FRANKLIN
HAIR ACADEMY

STUDENT HANDBOOK

AND

APPLICATION

595 HILLSBORO RD. SUITE 325

Franklin TN 37064

615-591-2887 PHONE

615-591-2885 FAX

www.franklinhairacademy.com

FRANKLIN HAIR ACADEMY,

SCHOOL OF COSMETOLOGY

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FRANKLIN HAIR ACADAMY

SCHOOL OF COSMETOLOGY

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Franklin Hair Academy
School of Cosmetology
595 Hillsboro Road
Franklin TN 37064
615-591-2887
www.franklinhairacademy.com

Dear Prospective Student:

Thank you for your interest in Franklin Hair Academy, School of Cosmetology. We were established in 2006 under the ownership of Patricia Richmond-Parsons.

The prime objective of Franklin Hair Academy is to prepare our students to become active members of the Cosmetology, Manicuring, Aesthetic and Teacher Training professions. In order to fulfill our objectives, we not only teach the techniques and artistry, we also teach the students how to prepare for the business world.

Franklin Hair Academy occupies a floor space of approximately 2500 square feet and is equipped with student stations, shampoo bowls, sterilizers, manicuring tables, dryers and class rooms for our students.

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

Thank you again for your interest in Franklin Hair Academy. If you require further information, feel free to contact anyone of our staff.

Regards,

Patricia Richmond-Parsons

PR/mhh

Franklin Hair Academy

595 Hillsboro Rd. Franklin, Tn. 37064
Phone number: 615-591-2887 Fax number: 615-591-2885
franklinhairacademy@yahoo.com
SCHOOL HRS-MON-THURS-9:00-8:30
FRI 9:00-4:30
MAXIMUM HOURS PER DAY-10
MINIMUM HOURS PER WEEK-15
MAXIMUM HOURS PER WEEK-48

WE WELCOME YOU TO SCHEDULE A TOUR OF FRANKLIN HAIR ACADEMY, SCHOOL OF COSMETOLOGY. CONTACT SCHOOL ADMINISTRATION FOR INFORMATION ABOUT STARTING YOUR CAREER IN THE FIELD OF, AESTHETICS, COSMETOLOGY, MANICURING, OR TEACHER TRAINING

Cosmetology 1500HRS

Tuition	10500.00
Registration Fee	125.00(non refundable)
Books & Equipment	1800.00(non refundable)
Due by 1st day	1925.00
Balance Due	10500.00
TOTAL COST	12425.00

Manicuring 600HRS

Tuition	5747.00
Registration Fee	125.00(non refundable)
Books & Equipment	1100.00(non refundable)
Due by 1st day	1225.00
Balance Due	5747.00
TOTAL COST	6972.00

Aesthetic 750HRS

Tuition	6093.00
Registration Fee	125.00(non refundable)
Books & Equipment	1300.00(non refundable)
Total Due by 1st day	1425.00
Balance due	6093.00
TOTAL COST	7518.00

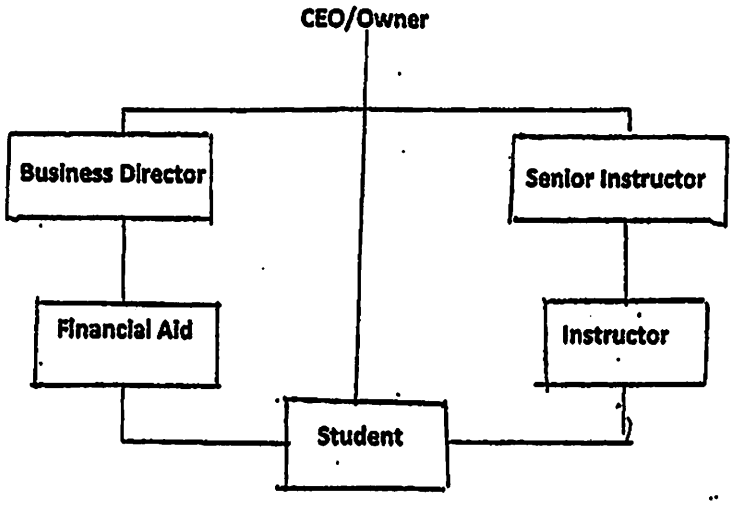
Teacher Training 300HRS

Tuition	2810.00
Registration Fee	125.00(non refundable)
Books Only	950.00(non refundable)
Total Due by 1st day	575.00
Balance Due	2810.00
TOTAL COST	3385.00

Franklin Hair Academy

School of Cosmetology

Chain of Command



Franklin Hair Academy,
School of Cosmetology

FACULTY

Patricia Richmond Parsons-Owner and Member of the State Board of Cosmetology and Barbers Examiners,
Instructor-Cosmetology Instructor License

Miriam Stolle-Instructor Cosmetology License

Odetta Clary-Instructor Cosmetology License

FRANKLIN HAIR ACADEMY, SCHOOL OF COSMETOLOGY
MISSION STATEMENT AND OBJECTIVES

The prime objective of Franklin Hair Academy is to prepare our students to become members of the cosmetology, Manicuring, Aesthetics and Teacher Training professions through quality education. We also prepare our students for the Tennessee State Board of Cosmetology,Manicuring, Aesthetics and Teacher Training Examination. In order to fulfill our objectives, we not only teach the techniques and artistry, we also teach the students how to be prepared for the business world, how to improve their people skills, as well as public and personal hygiene. We recognize the continuing obligations to the student, and to the community. We will always be looking for the most effective methods and techniques in the fulfillment of these objectives.

FRANKLIN HAIR ACADEMY, SCHOOL OF COSMETOLOGY
FACILITIES AND EQUIPMENT

Franklin Hair Academy occupies a floor space of 2,454 square feet. The building contains an office, a reception area, senior clinic, dispensary, two restrooms, basics and junior departments (classrooms), aesthetics room, and aesthetics classroom. The school is equipped with student stations, shampoo bowls, sterilizers, manicuring tables and stock mannequins, dryers and a break area for the students.

Franklin Hair Academy
School of Cosmetology,
Franklin, TN 37064

Policy: State Complaint Process

Procedure: Franklin Hair Academy has established the following procedure for receiving and responding to complaints by students, faculty or any interested part. Complaint must be reported in writing to the director of schools and must outline the allegations or nature of the complaint. The complaint form must indicate name and address of the complaint, telephone number and date problem occurred. A school representative will meet with the complainant within ten days of receipt of the written complaint. If, after careful evaluation the problems cannot be resolved through discussion, the complaint will be referred to the school complaint committee. The committee will meet and review the allegations with twenty-one days of receipt of the written complaint. Within fourteen days the committee will either outline steps to take corrective action or indicate that the allegations were not warranted or based on fact. The committee's decision is final.

If the complainant is not satisfied with the complaint committee's decision, then he or she may direct the complaint to with or both of the school's regulatory agencies as follows:

Tennessee Higher Education Commission

404 James Robertson Parkway

Suite 1900

Nashville, TN 37243

615-741-3605

NACCS

4401 Ford Ave., Suite 1300

Alexandria, VA 22302

703-600-7600

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

State Complaint Process:

"(a)ny person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Internal Complaint Procedure

Procedure: Franklin Hair Academy has established the following procedure for receiving and responding to complaints by students, faculty or any interested party. Complaints must be reported in writing to the director of schools and must outline the allegations or nature of the complaint. The complaint form must indicate name and address of the complaint, telephone number and date to problem occurred. A school representative will meet with the complainant within ten day of receipt of the written complaint. If, after careful evaluation the problems cannot be resolved through discussion, the complaint will be referred to the school complaint committee. The committee will meet and review the allegations with twenty-one days of receipt of the written complaint. Within fourteen days, the committee will either outline steps to take corrective action or indicate that the allegations were not warranted or based on fact. The committee's decision is final.

If the complainant is not satisfied with the complaint committee's decision, then he or she may direct the complaint to with or both of the school's regulatory agencies as follows:

Tennessee State Board of Cosmetology

500 James Robertson Parkway D

Davy Crockett Tower

Nashville, TN 37243

615-741-2515

NACCAS

4401 Ford Ave., Suite 1300

Alexandria, VA 22302

703-600-7600

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

POLICY: Rules and Regulations

PROCEDURE: Students are not permitted to use cell phones during school hours in the school. All phones and electronic devises are to remain on silent mode during school hours. Cell phones may be used only during breaks and lunch and should never be taken onto the floor. No electronic devices are permitted for use on the floor without prior authorization.

