



Alexander Academy
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COSMETOLOGY & BARBERING STUDENT CATALOG

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Alexander Academy

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Mission Statement

Alexander Academy's mission is to provide excellent training for Barbering and Cosmetology students. Our students will be prepared for the Massachusetts State Boards of Cosmetology or Barber examinations and for entry level jobs through effective lesson planning and demonstrations of techniques while enforcing discipline and moral values. Training at Alexander Academy is administered by Licensed Instructors carefully selected to teach in increments effective for all types of learning styles, which cater to the needs of each individual student. We instill professionalism in each student and provide the most up-to date training information. Our track record proves our graduates reach their potential for an entry-level position in a salon or barbershop and with this mission in mind we continuously strive for excellence in teaching our students to reach their highest potential in this industry.

Objectives

Upon completion of the program students should be able to:

1. Effectively and efficiently perform skills necessary for an entry-level position in the fields of Barbering or Cosmetology.
2. Communicate effectively with employers, co-workers, and patrons in a professional manner.
3. Develop awareness of the scope in the fields of Cosmetology & Barbering.
4. Continually attend postgraduate seminars and hair shows to keep current with the trends in Cosmetology & Barbering.
5. Carefully select and use properly the products that are related to the application of beauty treatments.
6. Continuously educate patrons in their beauty care needs.

Title IV Funding is available to all those that apply and qualify. Information and advice on available financial assistance are accessible to students ("Title IV Financial Aid Availability", page 8). The school demonstrates that it complies with applicable state and/or federal regulations in providing this advice.

School Facilities

Alexander Academy occupies 5,800 sq. ft. of space and is located in Lunenburg Massachusetts, has ample parking for students, staff and clients and is adequately equipped according to the Division of Professional Licensure Cosmetology and Barber Board. We are handicapped accessible with a Cosmetology basics classroom, practical room & clinic floor, Barber classroom, Barber clinic, reception area, laundry facilities and restrooms, teachers break room, and a student break room.

Administrative Services

The school has in place administrative policies and services appropriate to Barbering and Cosmetology program. Such policies and services meet applicable federal, state, local, and NACCAS policies.

- The legal authorization of the school to provide training is attested by the prominent display of the appropriate licenses and certificates issued by state and/or other regulatory authorities
- The school has adopted written policies and procedures describing each area of responsibility, administrative lines of authority, and operating procedures for the administration of the school.
- The school's administrative staff provides evidence, through documentation of attendance at training sessions and conferences, and in other appropriate ways, that they have knowledge of applicable federal, state, and local statutes and regulations governing the operations of the school.
- In the event that concerns are raised about a school's compliance with applicable federal, state or local laws and regulations, the school can demonstrate that the reasons for such concerns do not represent a lack of educational quality.
- The school complies with the *NACCAS Rules of Practice and Procedure*.

Admission and Enrollment Procedures

The school does not discriminate in any way including its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. Applicants must be beyond the age of compulsory education (16) and have obtained a High School Certification of Completion or GED (HiSet) Equivalency. The programs are taught in the English language only. The school requires that each student enrolling in the Cosmetology or Barbering programs must:

- Meet the admissions requirements
- Sign various forms including but not limited to: Student Verification Form and/or an Estimated Financial Aid Award Letter
- Complete and sign the application for enrollment and the enrollment agreement.
- Pay the \$100 Registration fee. (Due upon enrollment)

Admissions Requirements:

- Provide proof of secondary education such as one of the following:
 - a. high school diploma
 - b. high school transcript with completion date,
 - c. GED certificate,
 - d. State certification of home-school completion including the home school credentials, if applicable.
- Provide a copy of a government issued photo ID,
- Social Security Card

Foreign Diplomas:

Should an enrolling student provide a foreign diploma or high school Certification of Completion, the institution will work with the student to obtain evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma in the United States.

Transfer Students

Transfer students will receive credit for previous training from another school with proper documentation of hours and grades, and after being evaluated in both theoretical and practical abilities by a designated school official. The program will be contracted for the number of hours accepted for enrollment at the current rate of tuition and fees. The acceptance of any and/or all of the transferring hours and grades is at the discretion of Alexander Academy. Transferring hours to another institution is at the discretion of the accepting institution, and the licensing agency within that State and it is the student's responsibility to confirm whether or not their clock hours, services, chapters etc. earned at Alexander Academy will be accepted by another institution of the student's choice. Accreditation does not guarantee transferability.

