



# 2025-2026



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## Administrative Staff and Faculty

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## Mission Statement and Objectives

The prime objective of Franklin Hair Academy is to prepare our students to become member of the Cosmetology, Manicuring, Aesthetics or Teacher Training professions through quality education. We also prepare our students for the Tennessee State Board of Cosmetology, Manicuring, Aesthetics or Teacher Training Examination, in order to fulfill our objectives, we not only teach the techniques and artistry, but 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.

## Facilities and Equipment

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

## Admission Policy

New applicants are required to provide a copy of high school diploma or GED (or transcript from the high school showing graduation date), proof of age (at least 16 proven through an ID or birth certificate) and a social security card. In the event of a foreign student's high school diploma, there must be a translation and verification performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. If the student is home schooled, there must be evidence of completion of homeschooling. Additionally, a student enrolling in the Teacher Training course but also provide a current license in the field of Cosmetology, Aesthetics, or Manicuring.



## Transfer Students

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. Transfer students will receive credit for hours completed at another school as regulated by the Tennessee Board of Cosmetology and Barbers Examiners • 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.

## Re-Enrollment

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.

## Non-Discrimination

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

## 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.

## Handicapped Facilities

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

## Calendar Year

Franklin Hair Academy School of Cosmetology offers classes year-round. Any eligible person may enroll any day of the week of any month that the school is in session. Classes begin on Mondays of each week. Classes are held from 9:00 am to 6:00 pm Monday thru Thursday, with on 30-minute break and two fifteen-minute breaks. Friday classes are offered from 8:30am to 4:30pm with one 30-minute break and two fifteen-minute breaks. Below is a listing of holidays observed by this institution. Students are permitted additional holidays for their religious preference. 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. Inclement weather closings are posted on our Facebook page or WSMV television station.

- **New Year’s Day • Labor Day • Christmas Day**
- **Memorial Day • Thanksgiving Day • Friday After Thanksgiving**
- **Week of July 4<sup>th</sup> (Independence Day) (Summer Break)**
- **Christmas Eve • Christmas Day through January 2nd**

**Note:** Rather than having an excused or unexcused absence, we build time into the contract to allow for absences for each student that will not be charged. Observed holidays or academy 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 an **\$11.50** per hour for additional Instructional charge needed to complete the program.

## Student Schedules

Following Tennessee State Law no student may be credited more than 10 clock hours per day and 48 hours per week. All hours over 10 will not be credited to student hours. Tracking of part time and full time students will be kept separate. Students who are part time and full time will clock in on Home Base using their student ID. Student schedules are as follows:

### SCHEDULE OPTIONS

<b>DAYS</b>	<b>HOURS</b>	<b>SCHEDULE</b>	<b>Months/Weeks</b>
Monday through Thursday, Friday	9-5:30, 8:30-03:30	FT1	10 months/40 weeks
Monday through Wednesday, Thursday, Friday	8-6, 9-7:30 08:30-4:30	FT2	8 months/32 weeks
Monday through Wednesday	9-2	PT1	25 months/100 weeks
Tuesday and Thursday	9-6	PT2	22 months/88 weeks
Wednesday through Friday	11-4:30	PT3	23 months/92 weeks

## School Hours of Operation

**Monday**  
**9am-6pm**

**Tuesday**  
**9am-6pm**

**Wednesday**  
**9am-6pm**

**Thursday**  
**9am-9pm**

**Friday**  
**8:30am–  
4:30 pm**



## Language

All courses are taught In English; however, State Board Testing & Textbooks also available in Spanish and Vietnamese.

## Class Size

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

## 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 have a cumulative GPA of 75% or above, complete required hours, and fulfill all payment obligations. Students will also need to complete domestic violence training prior to graduation. This is a required training once they graduate and become licensed.

## Placement Assistance

Although Franklin Hair Academy School of Cosmetology 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 School of Cosmetology considers cannot promise or guarantee employment for graduates.