No student is allowed to have more than 40 hours per week.

Smoking is permitted outside the campus in designated area. No smoking is permitted within 10 feet of any entrance or exit.

If a student is going to be absent, he or she must call by 9:00 a.m. with no exceptions. Students arriving late will be asked to remain outside of the classroom until class is finished. This ensures all students get the best education possible with minimal interruption.

Students are not allowed to borrow or take other student's equipment and anyone caught stealing will be expelled with no exceptions.

All duties are to be completed before leaving for the day. Sanitation duties are to be signed off daily by an instructor.

No student is permitted in the business offices unless it is for official business. Use of campus equipment for social media and electronic mail is not permitted.

All student work must be checked by an instructor when complete. No student is permitted to do beauty work off school premises; it's against the law.

Students are to restrict conversations concerning sex, religion or politics.

In addition to the above, students are required to adhere to the rules and regulations of the Tennessee Cosmetology Board.

Cheating will not be tolerated. First offense you will be counseled by the director. Second offense you will be issued a warning per the school regulations and per the discretion of the director. Third offense you will be terminated.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Grading Policy

Procedure: The following factors will be measured to determine academic progress.

Theory and practical exams will be graded according to the following scale:

Excellent (A)	94% to 100%
Good (B)	88% to 93%
Average (C)	80% to 87%
Pass (D)	75% to 79%
Fails (F)	Below 75%

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

POLICY: Dress Code for Students

PROCEDURE: Franklin Hair Academy requires all students to wear black scrubs and closed toed shoes. Students may not deviate from this uniform. Name tags are provided by the institution and must be worn on the upper left hand side of the shirt/smock at all times.

Note:

Franklin Hair Academy allows students and staff to dress casual on Fridays. Jeans and polo shirts may be worn. *No sleeveless shirts, sandals, shirts showing stomach or shorts are permitted. As a professional* business Franklin Hair Academy requires all students and staff to maintain a professional appearance at all times. If there is a question about what is acceptable please feel free to contact FHA Administration.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Orientation for new students

Procedure:

1. Students are given a copy of the school catalog.
2. We personally read it to students so that are full aware of the policies and procedures that are in the book. Ie: Completion rates, licensure rates, placement rates demand of profession and compensation a graduate can reasonable expect.
3. State Of Tennessee Board of Cosmetology Law Book is given to them and reviewed.
4. Have them sign on pre enrollment check list.
5. Show them around the school.
6. Introduce them to students and staff.
7. Provide student a current student survey.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

POLICY: Transfer Students

PROCEDURE: Transfer students will receive credit for hours completed at another school as regulated by the Tennessee Board of Cosmetology under the state law. Such approved school hours will be credited and the student's course of study shortened and/or adjusted accordingly.

A transfer fee of $100.00 is due upon admission. Franklin Hair Academy does not recruit students already attending or admitted to another school offering a similar program of study.

FRANKLIN HAIR ACADEMY, SCHOOL OF COSMETOLOGY

TRANSFERABILITY OF CREDITS

Credits earned at Franklin Hair Academy, School of Cosmetology may not transfer to another education institution. Credits earned at another educational institution may not be accepted by Franklin Hair Academy, School of Cosmetology. You should obtain confirmation that Franklin Hair Academy, School of Cosmetology will accept any credits you have earned at another educational institution **before** you execute and enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Franklin Hair Academy, School of Cosmetology to determine if such institutions will accept credits earned at Franklin Hair Academy, School of Cosmetology prior to executing an enrollment contract or agreement. The ability to transfer credits from Franklin Hair Academy, School of Cosmetology to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Franklin Hair Academy, School of Cosmetology if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Franklin Hair Academy, School of Cosmetology and of any other educational institutions you may in the future want to transfer the credits earned at Franklin Hair Academy, School of Cosmetology before you execute an enrollment contract or agreement.

Student Signature & Date: _____

School Representative & Date: _____

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

Policy: Transfer Students

Franklin Hair Academy, School of Cosmetology is a special purpose institution. That prime objective of Franklin Hair Academy , School of Cosmetology is to prepare our students to become members of the Cosmetology, Manicuring, Aesthetics and Teacher Training professions through quality education. We also prepare our students for the Tennessee State Board of Cosmetology, Manicuring, Aesthetics and Teacher Training Examination. In order to fulfill our objectives, we not only teach the techniques and artistry, we also teach the students how to be prepared for the business world, how to improve their people skills, as well as public and personal hygiene. We recognize the continuing obligations to the student, and to the community. We will always be looking for the most effective methods ad techniques in the fulfillment of these objectives.

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

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Class Size

Procedure: The class size at Franklin Hair Academy is 20 students. We hope by keeping a small class we are able to give you, the student, the time and individual attention to make sure you are ready to pass the state board of cosmetology, as well as be prepared to be a successful employee.

FRANKLIN HAIR ACADEMY, SCHOOL OF COSMETOLOGY
HANDICAP FACILITIES

Franklin Hair Academy is arranged with a ground floor clinic and handicapped restroom.

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

POLICY- ATTENDANCE

PROCEDURE: We track attendance by the use of a time clock and roll book. At the end of the month, hours are calculated and sent to the Tennessee State Board of Cosmetology. We do not round hours to the nearest quarter; rather, actual hours are documented. Students must maintain a 70% cumulative attendance rate. If arriving late to class, the student must go to the admissions office and check in with staff. Anyone arriving after 9:05 will not be permitted inside the classroom until class is finished. If a student is going to be absent, he or she must call by 8:45 a.m. Students are not permitted more than more than 48 hours per week. If a student does not attend for 14 consecutive days, he or she will be terminated. We do allow Leave of Absences for a minimum of one week and a maximum of 6 months. The length of the leave will extend the contract end date.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Student Conduct/Termination

Procedure: Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was invalid. Re-entry after termination requires authorization by the school director.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Non-Discrimination

Procedure: Franklin Hair Academy does not discriminate on the basis of sex, age, race, color, religion, ethnic origin or sexual orientation when admitting students.

Franklin Hair Academy
School of Cosmetology
Franklin, TN 37064

Policy: Possession, use and distribution of alcohol and other drugs.

Procedure: Franklin Hair Academy has a zero tolerance policy for possession, use and distribution of alcohol and other drugs. This policy is in affect for all employees, students and clients. Anyone known to be in violation of this policy will be terminated, if employee, permanently expelled, if student and asked to leave premises if client. No exceptions.

Franklin Hair Academy,
School of Cosmetology
Franklin, TN 37064

Policy: Health Risk Associated with the use of Alcohol and other drugs.

Procedure: While Franklin Hair Academy discourages the use of AOD it recognizes that sometimes people come to us already addicted or using. It is for that reason that Franklin Hair Academy provides our employees and students with information concerning the health risk associated with its use.

People who suffer from addiction often have one or more accompanying medical issues, which may include lung or cardiovascular disease, stroke cancer, and mental disorders.

Imaging scans, chest X-rays, and blood tests show the damaging effects of long-term drug abuse throughout the body.

Below is a list of Counseling Referral Agencies numbers. This list is made available to all students and employees at all times.

ALCOHOLICS ANONYMOUS 615-831-1050

ATHENA COUNSELING PSYCHOLOGICAL EATING DISORDERS 601-320-1155

SALONS AGAINST DOMESTIC ABUSE 1-800-799-7233

RAPE AND SEXUAL ABUSE CENTER 615-259-9055

Franklin Hair Academy
School of Cosmetology
Franklin TN 37064

Policy: Biennial Review Committee for Drug and Alcohol Awareness Program

Procedure: Franklin Hair Academy's will conduct a biennial review to determine the effectiveness of its AOD program and to ensure consistent enforcement of applicable laws, ordinances, and institutional polices for violators.

Members of this committee will include but is not limited to Director of Schools, Director of Business Office, Director of Financial Aid, Sr. Instructor and one Student.