Re-Entry Students

A student may apply for re-enrollment at the school after 180 days from the date interruption and will return in the exact same SAP status as at time of withdrawal. Acceptance for re-enrollment is at the sole discretion of the school. Any Student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the SAP status at the point of withdrawal. Any student who wishes to re-enroll must complete the following:

- Meet all current enrollment and admissions requirements including payment of application and registration fees.
- Sign a new enrollment agreement and pay all fees and the current rate of tuition for hours remaining to complete the program.

Orientation

Each student who enrolls in either Cosmetology or Barbering must attend the Orientation before he/she starts training. Orientation is held the 1st Monday of every month at 8:45am. Orientation lasts approximately 1/2 hour. The orientation provides information about the instructional program, the goals of each program or course, any policies affecting students, and services available to students. Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice are available to students on these subjects:

- Regulations governing certification or licensure to practice, including reciprocity among jurisdictions;
- Opportunities for continuing education following graduation.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule, form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS: Students are evaluated for Satisfactory Academic Progress based on actual clocked hours as follows. (The weeks are based on scheduled time. However, evaluations occur on actual clocked hours)

Cosmetology 1000 Hours - Academic Year Length 900 clock hours

Barbering 1000 Hours – Academic Year Length 900 clock hours

1st Evaluation Period Ends: 450 actual clock hours / 14 weeks Full-time/ 18 weeks Part-time

2nd Evaluation Period Ends: 900 actual clock hours / 28 weeks Full-time/ 36 weeks Part-time

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. 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 of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

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 must graduate within the maximum time frame allowed.

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:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology - 1000 Hours	1430
Barbering – 1000 Hours	1430

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 contracted hours. Students who exceed the maximum time frame shall be terminated from the program and may re-enroll at the sole

discretion of the institution on a cash-pay basis consistent with the re-enrollment provisions of the admissions policy.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour-based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

ACADEMIC PROGRESS EVALUATIONS: The qualitative & quantitative elements used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic progress will be cumulative. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer 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. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	EXCELLENT
80 – 89	VERY GOOD
70 - 79	SATISFACTORY
Below 70	FAILING

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Each student is provided a copy of their Satisfactory Academic Progress determination at the time of each evaluation period. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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.

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 progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The school will develop an academic plan for the student who has been placed on probation that if followed will ensure that the student will be able to meet the schools satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. There will also be a notice, advising of financial aid eligibility given to the student. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be

deemed eligible to receive Title IV funds and will be responsible for payment of all tuition balances. The student will then be required to bring their grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS: Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance (70%) and academic (70%) requirements by the end of the warning or probationary period.

APPEAL PROCESS (as it pertains to academic and attendance progress): Students who have been determined to not be making satisfactory academic progress may appeal the determination. 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 Administrative Offices, along with any supporting documentation, reasons why the decision to terminate should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point and will stay changed in order to finish within the 143% maximum time frame of the program. This appeal must be received in the Administrative Offices within five (5) business days of termination. Appeal documents will be reviewed and a decision will be made and reported to the student within three (3) calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. A student who fails to appeal may be terminated from the program

INTERRUPTIONS, WITHDRAWALS, RE-ENTRIES: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

INCOMPLETES/REPETITION or NON_CREDIT REMEDIAL COURSES: Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

TRANSFER HOURS: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

- End of Satisfactory Academic Progress Policy –

Leave of Absence (LOA) Policy

This policy applies to all students enrolled in the school. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

Medical and/or Non-Medical Personal or Family Related Matters

Students must follow the institution's LOA policy when requesting a LOA. The LOA must be requested and approved in writing by the School Director prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA,

without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA on the LOA form. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required. The maximum time frame for a LOA is 30 calendar days for a non-medical leave and up to 90 calendar days for a medical LOA. Two LOA's are allowed per enrollment period. However, the leaves of absences added together must not total more than 120 calendar days in an enrollment period.

If a student does not return by the expiration date of an approved leave of absence, the student will be withdrawn from their enrolled program. If a student is absent 14 consecutive calendar days or takes an unapproved Leave of Absence, they will be considered withdrawn. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance, if applicable.

The student's contract end date and maximum time frame will be extended for the same number of days the student was on the LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Any student receiving VA Educational Benefits who takes an approved Leave of Absence any VA Educational Benefits will be stopped since the VA considers such student as withdrawn from school. The VA must be notified of the LOA and resulting paperwork dispatched to VA. The school shall contact the VA State Approving Agency for correct procedure of VA notification and re-instatement of benefits, if applicable.