## Cancellation and Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply, the following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school is entitled to a refund of all monies paid,
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the Enrollment Agreement. In this case all monies collected by the school shall be refunded. This applies, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the Enrollment Agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except the \$125.00 registration fee.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by Franklin Academy of Cosmetology by monitoring attendance at least every 30 days
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person,
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the Enrollment Agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF ELAPSED (SCHEDULED) TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE / RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%



**Franklin Hair Academy**

15%to 24.9%	45%
25%to 49.9%	70%
50% and over	100%

9. Students who are absent for 14 days without making contact to the school by phone, written, or in-person as to their reason of absence, will be dropped from the course, all refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
10. 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.
11. If the school is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the school will provide a pro rata refund of tuition.
12. 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.
13. If the school cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to their school based on the hours accepted by the receiving school OR provide completion of the course OR participate In a Teach-Out Agreement OR provide a full refund of all monies paid.
14. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the Enrollment Agreement.
15. Other miscellaneous charges the student may have incurred at the Institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified In the catalog and in the Enrollment Agreement.



## Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. The Satisfactory Academic Progress Policy is consistently applied consistently to all students enrolled (regardless of source of funding) in a specific program and scheduled for a particular category of attendance (part-time/full time). It is printed in the catalog to ensure that each prospective student receives a copy prior to enrollment.

### a. Evaluation Periods

Students are evaluated for Satisfactory Academic Progress on both quantitative (attendance) and qualitative (academic performance) elements on a cumulative basis at the conclusion of the designated **actual** hour intervals. All evaluations must be completed within seven (7) school business days following the established evaluation periods. The evaluations periods are as follows:

#### **Cosmetology (1500 hours)**

1 <sup>st</sup> evaluation period ends:	450 clock hours and 13 weeks
2 <sup>nd</sup> evaluation period ends:	900 clock hours and 26 weeks
3 <sup>rd</sup> evaluation period ends:	1200 clock hours and 35 weeks
4 <sup>th</sup> evaluation period end:	1500 clock hours and 43 weeks

#### **Aesthetics (750 hours)**

1 <sup>st</sup> evaluation period ends:	375 clock hours and 11 weeks
2 <sup>nd</sup> evaluation period ends:	750 clock hours and 22 weeks

#### **Manicuring (600 hours)**

1 <sup>st</sup> evaluation period ends:	300 clock hours and 10 weeks
2 <sup>nd</sup> evaluation period ends:	600 clock hours and 20 weeks

#### **Teacher Training (30 hours)**

1 <sup>st</sup> evaluation period ends:	150 clock hours and 5 weeks
2 <sup>nd</sup> evaluation period ends:	300 clock hours and 22 weeks

**THE ACADEMIC YEAR IS 900 HOURS**



**\*\*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.**

### b. 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.

### c. Maximum Time Frame

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Course</b>	<b>Hours</b>	<b>Maximum Time Frame Hours</b>
<b>Cosmetology</b>	<b>1500 hours</b>	<b>2145 hours</b>
<b>Manicuring</b>	<b>600 hours</b>	<b>858 hours</b>
<b>Aesthetics</b>	<b>750 hours</b>	<b>1072.5 hours</b>
<b>Teacher Training</b>	<b>300 hours</b>	<b>429 hours</b>



The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours. Students who do not complete by the maximum time frame will convert to cash pay (where applicable) and are always subject to the over contract fee of **\$11.50** per program hour once the contract end date is exceeded.

#### d. Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable (system of grades as determined by assigned academic learning. Academic learning is evaluated after each unit of study. Clinic assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating), If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75%. Numerical grades are considered according to the following scale:

<b>94-100</b>	<b>Excellent</b>
<b>87-93</b>	<b>Very Good</b>
<b>80-86</b>	<b>Average</b>
<b>75-79</b>	<b>Pass</b>
<b>Below 74</b>	<b>Unsatisfactory- Fails Below Standards</b>



## e. Determination of Progress Status

Students meeting the minimum requirements for academic 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 Report at the time of each of the evaluations. Students not maintaining satisfactory academic progress will be counseled and advised in writing on the actions necessary to regain satisfactory academic progress by the next evaluation and any impact to the student's eligibility for financial aid, if applicable. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## f. 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 students may be deemed ineligible to receive Title IV funds.

## g. 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 of a negative progress determination prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the subsequent evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to 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.



## h. Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (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 the school 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 plan. 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 re-establishment of Satisfactory Academic Progress students may reestablish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum academic and attendance requirements by the end of the warning or probationary period.

## i. Leave of Absence and Re-Enrollment

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 calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## j. Course Incompletes, Repetitions, and Non-Credit Remedial Course

Course incompletes, repetitions and non-credit remedial courses do not apply to this Institution's form of Instruction. Therefore, these Items have no effect upon the school's satisfactory academic progress standards.

