

MITSU SATO
HAIR ACADEMY

We do hair and love it

YOUR FUTURE IN COSMETOLOGY & ESTHETICS
BEGINS HERE!

Revised July, 17 2018 STUDENT
CATALOGUE AND HANDBOOK

9062 METCALF AVE., OVERLAND PARK, KS 66212
913-341-SATO (7286)

www.mitsusatohairacademy.com



“Fear of failure must never be a reason not to try something”

Frederick Smith, Founder of Federal Express

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MISSION STATEMENT

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

VISION

Our vision is to inspire and lead future hairstylist 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 in the hair industry for over 40 years. Originally from Kyoto, Japan, he came to the United States to study fashion photography and cosmetology so he could both style hair and photograph models. After serving as a salon director for the world-renowned Vidal Sassoon in Beverly Hills. Mr. Sato opened his own salon on trendy Melrose Avenue for celebrity clientele.

During his career, he has demonstrated at hair shows in the U.S., Europe and Asia, trained stylists and contributed to styling hair for fashion editorial for photographers and newspapers, catalogues, music videos, and magazines. In 1993 he relocated to Kansas City and opened Mitsu Sato Salon and Day spa, which has been voted “Best Hair salon in Kansas City” twice. Mr. Sato opened the hair academy in 2007 with a quest to assist others in fulfilling their dream of becoming successful future professional hairstylists and estheticians.

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

STAFF

All of 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.

Mitsu Sato – Academy Owner, Instructor, Financial Officer

Roseanna Pollina – Education Director, Instructor

Kimberly Compton-Cosmo Instructor, Mitsu Sato Academy

Hayley Horne-Esthetic Instructor, B Street Design

Sheneice R McGee -Esthetics/Cosmo Instructor, American Academy of Hair Design

Chelsea Rae -Esthetic Instructor, Entourage School of Esthetics

Heather Reinn -Admissions/Financial Aid

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: 785-296-315 The academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22203-1432. Telephone: 703-600-7600. Recognition as post-secondary institution by the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, Ks 66612. Telephone: 785-430-4240.

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 clients. The clinic floor features an urban architectural design that includes a guest waiting area, 25 client stations, a color station, shampoo bowls, and relaxing spa room the Esthetics students and clients.

The academy provides a break room for our students that includes a refrigerator and microwave for your convenience. Administrative offices are located just off the salon floor.

We have three theory classrooms that includes online demonstration capabilities. The academy has a library equipped with educational videos and books for their use.

COSMETOLOGY COURSE – 1500 HOURS.

FULL-TIME: 44 WEEKS @ 37.5 HOURS WEEKLY. **PART-TIME:** 83 WEEKS @ 19.5 HOURS WEEKLY

ESTHETICS COURSE - 1000 HOURS.

FULL-TIME: 30 WEEKS @ 37.5 HOURS WEEKLY. **PART-TIME:** 58 WEEKS @ 19.5 HOURS WEEKLY.

INSTRUCTOR IN TRAINING COURSE- 450 HOURS. (30 hrs per week, must complete within 6 mo)

Description: Mitsu Sato Hair academy educates students in State Laws, Rules and Regulations, theory and practical skills pertaining to the cosmetology and esthetic industry. Upon completion the student may have several career choices – Cosmetologist, Esthetician, Salon Owner, Salon Manager, Education Consultant, Platform Artist, or Educator (additional training may be required) just to name a few.

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 Esthetics and to prepare students to successfully pass the Kansas State Board Examination. Students who successfully graduate the Mitsu Sato Hair Academy course will be awarded a

diploma and will be prepared for successful employment in the Cosmetology & Esthetics profession.

Texts: Mitsu Sato Hair Academy uses **Milady’s Standard Cosmetology Textbook ISBN-13: 978-1-4180-4935-5**. Students starting classes after March 31, 2013 will use **Milady’s Standard Cosmetology Textbook ISBN-13: 978-1-4390-5929-6**.

Format: Mitsu Sato Hair Academy presents classes in the form of lectures, clinic instruction on clients and Theory and Practical classes (models, mannequins, audio/visual etc.) with well defined motivational lesson plans stating objectives and criteria for evaluation.

Grading: Mitsu Sato Hair Academy requires a grade average of 80% or higher per our Satisfactory Academic Progress (SAP) Policy GPA guidelines. Theory and practical work are considered of equal importance. If a student does not successfully complete a phase of training with an 80% average or higher, the student must repeat that phase.

The following grade scale will be applied to written examinations and practical applications: Theory exams will be averaged numerically.