The institution is not responsible for any equipment left at the school.

Massachusetts State Tuition/Refund and Cancellation Policy

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. This policy is mandated by the State of Massachusetts. As of 2022 our total tuition for the Cosmetology Program is \$19,115.31 and the Barbering Program is \$19,391.88. This amount includes a non-refundable \$100.00 registration fee, smock, tuition, kit, books, taxes, and lab fee.

- If (i) the Student is not accepted for admission to the selected Program as specified in the Enrollment Agreement; or (ii) the Student (or the Student's parent or guardian if the Student is under the legal age to enter into the Enrollment Agreement) provides written or verbal notification canceling Student's enrollment within five (5) calendar days after Student executes the Agreement, the School will provide Student with a full refund of all monies paid. This policy applies provided Student has not commenced program. The postmark on the written notification will determine the cancellation date, or the date the notification is received by the Director of the Academy.
- If Student (or Student's parent or guardian if Student is under the legal age to enter into this Agreement) provides written or verbal notification canceling Student's enrollment more than five (5) calendar days after Student signs this Agreement, but before Student starts actual class attendance, the School will provide Student with a full refund of all monies paid (including the tuition fees) less the \$100.00 of the Registration Fee.
- If Student enrolls with the School and starts actual class attendance and Student either withdraws from the selected Program or the School dismisses Student from the selected Program for a violation of the School's Policies, this may result in a Return of Title IV Funds Calculation, if applicable and the State Refund Policy.

- If the selected Program is cancelled subsequent to Student's enrollment, but before Student started class attendance, the School shall provide Student with a full refund of all monies paid by Student or provide alternative means for the Student's completion of the Program.
- Student shall be entitled to a prorated refund of tuition paid if the School permanently closes and no longer offers instruction after Student begins classes.

The following Refund Policy is the relevant Massachusetts State refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the Student has started actual class attendance. The following refund policy is for all Students, including persons enrolled under provision of Title 38, United States Code (Veterans).

1. You may terminate this agreement at any time
 2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program
 3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less than the actual reasonable administrative costs described in paragraph 7
 4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7
 5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7
 6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five of the tuition, less the actual reasonable administrative costs described in paragraph 7
 7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed \$100 dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
 8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailing is mailed.
 9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
- This section shall not apply to public and nonprofit schools and shall not affect the provisions of section forty-eight of chapter ninety-three or section fourteen of chapter two hundred and fifty-five D, which provides a right of cancellation for certain contracts.
 - Whoever fails to comply with this section shall be deemed to have committed an unfair and deceptive practice under section two of chapter ninety-three A. Whoever violates the provisions of this section shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than six months, or both.
 - Any monies due the applicant shall be refunded within 45 days after cancellation or withdrawal
 - Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school, or written postmarked notification is received.
 - In the case of illness or disabling accident, death in the immediate family or circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
 - Unofficial withdrawals are determined by school monitoring at least every 14 calendar days.
 - If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as

applicable. The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Example:

Cancellation after attendance has begun, but prior to 50% completion of the program, the School shall abide by the following refund policy

Any student whose scheduled hours fall between:

- 1-250 hours the student is required to pay 25% of the total tuition, plus associated fees
- 251-500 hours the student is required to pay 50% of the total tuition, plus associated fees
- 501-750 hours the student is required to pay 75% of the total tuition, plus associated fees
- 751-1000 hours the student is required to pay 100% of the total tuition, plus associated fees

*Non-refundable Registration Fee	\$100
*Books (Textbook, Workbook, Test Booklet)	\$350 (Cosmetology)
*Books (Textbook, Workbook, Test Booklet)	\$375 (Barbering)
* Kit	\$995
*Lab Fee	\$500
*Smock	\$80
Tuition	\$17,000 (Cosmetology)
Tuition	\$17,250 (Barbering)
*Administrative Fee for withdrawal (if applicable)	\$150

Title IV Financial Aid Availability

Alexander Academy offers Federal Financial Aid to those who qualify. In order to qualify for federal financial aid the student will need to complete the FAFSA application. The FAFSA application is free and quick and gives you access to the largest source of Federal Financial Aid to pay for school. To complete this important application go the www.fafsa.ed.gov. Alexander Academy offers Financial Aid processing assistance; contact Ms. Phyllis or Ms. Jeanine to set up an appointment for assistance. Types of Financial Aid available are Federal PELL Grant and Direct Loan Programs (Subsidized, Unsubsidized and Parent Plus Loans). Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or income. Additional information regarding student aid can be viewed at www.studentaid.ed.gov.

