circumstances, on a case-by-case basis and to document the unusual circumstances that the financial aid administrator relied upon in making the override. The AVG further recognizes the common practice in the profession that the unusual circumstances could include an **abusive family environment** or **abandonment by parents**.

The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another do not qualify as "Unusual Circumstances" or that **do not** merit a dependency override. Those circumstances are:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as dependent for income tax purposes.
4. Student demonstrating total self-sufficiency.

The law also requires that a determination of unusual circumstance(s) must be made each award year. The financial aid administrator must affirm in the subsequent award year the conditions for determining the student to be independent continue to make expecting a parental contribution inappropriate.

Determination by a financial aid administrator at one institution that a student should be considered independent is **not** binding at another institution.

Situations: Abusive family environment or abandonment by parents

Suggested Documentation:

- Three letters detailing the situation
 - One from the student
 - Two from an outside source familiar with the student’s situation (high school counselor, clergy, family friend, etc.)
- Complete the School documentation Acceptance form
 - Attach copies of the student’s documentation
- Have the student complete the FAFSA
- Complete the Dependency Status Override box on the FAFSA, fill in the “D/O box” put in the Pell ID number and sign.

Students who parents refuse support are not eligible for a Dependency Override, but they may be able to receive Unsubsidized Stafford loans only.

For a student to be eligible for this provision the school must obtain the following documentation:

1. That his/her parents refuse to provide information for the student’s FAFSA **and**
2. They do not and will not provide any financial support to the student. Include the date support ended. If the parents refuse to sign and date a statement to this effect, you must get documentation from a third party (the student himself is not sufficient), such as a teacher, counselor, cleric, or court.

If it is decided that a student falls into this category, the decision must be documented and ensure that the student submits a FAFSA and passes all the eligibility matches. The result will be a rejected application with no EFC. The student may then be awarded Unsubsidized Stafford loans up to the maximum the dependent student would normally be eligible for depending on his/her grade level.

AWARD LETTER

For schools that participate in the Pell Grant and Direct Loan Programs, the award letter is optional. The school must still inform the student how the funds are disbursed, when they will be disbursed and whether they are disbursed to the account or directly to the student.

The award letter includes:

- Title IV aid that is available to the student.
- The calculation for determining the student’s loan eligibility (i.e. Cost of Attendance-Expected Family contribution-Other Aid=Unmet need.)
- Number of hours required for each disbursement
- How funds will be credited
- An explanation stating satisfactory progress must be maintained as defined by the school
- A brief description of programs

Students may accept the full awards or request a reduction in loan awards based on their personal choice and needs. The student has the later of the following to cancel: (a) The first day of the payment period, if the school sends the notice no earlier than 30 days before, but no later than 7 days after it credits the loan funds to the student’s account. (b) Within 30 days after the date the school sent the borrower notice explaining the borrower’s right to cancel. If the borrower informs the school after either of these deadlines, the school may still honor the student’s or parent’s request for a loan cancellation, but the school is not required to do so. Regardless of when the school receives the request, the school will inform the student or the parent, in writing or by electronic means of the outcome of the request.

EXTRA INSTRUCTIONAL CHARGES

Each course has been scheduled for completion within an allotted time frame. A grace period of five percent is allowed for absences beyond the scheduled contract date. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate of \$250.00 per week, or any part thereof, payable in advance until graduation. Students may not be allowed to clock in until applicable weekly payments are made.

GRIEVANCE PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to

determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school administrator.
3. The complaint will be reviewed by management a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate office, another member who may not be related to the student filing the complaint or another student in the school and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify recommendations of the committee.
7. Students must exhaust the institutions internal complaint process before submitting the complaint to the school's accrediting agency or any other governing body, if applicable.

