



Franklin Academy

BEAUTY IS OUR PASSION

www.franklinacademy.edu

423-476-3742

2017 Catalog

1605 PROFESSIONAL PARK DR NW CLEVELAND, TN 37312 ✦ FAX (423) 476-1009

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Statement of Control

Franklin Academy is a tax-exempt, not-for-profit Corporation under Chapter 617 F.S. and Internal Revenue Code 1969 Section 501 (c), (3).

Officers and Board of Directors

Karl Petersen – Board President

Michael Smith – Trustee

Diane Petersen – Trustee

Administrative Staff and Faculty

Patricia Kimpson – Executive Director/ Instructor

License # 0000118260

Stephanie Day – Admissions Representative/ Instructor

License #

Sandra Swallows – Financial Aid Representative

Bachelor of Applied Science

Corinna Parks – Instructor

License # 0000122363

Nicole Johnson – Jr. Instructor

License # 0000174833

State License and Accreditation

Franklin Academy is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway, Suite 120, Nashville, TN 37243. Franklin Academy is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350, (770) 396-3898, which is a nationally recognized accrediting council.

Authorization

Franklin Academy is exempt from Title 49, Chapter 7, Part 20 of the Tennessee Code and the regulations contained in Rule Chapter 1540-01-01. In order to maintain the exemption, Franklin must submit required information on an annual basis.

MISSION, PHILOSOPHY, AND OBJECTIVES

Franklin Academy is a private non-profit institution whose mission is to train students in Cosmetology, Manicuring, and Aesthetics for licensure and employment in their chosen field.

The philosophy of Franklin Academy is to provide technical training in a manner that is fundamental and simplified for our students to grasp without difficulty. The institution considers the student as an individual and strives to be aware of the needs of each member of its student body. We believe that each student should understand and practice their responsibilities to family, individuals, and the community by becoming effective and contributing citizens. Our instructors are sincere, dedicated professionals, constantly in search of new techniques to improve their teaching, always keeping the interest of the learner utmost in their minds.

The objective of Franklin Academy is to adequately prepare students to become licensed Cosmetologists, Manicurists, Aesthetics, Shampoo Techs or licensed Instructors by providing in-depth technical training. We feel the best way to excel in the beauty industry is to have a solid background in the basics of these fields. It is also our goal to maintain employer satisfaction within the community by providing professionally trained and licensed graduates.

All members of the faculty hold current Tennessee Cosmetology and Cosmetology Instructor's License and remain involved in workshops, seminars and continuing education classes in order to stay abreast of current teaching methods.

Facility

Franklin Academy is located at 1605 Professional Park Drive NW in Cleveland, Tennessee. The Academy consists of approximately 7000 square feet of classroom, clinic, and office space. The clinic area and classroom contain workstation for 24 Cosmetology and 7 Manicuring students, 6 Aesthetician Stations, 1 Wax Area, 5 Dryer Chairs, 5 Shampoo Bowls, 2 Spa Pedicure Chairs, & 5 Facial Machines. Class size is limited and low student-teacher ratio is maintained. The facility is air conditioned, well lit, and contains equipment and teaching aids more than adequate for all phases of instruction.

Student Services offered for Individuals with Disabilities

Franklin Academy will assist students with disabilities by offering:

Large Print Material, Frequent Breaks, Extended Testing Time, Testing Over Several Sessions, Small Group Settings, Private Room, and Preferential Seating.

Student Activities

Student Activities at Franklin Academy include; Community Outreach, Leadership Opportunities, High School Presentations, Field Trips, Educational Classes, Guest Speakers, Trade Shows, & Job Shadowing.

2017 Calendar

New Classes begin the 1st Tuesday of every month:

Cosmetology

Begin Date:	End Date:
January 4, 2017	November 8, 2017
February 7, 2017	December 12, 2017
March 7, 2017	January 11, 2018
April 4, 2017	February 10, 2018
May 2, 2017	March 13, 2018
June 6, 2017	April 12, 2018
July 5, 2017	May 12, 2018
August 1, 2017	June 9, 2018
September 5, 2017	July 14, 2018
October 3, 2017	August 15, 2018
November 7, 2017	September 13, 2018
December 5, 2017	October 11, 2018

Aesthetics

Begin Date:	End Date:
January 4, 2017	July 8, 2017
February 7, 2017	August 9, 2017
March 7, 2017	September 13, 2017
April 4, 2017	October 7, 2017
May 2, 2017	November 8, 2017
June 6, 2017	December 9, 2017
July 5, 2017	January 16, 2018
August 1, 2017	February 10, 2018
September 5, 2017	March 15, 2018
October 3, 2017	April 14, 2018
November 7, 2017	May 18, 2018
December 5, 2017	June 14, 2018

Overtime Policy

In the event the applicant does not complete his/her training by the contract expiration date he/she will be charged an additional \$50.00 per day for every scheduled school day thereafter, until the required contracted hours have been attended.