Those who are eligible must meet the following basic requirements:

- Demonstrate financial need
- Enrolled at least half-time
- Are a U.S. citizen or eligible noncitizen
- Making satisfactory progress in your program of study
- You are not in default on a National Direct Student Loan (NSDL), FFEL or PLUS Loan
- You do not owe a refund on a PELL Grant and/or Supplemental Educational Opportunity Grant (SEOG)
- You must sign a statement that you understand how Federal Student Aid funds work and that only Direct Loans (Subsidized, Unsubsidized, Parent Plus Loan); this is called entrance counseling and completed online. Verification of such is sent to the school electronically
- Have a valid social security number
- Register with Selective Service if you are a male between 18 and 25 years of age
- Maintain satisfactory academic progress in college or career school

- Have a H.S. Certification of Completion, GED or have completed a homeschooling program approved by your state

Verification Process

If an applicant is selected for verification through the central processing center, the schools Financial Aid office will advise the student about the verification process immediately upon receipt of the students completed FAFSA application, have them sign the verification procedures documents and worksheet, a copy of documents will be available to the student. The original documents will be maintained in the students financial aid file. Verification documents for the award year of enrollment are to be initiated and submitted before the start of classes. If verification is required for a subsequent award year they must be submitted prior to the start of that award year. If that time line is not met the student may be put on a LOA until verification documents have been submitted to the financial aid office.

Financial Need

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

PELL Grants

The student must complete the Free Application for Federal Student Aid (FAFSA). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants.

Your school will input your application and give you an award letter. Your school will then receive and credit your award to your account, until your school account is paid in full, and the student receipted accordingly. The school receives the student's award in two payments, one at the beginning of school, and the second after one-half of the academic year. For Financial Aid Award years, the institutions academic year consists of 900 clock hours, but the student must complete all of their program clock hours (1000) to graduate from this School. How much you actually receive depends on the following factors:

1. Your student aid index number.
2. Cost of education at your school, whether you are a full-time or 3/4-time student.
3. How long will you be enrolled in the academic year.

Direct Loans

1. The program that Alexander Academy offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated. Students who do not qualify for this program should speak to the Financial Aid office about alternative funding. These loans are at a higher interest rate and repayment may begin within thirty (30) days of receiving the loan. Repayment varies with each lender.
2. To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet. 30 days after starting classes, the school (or its servicer) will certify loan to the lender. Once the guarantee agency approval is obtained, the lender will electronically transfer funds to the school's account for disbursement to the student's tuition account.

3. Undergraduate first year students may borrow up to \$9,500.00 a year. There are no application deadlines for these programs. Repayment begins six (6) months after the student leaves school, graduates or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect.

Title IV Financial Aid Refund Policy

Students who enrolled in a program, and who received Federal Title IV assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on:

- 1] In which payment period did the student terminate from school, and
- 2] The number of hours that were scheduled to have been completed as of the withdrawal date.

Any payment period in which less than 60% of scheduled was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or greater of scheduled hours was completed of a payment period, the school is entitled to retain 100% of the aid received.

From time to time, this federally required calculation results in the student also refunding aid money. Should that occur, the student would be notified by the school in writing. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV, within forty five (45) days from the date of determination. In the case of a leave of absence, the refund shall not exceed forty five (45) days from the date of documented return. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (printed on the back of their contract) and charge for unpaid portions of their schooling.

Absentee & Tardiness Policy

1. The student must notify the school if he/she is going to be late or absent from classes and must arrange to make up Theory and Practical assignments immediately upon returning to class.
2. The only absenteeism that will be permitted is one that is accompanied with a valid note provided within 5 days of returning to class and no later, no exceptions
3. The school will determine if an absence of a non-medical nature is permitted
4. If a student is late for class, after 9am, he/she will not be allowed into class unless an excused absence is given upon arriving to school. All students are expected to arrive on time each day
5. If a student arrives after 9am three times within a month (unexcused tardiness) that student will be suspended one day. For every tardy thereafter, within that month, the student will not be allowed in class for the day and sent home.
6. A student must maintain a Theory and Practical GPA average of 70% or better and an attendance rate of missed hours (not exceeding 100 unexcused hours). Once a student has passed 100 hours of absenteeism then the student will be charged \$18.00 per hour for over contract hours accrued
7. All students are expected to clock in and clock out daily, and on time
8. The school is run on clock hours, therefore students only receive credit for the time signed in and signed out
9. Tardiness will reduce the amount of clock hours and will increase the student's projected graduation date. Therefore, it is in the student's best interest to be on time daily