90%-100%	Excellent
80-89%	Satisfactory
79% or below	Below standards-unsatisfactory

COSMETOLOGY:

Curriculum: The following Kansas Board of Cosmetology approved topics will be taught at Mitsu Sato Hair Academy

	Minimum Practices	Hours
Scientific Concepts		
Sanitation		40
Hair and Scalp		35
Skin		20
Nails		20
Physical Services		
Shampoo/Rinses		35
Scalp & Hair Care		35
Facials and Make-up		150
Manicuring		180
Chemical Services		
Hair Color	25	175

Lightening	25	
Chemical Waving	25	150
Chemical Relaxing	25	125
Hair Designing		
Hair Shaping		150
Hair Shaping/Razor	25	
Hair Shaping/Scissors	25	
Hair Styling		125
Pin curl Set	25	
Pin Curl/Finger Wave Set	25	
Complete Roller Set	50	
Comb-out Techniques	50	
Thermal Techniques		75
Curling Iron Sets	50	
Blow Dry Styling	50	
	Minimum Practices	Hours
Care/Styling Hair Pieces		10
Business Practices		75
State Law		50
Student Needs		50
Total Hours		1500

ESTHETICS:

Curriculum: The following Kansas Board of Cosmetology approved topics will be taught at Mitsu Sato Hair Academy

	Theory Instruction	Practical Hours	Min Instruction
Infection Control	10	50	
Public Health			
Sanitation			
Disinfection			
Sterilization			
Universal Precautions			
Cross Contamination			
Blood Borne Pathogens			
Skin Anatomy and Physiology	200		
Structure and Function of the Body System and Nerve			
Dermatology			
Cosmetic Chemistry			
Pharmacology			

Nutrition			
Skin Analysis and Consultation	80	40	
Skin types and Conditions			
Contraindications			
Health Screening			
Consultation, Post Consultation and Home Care			
Skin Analysis Equipment			
Skin Treatments	120	120	80 Facials
Cleansing Techniques			
Exfoliation			
Mechanical			
Chemical			
Extractions			
Masque Therapy			
Protection			
Massage			
Basic Facial Equipment and Safety			
Body Treatments	20	20	10
Cellulite Treatment			
Body Exfoliation			
Advanced Skin Treatments	80	60	45
Advanced Exfoliation(Peels)			
Microdermabrasion			
LED			
Hydrafacials			
Microcurrent			
Ultrasound			
Temporary Hair Removal	10	30	40 Facials/10 Body
Tweezing			
Waxing			
Depilatories			
Threading			
Contraindications and Safety			
Makeup	20	40	25
Purpose and Effects			
Eyebrow and Eyelash Services			
Corrective			
Camouflage			
Business Practices	30		
Business Planning			
Client Records			
State Law	20		
Rules and Regulations			
Student Specific Needs	50		

Total Hours

1000

INSTRUCTOR IN TRAINING:

Curriculum: The following Kansas Board of Cosmetology approved topics will be taught at Mitsu Sato Hair Academy * Only offer course to instructor in training offered a position/plan to work at Mitsu Sato Academy.

450 Hour Course

(1) The professional teacher	30
The teacher	
Preparation for teaching	
(2) Student Motivation and learning	60
Laws governing learning processes	
Student motivation	
Student Participation	
Student personalities	
Individual differences	
(3) Methods, management and materials	225
Methods procedures	
Classroom management	
Teaching materials	
(4) Testing and Evaluation	90
Testing	
(5) Evaluation	45
General student abilities	
Student achievement	
Teacher evaluation	

Total Hours **450**

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 spa room. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked each day before leaving and approved by an instructor. Everyone helps with laundry throughout the day.

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development for graduation. Practices may be completed on mannequins, models, or clients. The requirements listed above are the **minimum** a student must complete prior to graduation. A student may be required to exceed the minimum as scheduled by his/her instructor.

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 at all times. Students will receive at their request a KBOC General Laws, rules and Regulations Book. If a student loses their state law book, they may request a replacement at their own expense.

Discrimination and Harassment Policy

Mitsu Sato Hair Academy will provide an environment in which all staff and students 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 on the basis of race, religion, color, sex, age, ethnic origin, disability or marital status.

Mitsu Sato Hair Academy is a multi-cultural school and everyone must be sensitive and tolerant of the background of others.