## k. 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. SAP evaluation periods are based on actual contracted hours at the institution.



## Cosmetology 1500 Hours

Objective: Prepare the student for the State Board Examination and for salon work.

Description: Complete 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.

Nature and Level of Occupation: 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.

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

### **General: 300 Hours**

Sterilization, Sanitation. Bacteriology	100 Hours
Anatomy & Physiology	75 Hours
Shop Ethics, Personality, & Salesmanship ( <i>includes professionalism, resume development, interview preparation and job search skills</i> )	75 Hours
State Law	50 Hours

### **Chemical: 600 Hours**

Permanent Waves	225 Hours
Hair Relaxers	70 Hours
Hair Coloring, Lightening, & Toning	175 Hours
Sculpture Nails	70 Hours
Hair Structure & Chemistry	60 Hours

### **Physical: 600 Hours**

Shampooing & Rinsing	48 Hours
Hair Care and Scalp	60 Hours
Hair Shaping	100 Hours
Hairdressing and Styling	257 Hours
Facials, Arching, Lash & Brow Tint	75 Hours
Manicures & Pedicures	60 Hours

Instructional Methods: Practical and academic methods used are as follows: Academics = Theory, Workbooks, Class assignments, test, lab testing and instructional video. Practical = Daily task sheets, Demonstrations, Salon Services of Clients and Sanitation procedures.



Grading Policy: The following factors will be measured to determine academic progress. Theory and Practical Exams will be graded according to the following:

<b>94-100</b>	<b>Excellent</b>
<b>87-93</b>	<b>Very Good</b>
<b>80-86</b>	<b>Average</b>
<b>75-79</b>	<b>Pass</b>
<b>Below 74</b>	<b>Unsatisfactory- Fails Below Standards</b>

Clinical work is graded by mastered and not mastered.

**Tuition**

Registration Fee:	\$125.00
Equipment & Books	\$2,000.00
Tuition	\$13,075.00
<b>Total:</b>	<b>\$ 15,200.00</b>

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check or financial aid (if applicable) as terms of payment methods. There is a 10% discount for paid in full cash payments.



## Manicuring 600 Hours

Objective: Prepare the student for the State Board Examination and for salon work.

Description: Complete 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 manicuring field.

Nature and Level of Occupation: The knowledge and skills covered in the course will prepare the student for work as a manicurist, salon manager, salon owner, product demonstrator, etc

Contents of Units of Instruction: The 600 hours of instruction required by the state board for practice shall be apportioned as follows:

### **General: 150 Hours**

Sterilization, Sanitation. Bacteriology	50 Hours
Anatomy & Physiology	25 Hours
Shop Ethics, Personality, & Salesmanship ( <i>includes professionalism, resume development, interview preparation and job search skills</i> )	50 Hours
State Law	25 Hours

### **Chemical: 100 Hours**

Product Ingredient	50 Hours
Sculpture Nails	50 Hours

Physical: includes massage, manicuring, pedicuring, nail care, nail artistry, sculptured nails, nail tips, gel nails, & nail safety.

Instructional Methods: Practical and academic methods used are as follows: Academics = Theory, Workbooks, Class assignments, test, lab testing and instructional video. Practical = Daily task sheets, Demonstrations, Salon Services of Clients and Sanitation procedures.

Grading Policy: The following factors will be measured to determine academic progress. Theory and Practical Exams will be graded according to the following:

<b>94-100</b>	<b>Excellent</b>
<b>87-93</b>	<b>Very Good</b>
<b>80-86</b>	<b>Average</b>
<b>75-79</b>	<b>Pass</b>
<b>Below 74</b>	<b>Unsatisfactory- Fails Below Standards</b>

Clinical work is graded by mastered and not mastered.



**Tuition**

Registration Fee	\$ 125.00
Equipment & Books	\$1,100.00
Tuition	\$6,300.00
<b><u>Total:</u></b>	<b>\$7,525.00</b>

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check or financial aid (if applicable) as terms of payment methods. There is a 10% discount for paid in full cash payments.

**Aesthetics 750 Hours**

Objective: Prepare the student for the State Board Examination and for salon work.

Description: Complete 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 aesthetics field.