Manicuring

Begin Date:	End Date:
January 4, 2017	June 23, 2017
February 7, 2017	July 21, 2017
March 7, 2017	August 18, 2017
April 4, 2017	September 20, 2017
May 2, 2017	October 19, 2017
June 6, 2017	November 28, 2017
July 5, 2017	December 23, 2017
August 1, 2017	January 25, 2018
September 5, 2017	February 27, 2018
October 3, 2017	March 29, 2018
November 7, 2017	April 27, 2018
December 5, 2017	May 24, 2018

Instructor Training

Begin Date:	End Date:
January 4, 2017	March 21, 2017
February 7, 2017	April 22, 2017
March 7, 2017	May 20, 2017
April 4, 2017	June 17, 2017
May 2, 2017	July 18, 2017
June 6, 2017	August 22, 2017
July 5, 2017	September 19, 2017
August 1, 2017	October 14, 2017
September 5, 2017	November 18, 2017
October 3, 2017	December 21, 2017
November 7, 2017	January 30, 2018
December 5, 2017	February 23, 2018

Overtime Policy

In the event the applicant does not complete his/her training by the contract expiration date he/she will be charged an additional \$50.00 per day for every scheduled school day thereafter, until the required contracted hours have been attended.

HOLIDAYS

The institution operates continuously throughout the year, except for these holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

ADMISSIONS

General Requirements

Applicants must complete the Enrollment Contract. Each applicant must have proof of either a) a Standard High School Diploma accompanied by a certified copy of high school transcripts or b) General Equivalency diploma (GED).

Application Procedures

1. Contact the Institution for an appointment. The telephone number is (423) 476-3742.
2. A School representative will assist each applicant in completing the necessary paperwork.
3. The applicant will have a personal interview with a member of the institution.
4. Students requesting financial aid assistance through the School must submit a Financial Aid Application to the school.
5. Students entering the School must meet all criteria listed under General Requirements.

TRANSFER STUDENTS

The Academy evaluates clock hours for transfer from licensed schools. However, at least 50% of the curriculum must be obtained from Franklin Academy. Under the circumstances that another school closes unexpectedly, Franklin Academy will accept all hours for transfer to accommodate these students in continuing their education.

LIMITATIONS OF TRANSFERRING CREDITS/HOURS

The awarding of credit for coursework complete at any other institution is at the sole discretion of the Academy. Additionally, the Academy does not imply, promise, or guarantee that any credits/hours earned at the Academy will be transferable or accepted by any other institution. There is a meaningful possibility that some or all credits/hours earned at the Academy will not transfer to or be recognized by other institutions. It is the Student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept credits/hours earned at the Academy. Accreditation does not guarantee transferability.

ATTENDANCE

Attendance must be regular to benefit from the program you have chosen. Students are expected to arrive for classes at their scheduled time prepared to perform. Students may be dismissed for the day if they are unprepared due to lack of proper attire or equipment.

Professional conduct and regular class attendance is expected. Failure to comply may result in dismissal at the discretion of the school.

Minimum Attendance Required per Program:

Cosmetology

Students enrolled in the Cosmetology program are required to meet the first segment of 450 hours within 22.5 weeks from class Begin Date, Second segment of 900 hours within 45 weeks from class Begin Date, Third segment of 1200 hours within 60 weeks of enrollment, and the last segment of 1500 hours within 75 weeks from class Begin Date.

Aesthetics

Students enrolled in the Aesthetics program are required to meet the first segment of 375 hours within 18 weeks from class Begin Date, and the last segment of 750 hours within 36 weeks from class Begin Date.

Manicuring

Students enrolled in the Manicuring program are required to meet the first segment of 300 hours within 15 weeks from class Begin Date, and the last segment of 600 hours within 30 weeks from class Begin Date.

Instructor Program

Students enrolled in the Instructor program are required to meet the first segment of 150 hours within 5 weeks from class Begin Date, and the last segment of 300 hours within 10 weeks from class Begin Date.

STANDARDS OF SATISFACTORY PROGRESS

The following standards apply to **ALL STUDENTS**. Students receiving financial aid must be aware of how his/her progress can affect eligibility. All students must meet the minimum standards set forth below or they shall be deemed not making satisfactory progress and shall be ineligible to enroll as regular students.

