

# MITSU SATO ACADEMY

*We Approach Beauty as an Art Form*

YOUR FUTURE IN COSMETOLOGY, ESTHETICS, MANICURING,  
MAKE-UP & INSTRUCTOR IN TRAINING BEGINS HERE!

## STUDENT CATALOGUE AND HANDBOOK

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

[www.mitsusatohairacademy.com](http://www.mitsusatohairacademy.com)



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

Frederick Smith, Founder of Federal Express

Revised January 2025

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## **MISSION STATEMENT**

Mitsu Sato Hair Academy is committed to providing elite education in Cosmetology, Esthetics, Manicuring, MUD (Make-Up Designory Program) and Instructors in Training, teaching students the most current techniques, services, and artistic approach, 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 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, estheticians, make-up artists, and instructors. Mr. Sato is an instructor at the academy and enjoys sharing his skills and knowledge with the students.

## **STAFF**

All 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 to the academy every day.

Mitsu Sato – Academy Owner, Cosmetology Instructor, Financial Officer

Roseanna Pollina – Director of Education, Substitute Cosmetology, Esthetics, Manicuring, MUD (Make-Up Designory Program)

Kimberly Frazee- Financial Aid/ Office Manager

Erika Hunt- Office Assistant

Melinda Goodwin- Admissions Specialist

Elisa Gray – Cosmetology Instructor

Alica Frecks- Cosmetology Instructor

Emily Bearden- Instructor in Training

Khaira Khalil- Esthetics instructor Sub

Alexandria Stevens- Esthetics Instructor

Deanna Miller- Esthetics Instructor

Rachel Oliver- Esthetics Instructor

Jazlyn Mejia- Instructor in Training

Elisa Gray- Manicuring Instructor

Liezel McMurray- Instructor in Training

Chandler Steger- Receptionist

## **CONTINUING EDUCATION POLICY**

Instructors are required to complete a minimum of 20 C.E. hours every two years after their first renewal period. These requirements are mandated by the Kansas State Board of Cosmetology. NACCAS required 12 C.E. hours per year (3 Hours per year in teaching methodologies), this will ensure the 20 C.E. required by the Kansas Board of Cosmetology will be met.

## **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), 3015 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: 785-430-4240.

**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, a relaxing spa room for the Esthetics students and clients and Spa Practical Room and client station for Manicuring services.

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 four 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:** 40 WEEKS @ 37.5 HOURS WEEKLY. **PART-TIME:** 75 WEEKS @ 20 HOURS WEEKLY

## **ESTHETICS COURSE - 1000 HOURS**

**FULL-TIME:** 27 WEEKS @ 37.5 HOURS WEEKLY. **PART-TIME:** 50 WEEKS @ 20 HOURS WEEKLY

## **MANICURING COURSE – 350 HOURS**

**FULL-TIME:** 10 WEEKS @ 35 HOURS WEEKLY. **PART-TIME:** 17.5 WEEKS @ 20 HOURS WEEKLY

**INSTRUCTOR IN TRAINING COURSE- 450 HOURS (Full Time Only)** MINIMUM 20 HOURS WEEKLY

## **MUD (MAKE-UP Designory Program): 140 HOURS**

**FULL TIME:** 10 WEEKS @ 14 HOURS WEEKLY. **PART-TIME:** 45 WEEKS @ 3.5 HOURS WEEKLY

**Description:** Mitsu Sato Hair Academy educates students in State Laws, Rules and Regulations, theory and practical skills pertaining to the Cosmetology, Esthetics, Manicuring, MUD (Make-Up Designory Program), and Instructor in Training industry. Upon completion the student may have several career choices – Cosmetologist, Esthetician, Salon Owner, Salon Manager, Education Consultant, Make-Up Artist, 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, Esthetics, Manicuring, MUD (Make-Up Designory Program), and Instructor in Training 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, Manicuring, MUD (Make-Up Designory Program), or Instructor in Training profession.

**Texts:** Mitsu Sato Hair Academy uses **Milady's Standard Cosmetology Textbook ISBN-13: 978-0-357-37890-8. Milady's Standard Esthetics Fundamentals ISBN-13: 978-1-111-30689-2. Milady's Standard Esthetics Advanced Fundamentals**

**ISBN-13: 978-1-111-13909-4. Milady Standard Nail Technology with Standard Foundations ISBN-13 978-0-357-44686-7. Milady Course Management Guide ISBN-13: 978-1-285-76966-0. Milady Master Educator ISBN-13 978-1-133-69369-7. MUD (Make-Up Designory) ISBN-13: 978-0-9749500-1-3.**

**Grading Scale:** 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 for all courses: Theory exams will be averaged numerically.