Termination Policy

A student may terminate their enrollment with the school at any time in accordance with the school's minimum cancellation and settlement policy. The school may terminate the student's enrollment under the following conditions:

1. Failure to meet school satisfactory progress policies for attendance and GPA
2. Failure to attend classes for 14 calendar days without a leave of absence
3. Failure to return from a leave of absence on the scheduled date
4. Failure to meet tuition requirements
5. Conduct deemed inappropriate by the Director(s) of the School
6. Violation of Drug and Alcohol Policy or any School policy

The student shall be given a written notice of the reason for termination, and has the option to file a written appeal.

Drug and Alcohol Abuse Policy

Alexander Academy is committed to protecting the safety, health, and well-being of all individuals in our school. Alexander Academy has a zero tolerance for drug and alcohol abuse on campus or before school. It is a violation of our drug-free school policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to sanctions such as suspension to termination. Alexander Academy has a Drug and Alcohol Abuse Prevention Program information and organizations available to any student and/or staff member. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and information.

Student Rules

1. The school is not responsible for lost, stolen or damaged property
2. Students are not allowed to converse with one another while working on clients
3. All work on students must be done with instructor's permission
4. The floor and unit must be cleaned after each service
5. The instructor reserves the right to tell the student when, where and how to work
6. Students are not allowed to leave the building without permission
7. Students are not allowed to receive cellular phone calls. All emergencies need to be directed to the school phone. Personal calls are not permitted
8. All students must obey rules of personal hygiene, sanitation and personal conduct
9. Students must have tools, books, and smocks in possession to receive credit. Students without tools, textbooks, or smocks will be sent home with no time for the day. NO EXEPTIONS
10. Make-up work is given at the discretion of the Instructor. If students miss demonstrations or assignments it is the responsibility of the student to coordinate a time and date to review the information or lesson missed. Students who are in attendance and do not take the scheduled exam will get an automatic grade of "0" and will be allowed only one retake only
11. No food or drink is allowed on the clinic floor. Food should be eaten during break times only in designated areas
12. Waiting area is for clients only

Student Rights

It is the policy of Alexander Academy to guarantee the rights of the students and their parents and guardians, if the student is a dependent minor, to have access to their cumulative records. A written consent from the student or parent/guardian for release of records in response to each 3rd party request unless otherwise required by law. Before we publish "directory information" such as name address, etc. we must allow the student or parent/guardian to deny authority to publish one or more of these items. Also provide access to student and other school records as required by law and for any accreditation process initiated by the institution or NACCAS. A member of our teaching staff will

properly supervise and interpret the student's records when they are being reviewed. Students who are 18 years of age or older must sign a Right of Privacy Statement before the school will release personal information concerning them. For students under 18 years of age, a parent or guardian may sign for the release.

FERPA- STUDENTS RIGHTS AND PRIVACY ACT & SAFEGAURDING CUSTOMERS INFORMATION POLICY AND RED FLAGS RULE

The Family Educational Rights and Privacy Act (FERPA), gives a student (or in case of a minor, his/her parents or legal guardian), certain rights with respect to their education records. These rights include:

1. To gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect
2. The right to request the amendment of the student's education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The request to amend should be in writing. The school will notify the student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal
3. If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days
4. The school will not release any educational or non-public personal information, i.e. Information which is not publicly available, such as a name, address, social security number, financial institution, account numbers, enrollment application info, etc. Student files are maintained in locking files, and available only to authorized personnel
5. Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA. Written complaints are sent to: Family Policy Compliance Office, USDE, 400 Maryland Ave., SW, Washington, DC 20202-5901
6. Students are not permitted to inspect the financial records of their parents
7. The school will permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, audit, by NACCAS, by DOE or in response to a directive of Commission or policy included in the Patriot Act that permit disclosure of personally identifiable information from a student's record in case of an immediate threat to the health and safety of students or other individuals

Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript (without school seal or signature) and a notation will be placed on the transcript stating that the student owes money to the school. Furthermore, although the school is in low risk category (per the Red Flag Rules) the school annually review it policies for safeguarding information. The school does not publish student directory information. Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish, Student files are kept in the Administrative Office that has a sprinkler system in case of fire, and maintained in locked, heavy gauge metal file cabinets. The computers that hold student information is backed up weekly, and kept off site. Students' enrollment, academic and attendance records will be kept permanently by the school, and financial aid records for only three (3) years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft.