A student's progress is evaluated each segment using the "Minimum Standards for Satisfactory Progress" shown on page 9. Students who fail to earn the required cumulative grade average and earned the required number of clock hours will be counseled and placed on **ACADEMIC PROBATION**. The probationary period extends through the next segment. While on probation, Title IV funds will be disbursed. At the end of the probationary segment, the student's cumulative grade average and clock hours earned are again reviewed using the "standards". If

the student's average and clock hours earned equals or exceeds the required minimum, the student is removed from probation. If the student's average and clock hours earned is below the required minimum, the student will be deemed not making satisfactory progress as of the end of the segment, his/her Title IV financial aid will be terminated, and the student will be academically dismissed unless an appeal letter is submitted by the student to the Director, requesting a review of their status, if they feel that they have mitigating or extenuating circumstances. The appeal letter is reviewed by the Director, and then submitted to the Board of Directors for final decision making. If appeal is approved, student's Title IV financial aid will remain terminated and student's progress will be monitored according to student's plan of action stated in the appeal letter. At any point, the student does not comply with their plan of action; or student does not demonstrate improvement to the required minimum by the beginning of the next segment the student will then be academically dismissed.

To reestablish eligibility for reentry, a student must apply for readmission, have the approval of and counseling with the Director. The student will be placed on probation at time of reentry.

1. REENTRY INTO THE SAME PROGRAM – At the end of the first segment, if the student demonstrated improvement to the required minimum, (s)he will be removed from probation and will be eligible for the entire payment period in which (s)he reestablished eligibility. If (s)he has not reached the minimum requirement, the student will be academically dismissed and will not be eligible for readmission.
2. REENTRY INTO A NEW PROGRAM – The student enters as a “new” student with the exception of courses that transfer to new curriculum. Transfer credits will be limited to courses with grades of 85% or above. Only one curriculum change will be permitted.

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Director. The letter should describe any circumstances the student feels deserve further consideration, along with pertinent documentation. An appeal decision will be made and the student notified accordingly.

If the appeal is decided in the student's favor, the probationary period will be extended for one segment and the Title IV funds will be disbursed. Decisions to any appeal will be provided prior to the next segment start.

Students with course incompletes, withdrawals, repetitions, those on a leave of absence, and those doing remedial work are considered to be making satisfactory progress and eligible to continue to receive financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress using the chart on page 9.
2. The time needed to make up and complete course work is within the program time frame.

Students must complete their program within a specified time frame. The maximum time frame is 1 ½ times the number of clock hours (weeks) required for his/her program study.

A student at the School will, assuming all other eligibility criteria for payment of Title IV Student Financial Aid are met, be eligible to receive Title IV aid for a maximum of 1 ½ times the number of clock hours required for his/her program of study. The increment of measurement will be each segment. Satisfactory progress will not be measured for a new student until he/she has attempted one segment. Contact the Director for further explanation.

- Student and Director of Education will sign each SAP report. The original is placed in the student's file and a copy is given to each student.

MINIMUM STANDARDS OF SATISFACTORY PROGRESS

Segments for 300 hour program:

Clock Hours Earned	Completed Time Frame – Day Program	Minimum CGPA
0 – 150	5 Weeks	85%
151 – 300	10 Weeks	85%

Segments for 600 hour program:

Clock Hours Earned	Completed Time Frame – Day Program	Minimum CGPA
0 – 300	15 Weeks	85%
301 – 600	30 Weeks	85%

Segments for 750 hour program:

Clock Hours Earned	Completed Time Frame – Day Program	Minimum CGPA
0 – 375	18 Weeks	85%
376 – 750	36 Weeks	85%

Segments for 1500 hour program:

Clock Hours Earned	Completed Time Frame – Day Program	Completed Time Frame – Evening Program	Minimum CGPA
0 – 450	22.5 Weeks	37.5 Weeks	85%
451 – 900	45 Weeks	75 Weeks	85%
901 – 1200	60 Weeks	100 Weeks	85%
or 901 – 1350	67.5 Weeks	112.5 Weeks	85%
1351 – 1500	75 Weeks	125 Weeks	85%
1201 – 1500	75 Weeks	125	85%

DISMISSAL FROM THE ACADEMY

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The School reserves the right to dismiss any students who:

1. Fails to maintain satisfactory academic progress.
2. Exhibits conduct the administration deems detrimental to the individual, other students, the community or the School.
3. Fails to meet attendance requirements.
4. Fails to meet financial obligations to the School as agreed upon.

Specific standards of academic progress and class attendance are detailed on the sections of this catalog titled STANDARDS OF SATISFACTORY PROGRESS and ATTENDANCE POLICY.

LEAVE OF ABSENCE

The School recognizes that personal situations may arise which may require an extended period of time to resolve. It would not be advantageous to the student to maintain enrollment when conflicting pressures prevent regular attendance.

A student must submit a Request for Leave of Absence form, available in the office of the Director. A leave of absence instead of a formal withdrawal indicates that the student sincerely intends to resume his/her education at a specified time. No leave of absence may exceed 60 days and only one leave per academic year will be granted.

ACADEMIC INFORMATION

Unit of Credit

Fifty minutes of theory or practical instruction equals one clock hour. An academic year consists of 900 clock hours.