Nature and Level of Occupation: The knowledge and skills covered in the course will prepare the student for work as a aesthetician, spa owner, work at a doctor's office, makeup artist, platform artist and product demonstrator, etc

Contents of Units of Instruction: The 750 hours of instruction required by the state board for practice shall be apportioned as follows:

**General: 150 Hours**

Sterilization, Sanitation. Bacteriology	54 Hours
Anatomy & Physiology	24 Hours
Shop Ethics, Personality, & Salesmanship ( <i>includes professionalism, resume development, interview preparation and job search skills</i> )	48 Hours
State Law	24 Hours

**Chemical: 150 Hours**

Product Ingredients	36 Hours
Skin Diseases	66 Hours
Products & their uses	48 Hours

**Physical: 450 Hours**

Manipulations of Facials	96 Hours
Application of Products & Machines	120 Hours



Make Up Applications	96 Hours
Waxing	24 Hours
Facials, Arching, Lash and Brow Tinting	114 Hours

Instructional Methods: Practical and academic methods used are as follows: Academics = Theory, Workbooks, Class assignments, test, lab testing and instructional video. Practical = Daily task sheets, Demonstrations, Salon Services of Clients and Sanitation procedures.

Grading Policy: The following factors will be measured to determine academic progress. Theory and Practical Exams will be graded according to the following:

<b>94-100</b>	<b>Excellent</b>
<b>87-93</b>	<b>Very Good</b>
<b>80-86</b>	<b>Average</b>
<b>75-79</b>	<b>Pass</b>
<b>Below 74</b>	<b>Unsatisfactory- Fails Below Standards</b>

Clinical work is graded by mastered and not mastered.

### Tuition

Registration Fee	\$ 125.00
Equipment & Books	\$1,300.00
Tuition	\$7,500.00
<b><u>Total:</u></b>	<b>\$8,925.00</b>

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check or financial aid (if applicable) as terms of payment methods. There is a 10% discount for paid in full cash payments.



## Teacher Training 300 Hours

Objective: Prepare the student for the State Board Examination and for work in an educational setting.

Description: Students wishing to enter in this course must have a valid Tennessee Cosmetology, Aesthetics, or Manicuring license with a minimum of 3 years of being licensed and then complete a minimum of 300 clock hours in theory and practical work. The three hundred (300) clock hours of instruction required of applicants for an instructor's license shall include no less than a total of one hundred (100) clock hours in lesson planning and motivation. In addition, the student will:

- Teach the theory and practice of Cosmetology, Aesthetics, Manicuring, or Natural Hair Styling using lesson plans.
- Use various teaching aids, such as textbook, workbooks, audio visual aids, test, etc to the best advantage in the classroom.
- Demonstrate the knowledge and techniques along with the Cosmetology State Law necessary to perform as a Cosmetology, Aesthetics, Manicuring, or Natural Hairstyling Instructor.

Nature and Level of Occupation: 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.

Contents of Units of Instruction: The 300 hours of instruction required by the state board for practice shall be apportioned as follows:

### **General.....100 Hours**

Orientation and Review, Introduction to teaching, Course Development, Lesson Planning and motivation, Laws and Rules, and Record Keeping (*includes professionalism, resume development, interview preparation and job search skills*)

### **Physical.....200 Hours**

Assist in Classroom, Practice Teaching clinic, sanitation, and Theory



Instructional Methods: Practical and academic methods used are as follows: Academics = Theory and Class assignments. Practical = Practicum (hands on) teaching of all phases, administrative tasks, record keeping, lesson planning, class management, advising.

Grading Policy: The following factors will be measured to determine academic progress. Theory and Practical Exams will be graded according to the following:

<b>94-100</b>	<b>Excellent</b>
<b>87-93</b>	<b>Very Good</b>
<b>80-86</b>	<b>Average</b>
<b>75-79</b>	<b>Pass</b>
<b>Below 74</b>	<b>Unsatisfactory- Fails Below Standards</b>

Clinical work is graded by mastered and not mastered.

**Tuition**

Registration Fee	\$ 125.00
Equipment & Books	\$950.00
Tuition	\$3,500.00
<b><u>Total:</u></b>	<b>\$4,575.00</b>

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check or financial aid (if applicable) as term of payment methods. There is a 10% discount for paid in full cash payments.



## Housing

There are no housing (dormitory) facilities available; however, administration can assist in finding suitable living arrangements.

## Advising

Students are advised on their academic and attendance progress for satisfactory progress. If the student is experiencing any type of personal problem, the administration is available to listen. However, because we are not professional counselors, there is a list of professional referral agencies available.

