

2022-2023
SCHOOL CATALOG
VOL. 2

**860 BOSTON POST RD GUILFORD,
CT 06437**

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Admissions Policy

All applicants to TIGI Hairdressing Academy are given a personal interview to determine interest, desire, and ability to benefit from our training.

Requirements:

- Photo ID required- Applicants must be above the age of compulsory education (16 years old)
- Applicants must have a high school Diploma, G.E.D, or an official high school transcript that shows the student has completed high school (Documentation Required)
TIGI Hairdressing Academy does not accept ATB students.
Due to the fact that Connecticut licensure is not guaranteed for persons convicted of a felony offense, it is an admissions requirement that a student does not have any felony offenses on their public record, pending or conviction.
Any applicants attending under a training agreement with a government agency, school District, and/or other entity, must meet the admission requirements set out in the training Agreement and/or applicable state licensing or certification regulations
- TIGI Hairdressing Academy will accept transfer students needing 500 hours or more. TIGI Hairdressing Academy does not initiate contact with applicants or students at any other school.
- TIGI Hairdressing Academy allows students to reenter a program after they have withdrawn from and will return in the same satisfactory academic progress status at the time of withdrawal.
- Prior credit: TIGI Hairdressing Academy will review prior credit and if excepted will reduce the number of clock hours required to complete the program and adjust tuition and fee charges accordingly. Prior credit is evaluated on a case by case basis and acceptance of prior training for credit towards completion of our programs is at the discretion of TIGI Hairdressing Academy

Non-Discrimination Policy

TIGI Hairdressing Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. TIGI Hairdressing Academy does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the school's director either in person, by phone or in writing so appropriate action can be taken. TIGI Hairdressing Academy takes all steps necessary to assure that all persons enjoy an equal opportunity to benefit from all programs available.

State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Department of Health to deny licensure. Criminal conviction may also be a barrier to employment. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

TIGI Hairdressing Academy is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. TIGI Hairdressing Academy is not responsible for students denied licensure.

Program Description /Course Outline

Course: COSMETOLOGY (1500 Hours)

Program / Course Description:

The Primary purpose of the Cosmetology course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

Course Goals/ Objectives:

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
2. To prepare students to work in a professional salon/spa.
3. To develop employer/employee relationships and effective communication skills

Instructional Methods:

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

References:

Students follow Milady textbook... A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

Occupations available:

For licensed professionals, jobs include Salon/ Spa/Barbershop ownership or management, full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors
Other areas include: Hair, Nail or Makeup artistry for Film, Theater, Photography studio or Department store, Product manufacturer, Marketing or Educational Support Representative, Manicurist, Skin care specialist

Grading scale:

100%	A+
90-99%	A
80-89%	B
70-79%	C
Below 70%	Fail

State Of CT. Curriculum / Units of Instruction:

1. The total curriculum shall not be less than 1500 hours of instruction.
2. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but supervised practice on a clinic floor cannot.
3. The remaining thirteen hundred (1300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

The school attests that at no time shall there be a ratio of less than 1 instructor to 15 students for clinical training. Effective May 1st, 2019 - 2022-2023 School Catalog Vol.2

MINIMUM REQUIRED INSTRUCTION HOURS

<u>Content Area</u>	<u>Theory Hours</u>	<u>Clinic Hours</u>
Sanitation & Hygiene.....	15	20
Anatomy & Physiology.....	15	0
Chemical Procedures	30	200
Business & Professional Relations.....	10	10
Hair Care & Treatment.....	20	200
Skin Care, Facial, Make-up, Shaving.....	15	80
Manicuring.....	15	40
Hair Shaping & Styling.....	75	750
State Laws for Barbers & Hairdressers and EEOC Guidelines.....	<u>5</u>	<u>0</u>
TOTAL HOURS:	200	1300

I. Sanitation and Hygiene..... 35 hrs.

- A. Hygiene and good grooming
 - 1. Personal Hygiene
 - 2. Good Grooming
- B. Sanitation Procedures
 - 1. Definition
 - 2. Importance
 - 3. Methods of Sanitation
 - 4. Chemistry as Applied