90%-100%	Excellent
80-89%	Satisfactory
79% or below	Below Standards-Unsatisfactory

**COSMETOLOGY:**

**Description:** 1500 Hours of State Laws, Rules and Regulations, theory and practical skills pertaining to Cosmetology

**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.

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

**Grading Scale:** Grading for written tests are on a 100% scale. Practical skills are graded by the number performed and the accuracy of the skill. 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

**Grading Procedures:** Grading will be calculated for examination by taking the number of correct answers and dividing by the number of total number of questions. (Ex: 24 correct answers out of 25 questions is equivalent to 24/25= 96%). Grading will be calculated for practical application by Y/N (Yes if task is completed during evaluated service or No if task is not completed during evaluated service).

**Instructional Methods:** Classes are presented 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.

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

Lightening	25	
Chemical Waving	25	150
Chemical Relaxing	25	125
<b>Hair Designing</b>		
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	
<b>Thermal Techniques</b>		75
Curling Iron Sets	50	
Blow Dry Styling	50	
<b>Care/Styling Hair Pieces</b>		10
<b>Business Practices</b>		75
<b>State Law</b>		50
<b>Student Needs</b>		50
<b>Total Hours</b>		<b>1500</b>

**ESTHETICS:**

**Description** 1000 Hours of State Laws, Rules and Regulations, theory and practical skills pertaining to Esthetics

**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 Esthetics and to prepare students to successfully pass the Kansas State Board Examination.

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

**Grading Scale:** Grading for written tests are on a 100% scale. Practical skills are graded by the number performed and the accuracy of the skill. 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

**Grading Procedures:** Grading will be calculated for examination by taking the number of correct answers and dividing by the number of total number of questions. (Ex: 24 correct answers out of 25 questions is equivalent to 24/25= 96%). Grading will be calculated for practical application by Y/N (Yes if task is completed during evaluated service or No if task is not completed during evaluated service).

**Instructional Methods:** Classes are presented 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.

	Theory Instruction	Practical Hours	Min Instruction
<b>Infection Control</b>	10	50	
Public Health			
Sanitation			
Disinfection			
Sterilization			
Universal Precautions			

Cross Contamination			
Blood Borne Pathogens			
<b>Skin Anatomy and Physiology</b>	200		
Structure and Function of the Body System and Nerve			
Dermatology			
Cosmetic Chemistry			
Pharmacology			
Nutrition			
<b>Skin Analysis and Consultation</b>	80	40	
Skin types and Conditions			
Contraindications			
Health Screening			
Consultation, Post Consultation and Home Care			
Skin Analysis Equipment			
<b>Skin Treatments</b>	120	120	80 Facials
Cleansing Techniques			
Exfoliation			
Mechanical			
Chemical			
Extractions			
Masque Therapy			
Protection			
Massage			
Basic Facial Equipment and Safety			
<b>Body Treatments</b>	20	20	10
Cellulite Treatment			
Body Exfoliation			
<b>Advanced Skin Treatments</b>	80	60	45
Advanced Exfoliation (Peels)			
Microdermabrasion			
LED			
Microcurrent			
Ultrasound			
Radio Frequency			
<b>Temporary Hair Removal</b>	10	30	40 Facials/10 Body
Tweezing			
Waxing			
Depilatories			
Threading			
Contraindications and Safety			
<b>Makeup</b>	20	40	25
Purpose and Effects			
Eyebrow and Eyelash Services			
Corrective			
Camouflage			
<b>Business Practices</b>	30		
Business Planning			
Client Records			
<b>State Law</b>	20		
Rules and Regulations			

**Manicuring:**

**Description** 350 Hours of State Laws, Rules and Regulations, theory and practical skills pertaining to Manicuring

**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 Manicuring and to prepare students to successfully pass the Kansas Board of Cosmetology examination.

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

**Grading Scale:** Grading for written tests are on a 100% scale. Practical skills are graded by the number performed and the accuracy of the skill. 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

**Grading Procedures:** Grading will be calculated for examination by taking the number of correct answers and dividing by the number of total number of questions. (Ex: 24 correct answers out of 25 questions is equivalent to 24/25= 96%). Grading will be calculated for practical application by Y/N (Yes if task is completed during evaluated service or No is task is not completed during evaluated service).

**Instructional Methods:** Classes are presented 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.

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**Total Hours**

**350**

**Minimum Practice**

**Hours**

**(1) Scientific Concept**

**60**

- (a) Sanitation
- (b) Chemistry
  - General concepts
  - Product composition
  - Chemical safety/OSHA regulations
- (c) Nails
  - Structure and composition
  - Growth and regeneration
  - Irregularities
  - Diseases
- (d) Skin
  - Structure and functions
  - Growth and regeneration
  - Disorders
- (e) Muscles, nerves and blood
  - Structure
  - Function