## Rules and Regulations and Codes of Conduct

- Students are not permitted to use cell phones during school hours in the school. All phones and electronic devices 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 unless on silent mode. No electronic devices are permitted for use on the floor without prior authorization.
- No student is allowed to have more than 48 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.
- If a student is going to miss class, arrangements must be made with the Instructor to make up work and/or test(s).
- 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 is 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 notice per the school regulations and per the discretion of the director. Third offense you will be terminated
- **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 Franklin Hair Academy School of Cosmetology directors. Any violation of the school's rules and regulations could also result in termination.

## Internal Complaint Policy

Franklin Hair Academy School of Cosmetology has established the following procedure for receiving and responding to complaints by students, faculty or any interested party. Complaint must be reported in writing to the director and must outline all allegations or nature of the complaint. The complaint form must indicate name and address of the complaint, telephone number, and date the problem occurred. A school representative will meet with the complainant within ten (10) 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 within twenty-one (21) days of receipt of the written complaint. Within fourteen (14) 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 complaint is not satisfied with the committees' decisions, then he/she may direct the complaint to the regulatory agencies:

**Tennessee Higher Education Commission**  
**404 James Robertson Parkway**  
**Suite 1900**  
**Nashville, TN 37243**  
**615-741-3605**

**NACCAS**  
**3015 Colvin St.**  
**Alexandria, VA 22314**  
**703-600-7600**



## State Complaint Process

“any 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.

## 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 require a special permission from the Franklin Hair Academy School of Cosmetology directors. Any violation of the school's rules and regulations could also result in termination.

## Annual Testing of Emergency/Evacuation Procedures

- Annually the evacuation plan for Franklin Hair Academy School of Cosmetology 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 School of Cosmetology Annual Meeting files.
- All new students will also be provided copies of Franklin Hair Academy School of Cosmetology Policy and Procedures for emergency/evacuation procedures during orientation on to facility.

## Dress Code

Franklin Hair Academy School of Cosmetology 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 School of Cosmetology 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 Franklin Hair Academy Administration.



## Possession, Use and Distribution of Alcohol and Other Drugs

Franklin Hair Academy School of Cosmetology has a zero-tolerance policy of possession, use and distribution of alcohol and other drugs, this policy is in effect 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.

## Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study, LOA refers to the specific time period during a program when a student is not in attendance and approved for unforeseen, unavoidable and severe situations, or a long-planned event such as a wedding, family reunion or similar situation. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an Institution to perform a refund calculation, in order for an LOA to qualify as an approved LOA:

The student must following the policy in requesting an LOA. Requests for leaves of absence must be requested in advance (unless a sudden event or unforeseen circumstances, such as a car accident prevents an advance request) in writing, by email or fax and include the student's signature and reason. For the request, leaves of absence will be granted or denied at the sole option of the Director, provided.

- a. There is a reasonable expectation the student will return to class at the end of the Leave of Absence.
- b. An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstances.
- c. The student must follow the Institution's policy in requesting the LOA.
- d. There must be a reasonable expectation that the student will return from the LOA.
- e. Approval of the student's request for an LOA is in accordance with this policy.
- f. No additional Institutional charges will be assessed the student as a result of the LOA.
- g. The LOA will not be granted if the LOA, together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- h. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.



- i. The institution must extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. Changes to the contract period will be made on an addendum must be signed and dated by all parties.
- j. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The withdrawal date for the purpose of calculating a refund is student's last day of attendance.
- k. An addendum must be signed due to the Leave of Absence. Leaves of Absence cannot exceed 180 days in a twelve-month period. The student will return to class in the same status and grade situation as before the Leave of Absence started.

## STUDENT RECORDS

All of the following's rights apply to student or the parent/guardian of a dependent minor. Every 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 in accordance with state and federal law. 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. Franklin Hair Academy School of Cosmetology 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. Tracking of part time and full time students will be kept separate.

### POLICY: BIENNIAL REVIEW COMMITTEE FOR DRUG AND ALCOHOL AWARENESS PROGRAM

PROCEDURE: Franklin Hair Academy will conduct a biennial review to determine the effectiveness of Its AOD program and to ensure consistent enforcement of applicable laws, ordinances and Institutional policies for violators.

- Members of this committee will include but is not limited to Director of School, Director of Business, Director of Financial Aid, Sr. Instructor, and one student.



## 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**

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 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.

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.