PRIVACY POLICY

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 children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Students and parents or guardians of dependent minors 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 or students and parents or guardians of dependent minors to review the records. Schools may charge a fee for copies.
- Students and parents or guardians of dependent minors 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 student and parents or guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student and parents or guardians of dependent minors 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 student and parents or guardians of dependent minors 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 organization'
 - 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 students and parents or guardians of dependent minors about directory information and allow students and parents or guardians of dependent minors a reasonable

amount of time to request that the school not disclose directory information about them. Schools must notify students and parents or guardians of dependent minors annually of their rights under FERPA. The actual means of notification (special letter, inclusion in 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 call 1-800-437-0833

RECORDKEEPING

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include.

1. The right to inspect and review the student's education records within 45 days of the school receives a request for access. A student should submit to the administrator or academy owner or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Mitsu Sato Hair Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Mitsu Sato Hair Academy does not share student information for the purpose of "directory" sharing. All information is confidential except as provided above.

All students shall maintain a current name, address, home, home phone and cell phone number with Mitsu Sato Hair Academy. Students are required to inform the school office of any changes immediately. Students receiving financial aid must keep their information current on www.studentloans.gov. All student records are kept locked in fireproof file cabinets. All student information and privacy stored on computers are password protected.

CAMPUS SECURITY

In order to be compliant with the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* reporting requirements, Mitsu Sato Hair Academy's financial aid department prepares an Annual Security Report and distributes notifications of the report's availability by October 1st of each year.

Mitsu Sato Hair Academy has prepared this report and made it available to all current students, faculty and prospective students. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements

address the school's policies and procedures concerning safety and security. An example of policies addressed is responding to emergency situations and sexual offenses. Three years worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the academy or public property with or immediately adjacent to the campus. This report is additionally online at www.mitsusatohairacademy.com. You may request a copy from the Administration Office of Mitsu Sato Hair Academy located at 9062 Metcalf, Overland Park, KS 66212.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that our institution report crimes on campus, and campus buildings or properties that meet the following criteria:

- The institution owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to the institution's educational purposes

Mitsu Sato Hair Academy has adopted the reporting geography of the following locations: 9062, 9066, 9070 and 9078 Metcalf Avenue, Overland Park, KS 66212. Mitsu Sato Hair Academy does not have any recognized student organizations with non-campus locations and therefore does not monitor or record criminal activity that may take place at such locations nor maintain any records of incidents at such locations.

Mitsu Sato Hair Academy is accessible to staff, students, guests, vendors and contractors during normal business hours of operation. During non-business hours, the building is secured with door locks and alarms and the building is only accessible to authorized key holders. The academy may have regular inspections and maintenance work performed to ensure that the academy's security measures remain effective.

Mitsu Sato Hair Academy does not employ campus security personnel, have a campus police department, nor maintain agreements or working relationships with local law enforcement agencies.

Campus crime statistics include those reported to the Administrative Offices, other campus officials and those reported to us by local law enforcement agencies as a result of our request for such data. These statistics may also include crimes that have occurred in public areas not controlled by the school, but utilized by our students and faculty. Mitsu Sato Hair Academy does not have arrest authority but works closely with the Overland Park Police Department.

Providing a safe environment for students and faculty of Mitsu Sato Hair Academy is of the highest priority. Therefore, all students and faculty are required to report all crimes and public safety related incidents to the school owner, administrator, other staff and Overland Park Police Department in a timely manner. Only by prompt reporting of crime and subsequent action by appropriate authorities can issues be quickly investigated and resolutions effected. By making accurate and prompt reports the community, students, faculty and guests help increase safety for all. In the event of a serious threat contact emergency response by dialing 911.

If you are a victim or witness a crime and do not want to pursue action within the school system or the criminal justice systems, you may still want to consider making a confidential report. With your permission, the school administrator can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep accurate record of the number of incidents involving students and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Criminal offenses may be reported in person or in writing to the Administrative offices of Mitsu Sato Hair Academy at 9062 Metcalf, Overland Park, KS 66212 or by calling 913-341-7286.