**(2) Manicuring skills**

**75**

- (a) Purpose and effect
- (b) Preparation



(c) Equipment and implements		
Purpose and effect		
Types		
(d) Procedures		
Basic manicure	25	
Reconditioning treatments		
Repair techniques		
Hand and arm massage		
Application of polish		
Pedicures	10	
(e) Special problems and procedures		
(f) Sanitation and safety precautions		
<b>(3) Artificial Nails</b>		<b>160</b>
(a) Purpose and effect		
(b) Preparation		
(c) Equipment and implements		
(d) Supplies and products		
(e) Procedures		
Sculpturing	100 Nails	
Gels	100 Nails	
Tipping	100 Nails	
Repair techniques		
(f) Sanitation and safety precautions		
<b>(4) Business Practices</b>		<b>35</b>
(a) Management practices		
(b) Salon development		
(c) Insurance		
(d) Client records		
(e) Salesmanship		
<b>(5) State Law</b>		<b>20</b>
(a) Rules and regulations		
<b>Total Hours</b>		<b>350</b>

**INSTRUCTOR IN TRAINING:**

**Description** 350 Hours of State Laws, Rules and Regulations, theory and practical skills pertaining to Instruction of Cosmetology, Esthetics, Manicuring, and MUD (Make-Up Designory Program) (Full Time Only)

**Objective:** The educational objective of Mitsu Sato Hair Academy is to teach and develop new Instructors on the educational aspect of training students in their field.

**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.

**Grading Scale:** Grading for written tests are on a 100% scale. 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

**Grading Procedures:** Grading will be calculated for examination by taking the number of correct answers and dividing by the number of total number of questions. (Ex: 24 correct answers out of 25 questions is equivalent to 24/25= 96%).

Practical skills are graded by classroom observation. Forms are marked with G=Good (5-points), I=Needs Improvement (3-points), N=Not Observed (0-points), U=Unsatisfactory (0- points). 90 points Max.

**Instructional Methods:** Classes are presented in the form of lectures, self-study, and workbook testing as well as feedback from classroom observation.

**450 Hour Course**

<b>(1) The professional teacher</b>	<b>30</b>
The teacher	
Preparation for teaching	
<b>(2) Student Motivation and learning</b>	<b>60</b>
Laws governing learning processes	
Student motivation	
Student Participation	
Student personalities	
Individual differences	
<b>(3) Methods, management and materials</b>	<b>225</b>
Methods procedures	
Classroom management	
Teaching materials	
<b>(4) Testing and Evaluation</b>	<b>90</b>
Testing	
<b>(5) Evaluation</b>	<b>45</b>
General student abilities	
Student achievement	
Teacher evaluation	
<b>Total Hours</b>	<b>450</b>

**MUD (Make-Up Designory Program):**

**Description:** 140 Hours of State Laws, Rules and Regulations, theory and practical skills pertaining to Instruction of MUD (Make-Up Designory Program)

**Objective:** The MUD (Make-Up Designory Program) course is designed as an introduction to beauty make-up with an emphasis on the techniques required today in this multi-faceted industry.

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

**Grading Scale:** Grading for written tests are on a 100% scale. Practical skills are graded by the number performed and the accuracy of the skill. 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

**Grading Procedures:** Grading will be calculated for examination by taking the number of correct answers and dividing by the number of total number of questions. (Ex: 24 correct answers out of 25 questions is equivalent to 24/25= 96%). Practical skills are graded by point system. Each topic can receive 1-4 points (Topics are Base, Eyebrow, Eye Shadow, Eyeliner, Mascara, Cheek, and Lip) with the exception of Station Set Up (Cleanliness and Organization can receive a Max of 1 point each). Total points of 0-14= Needs Remedial Training (Does not meet competency requirements), 15-20= Basic Understanding (Does not meet competency requirements), 21-26=Proficient at Skill (Meets competency requirements), and 27-30= Mastery of Skill (Meets competency requirements).

**Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients and peers, and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.

**140 Hour Course**

<b>(1) Beauty Essentials</b>	<b>84</b>
Make-Up Theory Unit	
Base Unit	
Corrective Unit	
Highlight and Shadow Unit	
Eye Unit	
Lip Unit	
Beauty Make-Up Unit	
Natural Make-Up Unit	
Final Assessment	
<b>(2) Airbrush</b>	<b>35</b>
Airbrush Specialty Unit	
<b>(3) Bridal Make-Up</b>	<b>21</b>
Bridal Unit	
<b>Total Hours</b>	<b>140</b>

**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 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. Daily Sanitation duties to include, but not limited to: *Wipe down tables and counter tops, sweep floors, change trash liner, clean mirrors if needed, clean sink and wipe with barbicide, wash and dry sheets, towels and blankets, fold and put away laundry, take out the trash, clear clutter and debris, wipe down product bottles, refill product containers, change barbicide, file consultation and consent forms, make sure towel bin is empty, unplug machines if necessary, refill supply containers, wipe down beds and client stations, mop, stock inventory and dispense areas, stock toilet paper, paper towels and hand soap.*

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 always be followed. Students have access to the KBOC General Laws, Rules and Regulations Book upon request at the Kansas Board of Cosmetology website.

**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 (based on Title IX guidelines) 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 is a multi-cultural school, and 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. Mitsu Sato Hair Academy may or may not accept hours obtained from other Cosmetology or Esthetics schools. Acceptance of transfer hours will be at the discretion of the institution and Kansas Board of Cosmetology. 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 application fee to re-enroll and meet the requirements per state regulations.