II. Anatomy and Physiology..... 15 hrs.

- A. Dermatology
 - 1. Structure of the Skin
 - 2. Functions of the Skin
 - 3. Conditions of the Skin
 - 4. Disorders of the Skin
- B. Trichology
 - 1. Structure of Hair
 - 2. Composition of Hair
 - 3. Blood and Nerve Supply
 - 4. Growth and Regeneration
 - 5. Color, Texture, Elasticity, Porosity
 - 6. Conditions and Disorders
- C. Nails
 - 1. Structure and Composition
 - 2. Growth and Regeneration
 - 3. Nail Irregularities

III. Chemical Procedures..... 230 hrs.

- A. Hair Coloring and Lightening
 - 1. Purpose and effects
 - 2. Materials and Supplies
 - 3. Classification (types)
 - 4. Safety Measures
 - 5. Procedures
 - 6. Corrective Measures
 - 7. Fillers
 - 8. Removal of Artificial Color
 - 9. Special Effects
 - 10. Chemistry as Applied

- B. Chemical Waving
 - 1. Purpose and Effect
 - 2. Material and Supplies
 - 3. Scalp and Hair Analysis
 - a. Hair Porosity
 - b. Hair Texture
 - c. Hair Elasticity
 - d. Hair Density
 - e. Hair Length

 - 4. Classifications (types) of Products
 - 5. Safety Measures
 - 6. Procedures
 - 7. Special Hair Problems
 - 8. Chemistry as Applied

- C. Chemical Hair Relaxing
 - 1. Purpose and Effect
 - 2. Material and Supplies
 - 3. Scalp and Hair Analysis
 - a. Hair Porosity
 - b. Hair Texture
 - c. Hair Elasticity
 - d. Hair Length
 - e. Hair Density

 - 4. Classifications (types) of Products
 - 5. Safety Measures
 - 6. Procedures
 - 7. Special Problems
 - 8. Chemistry as Applied

IV. Business & Professional Relations..... 20 hrs.

- A. Professional Attitude & Salesmanship
 - 1. Personality
 - 2. Salesmanship
 - 3. Client Relationships
 - 4. Telephone Techniques

- B. Salon Management
 - 1. Business Practices
 - 2. Employer-Employee Relations
 - 3. Salon Development
 - 4. Professional Ethics
 - 5. Public Relations

- C. Safety Measures

1. Pertaining to shop clients
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions to Various Services Including Hair Straightening
6. Precautions for Electrical Devices

V. Hair Care and Treatment..... 220 hrs.

- A. Shampoos and Rinses
 1. Purpose and Effect
 2. Materials and Supplies
 3. Types of Shampoos
 4. Rinses
 5. Procedures
 6. Chemistry as Applied

- B. Scalp and Hair Care
 1. Purpose and Effects
 2. Materials and Supplies
 3. Junctions of Nerves, Muscles, and Blood
 4. Procedures
 5. Safety Measures
 6. Chemistry as Applied

VI. Skin Care, Facials, Make-up, Shaving..... 95 hrs.

- A. Facials and Makeup
 1. Purpose and Effect of Massage Movements
 2. Implements and Supplies
 3. Functions of the Nerves and Muscles
 4. Procedures in Giving a Plain Facial
 5. Facial Cosmetics
 6. Special Problems
 7. Eyebrow Arching
 8. Lash and Brow Tinting
 9. Shaving
 10. Beard and Moustache Grooming

VII. Manicuring 55 hrs.

- A. Purpose an effects
- B. Preparation
- C. Equipment, Supplies and Implements
- D. Procedures for Manicuring

VIII. Hair Shaping and Styling..... 825 Hrs.

- A. Hair shaping
 1. Purpose and Effect
 2. Materials, Supplies and Implements
 3. Fundamentals
 4. Use of Implements
 5. Designing and Procedures
 - A. Traditional Barber Styles (fine Taper)
 - B. Contemporary Styles
 6. Safety Measures

- B. Hairstyling
 1. Purpose and Effect

2. Materials and Supplies
3. Finger waving and Shaping
4. Curl Formation
 - a. Pin curls
 - b. Rollers
5. Comb out technique

C. Thermal Techniques

1. Hair and Scalp Analysis
2. Materials, Supplies and Implements
3. Hair Pressing
4. Thermal Curling
5. Thermal Waving
6. Safety Measures

D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and Conditioning
3. Fitting and Adjusting
4. Styling
5. Safety Measures