Mitsu Sato Hair Academy is committed to providing an educational, employment and business environment that is free of sexual harassment and sexual violence. Due to the length of our program Mitsu Sato Hair Academy does not host an annual crime prevention assembly for the students and staff. All students are required to attend orientation on the first day of class. Orientation will include education and information about campus security, safety measures, timely reporting of a crime, sexual harassment, dating violence, domestic violence, sexual assault and stalking. The student will be informed on who to contact regarding crimes on campus and steps to take if they are a victim of a crime off campus or during non-school hours. Students will be provided with information about additional resources available to them within the community for additional counseling.

Additionally, Mitsu Sato Hair Academy will periodically invite a member of law enforcement to come to the academy to give a presentation to the students and staff on the above topics and how to avoid becoming a victim. New staff members will be educated on the same material during employee orientation.

All employees and students are encouraged to be responsible for their own security and the security of others. Good safety practices include doing the following:

- Avoid isolated areas and dimly lit places. Always be aware of your surroundings
- Make sure your cell phone is always with you and charged in case you need to call for help
- Use a buddy system, especially when walking around at night
- Avoid being alone with someone you don't know or trust
- Carry a noisemaker, such as a whistle, and a small flashlight on your keychain
- Avoid giving out personal information to someone you don't know (phone number, address, etc)
- In case of emergency, dial 911

Mitsu Sato Hair Academy does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. Additionally, Mitsu Sato Hair Academy does not permit the possession, use manufacture or sale of illegal drugs by its employees and students and adheres to and enforces all state and federal drug laws. The violation of these policies by students or employees may result in suspension, termination and/or arrest. To learn more about the academy's Drug and Alcohol Policy please refer to the disclosure located on the academy website at www.mitsusatohairacademy.com and the student catalogue.

Mitsu Sato Hair Academy does not provide professional counseling for those seeking assistance with drug or alcohol abuse, however is available to assist employees and students in locating a program that best suits the individual's needs.

Referral and Hotline Information:

National Institution on Drug Abuse (M-F 8:30 a.m. - 4:30 p.m)	1-800-662-HELP
National Alcohol and Drug Abuse Hotline	1-800-234-0420
Cocaine Helpline	1-800-COCAINE
Reach-Out Hotline	1-800-522-9054
(Alcohol, drug-crisis, intervention, mental health referral)	

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* require reporting of specific criminal act reports-not necessarily convictions. Just because a criminal act, or suspicion of such an act was reported does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity, or suspected criminal activity.

In the event the academy conducts a hearing or brings disciplinary sanctions to an individual purported to have committed a crime the proceedings and records will be kept confidential to the extent permitted by law. However, all parties will be notified in writing, concurrently about the outcome of the complaint. If the victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided upon request to the next of kin of the alleged victim.

The Kansas Bureau of Investigation provides a database of registered sex offenders which allows the public to search for information regarding registered sex offenders within the state. The database can be located at www.kbi.ks.gov/registeredoffenders. You may also refer to the national database provided by the United States Justice Department at www.nsopw.gov.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual and or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by one of the following: 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of

the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting Program.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.,

Consent: Consent is a voluntary, knowing, active, and affirmatively communicates willingness to participate in a particular sexual activity or behavior.

Sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, and stalking are prohibited by Mitsu Sato Hair Academy. Mitsu Sato Hair Academy encourages the prompt and accurate reporting of all sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, and stalking. A student or employee who feels that he or she is the victim of any of these crimes has the right to register a grievance through the following procedures. Victims will also be provided a written notification of these procedures.

A student or employee who feels they are the victim of sexual harassment may attempt to resolve the matter by bringing a complaint to the Academy Owner or Administrator. The Academy Owner or Administrator will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance the complaint has been filed, seek to find the facts, and if both parties wish, arrange a meeting to try to resolve the differences. If the attempt at informal resolution is unsuccessful, or if the complainant deems that the informal resolution is undesirable, the Academy Owner or Administrator will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, domestic violence, dating violence, and stalking, a formal complaint process will be used. The complainant will address their complaint to the Academy Owner or Administrator. A formal complaint will be made in writing by the complainant, addressed to one of the above-mentioned individuals, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. If the situation is deemed to be an emergency by the Academy Owner or Administrator, the individual alleged to have caused the grievance or complaint may be temporarily suspended pending the outcome of the case.