A statement of current policies concerning campus law enforcement, including----- **the law enforcement authority of campus security personnel.**

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

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.

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

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-----

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



*Franklin Hair Academy*

murder.	robbery.	motor vehicle
sex offenses, forcible or nonforcible.	aggravated assault. burglary.	theft. manslaughter. arson; and

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

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.

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.

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].

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.

**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 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.**

**Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and test emergency response and evacuation procedures on an annual basis.**

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.



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.

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.

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.

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.

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.

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-----

review such statistics and report to the **authorizing committees** on campus crime statistics by September 1, 2000.

make copies of the statistics submitted to the Secretary available to the public; and 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.

In this subsection:

The term "campus" means-----

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 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). The term "no campus building or property" means-----



any building or property owned or controlled by a student organization recognized by the institution; and 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.

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.

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.

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.

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-

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such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and the procedures followed once a sex offense has occurred.

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

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

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.

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.

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

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

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

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.



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

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.

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

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

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

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.

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.

in or on a noncampus building or property.

on public property; and in dormitories or other residential facilities for students on campus.

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)].

Nothing in this subsection may be construed to-----

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.

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.

**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.**

**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.**

**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.**

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

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

## HEALTH RISK ASSOCIATED WITH THE USE OF ALCOHOL AND OTHER DRUGS

While Franklin Hair Academy School of Cosmetology discourages the use of alcohol and other drugs, recognizes that sometimes people come to us already addicted or using. It is for that reason that the 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  
**601-320-1150**
- SALONS AGAINST DOMESTIC ABUSE **1-800-799-7233**
- RAPE AND SEXUAL ABUSE CENTER **615-259-9055**



## Campus Crime and Security Policy

Franklin Hair Academy School of Cosmetology 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 is open 24 hours. Because of this the campus is patrolled frequently. All clients are required to sign in prior to services or appointments.

Students are required to clock in and out and must have a name badge indicating 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 at 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.

### Campus Security Reports 20234

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 Arsons on Campus	0

## Sexual Misconduct/ Title IX

Students who report sexual misconduct/Title IX violations will be advised of all options available to them as outlined in this policy. Academy officials will respect the student's right to confidentiality to the extent permitted under academy and legal regulations.

**Statement and Intent of policy.** Under Title IX Franklin Hair Academy will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. In publishing this policy, the academy is not intending to substitute or supersede related civil and/or criminal law. All student, faculty, and staff, as well as members of the public participating in academy activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment. Below are various terms of sexual misconduct.



- **Sexual Assault:** Sexual assault is a general term which covers a range of crimes. It Includes but not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.
- **Intimate partner violence:** This term is defined to mean any physical, sexual, or psychological harm against and Individual by current or former partner or spouse of the Individual.
- **Sexual Harassment:** Sexual harassment Is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 196-' and Title IX of the Educational Amendments of 1972.
- **Sexual Exploitation:** Sexual Exploitation occurs when a person takes nonconsensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit: or to benefit or advantage anyone other than the one being exploited.
- **Consent:** "Affirmative Consent" means affirmative, conscious and voluntary agreement to engage in sexual activity. It Is given by both parties to sexual activity.
- **Sexual Violence:** A term that is used to refer to physical sexual acts perpetrated against a person's will or where a person Is Incapable of giving consent due to the victim's use of drugs or alcohol.
- **Stranger Rape:** Rape perpetrated by someone unknown.
- **Acquaintance Rape:** The most prevalent form of sexual assault on a campus Is between two people who know each other

**Procedure:** Any Individual who is a victim of sexual misconduct Is strongly encouraged to reach out Immediately to someone she/he trust such as a family member, friend, administrative office or local law enforcement. There are resources available on and off campus to the victim to provide the support she/he needs and help cope with difficulties. Recognizing that victim's response to the sexual misconduct may differ; If you have been physically assaulted or raped, there are other Important steps you can take right away. Go to a safe place. Do not hesitate. If on campus, contact appropriate authorities and If during off hours, contact 911. It Is Important for the victim to preserve the evidence If she/he Intends to pursue criminal charges. Do not shower, bathe, douche, or brush teeth, an save all clothing. Go Immediately to see medical personnel at a local hospital emergency department. Write down as much as you can remember about the circumstances of the assault, Including a description of the assailant.

### **Reporting Options:**

Franklin Hair Academy encourages individual to report all incidents and violations of the nature to the Administrative Office and the Director of Schools for these incidents to be properly addressed and for victim to avail themselves of all the services and rights to which they are entitled.