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 ECE as per Kansas Board of Cosmetology)
4. Persons must provide a copy of the current state license (Cosmetology & Esthetics instructor in training students **only**)

Prospective students must supply proof of age by presenting the following items:

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 the following items:

1. High school diploma; OR
2. High school transcript showing high school completion; OR
3. General Equivalency Certificate (GED); or
4. Foreign equivalent of high school diploma (must be translated into English as well as verified as academically equivalent to a US high school diploma that has been performed by an outside agency that is qualified to translate documents into English and confirmed the academic equivalence to a US high school diploma. (The Kansas Board of Cosmetology only accepts verifications completed by ECE or AEQUO)

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

### **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 application 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. Students who exceeded maximum time frame and were terminated may re-enroll and complete the course on a cash pay basis after the remaining balance on the original enrollment has been paid in full.

### **Transfer Hours**

Mitsu Sato Hair Academy may or may not accept hours obtained from other Cosmetology or Esthetics schools. Acceptance of transfer hours 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, should the Academy accept any previous training hours.

Mitsu Sato Hair Academy will evaluate each circumstance on an individual basis. Should the Mitsu Sato Hair Academy accept a transfer student, the student may be required to purchase a new student kit and additional supplies. 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

Prospective students who meet the age and educational requirements for admission must submit a completed Enrollment Application and pay the \$100.00 application fee (with the exception of Instructor in Training program). 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.

## Financial Aid

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.fafsa.ed.gov](http://www.fafsa.ed.gov) and create a username for your Free Application for Federal Student Aid (FAFSA)
- If you are a dependent\* student, your parent will also need to create a username to complete the Financial Aid application (FAFSA)
- 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
- Choose the Mitsu Sato Hair Academy school code: 042053
- Complete the application entirely
- Sign electronically and submit your application
- If you are a dependent\* student, your parent will also need to sign your FAFSA application

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.

## Verification Policy

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax returns and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing 12 | Page allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Director there are any changes to the financial aid package, the student will be notified in writing.

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](http://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?

The U.S. Department of Education requires colleges to verify financial and other information on the FAFSA. About one-third of FAFSAs are selected for verification each year. This article explains how the verification process works and how to minimize the chances that your FAFSA will be selected for verification

**Title IV Eligibility:**

- Student must comply with SAP Policy of Mitsu Sato Hair Academy (policy can be found in the school catalogue 80% GPA and 80% attendance.)
- 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

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. Mitsu Sato Hair Academy utilizes a 900-hour academic year for evaluations and for Title IV disbursements

**Award Hours (for title IV funding)**

***Cosmetology***

- 1-450
- 451-900
- 901-1200
- 1201-1500

**Award Hours (for title IV funding)**

***Esthetics***

- 1-450
- 451-900
- 901-1000

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 that exceed 100 hours of missed time at the rate of \$11.50 per hour for *Cosmetology* until graduation. Academy will charge additional tuition for hours remaining that exceed 100 hours of missed time at the rate of \$13.30 per hour for *Esthetics* until graduation. Academy will charge additional tuition for hours remaining that exceed 100 hours of missed time at the rate of \$10.00 per hour for *Manicuring* until graduation. Academy charges \$15.00 per hour for the

Instructor in Training program and \$25.00 per hour for the MUD (Make-Up Designory Program). Additional tuition (overtime fees) must be paid before a diploma and Transcript of Hours will be issued. If you exceed 400 hours (Cosmetology), 200 hours (Esthetics) or 100 hours (Manicuring) in the program and you are absent on any scheduled Saturday, the academy will charge an additional \$50.00 fee above and beyond any accrued absent time fees (fees may be waived for certain situations approved by the administration at their discretion). You, the student, will be held responsible for paying the \$50.00 the following school day, or it will be added to the balance and will need to be paid off before hours are released. A student who misses **four (4)** scheduled Saturdays without approval during the course may be terminated. The academy may charge a \$10.00 fee for transcript requests. The academy will charge an application fee of \$100.00 for students enrolling or transferring to the academy (with the exception of Instructor in Training program). 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 application fee are due at the time of enrollment. Methods of payment include full payment at the 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. The student and/or the parent or guardian, if under legal age, will be responsible for paying the total tuition and/or fees including loans plus any accrued interest. All tuition and overtime fees must be paid before a diploma and Transcript of Hours will be issued, unless a payment arrangement contract is made and is approved by the owner of the Mitsu Sato Hair Academy. Information can be provided to you in the Financial office.