Anyone who feels they have been the victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Owner or Administrator will assist in notifying these authorities, if the victim so chooses. The victim also has the right to decline to notify such authorities. Notification of the alleged offense should occur immediately due to the importance of preserving evidence as may be necessary for the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims may also have rights regarding obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Any student or employee who reports that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense has occurred on or off campus, will be provided with written information explaining their rights and options regarding procedures following the offense, procedures for disciplinary action and sanctions imposed, victim confidentiality, counseling services, and accommodation options. If a student or staff member is the victim of sexual harassment, domestic violence, dating violence, sexual assault or stalking off campus or during non-business hours they should contact local law enforcement immediately without waiting for the academy to reconvene.

All incidents of sexual harassment, domestic violence, dating violence, sexual assault or stalking reported to the owner or administrator or provided by the local law enforcement agencies will be included in the *Campus Crime and Security Report* whether it was an on campus or off campus occurrence and every measure will be taken to protect the identity of the victim.

All proceedings and records concerning sexual harassment, sexual assault, domestic violence, dating violence and stalking complaints shall be confidential to the extent permitted by law and Mitsu Sato Hair Academy will protect the confidentiality of victims, including ensuring that any publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim. Such proceedings shall provide a prompt, fair, and impartial investigation and resolution and be conducted by individuals qualified to conduct an investigation and hearing process that protects the safety of victims and promote

accountability. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. A preponderance of the evidence will be used as the standard of evidence during any institutional conduct proceeding arising from a complaint regarding sexual assault, domestic violence, dating violence and stalking. Mitsu Sato Hair Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic or working situation after an alleged sex offense occurs, if requested and reasonably available.

The accused and the accuser are entitled to the same opportunities to have others present during the institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and the accuser shall be simultaneously informed, in writing, of the following: 1) the outcome of any institutional disciplinary proceedings with respect to the alleged sex offense, domestic violence, dating violence, or stalking, 2) the institutions procedures for the accused and the victim to appeal the results of the institutional disciplinary proceedings, 3) any change to the results that occurs prior to the time that such results become final, 4) when such results become final.

Following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, possible sanctions for substantiated accusations include suspension or termination of employment or a student’s enrollment. Alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation beyond the internal procedures of Mitsu Sato Hair Academy. Additionally, a student or employee who falsely accuses another individual of sexual harassment, sexual violence, domestic violence, dating violence, or stalking in bad faith may be subject to disciplinary action.

Mitsu Sato Hair Academy does not employ professional counselors however the staff will assist all victims in locating a source for counseling or advisement. Some sources available to victims:

Battered Women’s Hotline	816-861-6100
Domestic Violence Advocate	913-715-3320
Metropolitan Organization to Counter Sexual Assault (MOCSA)	816-995-1000 or 1-800-779-7233
Kansas Crisis Hotline	1-888-363-2287

Upon notification and identification of a *Clery Act* reportable crime that occurs on academy premises or surrounding the general geographic area and represents a serious or continuing threat to the health and safety of students and staff, the School Owner or Administrator will issue a Timely Warning Notification as soon as pertinent information is available to prevent further occurrences. The notification may be given verbally during class time or may be sent to students and staff in written communication, such as email. The notification will not divulge the name or other identifying information of the victim.

In the event that an emergency evacuation becomes necessary during class/business hours, the Academy Owner or Administrator will make an announcement over the public-address system, advising the students and staff of the emergency and what evacuation procedures to follow (i.e. exit from the front or rear of the building and a designated meeting area for the purpose of verifying attendance). Staff and students will be given evacuation procedures during orientation and the academy will conduct drills twice annually. The school owner or administrator will be responsible for contacting appropriate authorities in the event of an emergency (i.e. police or fire department). Every effort will be given to contact staff and students not on the premises at the time of evacuation to avoid arriving at the academy until further notice.