Grading System

All examinations in the Cosmetology, Manicuring, Aesthetics, and Instructor programs, both theory and practical, will be assigned a numerical grade from 0–100.

Final Course Examinations

Prior to completion of all programs that the Academy offers, each student will successfully pass two final comprehensive examinations, before submission of appropriate materials to the Tennessee State Board of Cosmetology, requesting an examination for license. These examinations will represent a “mock” Tennessee State Board examination, and will signify to the Institution that the student is prepared for the required examination for license. These comprehensive examinations required by the school are scheduled periodically, and a student may take the examination when scheduled following the Tennessee State Board Review Examination class. Cosmetologists will be scheduled upon completion of 1000 hours. Manicurists will be scheduled upon completion of 300 hours. Aesthetics will be scheduled upon completion of 375 hours, and Instructor Trainees will be scheduled upon completion of 150 hours.

Graduation Requirements

Requirements for graduation from the Cosmetology, Manicuring, Aesthetics, and Instructor programs include completion of hours and services as specified by the State and the School, completion of tuition payments, and passing grades (85% or above) on file for all school tests including the School final “mock examination”. During the scheduled “mock examination” the student is expected to see the Lead Instructor regarding the appropriate filing of the State Board application for license examination.

Transcript

An official transcript is provided to any student who requests one in writing. The first copy is free of charge. Additional copies will be issued for a fee of \$2.00 each.

Privacy Rights of Students

Confidentiality is maintained according to the Family Education Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment.

Change of Program

Reasons for changing a program choice must be presented to the Director. A request for a change of program will be approved if the student is capable of showing success within another program. The Financial Aid Department must determine if financial aid is available for the program change.

Course Cancellation

The Academy reserves the right to cancel any classes that do not have a minimum number of students enrolled. The School will notify the student by letter or telephone call.

Attendance

Attendance must be regular to benefit from the program you have chosen. Students are expected to arrive for classes at their scheduled time prepared to perform. Students may be dismissed for the day if they are unprepared due to lack of proper attire or equipment. Professional conduct and regular class attendance is expected. Failure to comply will result in dismissal.

Institutional Grants offered by the Academy:

Alumni Grant & Alumni Transfer Credit

One objective of Franklin Academy's Mission is to find ways that make higher education more affordable for more students. With this in mind, Franklin Academy is pleased to offer 2 options: First, an Alumni Grant of \$1500 is offered to Franklin Academy graduates. This grant applies towards the tuition of the second program at the completion of the program. The second option allows Franklin Academy's graduates transfer credit of 150 hours towards the total clock hours of the second program, reducing the tuition by an additional \$1350 as well as reducing the total time required to complete the second program. These two options are available to all Franklin Academy graduates; provide a total savings of \$2850.

****Note:** Dual enrollment is not available at Franklin Academy.

Graduate must complete the new program to receive the Alumni Grant of \$1500. If the graduate leaves the program before completion, they will not be awarded the Grant.

Unexpected School Closing Grant

Students who were attending another school who suddenly/unexpectedly close may qualify for a grant at Franklin Academy based on hours completed at previous school. Grant amounts are as follows:

PROGRAMS OF STUDY

COSMETOLOGY PROGRAM: C100/C200

This course is designed to provide a program of education; that results in a student who has the necessary skills to become a Licensed Cosmetologist in the State of Tennessee, and subsequently to enter the job market, at an entry-level position. The length of this program is 11 months.

Objectives of the program include:

- 1) To develop the knowledge, and understanding of the theory of Cosmetology, as well as the skill and appreciation of the practice of Cosmetology.
- 2) To develop good habits in the safe and sanitary performance of duties, and to recognize the importance of these habits in the interest of self, as well as others.
- 3) To learn the necessary care of, and proper utilization of, supplies and equipment in relation to the application of cosmetic treatments.
- 4) To prepare the student for the State Board Examination and obtain a license to practice Cosmetology.

SUBJECT AREAS

General	300 hours
Chemical	600 hours
Practical	<u>600 hours</u>
TOTAL	1500 hours

General

Sterilization.....	20
Sanitation.....	30
Bacteriology.....	60
Anatomy and Physiology.....	100
Shop Ethics.....	40
Personality and Salesmanship.....	20
State Law.....	30
Total.....	300

Practical

Shampooing and Rinses.....	20
Hair and Scalp Care.....	140
Hair Shaping.....	140
Hairdressing and Styling.....	200
Facials.....	30
Arching.....	10
Lash and Brow Tinting.....	5
Manicures and Pedicures.....	55
Total.....	600

Chemical

Permanent Waves.....	100
Hair Relaxer.....	50
Hair Coloring.....	200
Bleaching and Toning.....	50
Sculptured Nails.....	40
Hair Structure.....	60
Chemistry.....	100
Total.....	600

MANICURING PROGRAM: M100/M200

This course is designed to provide a program of education, which results in a student who has necessary skills to become a Licensed Manicurist in the State of Tennessee, and subsequently to enter the job market at an entry-level position. The length of this program is 6 months.