**Cosmetology Course Fees** (Financial aid available)

Tuition	\$17,250
Student Kit	\$3200
Application Fee	\$100.00
Apprentice License	<u>\$15.00</u>
<b>Total Fees</b>	<b>\$20,565</b>

**Esthetics Course Fees** (Financial aid available)

Tuition	\$13,300
Student Kit	\$3500
Application Fee	\$100.00
Apprentice License	\$15.00
<b>Total Fees</b>	<u><b>\$16,915</b></u>

**Manicuring Course Fees** (No Title IV funding available)

Tuition	\$3,500
Student Kit	\$800
Application Fee	\$100.00
Apprentice License	\$15.00
<b>Total Fees</b>	<u><b>\$4,415</b></u>

**MUD (Make-Up Designory Program) Course Fees** (No Title IV funding available)

Tuition	\$3500
Student Kit	\$2199
Application Fee	\$100.00
<b>Total Fees</b>	<u><b>\$5799</b></u>

### Instructor in Training Course Fees (No Title IV funding available)

Tuition \$6750

Total Fees \$6750

\*State board testing fees are provided by the school for KANSAS licensure only.

\*State board licensing fees are the student's responsibility.

### Contract Hours/Fees:

**Cosmetology Full Time:** 1500 Hours x \$11.50 Per Hour = \$17,250 Tuition

**Cosmetology Part Time:** 1500 Hours x \$11.50 Per Hour = \$17,250 Tuition

**Esthetics Full Time:** 1000 Hours x \$13.30 Per Hour = \$13,300 Tuition

**Esthetics Part Time:** 1000 Hours x \$13.30 Per Hour = \$13,300 Tuition

**Manicuring Full Time:** 350 Hours x \$10.00 Per Hour = \$3,500 Tuition

**Manicuring Part Time:** 350 Hours x \$10.00 Per Hour = \$3,500 Tuition

**MUD (Make-Up Designory Program):** 140 Hours x \$25.00 Per Hour = \$3,500 Tuition

**Instructor in Training:** 450 Hours x \$15.00 Per Hour = \$6,750 Tuition

### 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](http://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>. Students **will not graduate** until exit counseling is complete.

### Graduation and Licensure Requirements Disclosure

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, Manicuring, MUD (Make-Up Designory Program), or Instructor training programs include:

- Satisfaction of Kansas Board of Cosmetology requirements.
  - Completion of 1500 clock hours in a Cosmetology Program.
  - Completion of 1000 clock hours in an Esthetics Program.
  - Completion of 350 clock hours in a Manicuring Program.
  - Completion of 140 clock hours for MUD (Make-Up Designory Program).
  - Completion of 450 clock hours for Instructor In Training.
  - Completion of all exams and practical 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 all phases of study, practical and testing requirements per the KBOC and the Mitsu Sato Hair Academy.
- Completion of the Cosmetology program within 125% of the length of the program is 1875 hours.
- Completion of the Esthetics program within 125% of the length of the program is 1250 hours.
- Completion of the Manicuring program within 125% of the length of the program is 437.5 hours.
- Completion of the Instructor in Training Program within 6 Months.



- Students who cannot complete the Cosmetology, Esthetics or Manicuring course by maximum time frame of 125% are **not permitted to graduate**.
- Students who cannot complete the Instructor in Training course within 6 months are **not permitted to graduate**.
- All required exit paperwork completed.
- 100% tuition and any overtime fees paid. (Satisfactory arrangements for all debts owed to the academy have been made by a signed contract)

Upon meeting the above criteria, a diploma will be issued, and the Kansas Board of Cosmetology will be provided with the student's final record and release of hours. Thereafter, the graduate will request a state board exam date. **All graduates are REQUIRED to obtain a Kansas Board of Cosmetology license.**

**\*\*Upon graduation and licensure, the student must inform the Academy of their first employer's information for required reporting to NACCAS. Only their first employer's information after licensure in their field is required.**

### Statistics

From 1/1/2023 -12/31/2023 79.71% of all enrolled students successfully completed their course. 100% of those students who took the exam passed. 82.50% of those found employment within the industry. We are looking to grow those numbers dramatically in 2024/2025. At Mitsu Sato Hair Academy we are dedicated to improving our statistics from the previous years, ensuring that our students graduate and become successful in the beauty industry.

### Your Career

Cosmetology, Esthetics, Manicuring MUD (Make-Up Designory Program) Artist, and Instructor in Training 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 operate a business and to further your education beyond school.

The field of Cosmetology, Esthetics, Manicuring, Make-Up Artist and/or Educator is physically demanding; are you prepared:

- to understand and practice excellent sanitation and safety precautions.
- to stand, twist, sit 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.
- to counteract potential 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 Academy 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**

Full time classes for Cosmetology and Esthetics are held Tuesday thru Saturday 8:30 a.m. until 4:30 p.m. with two 15-minute breaks and a thirty-minute lunch. Full time classes for Manicuring are held Tuesday thru Saturday 8:30 a.m. until 4:00 p.m. with two 15-minute breaks and a thirty-minute lunch.

Part time evening classes for Cosmetology, Esthetics and Manicuring are held Tuesday thru Thursday 5:00pm until 9:00pm and Saturday from 8:30am thru 5:00pm.