The Administrative office of Mitsu Sato Hair Academy in conjunction with the Overland Park Police Department has compiled the following statistics based on reported instances. Please refer to Page 1 of the *Campus Security and Crime Report* to see what area the report encompasses.

	2013		2014		2015	
Criminal Offense Reported	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property

Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0
Sex Offenses-Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests Reported						
Weapons Law Violated	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Referred for Disciplinary Action						
Weapons Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

2013: No hate crimes reported
2014: No Hate crimes reported
2015: No Hate crimes reported

DRUG AND ALCOHOL POLICY

Mitsu Sato Hair Academy is committed to providing a safe, healthy, and efficient working and learning environment for all the students and employees. To achieve this goal, students and employees are prohibited from:

1. Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
2. Consuming alcoholic beverages while on company premises, in company vehicles, or while on company business or time, or bringing alcohol onto company premises; or
3. Abusing prescription drugs or possessing drugs that have been prescribed for the student or employee by a physician.

Mitsu Sato Hair Academy does not permit the sale, possession or consumption of alcoholic beverages on school property or at school related activities. The academy adheres to and enforces all state underage drinking laws. Additionally, Mitsu Sato Hair Academy does not permit the possession, use, manufacture or sale of illegal drugs by its employees and students and adheres to and enforces all state and federal drug laws. The violation of these policies by students and employees may result in suspension, termination and/or arrest. A violation of the alcohol portion of this policy will result in a 1 week suspension. If the student is a minor, their parents will be notified. A second violation of the alcohol policy will result in immediate termination of enrollment or employment. A violation of the drug policy will result in immediate termination of enrollment or employment. A student or employee who has been terminated based on violating our substance abuse policy and wishes to return to Mitsu Sato Hair Academy must first provide legitimate evidence that he/she has entered and completed a recognized rehabilitation program. Requests for reinstatement must be in written form and submitted to the School Owner or Administrator. The imposed sanction for violating the Drug/Alcohol policy stated above applies to all students and employees without exception.

Violations of this above-mentioned policy occurs when there is reasonable evidence of illegal prohibited activity. At this point the academy will take action against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies.

Mitsu Sato Hair Academy reserves the right to request random drug testing for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination of enrollment or employment. All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in a medial file for the student or employee, which will be maintained separately from the student or employee’s general recordkeeping file. The medical files will be kept locked and secured, and access will be limited to certain individuals within the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Law enforcement may also be invited to check our academy at any time with any means they deem necessary. (i.e. drug dogs)

Students convicted of drug possession while receiving Title IV funds will lose their eligibility and all funding.

State of Kansas - Drug Possession Penalties

Substance	Classification	Penalty
Possession of opiates, narcotics or stimulants (amphetamines)	Drug Severity Level 4 - Felony	Up to 3 ½ years in prison, \$100,000.00 fine
Possession of Marijuana, other stimulants, depressants, hallucinogens (LSD, acid, psilocybin) or anabolic steroids	Class A non-person Misdemeanor	First offense: up to 1 year in prison, \$2,500.00 fine. Second offense: up to 3 ½ years in prison, \$100,000.00 fine.
Possession drug paraphernalia	Class A non-person Misdemeanor	First offense: up to 1 year in prison, \$2,500.00 fine. Second offense: up to 3 ½ years in prison, \$100,000.00 fine

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture,distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years and a fine of \$250,000.00	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000.00 (for an individual) or \$20,000,000.00 (if other than individual)
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of \$1,000.00	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000.00 plus costs of

		investigation and prosecution
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and fine not to exceed \$250,000.00

While Mitsu Sato Hair Academy does not condone the abuse of alcohol, prescription drugs and/or the use of illegal drugs. Mitsu Sato Hair Academy does recognize that addiction to drugs and/or alcohol can be treated. If an employee or student recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, Mitsu Sato Hair Academy will assist the student or employee in seeking treatment. The confidential nature of the student or employee counseling and rehabilitation for drug and/or alcohol abuse will be preserved. There are many organizations available for the individual who seeks help and guidance for their addiction.