Objectives of the course schedule:

1. To develop the knowledge, and understanding of the theory of Manicuring, as well as the skill and appreciation of the practice of Manicuring.
2. To instill in the student, the desire to attain a high degree of methodical habits of performance.
3. To prepare for the State Board Examination in order to obtain a license to practice Manicuring.

SUBJECT AREAS

General:

- Sterilization
- Sanitation and Bacteriology
- Anatomy and Physiology
- State Law
- Salon Management
- Ethics
- Total.....150 Hours**

Chemical:

- Product Knowledge
- Ingredients and Usage of Materials
- Manicuring
- Pedicuring
- EPA and OSHA Requirements
- Total.....100 Hours**

Physical:

- Massage
- Manicuring
- Pedicuring
- Nail Care
- Nail Artistry
- Nail Wraps
- Sculptured Nails
- Nail Tips
- Gel Nails
- Nail Safety
- Total.....350 Hours**

AESTHETICS PROGRAM: A100/A200

This course is designed to provide a program of education, which results in a student who has the necessary skills to become a Licensed Aesthetician in the State of Tennessee, and subsequently to enter the job market at an entry-level position. The length of this program is 7 months.

Objectives of the course include:

1. To develop the knowledge, and understanding of the theory of Aesthetics, as well as the skill and appreciation of the practice of Aesthetics.
2. To develop good habits in sanitation procedures.
3. To learn proper care and utilization of supplies and equipment
4. To prepare student for the State Board examination in order to obtain a license to practice Aesthetics.

Subject Areas

General.....150 hours

- Sterilization
- Sanitation
- Bacteriology
- Professional Ethics
- Personality and Salesmanship
- Anatomy and Physiology
- State Law

Chemical.....150 hours

- Skin Conditions and Disorders
- Nutrition
- Aging Factors
- Product Ingredients and Usage
- Waxing
- Lash and Brow Tinting
- OSHA and EPA requirements

Physical.....450 hours

- Massage Movements and Manipulations
- Masks and Packs
- Facial Treatment with and without the use of machines
- Skin Analysis and Consultation
- Application of all products and machines
- Color psychology
- Make-up and Corrective Make-up

Total.....750 hours

INSTRUCTOR TRAINING PROGRAM: IT100/IT200

This course is designed to provide a program of education, which results in a student who has the necessary skills to become a Licensed Instructor in the State of Tennessee, and subsequently to enter the job market at an entry-level position. The length of this program is 2.5 months.

Objectives of the course include:

Upon completion of the instructor training course requirements, the graduate will be able to:

1. Prepare lecture and demonstration lesson plans
2. Create Power Point presentations
3. Prepare Handouts
4. Lead class discussions and questions
5. Create and grade exams
6. Grade Recording and Figuring
7. Student Counseling
8. Display effective communication skills, visual poise and proper grooming judgments and procedures

Subject Areas:

Teaching Plan
Learning Environment
Learning Styles
Classroom Management
Methods of Teaching and Learning
Lesson Planning
Educational Aids and Technology
Presentations
Assessing Student Progress
Educator Relationships
Achieving Learning Results
Communication
Evaluating

Classroom Lecture16 hours
Clinical284 hours
Total300 hours

Course Description

Course descriptions for programs offered in the school and described by Rules and Regulations of Tennessee State Board of Cosmetology, and are available upon request.

Tuition and Fee Schedule (Effective May 1, 2014)

This section has been revised as follows:

Application Fee (due up front)	\$25.00
Registration Fee	\$75.00
Tuition:	
Cosmetology Program (1500 Clock Hours)	\$13,500
Books & Kit	\$1225.00
Manicuring Program (600 Clock Hours)	\$5,400
Books & Kit	\$675.00
Aesthetics Program (750 Clock Hours)	\$6,750.00
Books & Kit	\$950.00
Cosmetology, Nail Tech, or Aesthetics Instructor Program (300 Clock hours) Books	\$2,700.00 (This course is not accredited or covered by Financial Aid)
Graduation Fee	\$200.00
Retake of Practical or Theory Mock Fees – (each unexcused absence)	\$70.00
Restart Fee	\$100.00
Withdrawal Fee	\$100.00

Placement Assistance

The Academy does not guarantee employment or career advancement following graduation but does offer Placement Assistance to students and graduates. Graduates/Completers of the Academy who obtain employment after graduation typically start out in an entry-level position. A placement assistance board is posted outside the Financial Aid Office, which includes positions available in our area. Franklin Academy will work with each student to find the position most suited to his or her needs. The Academy **CANNOT GUARANTEE EMPLOYMENT TO THE GRADUATE**, but can provide contacts and guidance, which have proven successful. Each student is expected to complete the appropriate placement assistance forms in the Administrative office upon graduation.