Full-time classes for Cosmetology, Esthetics and Manicuring begin the first Tuesday of every other month, unless it falls on a Holiday and then the class would begin on the next business day.

Part Time classes for Cosmetology and Manicuring begin the first Tuesday of every other month, unless it falls on a Holiday and then the class would begin on the next business day. Part-Time classes for Esthetics begin the first Tuesday of every fourth month, unless it falls on a Holiday and then the class would begin on the next business day.

Instructor in Training start dates vary by personal application and approval by administration.

MUD (Make-Up Designory Program) classes are scheduled quarterly depending on enrollment size.

Mitsu Sato Hair Academy observes the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and day after, Winter Break (begins school day prior to Christmas through the school day after Christmas), and New Year's Eve.

When the Mitsu Sato Hair Academy is closed due to inclement weather, the information will be posted on local television station KMBC (channel 9), group texts, and/or the Academy's Social media's.

### **ATTENDANCE 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.

An attendance rate of 80% must always be maintained by every student. If a student does not maintain 80% attendance corrective action may be taken in the following way:

- If a student falls below 80% at any evaluation period, the student should be placed on warning until attendance can be reviewed at the next evaluation period. If attendance rate is showing improvement, the student will continue to be on a written warning until the 80% criteria is met.
- If a student who has been on attendance warning has decreased their attendance percentage at the next evaluation period, the student will be placed on probation until the next evaluation period. The student will be reviewed at the next evaluation period, if the attendance percentage is showing improvement, the student will continue probation until the 80% 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 evaluation 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 80% attendance.

- Monthly Progress Reports are provided to ensure attendance is meeting the 80% minimum criteria (the monthly progress report is simply to monitor attendance, grades and practicals. Anything associated to taking action (warning, probation, unsatisfactory status, etc.) would occur at scheduled SAP evaluation periods).

### **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](http://www.mitsusatohairacademy.com) prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Mitsu Sato Hair Academy utilizes a 900-hour academic year (26 Weeks).

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

- Cosmetology: 450 actual hours (13 Weeks Full-Time or 22.5 Weeks Part-Time), 900 actual hours (26 Weeks Full-Time or 45 Weeks Part-Time) and 1200 actual hours (33 Weeks Full-Time or 60 Weeks Part-Time)
- Esthetics: 450 actual hours (13 Weeks Full-Time or 22.5 Weeks Part-Time) and 900 actual hours (26 Weeks Full-Time or 45 Weeks Part-Time)
- Manicuring: 175 actual hours (6 Weeks Full-Time or 9 Weeks Part-Time)
- Transfer students-midpoint of the contracted hours or the established evaluation periods, Or whichever comes first.
- MUD (Make-Up Designory Program): 70 actual hours (5 Weeks Full-Time or 22.5 Weeks Part-Time)
- Instructor in Training: 225 actual hours (11.5 Weeks Part-Time Only)

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. Any transfer hours accepted from another institution, will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted however, SAP evaluation periods are based on actual contracted hours at the institution. All evaluations must be completed within seven (7) **School business days** following each established evaluation period.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 80% 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 80% 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 125% 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	50	1875
Cosmetology (Part-time, 20 hrs/wk) 1500 hours	94	1875
Esthetics (Full-time, 37.5 hrs/wk) 1000 hours	34	1250
Esthetics (Part-time, 20 hrs/wk) 1000 hours	63	1250
Manicuring (Full-time, 37.5 hrs/wk) 350 hours	12	437.5

Manicuring (Part-time, 20 hrs/wk) 350 hours	22	437.5
Instructor in Training (Part-Time Only) minimum of (20hrs/wk) 450 hours	28	563
MUD (Make-Up Designory Program) (Full-time, 14 hrs/wk) 140 hours	10	147
MUD (Make-Up Designory Program) (Part-time, 3.5 hrs/wk) 140 hours	45	147

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 125% of the scheduled contracted hours. Students who exceed the maximum time frame shall be terminated and all over contract fees will be due. A student may re-enroll and complete the course on a cash pay basis after the remaining balance on the original enrollment has been paid in full.

### **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 requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the enrollment period. 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 standard – unsatisfactory

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are determined 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. All results of appeal are documented in the students file.

### **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 may be subject to probation if they fail to meet minimum requirements for attendance or academic progress during the warning or previous evaluation period; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and considered to be able to make satisfactory academic progress by the end of the probation period. A student can appeal the decision due to extenuating circumstances including but not limited to: death of a relative, injury or illness of the student, or other allowable special circumstances. When an appeal is made, the student must supply documentation describing the circumstance which caused them to not meet Satisfactory Academic Progress in addition to their action plan explaining what has changed that will allow them to meet the

Satisfactory Academic Progress at 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, REPETITIONS**

Interruptions, course incompletes, withdrawals and repetitions all apply to our institution. 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 (Leave of absence policy can be found on pg. 21-22 of the handbook). If a student cannot complete the course, he/she will be considered a withdrawn student (Withdrawal and settlement policy and refund policy can be found on pg. 23-24 of the handbook). Students who withdraw prior to completion of the course and wish to re-enroll, or a course is cancelled before completion and is reestablished, students will return in the same satisfactory academic progress status as at the time of the withdrawal or cancellation (Re-entry policy can be found on pg. 12-13 of the handbook).