Referral and Hotline Information:

Alcoholics Anonymous	www.aa.org
National Alcohol & Drug Abuse Hotline	1-800-234-0420
Avenues to Recovery	913-780-9600
Reach-Out Hotline	1-800-522-9054

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

Mitsu Sato Hair Academy provides students education on the effects of drug and alcohol use in reference to hair, skin and nails as it relates to the field of cosmetology. The academy at a minimum will annually invite a guest speaker to the school to discuss the effects of drug and alcohol abuse on their bodies, their lives and their families. The invited guest speaker may be an area doctor, rehabilitation counselor, or an individual who successfully recovered from their addiction.

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

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

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

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

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

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

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

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

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

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

Mitsu Sato Hair Academy provides a copy of this document on the website www.mitsusatohairacademy.com or any student or employee may request a copy from the administrative office at any time. Mitsu Sato Hair Academy will provide a "hard copy" to all new students and staff during orientation. Additionally, the academy will email a copy of this policy to all students and staff annually.

VACCINATIONS

The academy does not require vaccinations.

Safety and Evacuation

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

1. Proper Ventilation: Some fumes can be harmful.
2. Proper use of flammables: read labels and always follow precautions.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
 - a. Contact fire department (keep number readily available. Give name and address of business, nature of fire (what is burning, and name of person reporting the fire.
 - b. Evacuate premises by following the planned procedure for the facility.
 - c. Plan alternate exits for use in the event regular route is blocked by the fire.
 - d. Service extinguishers at least annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
 - a. Pull the pin
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. Recommended Procedures: the National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
 - a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

Copyright Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights

include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of U.S. Copyright Office at: www.copyright.gov.

STUDENT SERVICES

The academy instructors and administration is available for discussion and to advise students regarding their academic needs. When a student actively pursues advice from a member of the faculty or administration regarding personal issues, a recommendation will be offered to assist the student in seeking a licensed counselor. The academy administration maintains a file of local agencies which may be able to assist students with personal needs. Mitsu Sato Hair Academy does not provide psychological assessment or counseling to students in any manner or capacity.

Library/Resources: Resources consist primarily of teaching videos, trade magazines and specialty books. These resources are available upon request.

Personal Services: One student service per month is available to students who are maintaining Satisfactory Academic Progress. All chemical services require a 50% payment prior to beginning the service. All services require instructor and administration approval. Student services are performed on Tuesday and Wednesday and the student must have been in attendance on the prior Saturday. Only one student at a time may be receiving a service. Non-chemical services are available to student’s immediate family members. Chemical services are performed for family members at a 50% discount. An immediate family member is: spouse, child, parent, sibling or grandparent. The student who is performing a service on a classmate must also be maintaining Satisfactory Academic Progress. Student services are a privilege, not a right.

NON-DISPARAGEMENT POLICY

Students of the academy acknowledge and agree that Disparagement refers to negative remarks about the academy, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, Twitter, Snapchat, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise about the academy and/or other students, former students, instructors, employees or staff members of the academy.

Students will be asked to sign a social media conduct agreement during orientation. A student who violates the social media policy may be subject to termination.

STUDENT LOCKERS/PERSONAL ITEMS

Students are responsible for their own personal property. The academy is not responsible for loss or theft of personal items. All items should be labeled with permanent marker or engraved with the student’s name. Student’s may choose a locker for storage of personal items. Student lockers are subject to inspection at any time. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the facility. It is grounds for a citation if inspectors do not have access to all facilities. All personal belongings and valuables should be kept in a locker or the student’s personal vehicle. This includes purses, money, clothing, tools, and textbooks, etc.

PHOTO RELEASE

Students enrolled at Mitsu Sato Hair Academy give the academy the right and permission to take photographs and/or videos of the students in class or the clinic floor for advertising, trade publications and/or any other lawful practice.