Dress Code

1. Students are expected to dress as a representation of good grooming
2. School issued jackets called “smocks” must be worn at all times, with nametags on them.
3. Hats and/or sunglasses are not to be worn at any time
4. Cell phones are not part of your uniform so please leave them in your locker or automobile
5. Headphones or personal stereos are not to be used in school at any time
6. Tank tops shirts are not to be worn
 - **Males** should wear black shoes. Pants must be black and fit well (such as dress pants). They should wear a barber jacket over a fitted or non-bulky shirt. White or black shirts/slacks must also be worn at all times. No hooded sweatshirts, shorts, or baggy pants should be worn.
 - **Females** should wear black slacks or a black skirt that come down to the knees and something under the barber jacket that is not revealing (no cleavage or mid-drifts). All shirts must be either black. Shoes must be either black or white. Clean, ironed, proper fitting clothing, decent shoes, (open-toes shoes of any kind are not permitted for hygienic reasons) ironed haircloths, and clean wrinkle free smocks – that is what we ask to preserve a professional setting and also is a requirement by the Massachusetts State Boards of Cosmetology and Barbering.

Code of Conduct: A student may be suspended or terminated for any of the following reasons:

1. All students are expected to conduct themselves in a professional manner at all times.
2. Profanity or rude comments are strictly prohibited, and will result in the student’s dismissal from school with loss of hours for the remainder of the day
3. Sexual harassment in any form is prohibited
4. General lack of interest
5. Threatening behavior, being disrespectful, or creating a disturbance to any client, student or employee of Alexander Academy
6. Possession of alcohol or drugs on school property or during any school activity
7. Non-payment of tuition
8. Lack of academic progress as outlined in the school’s progress policy
9. Suspended students must immediately leave the school and the building premises

Licensing Requirements: Cosmetology

Upon graduation, students are expected to register for the next available regularly scheduled Massachusetts State Board of Cosmetology Licensing Examination. Currently the cost is \$150 for the Cosmetology Licensing Examination and \$60 for the License Fee. Once you have passed this Examination you will obtain the title Type 2 Cosmetology Registered Operator. Of which you must work under a class one cosmetologist for 2 years in order to obtain class one status. Once you have finished your two years working as a registered operator you are encouraged to apply for your class one license. No additional testing is required to obtain a Type 1 Cosmetologist License. You may find a copy of these rules and regulations online at www.mass.gov or mail them a request to send you a copy at:

Commonwealth of Massachusetts
Division of Professional Licensure
Attn: Board of Cosmetology
1000 Washington Street
Boston, MA 02114

Licensing Requirements: Barbering

Upon graduation, students are expected to register for the next available regularly scheduled Massachusetts State Board of Barbers Licensing Examination. Currently the cost is \$145 for the Barbering Licensing Examination and \$20 for the License Fee. Once you have passed this Examination you will obtain the title Apprentice Barber. Of which you must work under a Master Barber for 18

months in order to obtain a Masters License. Once you have finished your 18 months as a working apprentice you are encouraged to apply for your Master Barber license. With this application you must be prepared to retake to Massachusetts State Board Barbers Practical Examination including the Facial and expect to be tested on The Massachusetts Rules and Regulations pertaining to Barber Shops and Barber Schools. You may find a copy of these rules and regulations online at www.mass.gov Or mail them a request to send you a copy at:

Commonwealth of Massachusetts
Division of Professional Licensure
Attn: Barber Board
1000 Washington Street
Boston, MA 02114

Alexander Academy Planned Curriculum: Course Outline Cosmetology

The school offers the 1000-hour State regulated Cosmetology and 1000-hour State Regulated Barbering programs of study. The school has developed a written curriculum, which is based on its stated mission and criteria set by the Massachusetts State Boards of Cosmetology and Barbering. The curriculum for programs in these fields include instruction in the fundamental principles of the care of the health, condition, and appearance of the hair, skin and nails, and include instruction in the cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology and barbering profession. Each program includes both theoretical knowledge and practical skill development. The first 300 hours of training will be conducted in the classroom with both theory and practical work on mannequins and fellow students only. The remaining 700 hours will be conducted in a classroom and clinic. Clinical work is done on patrons as well as on fellow students in a salon atmosphere under constant supervision & individual guidance from the instructor.