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 an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students are required to request a Leave of Absence in writing, in advance (unless unforeseen circumstances prevent the student from doing so), stating the reason for the leave for approval by the school owner or Administrator and the student's signature is required. If approved, the official leave will extend the contract period and maximum time frame by the same number of calendar days designated in the leave document or used by the student. Emergency leaves of absence, without prior written request due to unforeseen circumstances, may be granted provided the student completes the leave of absence request form and return it to the school via mail or in person and the institution documents the reason for its decision. 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 end date and maximum time frame will be revised upon the return from the LOA to extend the ending date by the applicable number of days via the LOA/Addendum to Contract form and signed by all parties. Reasons for taking a LOA include but are not limited to:

In the event of pregnancy, a student will be allowed six (6) 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 the physician recommended return to work/school date.

In the event of the death of a spouse, child, parent, sibling or grandparent a student will be given 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. If the student does not return from the leave of absence within the 180 days or take an unapproved LOA, the student will be dropped. The student's last date of attendance will be used for calculating any refund and will be the date the student is withdrawn from the course. The last date of attendance will be used for the purposes of calculating any refund after withdrawal has been determined.

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

Student granted a 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. 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 Prestige.
4. If a mistake is made, inform the instructor and administrator immediately. (Time adjustment forms are available outside the office)

### **Tardiness**

A student is required to clock in at the beginning of each day by 8:30am for full time and 5:00pm for part time and be prepared for class and in the classroom at 8:30am/5:00pm ready for Theory class. Theory attendance is mandatory during all phases of the program. If you are not in your designated area and prepared for class at 8:35am/5:05pm you will be marked tardy by your instructor. Students are not allowed to come in building for class if they can not be here by 8:45am or 5:15pm. There is a 15 minute grace period for tardies.

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 8:35am/5:05pm. Each student can be tardy (3) times in a one-month period. You are considered tardy 6 minutes or more after your class start time. On the fourth tardy you will be sent home for the day. After 4 or more, 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

### **Make-Up Hours**

Students who are not maintaining attendance SAP (80%) or anyone under 85% attendance rate will be allowed to make up hours at the discretion of the school and his/her instructors. The maximum amount of Make-Up time is 7.5 hours a week for full-time student (two nights a week) and 4 hours a week for part-time students (4 hours early one day or attending a 4-hour shift on Saturday). ALL make-up hours must be pre-authorized by administration and instructors with a written plan for schoolwork to be completed. If an action plan is created, it must be followed or will be voided.

Any student who has been previously suspended will not be able to make-up time

### **Dress Code**

Cosmetology, Manicuring and MUD (Make-Up Designory Program) students are required to wear SOLID black clothing. Shirts and pants MUST BE solid colors and no logos, tears, rips, or holes allowed. NO Jeans, shorts or capris allowed. Shoes may be any color but must be closed toe. Black Mitsu Sato Hair Academy t-shirts are acceptable.

Esthetics students are required to wear a uniform of Black Scrubs or black Mitsu Sato Hair Academy t-shirt. Black dresses or skirts may be worn in the spring/summer (SOLID BLACK ONLY & PROFESSIONAL LENGTH). Shoes can be of any color but must be closed toe. No jeans, shorts or capris allowed. t

nstructors in Training are required to wear business casual attire. Preferably all black.

Armpits, chest and stomach must be covered. No plunging necklines. Skirts/Dresses must be professional length. Tank tops, lingerie, see-through fabric and bare feet are not allowed. Hats and headwraps are not allowed (religious reasons are exemptions). 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 makeup are to be done AT HOME. Please be considerate of others and maintain personal cleanliness by bathing regularly. Oral hygiene (brushing of teeth) required. Use deodorant/antiperspirant to minimize body odors. Please, no heavily scented perfumes, colognes and lotions.**

### **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 for a \$10.00 fee.

### **REFUND POLICY/ WITHDRAWAL AND SETTLEMENT 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 or provide completion of the program. If the school closes permanently, cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or participate in a Teach-Out Agreement. Any monies due the applicant and 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 calendar 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.