This review will be made available to all students and all agencies required at a state and federal level.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Re-Enrollment

Procedure: If a student decides to re-enroll into the school, a re-enrollment fee of $100.00 will be assessed and tuition will be pro-rated. If books and kits are in good operable condition, the student may utilize those rather than purchasing more.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: State Board Examination

Procedure: Each student who successfully completes our basic cosmetology, manicuring, aesthetics or teacher training course will be issued the necessary forms to file for the state board examination. These exams are held daily. Upon successful completion of this exam, a state license will be issued by the State of Tennessee.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Leave of Absence

Procedure: A Leave of Absence may be requested to a school administrator for a period of up to six months. A student will have to submit the appropriate paperwork to the Administration Office before such leave. In case of emergency a phone call can be accepted. Any student unable to attend classes for a period of more than two weeks may request a leave of absence to avoid being withdrawn from school. The students graduation date will be extended accordingly.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Student Responsibilities

Procedure: Education after high school involves a large amount of time, effort and money. Therefore, the student should carefully evaluate the education or training being offered. The student should make the best possible choice, on the school's academic program, facilities, full cost of attendance, refund policy and any other information that will help him/her make the right decision.

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

Policy: Graduation Requirements

Procedure: In order to graduate and receive a diploma, a student must successfully complete the work assignments for Cosmetology, Manicuring, Aesthetics or Teacher Training and pass the final written and practical examinations with a grade of 75% or above, complete the required hours and fulfill all payment obligations.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Non-Recruitment

Procedure: Franklin Hair Academy does not recruit students already attending or admitted to another school offering a similar program of study.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Admissions Policy

It is the policy of Franklin Hair Academy to admit as regular students only persons who I. Have a high school diploma, II. Have the recognized equivalent of a high school diploma, III. Are beyond the age of compulsory school attendance in the state of Tennessee, USA.

Procedure: New applicants are required to provide a copy of high school diploma or GED, Proof of age and the social security card with the admissions required documents.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Calendar Year

Procedure: Franklin Hair Academy offers classes during the entire year, and any eligible person may enroll any day of the week of any month that school is in session. Classes begin the first Monday of each week. Classes are held from 9:00 am until 8:30 pm Monday thru Thursday with one 30 minute meal break and two fifteen minute breaks. Friday classes are offered from 8:00 am until 4:30 pm with one 30 minute meal break and two fifteen minute breaks.

Below is a listing of holidays observed by this institution. Should a holiday fall on a day that the school is normally closed, the following day will be observed as a holiday. All holidays and other closings will be posted. Part-time schedules may be arranged for students who may not be able to attend on a full-time basis.

New Years Day

July 04th

Labor Day

Thanksgiving Day

Christmas Day

New Years Eve

Christmas Eve

Friday after Thanksgiving

Memorial Day

Christmas Eve

Note: Rather than having an excused vs unexcused absences, we build into the contract two weeks of absences for each student that will not be charged. Observed holidays or college closures for inclement weather will not be calculated as part of the number of absences. However, a student going over the contract end date will be charged a $6.50 per hour for additional instructional charge needed to complete the program.

Revised 02-12-2015

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Student Hours

Procedure: To be considered a full-time student at Franklin Hair Academy a student is expected to complete 25-40 hours per week. A part-time student is expected to complete 15-25 hours per week.

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

POLICY: Campus Crime and Security Policy

PROCEDURE: Franklin Hair Academy, takes the safety of the students and personnel very seriously. This school is located in a busy shopping center with a major grocery store that I open 24 hours a day. Because of this the campus is patrolled frequently. All clients and sales people are required to sign in prior to services or appointments. Students are required to clock in and out and must have a name badge indication name and student number. All employees are required to have on name badges as well. All students are required to park in the front parking area t all times. The back exit is kept locked from the inside at all times. A video monitoring system provides 24-hour surveillance of the interior.

Franklin Hair Academy

School of Cosmetology

Campus Security Report

Murders on Campus 0

Sex Offences on Campus 0

Robberies on Campus 0

Aggravated Assaults on Campus 0

Burglaries on Campus 0

Motor Vehicle Thefts on Campus 0

Manslaughters on Campus 0

Arsons on Campus 0

Liquor, Drug and Weapon Violations 0

Jeanne Clery Act

Jeanne Clery Act Text

As Amended Through 2008
Deleted Provisions In ~~Strikethrough~~, New Provisions In Bold

20 U.S.C. § 1092(f) Disclosure of campus security policy and campus crime statistics

(1) Each eligible institution participating in any program under this title, other than a foreign institution higher education, shall on August 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992, and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report containing at least the following information with respect to the campus security policies and campus crime statistics of that institution:

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

(C) A statement of current policies concerning campus law enforcement, including--

~~(i) the enforcement authority of security personnel, including their working relationship with State and local police agencies; and~~

~~(ii) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies;~~

(I) the law enforcement authority of campus security personnel;

(II) the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses; and

(III) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

(E) A description of programs designed to inform students and employees about the prevention of crimes.

(F) Statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available--

(I) of the following criminal offenses reported to campus security authorities or local police agencies:

(I) murder;

(II) sex offenses, forcible or nonforcible;

(III) robbery;

(IV) aggravated assault;

(V) burglary;

(VI) motor vehicle theft;

(VII) manslaughter;

(VIII) arson; and

(IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

(ii) of the crimes described in subclauses (I) through (VIII) of ~~clause (i), and~~ clause (i), of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

(H) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 120 of this Act [20 USCS § 1011i].

(I) A statement advising the campus community where law enforcement agency information provided by a State under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

(J) A statement of current campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate), which policies shall include procedures to-

(i) immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will compromise efforts to contain the emergency;

(ii) publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and

(iii) test emergency response and evacuation procedures on an annual basis.

(2) Nothing in this subsection shall be construed to authorize the Secretary to require particular policies, procedures, or practices by institutions of higher education with respect to campus crimes or campus security.

(3) Each institution participating in any program under this title shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1)(F) that are reported to campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences.

(4) (A) Each institution participating in any program under this title that maintains a police or security department of any kind shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security department, including--

(i) the nature, date, time, and general location of each crime; and

(ii) the disposition of the complaint, if known.

(B) (i) All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the department or a campus security authority.

(ii) If new information about an entry into a log becomes available to a police or security department, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police or security department.

(iii) If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

(5) On an annual basis, each institution participating in any program under this title shall submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(F). The Secretary shall--

(A) review such statistics and report to the ~~Committee on Education and the Workforce of the House of Representatives and the Committee on Labor and Human Resources of the Senate~~ authorizing committees on campus crime statistics by September 1, 2000;

(B) make copies of the statistics submitted to the Secretary available to the public; and

(C) in coordination with representatives of institutions of higher education, identify exemplary campus security policies, procedures, and practices and disseminate information concerning those policies, procedures, and practices that have proven effective in the reduction of campus crime.

(6) (A) In this subsection:

(i) The term "campus" means--

(I) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(II) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

(ii) The term "noncampus building or property" means--

(I) any building or property owned or controlled by a student organization recognized by the institution; and

(II) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

(iii) The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

(B) In cases where branch campuses of an institution of higher education, schools within an institution of higher education, or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

(7) The statistics described in paragraphs (1)(F) shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act [28 USCS § 534 note]. Such statistics shall not identify victims of crimes or persons accused of crimes.

(8) (A) Each institution of higher education participating in any program under this title shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding--

(i) such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and

(ii) the procedures followed once a sex offense has occurred.

(B) The policy described in subparagraph (A) shall address the following areas:

(i) Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.

(ii) Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or nonforcible.

(iii) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.

(iv) Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that--

(I) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and

(II) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

(v) Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.

(vi) Notification of students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.

(vii) Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

(C) Nothing in this paragraph shall be construed to confer a private right of action upon any person to enforce the provisions of this paragraph.

(9) The Secretary shall provide technical assistance in complying with the provisions of this section to an institution of higher education who requests such assistance.

(10) Nothing in this section shall be construed to require the reporting or disclosure of privileged information.

(11) The Secretary shall report to the appropriate committees of Congress each institution of higher education that the Secretary determines is not in compliance with the reporting requirements of this subsection.

(12) For purposes of reporting the statistics with respect to crimes described in paragraph (1)(F), an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur--

(A) on campus;

(B) in or on a noncampus building or property;

(C) on public property; and

(D) in dormitories or other residential facilities for students on campus.