VIII. State Laws

5 Hrs.

- A. State Laws, Rules and Regulations concerning Hairdressing, and EEOC Guidelines for Employment

2022 Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at TIGI Hairdressing Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy is for an academic clock hour year of 900 hours.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450, 900, 1200 (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

Attendance Progress Evaluations:

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations

are conducted at 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, TIGI Hairdressing Academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame:

The maximum time which does not exceed 150% of the course length allowed for students to complete each program at satisfactory academic progress is stated below:

Program	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology		
Full Time (35 hrs / 44 wks)	66	2250
Part Time (25 hrs / 62 wks)	93	2250

The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 67% of scheduled hours. Students who exceed the maximum time frame will be automatically terminated.

Academic Progress Evaluations:

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

Grading scale:

100%	A+
90-99%	A
80-89%	B
70-79%	C
Below 70%	Fail

Determination of Progress:

Students meeting the minimum requirements for academics (70%) and attendance (67%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title

IV funding (if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Academic counseling sessions with students are provided ongoing as needed.

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 while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, student may be deemed ineligible to receive Title IV funds.

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed 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. Students who reenter will reenter under the same satisfactory academic progress status as in place at the time the individual left if they were determined to be on probation, then they will reenter on probation. Additionally, when using probation, it must last until the next scheduled evaluation point

Interruptions, Course Incompletes, Withdrawals:

Effective 4/13/2019, the leave of absence policy is rescinded. If a student needs to be absent for an extended period of time they will be required to withdraw from the program.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who withdraw from the program are required to gather all personal items. Any items left behind by the **student will be stored for 60 days, at which time the items become the property of TIGI Hairdressing Academy**

Students wishing to withdraw must notify the school. If a student does not notify the school, they will be withdrawn after 14 consecutive calendar days of absence. Upon a student's withdrawal, a refund calculation for any and all Title IV funds will be conducted in accordance with Department of Education regulations. Additionally, a withdrawal settlement calculation will be completed to determine what monies are owed to the school per the enrollment agreement terms. A student will receive notice of withdrawal via email, as well as a copy sent to their mailing address on file. Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or make satisfactory arrangements for debts as approved by TIGI Hairdressing Academy. An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed all the above requirements.

Appeal Procedure:

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

Incompletes, Repetitions, Noncredit and Remedial Courses:

Incompletes, Repetitions, non-credit and remedial courses do not apply to TIGI Hairdressing Academy. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer hours:

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

Graduation Requirements

In order to graduate you must meet the following requirements:

1. Satisfy all state requirements, consisting of:
 - a. Completion of required state hours
 - b. Completion of exams and course requirements
2. Fulfill practical operations required by the Academy and the state.
3. Comply with all policies in the school catalog.
4. Maintain a 70% or higher, grade point average.
5. Make arrangements to pay all tuitions, fees and overtime charges (if applicable) before graduation day.
6. Complete Exit Interview and Survey.
7. Turn in all keys and academy property. You will be charged a fee for each key that is not returned. This charge must be paid prior to receiving your diploma.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of TIGI Hairdressing Academy.

Obtaining License

***Verification of hours will not be notarized for the ST of CT license application until all financial obligations are met (this includes full tuition, overtime and any miscellaneous expenses) and the student has passed their state board.**

Testing Fee (Payable to Prometric) \$65.00

Licensing fee application (Payable to CT Dept. of Public Health) \$100.00 <https://www.elicense.ct.gov>

Employment Assistance/ Career Counseling Policy

While TIGI Hairdressing Academy **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. TIGI Hairdressing Academy maintains a relationship with professionals and potential employers of TIGI Hairdressing Academy graduates. Job referrals are made known to interested graduates as available. Student counseling regarding day to day academics, attendance and TIGI Hairdressing Academy rules compliance is ongoing and as needed. If professional counseling is needed, students are referred to the list of professionals located on the back of the bathroom doors.

School Hours

Tuesday-Saturday 8:30am-4:00pm

School Calendar

School Holidays: Jan 1st (New Year's Day), July 4th, Thanksgiving Day, Dec. 25, Dec 26

Summer Break: Last week in the month of July **Winter Break:** Week between Christmas and Jan 2nd

School closings/delay announcements: TIGI Hairdressing Academy follows the Guilford Public school system for weather related delays and closings and early dismissals.

Class Schedules

Classes start the first Tuesday of every month.