Instructional Methods

The teaching methods the institution uses are lectures, class discussions, chapter reviews to prepare for exams, note taking, video watching, instructor demonstrations to name a few. Programs in the cosmetology and barbering fields include instruction in the following specific subject areas as applicable to the programs, unless prohibited by state law or regulation:

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program is primarily classroom work. The latter portion continued theory and the actual application of all phases on live models and mannequins, under the supervision of the instructor.

Cosmetology Topics and Hours Allotted (1000 hours)

Topic	Hrs	Topic	Hrs	Topic	Hrs
Shampooing	25	Fingerwave & Pincurls	50	Waxing	20
Anatomy	125	Haircutting	125	Facials	60
Sanitation	25	Relaxers & Perms	250	Manicures	25
Curling& Flat Iron	45	Hair-coloring	150	Pedicures	25
		Scalp Treatment	50	Professionalism	25

Content of Units of Instruction Description

Alexander Academy offers Cosmetology Training. In this 1000-hour program, you will acquire a thorough knowledge of sanitation, hairstyling, cutting, shaping, coloring, scalp treatments, conditioning treatments, permanent waving, hair relaxing, and finger waving, roller-setting, manicures, pedicures, acrylics, facial waxing and facial treatments.

The course objective will also cover Salon Management, appointment scheduling, and the laws & guidelines of Massachusetts State Board of Cosmetology, that relate to the salon businesses.

Course Educational Objective & Teaching Methods

This clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board Preparation, graduation and job entry level skills. Clinic Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance is useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. The Cosmetology Program is divided into two main sections. The first section is 300 hours of instruction called "Basics" which covers the technical classroom training, with practical experience on mannequin heads. At the end of the students initial 300 hour "Basics" training, the student must pass the mock state board exam, before being promoted to the "Clinic". The second section is "Clinic" for the remaining 700 hours of instruction and experience. During this section, a student will receive closely supervised practical experience on live models in preparation for graduation, state board testing and entry level positions in a salon.

Shampooing

Students will examine different types of shampoos and conditioners for different types of hair conditions, and be able to effectively communicate to their client what types of shampoo will benefit them.

Anatomy

Students will learn about the functions of the muscular, skeletal, and nervous and circulatory systems. They will also be able to determine the effects nutrition has on the body.

Sanitation

Students will implement sanitation and sterilization practices. Use proper measuring for mixing percentage solutions for manufacturer's recommendations.

Curling& Flat Iron

Students will use Marcel thermal curling irons to manipulate curls throughout creating a wide variety of styles. The use of a flat iron will be used for temporarily straightening curly hair.

Finger Waves & Pin Curls

Students will perform a wide variety of different pin curls for use of various styles, and sculpt finger waves for use of curl reform styling.

Haircutting

Students will perform various haircuts using bone structure and hair texture as a guide. They will use several tools for cutting such as shears, thinning shears, texturing shears, razors, clippers and trimmers. Students will learn different angles for different cutting effects as well as dry cutting.

Relaxers & Perms

Students will perform various wave techniques and patterns for achieving select styles using a wide variety of perm rods. They will be able to differentiate between different wave solutions, proper application of solution and perform test curls. Students will perform chemical relaxing using thio & hydroxide relaxers using proper precautions and procedures applying product.

Hair Coloring

Students will effectively use the color wheel in determining levels of color and color tones. They will perform strand tests, apply temporary color, semi-permanent and permanent color applications with a brush.

Scalp Treatments

Students will demonstrate how to effectively perform a scalp treatment using therapeutic brushing, scalp moisturizer or astringent.

Waxing

Students will be able to identify shapes of the eyebrows and correctly determine where to apply the wax depilatory and remove effectively unwanted hair from any part of the face while using implements correctly and practicing safety & sanitation measures as well.

Facials

Students will be able to identify the different types of skin and apply the designated products for the facial.

Manicures & Pedicures

Students will learn basic manicures & pedicures as well as acrylic overlays and nail tips. Using proper sanitation & disinfectants of instruments used, students will be able to provide an excellent service for nail care.