FINANCIAL INFORMATION

Tuition and Fees

The School reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies. A current schedule of tuition and fees can be found in the back of this catalog. A validation of a high school diploma or GED is required to receive any Financial Aid.

(1) **REGISTRATION FEES**

This fee is assessed upon enrollment and is non-refundable unless the School does not accept the student or the student meets the conditions of cancellation as outlined in the REFUND POLICY.

(2) **TUITION**

Tuition charges are assessed by the payment period and are payable before the beginning of classes. The Tuition and Fee Schedule details the specific tuition for each program.

(3) **TEXTBOOKS/KITS**

Textbooks may be purchased from the School. The cost of textbooks is not included in any of the stated tuition and fees. Professional training kits are available to each student in the Cosmetology, Aesthetics, Manicuring, and Instructor programs. These kits include salon-approved materials needed for a truly up-to-date education in all phases of the programs. Certain items will be included in the kit; however, the institution reserves the right to change the kit appropriate. Textbooks/Kits are non-returnable.

Withdrawal and Tuition Policy

If a student, for any reason, wishes to withdraw voluntarily from the School, the student must officially notify the School. Students who wish to withdraw should contact the Director. Regardless of the circumstances of withdrawal or the date of notification, the official withdrawal date is the last date on which the student attended class. Both tuition adjustments and final grade determinations are based upon the last date of class attendance. Return of Title IV is based on scheduled hours.

Refund Policy for all students:

In the event a student fails to enter, withdraws, or is dismissed from instruction, the following refund policy shall apply, with the termination date for refunds being the last date of actual attendance.

The Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending programs which incurs a financial obligation for a period of 12 months or less is as follows:

1. Prior to the beginning of instruction, any funds paid to the school, other than the application fee, will be refunded in full within thirty (30) days of cancellation or termination.
2. All monies will be fully refunded if the application is not accepted or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. For students who withdraw after classes begin, the following refund policy will apply:
 - A. After the first day of classes, and during the first 10% of the payment period, the institution shall refund at least 90% of tuition fees.
 - B. After the first 10% of the period of financial obligation, and until the end of the first 25% of the payment period, the institution shall refund at least 50% of the tuition and fees.
 - C. After the first 25% of the period of financial obligation, and until the end of the first 50% of the payment period, the institution shall refund at least 25% of the tuition and fees.
 - D. After the first 50% of the payment period, the institution may retain all the tuition and fees.
4. Any amounts owed to the Institution as a result of these calculations are due and payable in full on the effective date of the withdrawal.
5. A student may cancel this enrollment by telephone, in person, or in writing.

All withdrawals before completion of 60% of the course are subject to the pro-rated refund calculation, as defined by the Higher Education Amendment of 1992.

An administrative fee of \$100.00 will be charged to the student, when terminating their program prior to graduation.

RETURN OF TITLE IV FUNDS *(for all students who withdraw on or after October 7, 2000)*

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student was scheduled to attend. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of the Title IV funds is not concerned with the refunding institutional charges.

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds have to be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement on the amount of the earned aid that the student had not received but was otherwise eligible for.

The percentage of the period completed is the number of clock hours scheduled in the payment period divided by the total number of clock hours in the same period.

Responsibility of a Student to Return Unearned Title IV, HEA Program Funds – The student is responsible for all unearned Title IV, HEA, program assistance that the institution is not required to return. A student’s unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment, as a result of withdrawal, will retain his or her eligibility for Title IV, HEA program funds for 45 days from the earlier of the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45 day period, the student does not take the appropriate repayment action during this 45 day period, the student becomes ineligible on the 46th day and remains ineligible until the student re-establishes the student’s eligibility.

Designated Office to Contact for Withdrawal – The student must contact the Director of the School to withdraw. The student should also meet with a Financial Aid officer to determine any financial liability created by withdrawal.

FINANCIAL AID INFORMATION

The following types of aid are available individually or in combination to those who qualify and must be applied for annually. Applications for federal programs are available in the Financial Aid office. Financial aid annual year is from July 1 to June 30.

Since aid received from any Department of Education assistance program must be used only for educational purposes, students must sign a “Statement of Education Purpose” saying that they use the money only for expenses related to attending school.

Federal Pell Grant

The eligibility for this award is computed primarily on the basis of student/parent income and assets, family size and number in academy. All students are encouraged to apply. The filing deadline for this award year is June 15 for new applications in the awarding period, which extends from July 1 to June 30.

Federal Stafford Loans

Federal STAFFORD Loans are low-interest loans made to students attending school at least half-time direct from the government. Loans are insured by the guaranty agency in each state and reinsured by the federal government. **YOU MUST REPAY THIS LOAN.** If you have a non-need-based Stafford, you have an “unsubsidized” Federal Stafford Loan, and you’ll be responsible for the interest during in-school and deferment periods. (The organization holding your loan may let the interest accumulate until you are out of school or until your deferment ends. Note, however, that the interest will be added to the principal, increasing the amount of principal you’ll have to repay.)