STUDENT CONDUCT

Mitsu Sato Hair Academy has established the following rules of conduct that apply to every student. The academy recognizes that occasionally an individual may rarely have an infraction of the rules. In most instances, the student will be given a verbal or written warning and the opportunity to correct the situation. A student who fails to follow the rules of conduct after a

warning will be suspended for up to 1 week. An infraction of an extreme nature will result in suspension of 2 weeks or longer or termination.

- All students will show respect to classmates, instructor, staff, and guests always. Verbal or body language disrespect will have a zero tolerance. Everyone's opinion is valuable and should be heard however, it should be given with forethought of how it will be presented.
- Bullying: Mitsu Sato Hair Academy has zero tolerance for any forms of bullying, physical, verbal or emotional. Bullying may result in long-term suspension or termination.
- Cell phone and personal electronics must be turned off during school, unless instructor has authorized used for educational purposes. Failure to comply may result in phone/electronics removed from your possession for the remainder of the day. If the student feels they cannot comply, they will be sent home.
- Eating and drinking are not allowed in the classroom and clinic floor. No gum chewing is allowed.
- A smoke free environment is provided for all students and staff. Smoking is allowed on the north side of the building. Please maintain a polite distance from the door.
- Students may not congregate or loiter in front of the school or adjacent businesses.
- Student must clock out and in for lunch breaks.
- Students are granted a 15-minute break in the morning and afternoon. Evening students are granted one 15-minute break. Student may not leave premises except to WALK to the surrounding businesses. Your instructor and the front desk must be notified of your break and you are required to sign out.
- Students must park in designated area. (north side of building)
- Profanity and vulgarity on the school premises will not be tolerated.
- Students will not participate in willful destruction of theft of school property.
- Students may not be behind the reception desk unless authorized by instructor or staff member. Student may not make changes to the appointment book.
- Student must begin and complete every guest service with an instructor consultation.
- Students not assisting a guest, must be applying their time and effort towards the study of cosmetology in practice or theory.
- Students are responsible for cleaning up after themselves. This includes: work station, breakroom, back bar.
- A student must complete assigned clean-up duty and have it verified by instructor. Failure to do so will result in additional duties the following day. A second consecutive offense will result in suspension.
- Student may not leave the classroom during instruction without permission.
- Student must learn services, products and pricing to effectively communicate with clients. Client records must be updated after the completion of each service.
- Practical work must be signed off on as soon as completed. The instructor is not able to sign off on work that has not been reviewed by them personally on the day it was performed.

The following infractions will result in termination. In some circumstances the student may be allowed to return after a 12-month period. The decision to allow a student to return will be made by the school owner, administration and instructors. All decisions will be final.

- Immoral or improper conduct
- Non-compliance with educational requirements, Rules of Conduct, General Policies and/or the Enrollment Contract
- Non-compliance with academy's Satisfactory Academic Policy
- Non-compliance with state law and regulations
- Actions which causes or could cause bodily harm to a client, a student or employee of the academy
- Will destruction of school property or theft
- Engaging in the manufacture, distribution, dispensation possession, or use of drugs and/or alcohol
- Not meeting all terms of a probation or suspension
- Five consecutive days of non-attendance or communication with the academy
- Non-payment of tuition per the signed tuition and/or enrollment agreement
- Misrepresentation of personal information on contracts or documents
- Violation of academy policies as outlined in the student catalogue
- Non-completion of the program within 110% of the normal length of the program.

At the discretion of the academy, infractions not listed may also merit termination.

KANSAS LAW PRECEDENCE

Mitsu Sato Hair Academy has attempted to incorporate all aspects of Kansas Law into this catalogue. The Kansas Board of cosmetology General Laws, rules and Regulations take precedence over any conflicting provision in this catalogue.

Mitsu Sato Hair Academy is subject to unannounced inspections by the Kansas Board of Cosmetology. All rules and regulations provided by the state board shall be followed always. Student will receive a KBOC General Laws, Rules and Regulations Book. If the student loses their state law book, they may request a replacement at their own expense.

All rules, regulations, guidelines, and fees listed in the student catalogue may be subject to change. All changes in the catalogue or academy policies will be posted as the changes occur.