(13) Upon a determination pursuant to section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)] that an institution of higher education has substantially misrepresented the number, location, or nature of the crimes required to be reported under this subsection, the Secretary shall impose a civil penalty upon the institution in the same amount and pursuant to the same procedures as a civil penalty is imposed under section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)].

(14) (A) Nothing in this subsection may be construed to--

(i) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

(ii) establish any standard of care.

(B) Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

(15) The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education, including an up-to-date report on the Secretary's monitoring of such compliance.

(16) The Secretary may seek the advice and counsel of the Attorney General concerning the development, and dissemination to institutions of higher education, of best practices information about campus safety and emergencies.

(17) Nothing in this subsection shall be construed to permit an institution, or an officer, employee, or agent of an institution, participating in any program under this title to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of any provision of this subsection.

(18) This subsection may be cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Scholarship Policy

Procedure: Franklin Hair Academy grants qualifying current graduating high school seniors a $500.00 scholarship for the study of cosmetology, aesthetic or manicuring.

Qualification may include but not limited to grade point averages, recommendation for teachers and student leadership activities.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Student Rights

Procedure: The student has the right to ask Franklin Hair Academy: The names of its accrediting/licensing organizations, information on programs, instructional laboratory and other physical facilities; cost of attending; refund policy; financial assistance; procedures and deadlines; satisfactory progress.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: Student Records

Procedure: Each Student has the right to gain access to her/his cumulative record by appointment under the supervision of an authorized staff member. Any information pertaining to a student's cumulative record will be released to a third party upon written instruction for each request. All of the above rights apply to the parent/guardian if the student is a minor. School employees, schools to which a student is transferring, certain government officials, parties connected to financial aid, organizations doing studies for a school, accrediting agency, individuals with a court order or subpoena, persons who need to know for health or safety emergencies and state and local authorities to whom disclosure is required are all exempt from obtaining written permission.

FHA may also disclose, without consent, "directory information" such as student's name, address and phone number, date of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

Franklin Hair Academy

School of Cosmetology

Policy: Annual Testing of Emergency/Evacuation Procedures

Procedure: Annually the evacuation plan for Franklin Hair Academy will be tested via the monthly staff/student meeting. A current copy of the evacuation route will be distributed and all staff/students will be required to complete a walk thru during that time.

A signature sheet of those in attendance will be completed and filed in Franklin Hair Academy Annual Meeting files.

All new students will also be provided copies of Franklin Hair Academy Policy and Procedures for emergency/evacuation procedures during orientation to facility.

FRANKLIN HAIR ACADEMY

SCHOOL OF COSMETOLOGY

Policy: **SAP Satisfactory Academic Progress Policy**

Procedure: The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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 US Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress on actual hours as follows:

Cosmetology 200, 450, 900, 1200, 1500

Manicuring 100, 300, 600

Esthetics 150, 500, 750

Teacher Training 200

Transfer students-midpoint of the contracted hours or the established 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 course.

Attendance Progress Evaluations

Students are required to attend a minimum of 70% 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, the school will determine if the student has maintained at least 70% 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.

Continued - Satisfactory Academic Progress Policy

Maximum Time Frame

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

Course	Maximum Time Allowed	
Cosmetology (Full time, 25hrs min/wk) – 1500	90 Weeks	2250 Scheduled Hours
Cosmetology (Part time, 15hrs min/wk) - 1500	150 Weeks	2250 Scheduled Hours
Manicuring (Full time, 25hrs min/wk) - 600	36 Weeks	900 Scheduled Hours
Manicuring (Part time, 15 hrs min/wk) – 600	60 Weeks	900 Scheduled Hours
Esthetics (Full time, 25 hrs min/wk) 750	45 Weeks	1125 Scheduled Hours
Esthetics (Part time, 15 hrs min/wk) - 300	75 Weeks	1125 Scheduled Hours
Teacher Training (Full time, 25 hrs min/wk) -300	18 Weeks	450 Scheduled Hours
Teacher Training (Part time, 15 hrs min/wk) – 300	30 Weeks	450 Scheduled Hours

Academic Progress Evaluation

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluation will be conducted during the course of study, for courses of 600 or more clock hours, Practical skills are evaluated according to text procedures and set forth in practical evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100 Excellent

87-93 Very Good

80-86 Average

75-79 Pass

74 and Below Falls below Standard-Unsatisfactory

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Warning

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

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards 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 action 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.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the probationary period.

Continued - Satisfactory Academic Progress Policy

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special of mitigation circumstance. The student must submit a written appeal to the school on the designated for 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 document 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.

Noncredit and Remedial Courses

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

Reviewed and Revised 02/01/2014 MH Hopwood

 2014 Annual Report Summary. 1 / 1

School Name	School ID	Received Date
Franklin Hair Academy School of Cosmetology	052072-00	10/8/2015

Item 1 - Number of students scheduled to graduate	14
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	10
Item 3 - Number of students from Item 2 who are eligible for employment	9
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	7
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	7
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	7
Item 7 - Length of longest NACCAS approved program taught in 2013 or 2014 (P/T or F/T) in weeks	102

Graduation Rate	71.43 %	Meets
Placement Rate	77.78 %	Meets
Licensure Rate	100.00 %	Meets

School uploaded the following attachments:
Certification, ECAR,

School does not have the option to enter a supplemental filing

COSMETOLOGY
1500 HOURS

The objective of this course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 1,500 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, etc.

The 1500 hours of instruction required by the state board for practice shall be apportioned as follows:

General		**300 hours**
a.	Sterilization, sanitation, bacteriology	100 hours
b.	Anatomy & Physiology	75 hours
c.	Shop ethics, personality & salesmanship	75 hours
d.	State Law	50 hours
Chemical		**600 hours**
e.	Permanent waves	225 hours
f.	Hair relaxers	70 hours
g.	Hair coloring, bleaching and toning	175 hours
h.	Sculpture nails	70 hours
i.	Hair structure and chemistry	60 hours
Physical		**600 hours**
j.	Shampooing and rinses	48 hours
k.	Hair care and scalp care	60 hours
l.	Hair shaping	100 hours
m.	Hairdressing and styling	257 hours
n.	Facials, arching, lash and brow tinting	75 hours
o.	Manicures and pedicures	60 hours

TUITION

Plan A – Pay in Full: $11900.00
5% Discount on tuition if paid in full

Registration Fee:	$ 125.00(non refundable)
Equipment & Book:	$1800.00(non refundable)
Tuition:	$ 9975.00
TOTAL	**$11900.00**

Plan B – Installments: $112425.00

Registration Fee:	$125.00 (non refundable)
Equipment & Books:	$ 1800.00(non refundable)
Tuition:	$10500.00
TOTAL:	**$12425.00**

Due first day of school:	$1925.00
Balance Due:	$10500.00

The following factors will be measured to determine academic progress:
Theory Tests (test grades, homework, etc.)
Practical Tests (based on criteria that are converted into a percentage)
Laboratory work (not weighted in GPA)
Theory and pratical exams will be graded according to the following scale:

Excellent (A)	94%-100%
Good (B)	87%-93%
Average (C)	80%-86%
Pass (D)	70%-79%
Fail (F)	Below 70%

Franklin Hair Academy School of Cosmetology

Cosmetology

Program Level - First professional degree
Program Length - 50 weeks

Cost **Q. How much will this program cost me?***

A. Tuition and fees: $10,000
Books and supplies: $1,500
On-campus room & board: *not offered*

What other costs are there for this program?[1]

For further program cost information, visit http://www.franklinhairacademy.com

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Cost **Q. What financing options are available to help me pay for this program?**

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: $0
Private education loans: $0
Institutional financing plan: $0

Cost **Q. How long will it take me to complete this program?**

A. The program is designed to take 50 weeks to complete. Of those that completed the program in 2014-2015, 100% finished in 50 weeks.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program is 78%.

For further information about this job placement rate.[2]

For more information on jobs related to this program.[4]

For additional information related to this program and/or the information provided above.[3]

Date Created: 5/25/2016

[1] *Other costs for this program*

Registration Fee 125.00

[2] *Job Placement Rate Information*

Name of the accrediting agency this placement rate is calculated for:
NACCAS

Follow the link below to find out who is included in the calculation of this rate:
http://www.franklinhairacademy.com

What types of jobs were these students placed in?
The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Cosmetologist, Manicurist, Shampoo Tech.