If you’re a **DEPENDENT UNDERGRADUATE** student you can borrow up to \$3,500, if you’re a first-year student enrolled in a program of study that is a full academic year. (At least 9 months in length) \$4,000 of this amount must be in unsubsidized Stafford Loans.)

For periods of study that are less than an academic year, the amounts you can borrow will be less than those above. Talk to the Financial Aid Department to find out how much you can borrow.

Your interest rate will be variable, no less than 4.25 percent, but no higher than 8.25 percent. Variable interest rates are set in June. The organization holding your loan will notify you or later interest rate changes. If your loan was first disbursed before July 1, 1994, check with the organization that holds your loan for the interest rate that applies to you.

NOTE – The amounts given are the maximums you can borrow. However, you can’t borrow more than the cost of attendance at your school minus any other financial aid you receive.

The chart below shows *estimated* monthly payments and total interest charges for 8.25 percent of loans of varying amounts, with typical repayment periods. Remember that 8.25 percent is the highest the interest rate will be for new loans. Your rate may be different.

TYPICAL REPAYMENT PLANS

Total Amount	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
\$2,600	65	\$50.00	\$628.42	\$3,228.42
4,000	120	49.06	1,887.20	5,887.20
7,500	120	91.99	3,538.80	11,038.80
10,000	120	122.65	4,718.00	14,718.00
15,000	120	183.98	7,077.60	22,077.60

Federal Direct Loan Program

There are four types of Direct Loans:

- **Federal Direct Stafford/Ford Loans** – also called Direct Subsidized Loans. “Subsidized” means the federal government pays the interest on these loans while you are in school at least half-time and during grace periods and deferments (postponements of repayment). You have to demonstrate financial need to receive this type of loan.
- **Federal Direct Unsubsidized Loans** – also called Direct Unsubsidized loans. The federal government doesn’t pay the interest on these loans while you’re in school, in a grace period, or in deferment. You can get an Unsubsidized Loan regardless of financial need.
- **Federal Direct PLUS Loans** – for parents with good credit histories who want to borrow for their dependent students.
- **Federal Direct Consolidation Loans** – one or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

If you want additional information, booklets are available in the Financial Aid Office on Direct Loan Programs.

Refund Distribution Policy for Federal Title IV Programs

Refund will be made as follows:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Other SFA Programs
6. Other Federal, State, private or institutional sources of Aid
7. The Student

FUNDING EDUCATION BEYOND HIGH SCHOOL

“FUNDING EDUCATION BEYOND HIGH SCHOOL,” published by the United States Department of Education, is available for the student in the Financial Aid Office. This brochure contains specific information on students’ rights and responsibilities, eligibility, need, application deadlines, and detailed descriptions of the financial aid programs available.

Policies and Procedures for Verification

This School has developed the following Policies and Procedures regarding the verification of information provided by the applicants for Federal Aid under the Title IV Programs.

- 1) Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
- 2) No PELL or Direct Loan funds will be disbursed prior to the completion of verification.
- 3) The School prior to the completion of verification will certify a Stafford Loan application. However, the student has 45 days from the time the check arrives at the

- institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
- 4) The student will have 60 days after his/her last day of attendance or the end of the academic year whichever is earlier, to complete verification. However in the interim the student must have made arrangements with the academy for payment of all tuition and fees due or risk termination at the option of the academy. After 60 days, all Financial Aid that might have been due is forfeited.
 - 5) All students will be notified on a timely basis if they have been selected for verification and supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.
 - 6) If the student provides inaccurate information on any application and refuses to correct same after being counseled by the institution, the academy must make a final decision and notify the Department of Education of the decision made.

Draft Registration

In order to receive Title IV aid, students must be registered for the draft if they are a male born on or after 01/06/92, at least 18 years of age, and not currently a member of the U.S. Armed Forces. Students must sign a certification of registration, and may be required to prove that they are registered.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause, while enrolled as a student in the institution.

When students are permitted to participate in individual or group tests, training, or demonstrations of ability, techniques, commodities, equipment or procedures relating to course or intramural activities under the auspices of the school, the student and parties

Grievance Procedure

A grievance procedure is available to any student who believes an Institution's decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with the Director at 1605 Professional Park Dr. NW Cleveland, TN 37312 (423-476-3742 Ext. 2101) and complete a written statement. If the grievance is not resolved, then the Institution's Director will review it with all parties concerned. The Director's decision is final.

Students who feel a grievance is unresolved may refer their grievance to the State Board of Cosmetology, 500 James Robertson Parkway, Suite 120, Nashville, Tennessee 27343, Accrediting Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350 (770) 396-3898.