Full time: Tuesday - Saturday 8:30am-4:00pm (1/2 hour lunch)

Part time: Tuesday - Saturday 8:30am-2:00pm (1/2 hour lunch)

Absence Policy

Students are allowed excused absences for medical emergency, bereavement and other unusual circumstances that may be approved by TIGI Hairdressing Academy. Written documentation is required and must be approved by the school director. Students who will be absent are required to notify the school as soon as possible. Any other absences will be considered unexcused and may result in overtime charges.

Tardiness Policy

Students are expected to be in school on time with all their tools, ready to begin the day. Students who are not clocked in by 8:30 am will not disrupt their regular theory class, but will have separate theory class. **Anyone clocking in after 9:00am without prior approval may be sent home at the director's discretion.**

Makeup Policy

It is the student's responsibility to makeup all course work, tests, practical work, etc. that were missed as a result of absenteeism. The student should contact the instructor for the coursework missed, and make arrangements with the Educational Director to schedule time to make it up.

Conduct

Students must conduct themselves professionally at all times or risk temporary or permanent dismissal

Dress Code

Students are required to wear a black T-shirt, black pants or knee length skirt, and black closed toe shoes. All attire must be neat and clean. Students are required to be in dress code attire upon clocking in. If dress code is not adhered to the student will not be allowed to clock in and receive hours for that day.

Termination / Dismissal

Students may be terminated for non-compliance with their contract, State Laws and Regulations, General policies, rules and regulations of the school, Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of TIGI Hairdressing Academy; willful destruction of school property, theft, drug / alcohol use or any illegal act, Failure to meet required Satisfactory Academic Progress, and non-payment of tuition. If a student has been terminated, they must wait 30 days or more before reapplying for reinstatement. This will be decided at the discretion of the Director, according to the circumstances for dismissal, withdrawal or termination.

Policy Changes

TIGI Hairdressing Academy reserves the right to make changes to scheduling, course format, academic calendar, programs, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives rights to students and parents or guardians of dependent minors with respect to student education records.

- Eligible students or Parents/ guardians have the right to inspect and review the student's education records maintained by TIGI Hairdressing Academy. TIGI Hairdressing Academy is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. TIGI Hairdressing Academy may charge a fee for copies.
- Eligible students or parents/guardians have the right to request that TIGI Hairdressing Academy correct records which they believe to be inaccurate or misleading. If the TIGI Hairdressing Academy decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, TIGI Hairdressing Academy still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, TIGI Hairdressing Academy must have written permission from the eligible student or parents/guardians in order to release any information from a student's education record. However, FERPA allows TIGI Hairdressing Academy to disclose those records, without consent, to the following parties or under the following conditions:

- TIGI Hairdressing officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- TIGI Hairdressing Academy provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

TIGI Hairdressing Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, TIGI Hairdressing Academy must tell eligible students and parents/guardians about directory

information and allow eligible students or parents/guardians a reasonable amount of time to request that TIGI Hairdressing Academy not disclose directory information about them.

TIGI Hairdressing Academy complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office
US Dept. of Education
400 Maryland Ave, SW
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

Policy for Non-Disclosure of Non-Public Personal Information

Nonpublic information is collected about you when you apply to attend TIGI Hairdressing Academy and/or when you apply for federal or private educational grants or loans. This information includes: Your name, address, social security number, financial assets, and bank name and account number.

This information is not disclosed by TIGI Hairdressing Academy to any person or institution except to the United States Department of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law.

Student records are maintained for up to three years in accordance with federal and State Law requirements, and safeguarded against loss or damage in locked filing cabinets in the financial aid office.

Records for prospective students who are not accepted or who do not enroll shall be destroyed after six months in a secure manner.

Access to student records is restricted to designated employees.

A fee of \$10.00 may be charged for requested copies provided of the records.

TIGI Hairdressing Academy
860 Boston Post Rd, Guilford, CT 06437
203-4458-3334

Release of Information- Authorization Form

I understand that I have the right to gain access to my records according to TIGI Hairdressing Academy access to files policy (FERPA) by making an appointment with the appropriate TIGI Hairdressing Academy 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 and the right to rescind the authorization in writing at any time.