In addition, it is the victim's rights to notify law enforcement and to be assisted by the academy's officials in doing so. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the academy.

A victim also has the right to use the academy's procedures in addition to filing a criminal complaint.

To file a complaint at the academy, contact the Administration office at the numbers provided and fill out an Franklin Hair Academy Grievance Form.

Below are the numbers to contact Franklin Hair Academy Staff in addition to Local and Federal reporting options:

Director of Schools, Micheal Marks	615-591-2887
Director of Title IX/Security, Mikael H. Hopwood	615-591-2887
Local Emergency Services	911
National Sexual Assault Hotline	800-656-HELP

Rights of the person accused of Sexual Misconduct:

- All sexual misconduct cases will be treated seriously.
- The respondent will be treated with dignity, respect, and in a non-Judgmental manner Academy personnel will cooperate In Investigating the case fully for legal and student conduct process.
- Respondents are Informed that he/she is entitled to receive, in writing, the result of the Grievance process Just as the victim has.

## Safety and Security Information Report

Under the Clergy Act, Franklin Hair Academy will provide annual statistics on Incidents of campus crimes, including Incidents:

- Sexual misconduct occurring on campus and reported to campus authorities and/or local police.

Nothing in this policy should be Interpreted as precluding enforcement of the laws and regulations of the United States of America, the State of Tennessee or any local laws.



## State Board Examination

Each student who successfully completes our basic cosmetology, manicuring, aesthetics or teacher training courses will be issued the necessary forms to file for the state board examination. These exams are held daily in various location cities. Upon successful completion of both the theory and practical exam, a student will need to apply for a license with the Tennessee Board of Cosmetology and Barber Examiners.

## Student Responsibilities

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, cost of attendance, refund policy and any other information that will help him/her make the right decision.

Franklin Hair Academy will maintain sanitary expectations daily. The students will be assigned a daily sanitations to ensure sanitations are maintained.

## Consumer Information

Prospective students to the school and other Interested parties, receive a copy of the Franklin Hair Academy School of Cosmetology 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](http://www.franklinhairacademy.com)

### 2023 NACCAS Annual Report Statistics

<b>Completion</b>	80.00%
<b>Placement</b>	66.67%
<b>Licensure</b>	89.47%



## Veteran Student Addendum

*This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education benefits while attending Franklin Hair Academy. Please acknowledge by your signature below that you have read and understand the information in this addendum and have received, read and understand the school's policies, rules and regulations.*

**Conduct Policy:** Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior, as delineated in the school's rules of conduct, or as deemed unsatisfactory or inappropriate conduct by school officials will result in termination of veteran's educational benefits, and possible dismissal from Franklin Hair Academy. Re-admittance after conduct dismissal will be at the discretion of school administration.

**Academic Progress Policy:** The academic progress of students receiving VA education benefits is evaluated monthly. Students receiving VA education benefits must maintain the grade point averages as outlined in the catalog on tests, written and practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on academic probation for one month. During probation, the school will make every effort to help the student return to satisfactory progress. If satisfactory progress is not regained by the end of the academic probation period, VA education benefits will be terminated, and the student will be subject to dismissal from school. Re-admittance after academic dismissal requires approval of school administration. All students terminated for violating academic progress may incur debts with the VA.

**Attendance Policy:** Students are expected to attend all classes. The attendance of students receiving VA education benefits is evaluated monthly. If attendance falls below percentages as outlined in the catalog, the student will be placed on attendance probation for one month. If, after the probationary period, the student has not returned to satisfactory attendance, VA benefits will be terminated, and student will be subject to dismissal from school. Re-admittance after dismissal for violating attendance standards requires approval of school administration. All students terminated for violating attendance standards may incur debts with the VA.

References: 38 CFR 21.4135, 38 CFR 21.4253, 38 CFR 21.4254, 38 CFR 21.4277, 38 CFR 21.4278  
Any cover individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs' (VA) 26a



website – E-benefits, or a VAF-28 1905 form for Chapter 31 authorization purposes) and the ending on the earlier of the following dates:

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

Franklin Hair Academy 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 individuals

inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.