When were the former students employed?
This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.

How were completers tracked?
Completer/alumni survey (60% response rate)

[3] *Additional information related to this program and/or the information provided above*

No additional information provided.

[4] *More information on jobs related to this program*

Hairdressers, Hairstylists, and Cosmetologists
http://online.onetcenter.org/link/summary/39-5012.00

MANICURING
600 HOURS

The objective of this course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 600 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as a manicurist, salon manager, salon owner, product demonstrator, etc.

General	**150 hours**
a. Sterilization, sanitation, bacteriology	50 hours
b. Anatomy & Physiology	25 hours
c. Shop ethics, personality & salesmanship	50 hours
d. State Law	25 hours
Chemical	**100 hours**
e. Product ingredient	50 hours
f. Sculpture nails	50 hours
Physical (includes massage, manicuring, pedicuring, nail care, nail artistry, sculptured nails, nail tips, gel nails & nail safety)	**350 hours**

TUITION

Plan A – Pay in Full: $5459.65
5% Discount if paid in full

Registration Fee:	$ 125.00(non refundable)
Equipment & Books:	$ 1100.00(non refundable)
Tuition:	$5459.65
TOTAL	**$6684.65**

Plan B – Installment: $5747.00

Registration Fee:	$ 125.00(non refundable)
Equipment & Books:	$ 1100.00(non refundable)
Tuition:	$5747.00
TOTAL:	**$6972.00**

Due first day of school: $1225.00
Balance Due: $5747.00

The following factors will be measured to determine academic progress:
Theory Tests (test grades, homework, etc.)
Practical Tests (based on criteria that are converted into a percentage)
Laboratory work (not weighted in GPA)
Theory and pratical exams will be graded according to the following scale:

Excellent (A)	94%-100%
Good (B)	87%-93%
Average (C)	80%-86%
Pass (D)	70%-79%
Fail (F)	Below 70%

Franklin Hair Academy School of Cosmetology

Manicuring

Program Level - First professional degree
Program Length - 20 weeks

Cost **Q. How much will this program cost me?***

A. Tuition and fees: $6,747
Books and supplies: $950
On-campus room & board: *not offered*

What other costs are there for this program?[1]

For further program cost information, visit http://www.franklinhairacademy.com

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Cost **Q. What financing options are available to help me pay for this program?**

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *
Private education loans: *
Institutional financing plan: *

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* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

Cost **Q. How long will it take me to complete this program?**

A. The program is designed to take 20 weeks to complete. Of those that completed the program in 2014-2015, *% finished in 20 weeks.

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* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program is *%.

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* We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

For more information on jobs related to this program.[3]

For additional information related to this program and/or the information provided above.[2]

Date Created: 5/25/2016

[1] ***Other costs for this program***

Registration Fee 125.00

[2] ***Additional information related to this program and/or the information provided above***

No additional information provided.

[3] ***More information on jobs related to this program***

Manicurists and Pedicurists
http://online.onetcenter.org/link/summary/39-5092.00

AESTHETICS
750 HOURS

The objective of this course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as an aesthetician, spa owner, work at a doctor's office, makeup artist, platform artist and product demonstrator.

General	**150 hours**
a. Sterilization, sanitation, bacteriology	54 hours
b. Anatomy & Physiology	24 hours
c. Shop ethics, personality & salesmanship	48 hours
d. State Law	24 hours
Chemical	**150 hours**
e. Product ingredients	36 hours
f. Skin diseases	66 hours
g. Products and their uses	48 hours
Physical	**450 hours**
h. Manipulations of facials	96 hours
i. Application of all products and all machines	120 hours
j. Make up application	96 hours
k. Waxing	24 hours
l. Facials, arching, lash and brow tinting	114 hours

Plan A – Pay in Full: $5788.35
5% Discount if paid in full

Registration Fee:	$125.00(non refundable)
Equipment & Books:	$1300.00(non refundable)
Tuition:	$5788.35
TOTAL	**$7213.35**

Plan B – Installments: $6093.00

Registration Fee:	$ 125.00(non refundable)
Equipment & Books:	$ 1300.00(non refundable)
Tuition:	$6093.00
TOTAL:	**$7518.00**

Due first day of school:	$1425.00
Balance Due:	$6093.00

The following factors will be measured to determine academic progress:
Theory Tests (test grades, homework, etc.)
Practical Tests (based on criteria that are converted into a percentage)
Laboratory work (not weighted in GPA)
Theory and pratical exams will be graded according to the following scale:

Excellent (A)	94%-100%
Good (B)	87%-93%
Average (C)	80%-86%
Pass (D)	70%-79%
Fail (F)	Below 70%

Franklin Hair Academy School of Cosmetology

Aesthetics

Program Level - First professional degree
Program Length - 25 weeks

Cost **Q. How much will this program cost me?***

A. Tuition and fees: $6,093
Books and supplies: $1,020
On-campus room & board: *not offered*

What other costs are there for this program?[1]

For further program cost information, visit http://www.franklinhairacademy.com

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Cost **Q. What financing options are available to help me pay for this program?**

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *
Private education loans: *
Institutional financing plan: *

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* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

Cost **Q. How long will it take me to complete this program?**

A. The program is designed to take 25 weeks to complete. Of those that completed the program in 2014-2015, *% finished in 25 weeks.

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* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program is *%.

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* We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

For more information on jobs related to this program.[3]

For additional information related to this program and/or the information provided above.[2]

Date Created: 5/25/2016

[1] ***Other costs for this program***

Registration Fee 125.00

[2] ***Additional information related to this program and/or the information provided above***

No additional information provided.

[3] ***More information on jobs related to this program***

Skincare Specialists
http://online.onetcenter.org/link/summary/39-5094.00

TEACHER TRAINING
300 HOURS

Students wishing to enter in this course must have a valid Tennessee Cosmetology license. The knowledge and skills covered will prepare the student for work as an instructor, school manager, school owner, product demonstrator, etc. Upon completion of this 300 hour course, the student will be prepared to teach students and will have demonstrated competencies to pass the State Board exam, as well as the ability to teach the theory and practice of cosmetology using lesson plans. He or she will further demonstrate the knowledge and techniques along with cosmetology state law necessary to perform as a professional Cosmetology Teacher.

Chapter 1	The Challenge of Teaching & Course Review	50 hours
Chapter 2	Characteristics of Teaching	45 hours
Chapter 3	Students and Learning	55 hours
Chapter 4	Developing a Course of Study	20 hours
Chapter 5	Planning for Effective Instruction	35 hours
Chapter 6	Methods and Processes of Teaching	35 hours
Chapter 7	Instructional Aids	20 hours
Chapter 8	Evaluating Student Performance	20 hours
Chapter 9	Creating a Positive Classroom Environment	15 hours
Chapter 10	Conclusion: Reflection and Vision in Teacher Education	5 hours
TOTAL HOURS		**300 HOURS**

Plan A – Pay in Full: $2669.50
5% Discount if paid in full

Registration Fee:	$125.00(non refundable)
Equipment & Books:	$ $450.00(non refundable)
Tuition:	$2669.50
TOTAL	**$3244.50**

Plan B – Installments: $2810.00

Registration Fee:	$125.00(non refundable)
Equipment & Books:	$450.00(non refundable)
Tuition:	$2810.00
TOTAL:	**$3385.00**

Due first day of school:	$ 575.00
Balance Due:	$2810.00

The following factors will be measured to determine academic progress:
Theory Tests (test grades, homework, etc.)
Practical Tests (based on criteria that are converted into a percentage)
Laboratory work (not weighted in GPA)
Theory and pratical exams will be graded according to the following scale:

Excellent (A)	94%-100%
Good (B)	87%-93%
Average (C)	80%-86%
Pass (D)	70%-79%
Fail (F)	Below 70%

Franklin Hair Academy School of Cosmetology

Teacher Training

Program Level - First professional degree
Program Length - 10 weeks

Cost **Q. How much will this program cost me?***

A. Tuition and fees: $2,610
Books and supplies: $450
On-campus room & board: *not offered*

What other costs are there for this program?[1]

For further program cost information, visit http://www.franklinhairacademy.com

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Cost **Q. What financing options are available to help me pay for this program?**

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *
Private education loans: *
Institutional financing plan: *

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* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

Cost **Q. How long will it take me to complete this program?**

A. The program is designed to take 10 weeks to complete. Of those that completed the program in 2014-2015, *% finished in 10 weeks.