Students who feel a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830.

Telephone: 615-741-5293

Disaster

In the event of labor disputes or acts of God (i.e. fire, flood, hurricane, tornado, etc.), the Academy reserves the right to suspend training at the site affected for a period not to exceed 90 days or to locate a suitable site.

Change of Address

If a student should have a change of address or phone number, either local address or home address, it should be reported immediately to the office. A name change through marriage should be reported with appropriate documentation.

Professional Dress Code

Appearance is an important part of being a professional in today's competitive work environment. At the Academy, student's educational programs/departments have specific dress requirements. All students will wear professional attire in any combination of Black, White, or Gray; and name tag that is provided with the student kit, and no open toed shoes. Students may accessories with any color.

Honor Code

Classes and activities at the Academy are conducted under the assumption that, as responsible individuals, students will adhere to generally accepted social standards forbidding plagiarism, cheating, dishonesty, theft, and defacement of property. Individuals who violate these standards are subject to disciplinary actions, which may include dismissal from the school.

Care of Facilities

Eating and drinking are prohibited in the classrooms, hallways, and clinic floor areas. Smoking and Cell Phone Usage are prohibited inside the building at all times.

Facilities and Services Available for Handicapped Students

In compliance with the Americans with Disabilities Act, Franklin Academy provides reasonable accommodation to students with a professionally diagnosed and documented disability. The main and side entrance and restrooms are readily accessible by an individual with a disability.

Parking

Sufficient parking for cars is available in the parking lot surrounding the building on a first-come basis. Students are asked to park within the lines of the designated parking spaces. Parking in front of the building is reserved for clients and prospects only.

Loss of Personal Property

The Academy does not assume responsibility for the loss of books or other personal properties. However, all faculty and students are instructed to give the administrative staff all articles found so that the owner may claim them.

Drug Abuse Program

In an effort to provide our students with information on drugs and drug abuse, the academy has materials published by the national institute on Drug Abuse and other organizations. Brochures are distributed at Orientation and additional copies are available in the Director's office and in the students break room.

Orientation

A student orientation program is conducted during the first week of class each term to acquaint new students with the School's facilities, policies, and procedures, to meet the staff, take care of administrative matters and conclude last minute business concerns.

Alcohol-Drug Possession, Usage and Distribution Policy

In the response to the requirements of the "Drug Free Schools and Communities Act Amendments of 1989" (Public Law 101-226) the following will be the policy of the Academy:

"No employee, or student of this School, shall have in his or her possessions, any alcoholic beverage or controlled substance (illicit drugs) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal."

Campus Security

Criminal actions or other emergencies occurring on campus should be reported immediately to the Director. In the absence of the Director, report to the most senior school official who is available. The official receiving the report will take action as appropriate, including reporting any crimes to the local police department. The institution complies with the requirements of campus security reporting as described by the Hate-Crimes Statistics Act (28 U.S.C. 534), Violence Against Women Act (42 U.S.C. 13925a) and other federal legislation. This information is available in the office of the Director and posted by the student time clock.

In Case of Fire

In the event of fire in the building, the verbal warning "**FIRE**" will be sounded. When this warning is heard, students will immediately, and in an orderly manner, vacate the building. Appropriate evacuation routes are posted in each area of the building. In the event a student is working with a patron, the student should say to the patron that "We are experiencing a fire drill situation, and we should leave the building".

GENERAL INFORMATION

Administrative Office hours

ADMISSIONS

Monday	9:00 am - 5:00 pm
Tuesday	10:00 am - 7:00 pm
Wednesday	10:00 am - 7:00 pm
Thursday	10:00 am - 7:00 pm
Friday	10:00 am - 7:00 pm
Saturday	9:00 am – 5:00 pm

FINANCIAL AID

Monday	9:00 am - 5:00 pm
Tuesday	10:00 am - 7:00 pm
Wednesday	10:00 am - 7:00 pm
Thursday	10:00 am - 7:00 pm
Friday	10:00 am - 7:00 pm
Saturday	9:00 am – 5:00 pm

Full Time Student Schedules

COSMO

Monday	CLOSED
Tuesday	9:00 am- 5:00 pm
Wednesday	9:00 am- 5:00 pm
Thursday	9:00 am- 5:00 pm
Friday	9:00 am- 5:00 pm
Saturday	8:00 am- 2:00 pm

MANICU

CLOSED
9:00 am- 2:00 pm
9:00 am- 2:00 pm
9:00 am- 2:00 pm
9:00 am- 2:00 pm
8:00 am- 2:00 pm

AESTH

CLOSED
9:00 am- 3:30 pm
9:00 am- 3:30 pm
9:00 am- 3:30 pm
9:00 am- 3:30 pm
8:00 am- 2:00 pm

The School does reserve the right, however, to establish and alter the scheduled hours of class meetings.