"Courage is the ability to conquer fear or despair even when you are afraid"

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. Have a high school diploma; OR
2. Who can provide proof of earned General Equivalency Certificate (GED);
3. Persons who have earned the equivalent of a high school diploma through home- school 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 (Cosmo & Esthetics instructor in training students **only**)

Prospective students must 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 must 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 the ECC is required)

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

Prospective students who meet the age and educational requirements for admission must submit a completed Enrollment Application and pay the \$100.00 registration fee. Upon acceptance into the academy a signed enrollment agreement must be completed.

Application, Student kit and licensing fees must be paid at the time of enrollment. New students will meet with the Financial Aid Administrator to determine method of payment. (i.e., full payment at enrollment, contract with MSHA, private loans, Title IV).

*A student receiving Title IV Financial Aid may pay for the student kit and license with Financial Aid funds. Mitsu Sato Hair Academy does not offer Ability to Benefit Admissions.

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 you plan to seek financial aid please do the following to get started:

- Go online to www.pin.ed.gov and create a PIN for your online Financial Aid application (FAFSA)
- If you are a dependent* student, your parent will also need to create a PIN to complete the Financial Aid application (FAFSA)
- Your PIN will be ready to use immediately
- You will need your Federal and State Tax returns
- If you are a dependent* student, you will need your parents Federal and State tax returns
- Fill out your FAFSA at www.fafsa.ed.gov
- Choose the Mitsu Sato Hair Academy school code: 042053
- Sign electronically with your PIN

Call us 2-3 days after completing your FAFSA to schedule an appointment with the academy's financial aid advisor. Our financial aid advisor is available to assist you if you have any questions or concerns completing your FAFSA. Telephone: 913-341-7286.

For more information about Financial Aid and Student Loans visit:

<https://studentloans.gov/myDirectLoan/index.action>

Please use the net price calculator at msha.biz to get your estimated costs for our program.

*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?

Title IV Eligibility:

- Student must comply with SAP Policy of Mitsu Sato Hair Academy (policy can be located in school 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 judgment lien for a debt owed to the United States.
- Student is not liable for a Grant or Federal Perkins Loan overpayment
- Student has a 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.

Award Hours (for title IV funding)

1-487.5

488-975

967-1000

1237.5-1500

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 CRF 668.32. 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.

CONTRACT COSTS and COURSE FEES:

Student and Guardian (if applicable) agree to pay the academy tuition and fees for the program selected according to the approved payment plan stated below. The academy may, at its discretion and without notice, prevent student from attending class until any applicable unpaid balances or payments are satisfied. Academy will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.33 per hour for *Cosmetology* until graduation.

Academy will charge additional tuition for hours remaining after the contract ending date at the rate of \$12.80 per hour for *Esthetics* until graduation. Additional tuition (overtime fees) must be paid before a diploma and Transcript of Hours will be issued. If you exceed 400 hours in the program and you are absent an unexcused Saturday, the academy will charge an additional \$50.00 fee _____. Student is to bring the \$50.00 the following Tuesday or it will be added to the balance and will need to be paid off before hours are released or a payment contact will be made. A student who misses **four** Saturdays without approval during the course may be terminated. The academy may charge a \$10.00 fee for transcript requests. The academy will charge a registration fee of \$100.00 for students enrolling or transferring to the academy. The academy will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Student kit, apprentice license fee and registration fee is due at the time of enrollment. No refunds given for overtime fees. Methods of payment include full payment at time of signing the Enrollment Agreement or through an approved payment plan (a co-signer will be required). Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students and Guardian (if applicable) are responsible for paying the total tuition and fees and for repaying the applicable loans plus interest. 100% of tuition and all overtime fees must be paid before a diploma and Transcript of Hours will be issued or a payment arrangement contract is made with the academy. Those responsible for payments directly to the academy need to set up payment arrangements and a contract with the academy will be required. Information can be provided to you in the Financial office.

If the academy would need to postpone the starting date of a course/class for any reason such as a National Holiday, Natural Disaster, or unforeseen situation the academy will notify the students immediately. Maximum delay of 180 days in most cases. No refund calculation due.

Cosmetology Course Fees (Financial aid available)

Tuition	\$15,500
Books/kit	\$2900
Registration Fee	\$100.00
Apprentice License	\$15.00
Total Fees	<u>\$18,515.00</u>

Esthetics Course Fees (Financial aid available)

Tuition	\$12,800
Books/kit	\$2750
Registration Fee	\$100.00
Apprentice License	\$15.00
Total Fees	<u>\$15,665.00</u>

Instructor Training Fees (no Title IV funding available)

Tuition/Books/Fees	\$4500
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*State License and testing fees are the students responsibility

Contracts Hours/Fees:

Esthetics Full Time: 1125 hours=30 weeks -37.5 hours a week-\$12.80 an hour

Esthetics Part Time: 1131 hours=58 weeks-19.5 hours a week-\$12.80 an hour

Cosmetology Full Time: 1650 hours=44 weeks-37.5 hours a week-\$10.33 an hour

Cosmetology Part Time: 1618 hours=83 weeks-19.5 hours a week-\$10.33 an hour

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 Codes (CIP) with links to the US Dept of EDU 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.