## Consumer Information

"COSMETOLOGY INCLUDES THE PRACTICE OF BLEACHING, CLEANSING, CURLING, CUTTING, COLORING, DRESSING, REMOVING, SINGEING, STYLING,

WAVING, OR SIMILAR WORK, UPON THE HAIR OF ANV PERSON BV ANY MEANS, AND WITH HANDS OR MECHANICAL OR ELECTRICAL APPARATUS OR

APPLIANCES. NON-PERMANENT REMOVAL OF HAIR SERVICES MAY BE PERFORMED WITH THESE DEVICES AS LONG ASTHERE IS NO PUNCTURING OF THE SKIN, OR BY USE OF COSMETIC PREPARATIONS, ANTISEPTICS, TONICS LOTIONS, OR CREAMS, MASSAGING, CLEAN.SING, STIMULATING, EXERCISJNG, BEAUTIFYING, OR SIMILAR WORK, THE SCALP, FACE, NECK, ARMS, 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 HAIR\_DRESSER.

## COMPENSATION/JOB OUTLOOK

- JOB OPPORTUNITIES GENERALLY SHOULD BE GOOD. HOWEVER, COMPETITION IS EXPECTED FOR JOBS ANO CLIENTS AT HIGHER PAYING SALONS AS APPLICANTS COMPETE WITH A LARGE POOL OF LICENSED ANO EXPERIENCED COSMETOLOGISTS FOR THESE POSITIONS. OPPORTUNITIES WILL BE BEST FOR THOSE WITH PREVIOUS EXPERIENCE ANO 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 POPULATI9N, RISING INCOMES, ANO GROWING DEMAND FOR PERSONAL APPEARANCE SERVICES.
- A NUMBER OF FACTORS, INCLUDING THE SIZE ANO LOCATIQN OF THE SALON, CLIENTS' TIPPING HABITS, AND COMPETITION FROM OTHER SALONS, DETERMINE THE TOTALINCOME OF COSMETOLOGIST, ANO 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, ANO MANY RECEIVE COMMISSIONS ON THE



**Franklin Hair Academy**

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 DOWN-TURNS 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 "SO 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 PEDICURISTS 60,000, SKIN CARE 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 RESORT 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, SO PROTECTIVE CLOTHING, SUCH AS PLASTIC GLOVES OR APRONS, MAY BE WORN.
- MOST PERSONAL APPEARANCE WORKERS WORK AT LEAST 40 HOURS PER WEEK, BUT LONGER HOURS ARE COMMON ESPECIALLY AMONG SELF-EMPLOYED WORKERS, WORK SCHEDULES

MAY INCLUDE EVENINGS AND WEEKENDS, THE TIMES WHEN BEAUTY

SALONS ARE BUSIEST. ABOUT 32 PERCENT OF COSMETOLOGISTS WORK PART TIME, AND 14 PERCENT OF COSMETOLOGISTS HAVE VARIABLE SCHEDULES.

## Safety Requirements

CERTAIN SAFETY REQUIREMENTS MUST BE FOLLOWED FOR THE SAFETY OF ALL INFLAMED, INFECTED, BROKEN 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 REQUIRED AMOUNTS OF HOURS FOR THE COURSES, 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.



## Policy: Teach Out Plan

FRANKLIN HAIR ACADEMY SCHOOL OF COSMETOLOGY acknowledges that in the event of an actual closure the institution:

- a. May elect to provide all affected students with a pro rata refund. Additionally, in the event of a closure, the school will participate in a Teach-Out Agreement. This agreement will be provided to NACCAS 30 days prior to the closure date.
- b. Will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- c. Will notify NACCAS in accordance with Section 4.12 of the NACCAS Rules of Practice and Procedure;
- d. Will provide to NACCAS a list of the students who were enrolled at the time of the closure.  
  
The list will include the arrangements for each student affected.
- e. Will put all relevant information regarding the Closure on its websites and all social media customarily used by the institution to communicate with students and/or the public.
- f. Will comply with applicable State and or Federal laws regarding record maintenance (and will include such statement in any associated Teach-Out Agreement(s)).
- g. Will provide to NACCAS and to all enrolled students the name and contact information of the custodian of the Institution's files and the address where those files will be kept.
- h. Will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.



**I have read and understand the rules and regulations of Franklin Hair Academy, School of Cosmetology, and agree to abide by all the rules and regulations as stated in the Franklin Hair Academy, School of Cosmetology catalog.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Student Initials**\_\_\_\_\_

**STUDENT INTITAL FOR RECEIVED COPY**\_\_\_\_\_



**Franklin Hair Academy**