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 must 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 (with the exception of Instructor in Training program).
2. 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 (with the exception of Instructor in Training program), regardless of whether the student has started classes.
3. 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 (with the exception of Instructor in Training program).
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 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.
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. 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:

<b>% Length of Program Scheduled to be Completed</b>	<b>% DUE TO MITSU SATO HAIR ACADEMY</b>
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 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 student’s 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. Financial Aid will complete exit counseling documents 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 been 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 loans must be offered to the student within 30 days and 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.

$$\begin{array}{rclcl} \text{Example: } 45 & & / & & 450 & = & 10\% \\ \text{(Scheduled Hours)} & & & & \text{(Hours in payment period)} & & \end{array}$$

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.

$$10\% \quad \times \quad \$1,750.00 \quad = \quad \$175$$

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 crediting 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 calendar 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. Any credit balance owed to the student as a result of an R2T4 will be distributed to the student within 14 days of determination. 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 student relations administrator within **fourteen (14)** days of the occurrence. Upon receipt, the student relations administrator will meet with the complainant within 10 days. If the complaint has named a staff member or another student in the complaint, administration will meet with that individual(s) and determine if the matter should be escalated to include the involvement of the owner.

If a reasonable solution cannot be agreed upon, a mediation hearing will be scheduled, and all parties involved in the complaint will have an opportunity to present their position to 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 and/or Academy owner.

The grievance committee must respond to the complainant within fifteen (15) 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: 3015 Colvin Street Alexandria, VA 22314. 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](http://www.fafsa.ed.gov) or [www.ifap.ed.gov](http://www.ifap.ed.gov), Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612. Telephone: 785-430-4240 or at [https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

## **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 act 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 use 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 based on violating our substance abuse policy that wishes to return to our school must first provide legitimate evidence that he/she has entered 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 program counseling currently. 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) Another 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 **September 26, 2023**, MITSU SATO HAIR ACADEMY PASSED THE FIRE DEPARTMENT INSPECTION. THE OVERLAND PARK POLICE AND FIRE DEPARTMENTS 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 2023. 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. In the event of a tornado, please find somewhere safe, not near a window and cover your head.

### **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](http://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 on school premise or adjacent to surrounding businesses. This includes all parking areas.
- ❖ Students are given a thirty-minute lunch each day. The student must clock in and out. The instructor and receptionist 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 be 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.
- ❖ Upon suspension or termination students must leave school premise immediately, failure to do so will be deemed as trespassing.
- ❖ Student, spouse(s) and family member of a suspended or terminated student are not authorized on school premise. Failure to adhering to this policy would be deemed trespassing.
- ❖ Person(s) listed on the information consent forms are the only individual(s) authorized to set an appointment by phone with the academy administration to discuss financial or conduct inquires.
- ❖ Terminated or suspended students are not to engage in any disruptive discussions with other students on school premise.
- ❖ 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, esthetics, Manicuring, MUD (Make-Up Designory Program) or Instructor in Training in practice or theory. If students are not engaged in these tasks, they are to clock out immediately.
- ❖ 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.

Suspension: Students who have not corrected a progress or disciplinary policy problem may be suspended for a period of one week and over contract fees may apply. A second suspension would be two weeks and over contract fees may apply.

**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.
- ❖ Bringing weapons (Gun, knife, taser, etc.) of any kind on campus or in the building with intent to cause bodily harm to any student, staff or guest is prohibited. Weapons are strictly prohibited.

- ❖ 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.
- ❖ Refusal of random drug/alcohol screening.
- ❖ 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 125% 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.

### **Information Privacy Policy**

Mitsu Sato Hair Academy will not provide student information or personal records to third parties (parent/guardian/minor-dependents) without written permission in our FERPA documentation with the exception of our accrediting agencies (NACCAS, Kansas Board of Cosmetology, U.S. Department of Education, and Kansas Board of Regents) or approved persons provided in the FERPA document. Request for information forms can be found in the administration office.

### **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 adjust 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.

## Notification of Rights under FERPA for Postsecondary Institutions

### The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

The Family Educational Rights and Privacy Act afford students certain rights with respect to their education record. These rights include:

1. The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.  
The student should submit to the school director a written request that identifies the record(s) the student wishes to inspect. The school director will make arrangement for access and notify the student of the time and place where the record may be inspected.
2. The right to request the amendment of the student's education record that the student believes is 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 notify the school director and clearly identify the record that should be modified along with the reasons.  
If the school decides to not amend the record, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request of amendment.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education record, except to the extent FERPA authorizes disclosure without consent.

The school discloses education records without a student's written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by the school in a support staff position (including law enforcement and health staff), a person in the company with whom the school has contracted a its agent to provide a service instead of using school employees or official (such as an attorney, auditor, or collection agent); Accrediting agencies such as, NACCAS, Kansas Board of Cosmetology, U.S. Department of Education and Kansas Board of Regents, or person 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. (The school intends to forward these records on request)

1. 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 at:

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



Authorization for Release of Information

I understand that I have the right to gain access to my record according to the school's Access to Files Policy by making and appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations or class of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize \_\_\_\_\_ to have access to the following information:

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\_\_\_\_\_ Date \_\_\_\_\_

Signature

This form need not be used when releasing information from the student's file to the student or student's parent/guardian if the student is a dependent minor.

By signing this agreement, I grant permission to provide student information and other school records to accrediting agencies such as NACCAS, Kansas Board of Cosmetology, U.S. Department of Education and Kansas Board of Regents.