Entrance and Exit Counseling

The financial aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at <https://studentloans.gov/myDirectLoan/index/action>

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. The student will need to sign a new contract, pay the registration fee to re-enroll and meet the requirements per state regulations. If enrollment has been fulfilled for a specific month, 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 re-admission. The decision on re-entry for students not in good standing is the responsibility of 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.

Transfer Hours

Mitsu Sato Hair Academy will accept hours obtained from other Cosmetology schools. Acceptance of transfers will be at the discretion of the institution and 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 320 hours. To assure the quality of education, a transfer student will be required to attend 320 hours of the academy's Phase I curriculum. 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 from another institution.

Graduation Requirements

Mitsu Sato Hair Academy has set forth minimum standards for completion that shall be applied to all students.

Requirements for graduation of the cosmetology, esthetics or instructor training programs include:

- Satisfaction of Kansas Board of Cosmetology requirements.
 - Completing 1500 clock hours in a cosmetology program.
 - Completing 1000 clock hours in a Esthetics Program.
 - Completing 450 clock hours for Instructor in Training.
 - Completing all exams and requirements of the course.
 - Following all rules and regulations included in the General Laws, Rules and regulations of the Kansas Board of Cosmetology.
- Fulfillment of practical operations requirement of the academy.
- Completion of the Cosmetology program within 110% of the length of the program 1650 hours
- Completion of the Esthetics program within 11-% of the length of the program, 1100 hours.
- 100% tuition and any overtime fees paid.
- Completion of the Instructor in Training program within 6 months.

Upon meeting the above criteria, a diploma will be issued and Kansas Board of Cosmetology will be provided the student's final record and release of hours to KBOC. Thereafter the graduate will request a state board exam date.

Statistics

From 1/1/2016 -12/31/2016 79.17% of our enrolled students completed the cosmetology course. 100% of students who took the exam passed. 21% of those found employment. We are looking to grow those numbers dramatically in 2017/2018. Our newer Esthetics program has even higher numbers this past year the graduation rate was 100% and from the last class graduated in 2018 six of the seven students graduated, passed exams, & gained employment that is 90% of our Esthetics program April/May 2018 class! At Mitsu Sato Academy we are dedicated to improving our statistics numbers from the previous years and make sure our students graduate and become successful in the beauty industry.

Your Career

Cosmetology and Esthetics are rewarding careers and a successful student 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.

The field of cosmetology and esthetics 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

Career Coaching

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.** As part of preparing students for the professional world, the following services are available to students:

Job Listings: Job listings are available for students to review in the administration office and posted on the bulletin board.

Interview training and resume development: Recommendations are made regarding information appearing on resumes. Interview training is part of the curriculum.

Career representatives: Salon representatives are available to speak with students regarding employment opportunities. Mitsu Sato Hair Academy does not discourage students from seeking employment in the industry with other salons or companies.

Class Schedule, Start Dates, and Holidays

Class is held Tuesday thru Saturday 8:30 a.m. until 4:30 p.m. with two 15 minute breaks and a thirty minute lunch for Full time Cosmetology and Esthetics.

Class is held Tuesday thru Thursday 5:00 p.m. until 9:00 p.m. and Saturdays 8:30 a.m. until 4:30 p.m. for part time Cosmetology and Esthetics.

New Classes begin monthly for Cosmetology programs. Esthetics classes begin every 9 weeks for full time and every 17 weeks for part time.

Mitsu Sato Hair Academy observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

When the academy closes due to inclement weather, the information will be posted on local television station KMBC (channel 9).