I hereby authorize the following individual(s) to have access to my records:

Person #1:

Name: _____
Address: _____
City/State/Zip: _____
Email: _____
Phone: _____
Relationship: _____

Person #2:

Name: _____
Address: _____
City/State/Zip: _____
Email: _____
Phone: _____
Relationship: _____

Student Signature: _____

Effective Date _____ / _____ / _____

Note: This form need not be used when releasing information from the student's file to the student or student's parent/ legal guardian if the student is a dependent student under IRS laws.

Student Grievance Procedure

In accordance with TIGI Hairdressing Academy mission statement, TIGI Hairdressing Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in TIGI Hairdressing Academy files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by TIGI Hairdressing Academy within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the TIGI Hairdressing Academy Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by TIGI Hairdressing Academy who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in TIGI Hairdressing Academy and another member who may not be employed by TIGI Hairdressing Academy or related to TIGI Hairdressing Academy owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by TIGI Hairdressing Academy response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. TIGI Hairdressing Academy management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust TIGI Hairdressing Academy internal complaint process before submitting the complaint to

Executive Director, Office of Higher Education
450 Columbus Boulevard, Suite 707 Hartford, CT 06103
Telephone No. (860) 947-1816 Fax No. (860) 947-1310

TIGI HAIRDRESSING ACADEMY
860 Boston Post Rd, Guilford, CT 06437
203-458-3334

Student Grievance Form

NAME _____
ADDRESS _____

SOCIAL SECURITY # _____ TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

_____/_____/_____
Date

Executive Director, Office of Higher Education (860) 947-1816

Tuition + Fees

Cosmetology Program

Application Fee: *	\$ 50.00*
Books/ Kits	\$ 3,000.00**
Tuition:	\$19,250.00
Enrollment fee:	<u>\$ 200.00</u>

***Application Fee Non-Refundable**

Total Tuition + Fees \$22,500.00

**** Includes iPad eff. 4/13/19**

Other expenses to be incurred by the Cosmetology student are:

State Board Exam	\$65.00
State Licensing Fee	\$100.00

Method of Payment:

Please contact TIGI Hairdressing Academy Financial Assistance Office for payment options.

The student can make full payment at time of enrollment agreement, or

Pay the application fee paid at time of signing agreement with balance paid prior to start date, or

Pay the application fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies. TIGI Hairdressing Academy accepts cash, check, money order, credit card. (Master Card, **American Express** or Visa).

Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs. Students who complete the program earlier than their original contract end date may prorate or reduce the amount of financial aid they are eligible for, resulting in a larger balance owed to the school not covered by financial aid. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

Any tuition balance not covered by Financial Aid, will be divided into monthly payments. The total must be paid in full by the 10th of the month of scheduled contract completion date. There are NO exceptions.

Application Fee (\$ 50)

Application fee is payable upon execution of a signed enrollment agreement.

Termination Fee (\$100)

A termination fee of \$100.00 will be charged to any student who withdraws from TIGI Hairdressing Academy prior to completion of course.

Returned Check Fee (\$35.00)

A fee of \$35.00 is charged for any check returned from a financial institution due to in-sufficient funds or for any other reason.

Transcript Fee (\$10.00)

Academic transcripts and/or financial transcripts will be released upon written request by the student and/or institution. Official Academic transcripts and/or student earned hours will be released only upon confirmation that the student does not have an outstanding balance. A fee of \$10.00 may be charged for copies made.

Refund Policy – Notice of Cancellation

This refund policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or TIGI Hairdressing Academy's closure.

- When calculating refunds, TIGI Hairdressing Academy will use the policy mandated by the State and /or federal regulatory agencies or special programs for each student, as applicable.

- For all applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.

- Applicants not accepted by TIGI Hairdressing Academy shall be refunded all monies paid to the school except the application fee of \$50.00.

- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by TIGI Hairdressing academy will be refunded except the application fee of \$50.00, even if the student has begun classes.

- If a student cancels the enrollment after three business days of signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$50 will be made.

- The "official cancellation / withdrawal date" will be the earliest date of the following occurrences:

- a) postmark on written notification provided by the student to TIGI Hairdressing Academy.
- b) date said notification is delivered to TIGI Hairdressing Academy in person,
- c) the date of expulsion by the school,
- d) 14 days after the last day of attendance without notification,
- e) the scheduled date of return of an approved Leave of Absence.
- f) a student is not required to provide written notification of their withdrawal.
- g) an applicant is not accepted by the school
- h) a student or legal guardian cancels the contract within three business days
- i) a student cancels the contract after three business days but prior to entering classes
- j) a student notifies the school of their withdrawal

- Unofficial withdrawal for clock hour students are determined by TIGI Hairdressing Academy through monitoring clock hour attendance at least every thirty (30) days.