---

* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program is *%.

---

* We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

For more information on jobs related to this program.[3]

For additional information related to this program and/or the information provided above.[2]

Date Created: 6/25/2016

[1] ***Other costs for this program***

Registration Fee 125.00

[2] ***Additional information related to this program and/or the information provided above***

No additional information provided.

[3] ***More information on jobs related to this program***

Hairdressers, Hairstylists, and Cosmetologists
http://online.onetcenter.org/link/summary/39-5012.00

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY

POLICY: Consumer Information

PROCEDURE: Prospective students to the school and other interested parties, receive a copy of the Franklin Hair Academy Catalog containing consumer information. Detailed consumer information, including campus security statistics, student right to know data and other disclosures required by the United States Department of Education and is also available to any interested party at the school's website, www.franklinhairacademy.com.

CONSUMER INFORMATION

"COSMETOLOGY INCLUDES THE PRATICE OF BLEACHING, CLEANSING, CURLING, CUTTING, COLORING, DRESSING, REMOVING, SINGEING, STYLING, WAVING, OR SIMILAR WORK, UPON THE HAIR OF ANY PERSON BY ANY MEANS, AND WITH HANDS OR MECANICAL OR ELECTRICAL APPARATUS OR APPLIANCES. NON-PERMANENT REMOVAL OF HAIR SERVICES MAY BE PERFORMED WITH THESE DEVICES AS LONG AS THER IS NO PUNCTURING OF THE SKIN, OR BY USE OF COSMETIC PREPARATIONS, ANTISEPTICS, TONICS LOTIONS, OR CREAMS, MASSAGING, CLEANSING, STIMULATING, EXERCISING, BEAUTIFYING, OR SIMILAR WORK, THE SCALP, FACE, NECK, ARMS, BUST, OR UPPER PART OF THE BODY, OR MANICURING THE NAILS OF ANY PERSON. A COSMETOLOGIST MAY HOLD THEMSELVES TO BE A BEAUTICIAN, BEAUTY CULTURIST, BEAUTY OPERATOR, COSMETOLOGIST, OR HAIRDRESSER.

COMPENSATION/JOB OUTLOOK

JOB OPPORTUNITIES GENERALLY SHOULD BE GOOD. HOWEVER, COMPETITION IS EXPECTED FOR JOBS AND CLIENTS AT HIGHER PAYING SALONS AS APPLICANTS COMPETE WITH A LARGE POOL OF LICENSED AND EXPERIENCED COSMETOLOGISTS FOR THESE POSITIONS. OPPORTUNITIES WILL BE BEST FOR THOSE WITH PREVIOUS EXPERIENCE AND FOR THOSE LICENSED TO PROVIDE A BROAD RANGE OF SERVICES. OVERALL EMPLOYMENT IS EXPECTED TO GROW ABOUT AS FAST AS THE AVERAGE FOR ALL COSMETOLOGY OCCUPATIONS THROUGH 2014, BECAUSE OF AN INCREASING POPULATION, RISING INCOMES, AND GROWING DEMAND FOR PERSONAL APPEARANCE SERVICES.

A NUMBER OF FACTORS, INCLUDING THE SIZE AND LOCATION OF THE SALON, CLIENTS' TIPPING HABITS, AND COMPETITION FROM OTHER SALONS, DETERMINE THE TOTAL INCOME OF COSMETOLOGIST, AND OTHER PERSONAL APPEARANCE WORKERS. THEY MAY RECEIVE COMMISSION BASED ON THE PRICE OF THE SERVICE, OR A SALARY BASED ON THE NUMBER OF HOURS WORKED, AND MANY RECEIVE COMMISSIONS ON THE PRODUCTS THEY SELL. IN ADDITION SOME SALONS PAY BONUSES TO EMPLOYEES WHO BRING IN NEW BUSINESS. A COSMETOLOGIST INITIATIVE AND ABILITY TO ATTRACT AND HOLD REGULAR CLIENTS ALSO ARE KEY FACTORS IN DETERMINING HIS OR HER EARNINGS. EARNINGS FOR ENTRY-LEVEL WORKERS ARE USUALLY LOW, HOWEVER, FOR THOSE WHO STAY IN THE PROFESSION, EARNINGS CAN BE CONSIDERABLY HIGHER.

ALTHOUGH SOME SALONS OFFER PAID VACATIONS AND MEDICAL BENEFITS, MANY SELF-EMPLOYED AND PART-TIME WORKERS IN THIS OCCUPATION DO NOT ENJOY SUCH BENEFITS.

IN NASHVILLE, COSMETOLOGISTS CAN EXPECT TO EARN $25,000-60,000 PER YEAR. EMPLOYMENT IN THIS FIELD IS NOT STRONGLY AFFECTED BY DOWNTURNS IN THE BUSINESS CYCLE AND JOB OPPORTUNITIES ARE EXPECTED TO BE GOOD FOR BOTH NEWCOMERS AND EXPERIENCED COSMETOLOGISTS. MANY OPENINGS SHOULD BE AVAILABLE FOR PERSONS SEEKING PART TIME WORK. *MONEY MAGAZINE* RANKS COSMETOLOGY AS ONE OF TODAY'S *"50 HOTTEST JOBS"*

COSMETOLOGIST AND OTHER PERSONAL APPEARANCE WORKERS HELD ABOUT 790,000 JOBS IN 2004. OF THESE, BARBERS, HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS HELD 670,000 JOBS, MANICURISTS AND PEDUCURISTS 60,000, SKIN CAR SPECIALISTS 30,000 AND SHAMPOOERS 27,000.

MOST OF THESE WORKERS ARE EMPLOYED IN BEAUTY SALONS, BUT THEY ALSO ARE FOUND IN NAIL SALONS, DAY AND RESOR SPAS, DEPARTMENT STORES, NURSING AND OTHER RESIDENTIAL CARE HOMES, AND DRUG AND COSMETICS STORES. NEARLY EVERY TOWN HAS A BEAUTY SALON, BUT EMPLOYMENT IN THIS OCCUPATION IS CONCENTRATED IN THE MOST POPULOUS CITIES AND STATES. ABOUT 48 PERCENT OF COSMETOLOGISTS ARE SELF-EMPLOYED. MANY OWN THEIR OWN SALON, BUT A GROWING NUMBER LEASE BOOTH SPACE OR A CHAIR FROM THE SALON'S OWNER.

IN ADDITION TO WORKING WITH CLIENTS, PERSONAL APPEARANCE WORKERS ARE EXPECTED TO MAINTAIN CLEAN WORK AREAS AND SANITIZE ALL THEIR WORK INSTRUMENTS. THEY MAY MAKE APPOINTMENTS AND KEEP RECORDS OF HAIR COLOR AND PERM FORMULAS USED BY THEIR CLIENTS. A GROWING NUMBER SELL HAIR CARE PRODUCTS AND OTHER COSMETIC SUPPLIES. PERSONAL APPEARANCE WORKERS WHO OWN SALONS HAVE MANAGERIAL DUTIES THAT MAY INCLUDE HIRING, SUPERVISING, AND FIRING WORKERS, AS WELL AS KEEPING BUSINESS INVENTORY RECORDS, ORDERING SUPPLIES, AND ARRANGING FOR ADVERTISING.

PHYSICAL DEMANDS OF THE PROFESSION

PERSONAL APPEARANCE WORKERS USUALLY WORK IN CLEAN, PLEASANT SURROUNDINGS WITH GOOD LIGHTING AND VENTILATION. GOOD HEALTH AND STAMINA ARE IMPORTANT, BECAUSE THESE WORKERS ARE ON THEIR FEET FOR MOST OF THEIR SHIFT. PROLONGED EXPOSURE TO SOME HAIR AND NAIL CHEMICALS MAY CAUSE IRRITATION, SOR PORTECTIVE CLOTHING, SUCH AS PLASTIC GLOVES OR APRONS, MAY BE WORN.