ATTENDANCE POLICY

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

An attendance rate of 90% must be maintained at all times by every student. If a student does not maintain 90% attendance corrective action may be taken in the following way:

- The first time a student falls below 90% during a reporting period, the student should immediately be placed on warning until attendance can be reviewed after the next reporting period. (Monthly progress report). If attendance rate is showing improvement, the student will continue on warning until the 90% criteria is met.
- If a student who has been on attendance warning has decreased their attendance percentage during a reporting period, the student will be placed on probation until the next reporting period. The student will be reviewed at the next reporting period, if the attendance percentage is showing improvement, the student will continue on probation until the 90% criteria is met.
- If a student has not improved attendance during probation, the student may be suspended. After a suspension the student will be reviewed at the next reporting period, if the student is not showing the ability to maintain a satisfactory attendance, termination should be considered.
- A student receiving financial aid is at risk of losing eligibility for failure to maintain 90% attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. A copy of this 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
- 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	83	1650
Esthetics (Full-time, 37.5 hrs/wk) 1000 hours	30	1100
Esthetics (Part-time, 19.5 hrs/wk) 1000 hours	58	1131
Instructor In Training (20hrs/wk) 450 hours	24	480

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:

90-100	Excellent
80-89	Satisfactory
79 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 action 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 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.

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 allow the academy to schedule clients appropriately. Failure to contact an Instructor or Administrator by 8:45 a.m. may result in a one day suspension the following school day.

Medical documentation for absences will not be accepted, as time has been added to your contract graduation date to accommodate sick and personal days. Medical emergencies will be reviewed on an individual basis and all decisions by the Administrator are final.

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 on ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator and the students signature is required. If approved, the official leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Academy will grant a reasonable time for return from leave of absence in the amount of 45 days for most normal situations. However, if circumstances require a longer leave period than 45 days those additional approved leaves of absence will not exceed a total of 180 days in any twelve month period. Upon the student's return, the student will resume the same coursework. The contract will be revised upon the return from the LOA to extend the ending date by the applicable number of days.

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.

Medical emergencies that require an extended absence will be reviewed by the Academy Administrator and all decisions will be final. The student may be required to provide medical documentation and the LOA should not extend past 180 days.

In the event of the death of a spouse, child, parent, sibling or grandparent a student will be giving a 3 day leave of absence.

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

Students will not receive financial aid while on a LOA. The Academy will not excess any additional institutional fees during the leave.

Student granted an LOA that meets the criteria is not considered to have withdrawn. No refund calculation is due at that time.

Student's returning from a LOA, who were on probation, suspension or other conditional status at the time of the leave retain such status as a condition of their return.

Time Clock Policy

Hours must be documented for the Kansas Board of cosmetology on the time clock. Students shall comply with the following procedure:

1. Students shall clock **only** themselves in and out
2. Students shall clock in and out every day and for lunch breaks.
3. Students are given credit only for the time shown on the time clock.
4. If a mistake is made, inform the instructor or administrator immediately

Tardiness

A student is required to clock in at the beginning of each day by 8:30 a.m. and be prepared for class and in the classroom at 8:30 a.m. ready for Theory class. Theory attendance is mandatory during all phases of the program.

If a life circumstance will cause you to be tardy you are required to contact an Instructor or Administrator immediately. This will not excuse the tardy but we need to be informed of any tardiness or absence by 8:45 a.m. Each student is allowed 3 tardies in a one month period. (after 8:35) you are considered tardy. On the fourth tardy you will be sent home for the day. After 4 or more tardies during a one month period, you will receive a written warning and sent home each day you are tardy after you have accrued 4 for the month. If tardiness continues to be an issue the administrative staff will schedule a meeting with the student and try to resolve the issue before any suspension is granted.

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change."

Charles Darwin

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

Cosmetology students are required to wear SOLID black clothing. Shirts and pants MUST BE solid colors and no tears, rips, or holes allowed. NO Jeans, shorts or capris allowed. Shoes may be any color but must be closed toe.

Esthetics students are required to wear a uniform of Black Scrubs. Black dresses or skirts may be worn in the spring/summer. (SOLID BLACK ONLY) Shoes can be of any color but must be closed toe. No jeans, shorts or capris allowed.

Armpits, chest and stomach must be covered. No plunging necklines. Skirts/Dresses must be knee-length. Tank tops, lingerie, see-through fabric and bare feet are not allowed. Hats are not allowed. Students must wear **closed-toe shoes**. Professionalism should be first and foremost in choosing your wardrobe for school. Students not wearing the proper attire **WILL BE** sent home to change. **Students are expected to arrive for school groomed for the day. Hair and make-up are to be done at home.**

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
- 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 one if the \$150.00 administrative fee for early withdrawal has been paid. Administration may choose to waive the withdrawal fee if acceptable mitigating circumstances are involved.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closures. If the program is canceled subsequent to a student's enrollment, and before instruction has begun, the school will provide a full refund of all monies paid minus the application fee or provide completion of the program. If the school closes permanently and ceases to offer instruction after students have enrolled, the school shall at its option provide a pro-rata refund or participate in a Teach-Out Agreement. Any monies due the applicant All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of 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.