- Actual refunds are calculated based on the student's last verifiable date of attendance. Timeliness of refunds is determined using the student's withdrawal or termination date. The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

- Any money due the applicant or student shall be refunded within 45 days of the formal cancellation/ withdrawal date of determination.

- 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.

If TIGI Hairdressing Academy cancels a course and/or program and ceases to offer instructions after students have enrolled and instruction has begun, TIGI Hairdressing Academy shall at it's option; provide a pro-rated refund to all students transferring to another school based on the hours accepted by the receiving school.

REFUNDS ARE CALCULATED BASED ON SCHEDULED HOURS

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE

TUITION RICCI'S ACADEMY SHALL RECEIVE/RETAIN

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, TIGI Hairdressing Academy will provide a pro rata refund of tuition to the student. A list of all students who were enrolled at the time of TIGI Hairdressing Academy closure, including the amount of each pro-rata refund, will be submitted to the accrediting agency.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If the course is canceled by the school and ceases to offer instruction after students have enrolled, and instruction has begun, the school shall at it's option; provide a pro-rata refund for all students transferring to another school, or provide completion of the course and/or program, or provide a full refund of all monies paid.
- TIGI Hairdressing Academy does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or termination fee of \$100.00.
- This refund policy applies to tuition and fees charged in the enrollment agreement.
- Other miscellaneous charges the student may have incurred at TIGI Hairdressing Academy (EG: extra kit materials, books, products, unreturned school property, etc.) are not included in the tuition price, are non-refundable, and will be calculated separately at the time of withdrawal.
- All fees are identified in the catalog and in this enrollment agreement.
- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by TIGI Hairdressing Academy shall be paid, as applicable.
- After all applicable returns have been made, this refund policy will apply to determine the amount earned by TIGI Hairdressing Academy and owed by the student.
- If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by TIGI Hairdressing Academy shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by TIGI Hairdressing Academy and owed by the student.
If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Cost over Contract

Each student will be given an additional 77 scheduled hours to complete the required clock hours of instruction for their chosen field if the student fails to complete the program in the time allowed as contracted, and applicable. Any student going past the applicable program scheduled hours: Cosmetology program (1500 scheduled hours) will be required to pay **\$11.00** for each additional hour necessary to reach the programs required actual hours of attendance.

Example:	Scheduled hours	1577 (Cosmetology)
	Actual hours	<u>1500</u>
	Hours over 1500	130
	Minus allowed additional hours	77
	Overtime hours	53 x \$11.00 (cost over contract) =

Total Over time charge \$583.

OVERTIME CHARGES MUST BE PAID IN FULL BEFORE LICENSE INFORMATION IS RELEASED. TIGI Hairdressing Academy reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

TIGI Hairdressing Academy Scholarship

TIGI Hairdressing Academy does not have currently have a scholarship program.

VA Student Satisfactory Academic Progress Policy

The VA is not accepting any Standards of Academic Progress policy that does not have a definitive termination when VA students are not in compliance with the policy.

Veteran students using GI Bill® educational benefits must adhere to the school's Standards of Academic Progress (SAP) to remain eligible to receive VA payments. If a VA student is not meeting the requirements of the SAP at an evaluation period, the VA student will be placed on academic probation for the subsequent evaluation period. If the VA student does not meet the requirements of the SAP at the next evaluation period, the student will be suspended from using their VA educational benefits until satisfactory standards of progress have been achieved.

The school may allow a VA student to continue while their VA benefits have been suspended, but they will not be certified for VA benefits for that enrollment period. A VA student cannot be certified to use their VA benefits during an appeal, but if successful in their appeal, they can be certified retro-actively for that enrollment period to the VA.

VA Institutional Policy Regarding 38 USC 3679

Any individual covered through the Post-9/11 GI Bill, is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to TIGI Hairdressing Academy Guilford, a certificate of eligibility, including a statement of benefits obtained from the VA website, and ending on the earlier of the following dates:

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

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