MOST PERSONAL APPEARANCE WORKERS WORK AS LEASE 40 HOURS PER WEEK, BUT LONGER HOURS ARE COMMON ESPECIALLY AMONG SELF-EMPLOYED WORKERS. WORK SCHEDULES MAY INCLUDE EVENINGS AND WEEKENDS, THE TIMES WHEN BEAUTYL SALONS ARE BUSIEST. ABOUT 32 PERCENT OF COSMETOLOGISTS WORK PART TIME, AND 14 PERCENT OF COSMETOLOGIST HAVE VARIABLE SCHEDULES.

SAFETY REQUIREMENTS

CERTAIN SAFETY REQUIREMENTS MUST BE FOLLOWED FOR THE SAFETY OF ALL. INFLAMED, INFECTED, BORKEN OR SWOLLEN SKINS SHOULD NOT BE WORKED UPON. INFECTIOUS DISEASES MUST BE KEPT OUT OF THE SALON/SCHOOL. WHEN USING CHEMICALS, GLOVES, PROTECTIVE EYEWEAR AND/OR PROTECTIVE CLOTHING SHOULD BE CONSIDERED. ALL OSHA LAWS MUST BE OBSERVED.

LICENSING REQUIREMENTS

ONCE A STUDENT COMPLETES THE 1500-HOUR COURSE, HE OR SHE MUST PASS A WRITTEN AND PRACTICAL EXAM IN ORDER TO BE LICENSED. THERE IS AN APPLICATION AND FEES TO BE PAID INTO PSI. YOU WILL BE PROVIDED WITH DUTIES ON WHICH TO TAKE THE EXAMINATIONS THROUGH PSI IN A NASHVILLE LOCATION.

Franklin Hair Academy,

School of Cosmetology

Pre-Enrollment Checklist

Applicant Name: _____

Program: _____

1. ___ Tour of Facility.
2. ___ School Catalog.
3. ___ Review of Student Polices.
4. ___ Review of length and time for program both academic and calendar time.
5. ___ Total Tuition and Fees of Program.
6. ___ Total cost of Books and Equipment.
7. ___ Copy of Refund Policy Provided to Student.
8. ___ Copy of Transfer of Credit Disclosure Statement.
9. ___ Provide and review student with the address and telephone number of Commission Staff.
   Any person claiming damage of loss as a result of any act or practice by Franklin Hair Academy that is a violation of the Title 49, Chapter 7, Part 20 or Rule chapter 1520=01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.
10. ___ Review of school's completion rate.
11. ___ Review of school's licensure rate.
12. ___ Review of school's job placement rate.
13. ___ Physical demands of the profession.
14. ___ Safety requirement of the profession.
15. ___ Compensations Data of profession graduate can reasonably expect.
16. ___ Licensing Requirements.
17. ___ Outline of Course.
18. ___ State Law and Rule.

Student Signature and Date: _____

Administrative Agent and Date: _____

FRANKLIN HAIR ACADEMY LLC

CURRENT STUDENT SURVEY

WE WOULD APPRECIATE YOUR HELP IN OUR CONSTANT EFFORT TO KEEP IMPROVING OUR SCHOOL AND OUR SYSTEM OF INSTRUCTION. PLEASE ANSWER THE FOLLOWING QUESTIONS WITH YOUR OWN OPINIONS.

STUDENT NAME_____

PROGRAM_____

DATE ENROLLED_____

WHAT WHERE YOU REASONS FOR ENROLLING IN OUR SCHOOL?_____

PRIOR TO ENROLLMENT, DID YOU HAVE A GOOD UNDERSTANDING OF WHAT TO EXPECT FROM OUR SCHOOL AND THE INDUSTRY?_____

DO YOU FEEL THE ATMOSPHERE OF THE SCHOOL AND YOUR FELLOW STUDENTS ARE PLEASANT?_____

HOW DO YOU FEEL ABOUT THE SCHOOL FACILITIES?_____

ANY ADDITIONAL COMMENTS_____

SIGNATURE_____DATE_____

FRANKLIN HAIR ACADEMY
595 HILLSBORO RD. SUITE 325
FRANKLIN, TN. 37064
615-591-2887

ORIENTATION FOR NEW STUDENTS

1. STUDENTS ARE GIVEN A COPY OF THE SCHOOL CATALOG

2. WE PERSONALY READ IT TO THE STUDENTS SO THEY ARE FULLY AWARE OF THE POLICIES AND PROCEDURES THAT ARE IN THE BOOK. EXAMPLES: SOME ARE OUR COMPLETION RATES, LICENSURE RATES, PLACEMENT RATES, DEMANDS OF PROFESSION AND ,COMPENSATION A GRADUATE CAN REASONABLY EXPECT.

3. STATE OF TENNESSEE BOARD OF COSMETOLOGY LAW BOOK IS GIVEN TO THEM AND REVIEWED

4. HAVE THEM SIGN ON PRE ENROLLMENT CHECK LIST

5. SHOW THEM AROUND THE SCHOOL

6. INTRODUCE THEM TO STUDENTS

7. GIVE STUDENT A CURRENT STUDENT SURVEY

Student Signature_____

Administator _____

COMMENCEMENT OF CLASSES
AND ATTENDANCE REQUIRED

PARTIES AGREE THAT STUDENT SHALL COMMENCE ON THE _____DAY OF _____ _____. AND SHALL ATTEND CLASS REGULARLY IN THE FOLLOWING MANNER MON___TUES___WED___THURS___FRI___ FROM _____TO_____ ACCUMULATING _____PER WEEK, AT THE RATE OF ATTENDANCE ALLOWING FOR HOLIDAY AND SCHOOL CLOSURES. THE STUDENT SHOULD GRADUATE AND RECEIVE A DIPLOMA ON THE ____ DAY OF _____, 20___, EXACTLY TWO SCHOOL WEEKS FOR COSMETOLOGY, AESTETICS, AND MANICURING BEYOND THE ORIGINAL GRADUATION DATE LISTED ABOVE WITHOUT BEING CHARGED FOR THE OVER DAYS. IF THE STUDENT FAILS TO GRADUATE ON AFOREMENTIONED DATE AND DESIRES TO COMPLETE HIS OR HER COURSE OF STUDIES THE PARTIES AGREE THT THEY SHALL ENTER INTO A NEW CONTRACT FOR THE REMAINING NUMBER OF HOURS NEEDED BY STUDENTS TO GRADUATE. THE PARTIES AGREE THAT THE STUDENT SHALL PAY FOR ADDITIONAL NUMBER OF HOURS PURSUANT TO THE NEW COMPLETION DATE, AT A RATE OF $_____PER HOUR. THE MAXIMUM TIME FRAME FOR THE COURSE COMPLETION FOR ANY STUDENT SHALL BE NOT MORE THAN ONE AND A HALF THE COURSE LENGTH.

OBLIGATION AND RESPONSIBILITY

SCHOOL HEREBY AGREE TO PROVIDE STUDENT WITH A COURSE IN _____ OF NOT LESS THAN _____HOURS PER WEEK AT A RATE OF NO MORE THAN 48 HOURS PER WEEK. UPON COMPLETION OF SAID COURSE, STUDENTS SHALL BE AWARDED A DIPLOMA AND SHALL BE QUALIFIED TO TAKE THE TENNESSEE STATE BOARD EXAMS FOR COSMETOLOGY, AESTHETICS, OR MANICURING.

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY
595 HILLSBORO RD. SUITE 325
FRANKLIN,TN 37064 615-591-2887

ADMISSIONS APPLICATION

I_____, HEREBY MAKE APPLICATION OF THE PROGRAM IDENTIFIED BELOW AND, IN CONSIDRATION OF MY ENROLLMENT AND YOUR FURNISHING, OF OFFERING TO FURNISH INSTRUCTION AT FRANKLIN HAIR ACADEMY SCHOOL OF COSMETOLOGY THEREIN AFTER REFERRED TO AS COLLEGE PROVIDE THE FOLLOWING PAYMENT AND CONDITIONS.