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 this student catalog and in the enrollment agreement.

In the event the academy has to pursue collection efforts for unpaid tuition, the academy will retain the legal advice of a lawyer 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.

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 except a non-refundable application fee of \$100.
1. A student (or in the case of student under legal age, his/her parent or guardian) cancels his/her contract and demands refund in writing within three business days of signing the enrollment agreement. All monies collected by the school shall be refunded except the application fee of \$100, regardless of whether or not the student has actually started classes.
2. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case he/she shall be entitled to a full refund of all monies paid to the school less the application fee of \$100.00
3. A student notifies the institution of his/her withdrawal in writing.
4. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type 8, 9, 10 or 11, 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:

% Length Completed To Total Length of Course

% DUE TO MITSU SATO HAIR ACADEMY

0.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% & Over	100%

Return of Title IV Funds Policy

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 due to the school to cover unpaid tuition and fees. Additionally, the Academy may attempt to collect any funds from a student the the school was required to return.

The calculated amount is referred to as “Return to Title IV Funds” (R2T4) and does not dictate the institutional refund policy. All Students subject to this policy are determined according to the following definitions and procedures as prescribed by regulation.

The Federal Return of IV Funds formula dictates the amount due to the federal government. The 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 students formal cancellation or withdraw date will be determined by one of the following:

- Date of expulsion from the academy
- The last date of attendance
- Failure to return from leave of absence (last day attended prior to leave)

A student will be considered officially withdrawn once exit counseling has been done. A student who misses 5 days or more and fails to notify the Academy will be withdrawn. Admissions will complete exit counseling and final paperwork will be mailed to student.

A student who misses 5 days and does not contact the academy, will be considered unofficially withdrawn. Administration will complete the necessary withdrawal exit form and exit interview counseling forms will be made to the student via registered mail.

The federal formula required a Return of Title IV calculated by subtracting the amount of the Title IV aid earned from the amount of the Title IV aid that was or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdrawals or before completing 60% of the payment period. The percentage of the Title IV aid earned is equal to the percentage of payment period that was completed as

of the withdrawal date if this occurs on or before the 60% point time. The percentage that has not been earned is calculated by subtracting the percentage of the 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 post-withdrawal disbursement. The student (or guardian) will have 14 days to inform the academy if they wish to take post-withdrawal disbursement. The academy may take up to 90 days to issue a post withdrawal statement.

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.

$$\begin{array}{rclcl} 175 & / & 487.50 & = & 35.9\% \\ \text{(hours scheduled)} & & \text{(hours in period)} & & \end{array}$$

The amount of aid earned is calculated by multiplying the percentage of Title IV aid earned time 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 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 to 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 fund due in a post withdrawal disbursement must be offered to the student and school must receive the student's permission before creating their account.

The following Title IV refund 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 the 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.

Grievance Policy

Mitsu Sato Hair Academy takes great pride in maintaining an open-door policy with our students. The owner and staff are hands on at the academy and are here to help you through the education process. However in the unlikely event of a failure to resolve any grievances, the following procedures must be followed.

A student with a complaint should submit a written statement outlining the nature of the complaint and submitted it the academy owner or administrator. Upon receipt, the owner or administrator will meet with the complainant within 10 days. If the complaint has named a staff member or another student in the complaint, the owner or administration will meet with that individual(s).

If a reasonable solution cannot be agreed upon, a hearing will be scheduled and all parties involved in the complaint will have an opportunity to present their position the school grievance committee. The hearing will be scheduled within 30 days of the complaint filed.

The grievance committee will be comprised of three of the following four: a student peer, an administrator, an instructor or academy owner.

The grievance committee must respond to the complainant within fifteen days of the meeting. The written response should give the complainant information on the resolution and steps applied to reach the resolution. If the committee decides the allegations are false or not warranted the information should be provided to complainant in writing.

All documentation must be maintained by the administration and copies should be placed in the student's file.

Students are asked to exhaust the academy's internal grievance procedures before pursuing resolution from outside agencies. If the student needs to report to outside agencies here is the list of contacts and their information:

Kansas Board of Cosmetology: 714 SW Jackson, Suite 100, Topeka, KS 66603. Telephone: 785-296-3155.

NACCAS: 4401 Ford Avenue, Suite 1300, Alexandria, VA 22203-1432. Telephone: 703-600-7600.

Department of Education: Federal Student Aid, United State Department of Education, 8930 Ward Parkway, Suite 2028, Kansas City, MO 64114-3392, www.fafsa.ed.gov or www.ifap.ed.gov.

Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612. Telephone: 785-430-4240

Drug and Alcohol Policy

Mitsu Sato Hair academy is committed to providing a safe, healthy, and efficient environment for all students and employees. To help achieve this goal, employees/students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming alcoholic beverages while on academy premises, in academy vehicles, or while on academy business or time, or bringing alcohol onto the academy premises; or
- Abusing prescription drugs or possessing drugs that have not been prescribed by a physician.

The standards of conduct of this academy clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities.

Possession, use, or distribution as mentioned above can result in prosecution by local, state or federal authorities and conviction can result in fine, imprisonment, or both.

An employee/student who violates this policy is subject to corrective action up to, and including termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence”.

Violations of the above mentioned policies occur when there is reasonable evidence of illegal prohibited activity. At this point the school 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 test for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

While Mitsu Sato Hair Academy does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs the 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 the administration in advance of detection, Mitsu Sato Hair Academy will assist the employee/student in seeking treatment.

The confidential nature of the employee or students counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

Any employee or student that has been suspended or terminated on the basis of violating our substance abuse policy that wishes to return to our school must first provide legitimate evidence that he/she has entered into a completed and recognized rehabilitation program. Requests for reinstatement must be in written form to the academy owner, Mitsu Sato. Mr. Sato's decision is final.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in a medical file, maintained separately from the employee personal file or the student records file. These medical files will be kept locked and secured, and access will be limited to certain individuals in the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have work-related need to know.

Mitsu Sato Hair Academy does not have a drug counseling program at this time. In the event a student feels he or she needs substance abuse guidance they may speak with any instructor, administrator or school owner who will help them contact an outside source for intervention and counseling.

Campus Security Policy

In accordance with Crime Awareness and Campus Security Act of 1990, the academy collects crime statistics as the basis for an Annual report which is made available to students, staff and applicants for enrollment or employment.

CAMPUS is defined as "any building or property owned or controlled by the school within the same contiguous areas used by the school in direct support or related to its educational purposes."

Mitsu Sato Hair Academy encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses that occur on campus to the school owner or a staff member of the academy immediately after the crime is committed or became known.

CRIME REPORT

THE OFFENSES ARE AS FOLLOWS:

1. Criminal Homicide
 - a) Murder and non-negligent manslaughter
 - b) Manslaughter by negligence
2. Forcible Rape
 - a) Rape by force
 - b) Attempt to commit forcible rape
3. Robbery
 - a) Firearm
 - b) Knife or cutting instrument
 - c) Other dangerous weapon
 - d) Strong-arm, hand, fist, feet, etc.
4. Aggravated Assault
 - a) Firearm
 - b) Knife or cutting instrument
 - c) Strong-arm, hand, fist, feet, etc.
5. Burglary
 - a) Forcible entry
 - b) Unlawful entry – no force
 - c) Attempted forcible entry
6. Larceny – theft (except motor vehicle theft)
7. Motor Vehicle theft
 - a) Autos
 - b) Trucks and buses
 - c) Other vehicles
8. Arson
 - a) Structural
 - b) Mobile
9. Crime of Prejudice
 - a) Race
 - b) Gender
 - c) Religion
 - d) Sexual Orientation
 - e) Ethnicity
 - f) Disability
10. Liquor Law Violations (including those referred for such violation)
 - a) Underage drinking
11. Drug Law Violations (including those referred for such violation)
 - a) Possession of illegal drugs
 - b) Distribution of illegal drugs
12. Illegal Weapons Possession (including those referred for such violation)

AS OF **May 05, 2018**, THE OVERLAND PARK POLICE DEPARTMENT PROVIDED THE FOLLOWING STATISTICS FOR THE NORTHWEST BUSINESS AREA AT 91ST AND METCALF:

9062 Metcalf and surrounding public areas: there were no reportable offenses or arrests for 2018 as of May 05, 2018.

THERE WERE NO CRIME REPORTS FOR MITSU SATO HAIR ACADEMY.

The academy is protected by local government law enforcement agencies. Staff will notify local law enforcement immediately after a crime has either occurred on campus or has been reported to them. The staff does not have the authority to arrest individuals. In addition to reporting the crime to the staff or if staff is unavailable, any witness or victim of a crime should report the crime to local law enforcement agencies as soon as possible. Victims and witnesses are encouraged to report the crime as accurately and promptly as possible.