ADDRESS:_____

CITY_____STATE_____ZIPCODE_____

PHONE NUMBER(____) _____CELL(____) _____

SOCIAL SECURITY_____DOB_____

EMAIL_____

NAME OF HIGH SCHOOL ATTENDED_____DATE OF GRADUATION_____

NUMBER OF HOURS TRANSFERRED FROM HIGH SCHOOL_____

NAME OF OTHER COSMETOLOGY SCHOOL ATTENDED_____

NUMBER OF TRANSFERABLE HOURS_____

CHECK FIELD OF INTREST

COSMETOLOGY _____ AETHETICS_____NAILS_____INSTRUCTOR_____

SIGNATURE _____DATE_____

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY
595 HILLSBORO RD SUITE 325, FRANKLIN, TN 37064
615-591-2887

ENROLLMENT AGREEMENT
COURSES ARE TAUGHT IN ENGLISH

THIS IS A LEGAL BINDING CONTRACT

I_____, hereby apply for the courses identified below and, in consideration of my enrollment and your furnishing, or offering to provide, instruction at FRANKLIN HAIR ACADEMY SCHOOL OF COSMETOLOGY hereinafter referred to as ACADEMY, provide the following information and agree to the following payments and conditions set forth:

Address:_____

City:_____State:_____Zip:_____DOB:_____

Social Security#:_____/_____/_____Tel:_____E-Mail:_____

COURSE DATE

I am applying for Cosmetology 1500___Aesthetics 750___Manicuring 600___

Teacher Training 300____

TOTAL COURSE HOURS_____TRANSFER HOURS____TRANSFER INSTITUTION_____

Course of study begins:_____And ends on:_____

The program will be taught for _____hours over_____weeks/months

Class schedule is: Full Time minimum 25 hrs weekly_____Part Time minimum 15 hrs weekly_____

PAYMENT TERMS AND METHODS

I agree to pay the Academy $_____.___in full on or before commencement of classes in consideration for my admission into the program and providing the necessary instruction to complete the program. The program price will be payable as follows:

Registration Fee:	$_____.____(Non-refundable)
Books and Equipment:	$_____.____(Non-refundable)
Tuition:	$_____.____
Other:	$_____.____
TOTAL:	$_____.____
Less Down Payment:	$_____.____
BALANCE:	$_____.____

I understand that I must complete the program by____/____/_____. The first installment is payable on _____/_____/_____ and all subsequent installments are due by the 10th of each month in the amount of $_____.____. A 2% interest charge will be assessed each month a installment is not paid. I will be required to pay $8.50 per program hour for any remaining hours after the completion date. The additional hourly fee may be waived upon demonstration of circumstances warranting such a waiver.

CANCELLATION AND REFUND POLICY

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

1. An applicant rejected by the school shall be entitled to a refund of all monies paid, les the non-refundable registration fee. This institution does not discriminate on the basis of sex, age, race, religion, or ethnic origin when admitting students.
2. If a student, or parent/guardian of a minor student, cancels enrollment in writing and demands a refund within three business days of the signing of the enrollment agreement, he/she shall be entitled to a refund of all monies less the non-refundable registration fee and books if ordered. 23

The postmark on written notification will determine the cancellation date, or the date said information is delivered to the Academy administrator in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee and books if ordered.
4. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the Academy. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the Academy, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date the student notifies the Academy he/she will not be returning or the expiration date of the leave.
5. For students who enroll in and begin classes, the following refund schedule will apply:

PERCENTAGE OF ELAPSED (SCHEDULED) TIME TO TOTAL TIME OF COURSE	TOTAL TUITION ACADEMY SHALL RETAIN OR RECEIVE
.01% TO 4.9%	20%
5% TO 9/9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO49.9%	70%
50% AND OVER	100%

6. When situations of mitigating circumstances (illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student) are in evidence, the Academy may provide a refund that exceeds this refund policy.
7. The cost of the books and kit are non-refundable
8. Students who terminate prior to program completion will be charged an $150.00 termination fee.
9. If the school is permanently closed, the student is entitled to a pro-rated refund.
10. If the school cancels the program before the student starts, the Academy will provide a full refund or provide for completion of the program.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, a student must successfully complete the work assignments for Cosmetology, Manicuring, Aesthetics or Teacher Training, and pass the final written and practical examinations with a grade of 75% or above, complete the required hours (1500 for Cosmetology, 600 for Manicuring, 750 for Aesthetics and 300 for Teacher Training), and fulfill all payment obligations and must maintain satisfactory progress.

PLACEMENT ASSISTANCE

Although Franklin Hair Academy considers job placement to be the primary responsibility of the student, staff members will be happy to assist students in finding employment, in regard to interviewing, resume preparation and letters of recommendation. However, Franklin Hair Academy cannot promise or guarantee employment for graduates.

GROUNDS FOR TERMINATION

Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/'her termination was invalid. Re-entry after termination requires a special permission from the Academy directors. Any violation of the school's rules and regulations could also result in termination. Permit to reinstate could result in a additional fee of $150.00 and consideration would be given for up to 1 year.

FRANKLIN HAIR ACADEMY
SCHOOL OF COSMETOLOGY
595 HILLSBORO RD SUITE 325, FRANKLIN, TN 37064
615-591-2887

ENROLLMENT AGREEMENT

COURSES ARE TAUGHT IN ENGLISH

THIS IS A LEGAL BINDING CONTRACT

FOR THE PROGRAM ENTITLED _____, I HAVE BEEN INFORMED THAT, FOR THE JULY 20__/JUNE20__PERIOD, THE WITHDRAWAL RATE IS ____%, THE COMPLETION RATE IS ____%, AND THE IN-FIELD PLACEMENT RATE IS ____%. DETAILED STATISTICAL DATA FOR THIS PROGRAM MAY BE VIEWED BY GOING TO http://state.tn.us/thec AND CLICKING ON THE "AUTHORIZED INSTITUTIONS DATA" BUTTON.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the Academy and myself, and no further modifications or representation except as herein expressed in writing will be recognized. I acknowledge that I have read this contract in its entirety, consisting of three(3) pages, and that it is the students right and our obligation for the student to receive a signed copy of the Enrollment Agreement and catalog with all the blank spaces filled in to their satisfaction at the time of signing.

A guarantee of tuition cost for Cosmetology fifteen hundred (1500) contract hours or (12) months from the time of enrollment, Aesthetics seven hundred fifty (750) contract hours or (6) months from the time of enrollment, Manicuring six hundred (600) contract hours or (5) months, and Teacher Training three hundred (300) contract hours or (3) months. Based on full time enrollment.

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

APPLICANT (PRINT)	APPLICANT SIGNATURE/GUARDIAN	DATE
ACADEMY OFFICAL (PRINT)	ACADEMY OFFICIAL SIGNATURE	DATE

FRANKLIN HAIR ACADEMY
595 HILLSBORO RD.
FRANKLIN TN.37064
615-591-2887

I_____I HAVE READ AND UNDERSTOOD THE RULESS AND REGULATIONS OF FRANKLIN HAIR ACADEMY AND AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS AS STATED IN THE FRANKLIN HAIR ACADEMY BOOKLET.

---------- (Enrollee signature)

---------- (Admissions signature)

Date_____

FRANKLIN HAIR ACADEMY, LLC
595 HILLSBORO RD. SUITE 325
FRANKLIN, TN. 37064
615-591-2887

AS A STUDENT OF FRANKLIN HAIR ACADEMY IT IS YOUR RESPONSIBILITY TO CALL AND SPEAK WITH ONE OF THE INSTRUCTORS OR ADMINISTRATION PERSONEL TO LET THEM KNOW IF YOU ARE GOING TO BE ABSENT. FAILURE TO DO SO WILL RESULT IN THE FOLLOWING:

ABSENT ONE DAY: SUSPENSION FOR NEXT DAY

ABSENT TWO DAYS: SUSPENSION FOR THREE DAYS

ABSENT FOR THREE DAYS: SUSPENSION FOR ONE WEEK

AFTER TWO WEEKS THERE IS A AUTOMATIC DROP.

THANK YOU,

FRANKLIN HAIR ACADEMY

_____
STUDENT SIGNATURE

_____
ADMINISTRATION SIGNATURE

Franklin Hair Academy

595 Hillsboro Road

Franklin TN 37064

Permission to use Photograph

I grant to Franklin Hair Academy, its representatives and employees the right to take photographs of me and my property in connection with this school. I authorize Franklin Hair Academy, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Franklin Hair Academy may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes and publicity, illustration, advertising, and web content.

I have read and agree to the above.

Signature:_____

Print Name:_____

Date:_____