In the event evacuation on the premises is required, proceed to the nearest exit that you can safely reach and join your classmates and staff in front of the Wal-mart grocery store for attendance. The academy has posted evacuation routes throughout the building.

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 Conduct

- ❖ Cell phones and personal electronics must be put away while in school. No cellphones are allowed in classroom during theory. The academy phone is not for student personal use, except in the case of an emergency.
- ❖ Eating and drinking are not permitted on the clinic floor. The break room is the proper place for these activities. No gum chewing is allowed during school hours.
- ❖ A smoke-free environment is provided for all students and staff. Students may smoke outdoors on the north side of the building

- ❖ Students may not congregate or loiter in front of the school or adjacent to surrounding businesses.
- ❖ Students are given a thirty minute lunch each day. The student must clock in and out. The instructor must both be informed that you are on a lunch break.
- ❖ Students are allowed two 15 minute breaks each day. A morning break and an afternoon break. The student is not allowed to leave the premises without permission.
- ❖ Profanity and vulgarity on the school premises will not be allowed.
- ❖ Students may not disrespectful of guests, staff or other students.
- ❖ Students must not engage in any form of physical violence or threatening the use of physical violence with another student, staff member or guest. This is grounds for immediate termination.
- ❖ Students will not participate in willful destruction or theft of school property.
- ❖ Student may not make changes to the appointment book or “trade” clients with another student without permission.
- ❖ Student must begin and complete every guest service with an instructor consultation and ensuring the instructor signs the consultation sheet.
- ❖ Students not assisting a guest should be applying their efforts towards the study of cosmetology or esthetics in practice or theory.
- ❖ Students are not allowed behind the receptionist desk, unless they have been assigned to the area.
- ❖ Students are responsible for cleaning up after themselves in the break room.
- ❖ A sanitation assignment is to be completed each day by each student.
- ❖ All stations should be cleaned each day. No personal items are to be affixed to the station and all walkways are to remain clear of clutter and debris.
- ❖ Student may not leave the classroom during instruction without approval.
- ❖ Learn services, products and prices to effectively communicate with clients. Update client records after each service.
- ❖ Secure personal and kit items when not in use. (School is not responsible for lost or stolen items.)

Student must understand that any infraction of the Student Conduct Policy, Satisfactory Progress Policy or the Enrollment Contract, could result in any of the following disciplinary actions:

Warning: Unless specified below, the student will be issued a verbal warning, followed by a written warning. Failure to change an action after two warnings may result in suspension or termination.

Automatic suspension: A student may be put on an automatic one day suspension with no warning given for the following: leaving school grounds while clocked in, inappropriate language (including physical gestures), receiving services without instructor approval or making payment, cell phone use on clinic floor or during class time, making changes to the appointment book without permission or leaving the classroom during instruction. At the discretion of the academy, infractions not listed may also merit suspension. A student who

receives an automatic suspension will be assessed a **\$20.00 fee** that must be paid before returning to class.

Suspension: Students who have not corrected a progress or disciplinary policy problem may be suspended for a period of one week and must pay a **\$50.00** suspension fee prior to returning to class. A second suspension would be two weeks and result in a **\$100.00** suspension fee payable prior to returning to class.

Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain a positive educational environment and general objectives of the academy for any of the following:

- ❖ Immoral or improper conduct
- ❖ Noncompliance with educational requirements, Rules of Conduct, General Policies and/or the Enrollment Contract
- ❖ Noncompliance with the schools Satisfactory Academic Progress Policy
- ❖ Noncompliance with state laws and regulations
- ❖ Any action which causes or could cause bodily harm to a client, a student or employee of the academy
- ❖ Willful 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 according to the signed tuition agreement
- ❖ Misrepresentation of personal information on contracts or documents
- ❖ Violation of academy policies as outlined in the student catalogue
- ❖ Non-completion of program within 110% the normal length of the program

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

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 SAP. All chemical services require a 50% payment prior to beginning the service. All services require instructor and administration approval. Student's services are performed on Tuesday and Wednesday and only one student at a time may be receiving a service. Non-chemical services are available to a student's immediate family members. Chemical services are performed for half price. An immediate family member is: spouse, child, parent, sibling or grandparent.

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 reserves the right to make adjustments to the academy rules, course contents or materials, regulations, guidelines, and fees listed in the student catalogue and they may be subject to change at any time. All changes in the catalogue or academy policies will be posted as the changes occur. If any adjustments are made the school will notify students 30 days in advance. If any additional charges/fees need to be assessed as an outcome of these changes, the students will be notified immediately in writing.