Professionalism

Students will demonstrate professionalism throughout the duration of their education. Using Instructors and staff as prime examples, they will be properly dressed according to dress code, and exemplify excellent client/stylist communication

Setting you up for Success (Grading Procedures)

As new material is covered written theory tests are given. These grades are averaged to determine the theory grade for each evaluation period. Practical performance and test grades are recorded and kept on file. Each grading period, a GPA of at least 70% must be maintained for both practical and theory work individually. The grading scale is as follows:

Grading Scale

A = 90-100

B = 80-89

C = 70-79

Below 70 is failing

Alexander Academy Planned Curriculum: Course Outline Barbering

Barbering Topics and Hours Allotted (1000 hours)

Haircutting & Styling	400	Honing & Stropping	10	Manipulations	15
Perming	90	Shampooing	10	Light Therapy	5
Hair-coloring	75	Mustache & Beards	20	Facials	20
Chemical Relaxing	40	Sterilization & Sanitation	80	Shop Management	20
Shaving	50	Scalp Treatments and		Theory	165

Instructional Methods

This clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board Preparation, graduation and job entry level skills. Clinic Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance is useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student barbershop clinic activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program is primarily classroom work. The latter portion continued theory and the actual application of all phases on live models and mannequins, under the supervision of the instructor.

Content of Units of Instruction

Alexander Academy offers Barber Training. In this 1000-hour program, you will acquire a thorough knowledge of sanitation, hair cutting, perming, hair-coloring, chemical relaxing, shaving, honing and stropping, shampooing, mustache and beards maintenance, scalp treatments, facials and shop management that follows the laws & guidelines of Massachusetts State Board of Barbering, that relate to the Barber and Barbershop operation.

Haircutting & Styling

Shear over comb tapering, clipper over comb and styling men's and women's clipper styling, blow-drying and curling iron work. Braiding may be included but is not mandatory.

Perming

Standard perming procedures, soft curl, (i.e: Jeri-Curl) may be done on patrons, manikins and students. Videos and special techniques will be shown whenever possible.

Hair coloring

Students will effectively use the color wheel in determining levels of color and color tones. They will perform strand tests, apply temporary color, semi-permanent and permanent color applications with a brush. Temporary, semi-permanent, permanent, double process, frosting, tipping, foiling and cap hi-lights.

Chemical Relaxing

Students will perform various wave techniques and patterns for achieving select styles using a wide variety of perm rods. They will be able to differentiate between different wave solutions, proper application of solution and perform test curls. Students will perform chemical relaxing using thio & hydroxide relaxers using proper precautions and procedures applying product. To be done on manikins, patrons or students when available.

Shaving

To be done on patrons & students. When there are not live persons available, the school will use a manikin that has been marked with the 14 stroke shave.

Honing & Stropping

This exercise is done on a daily basis. A hardened steel razor, stone hone and leather strop is available at the school for practice. For sanitary purposes a disposable blade straight razor & gloves should be used when working on patrons during shaving exercises.

Shampooing

Students will examine different types of shampoos and conditioners for different types of hair conditions, and be able to effectively communicate to their client what types of shampoo will benefit them, thus, teaching the

importance of loosening dry scalp and improving blood circulation and used in conjunction with hair treatments for varied conditions of dryness & oiliness.

Mustache & Beard Trim

Both shear over comb, clipper method, and advanced options of various ways to shave in a beard design taught. To be done on manikins, patrons or students when available.

Sterilization & Sanitation

Daily sanitation tasks will be assigned. Such as cleaning their areas, both counters, chairs and chair base. Heavy emphasis on disinfecting combs and brushes, cleaning of metal instruments, and oiling of machines along with using sterilization sprays and liquids that prevent tool rusting. Use proper measuring for mixing percentage solutions for manufacturer's recommendation.

Scalp Treatments

Students will demonstrate how to effectively perform a scalp treatment using therapeutic brushing, scalp moisturizer or astringent. Also, to be used in conjunction with hair treatments for varied conditions of dryness or oiliness.

Facials

Students will be able to identify the different types of skin and apply the designated products for the facial. Plain facials, dry skin, oily skin, and other combination facials may be used.

Shop Management

In class discussion from textbook, also may have local successful shop owners volunteer to speak with the students. The student should have a minimum of four hours of telephone time before graduation.

Theory

Theory consists of the textbook, minus the Manicuring chapter and other unrelated subjects concerning state laws. Some states do license barbers for manicuring, etc, but Massachusetts does not. The Massachusetts Rules & Regulations is taught during the Shop Management portion.

Setting you up for Success (Grading Procedures)

As new material is covered written theory tests are given. These grades are averaged to determine the theory grade for each evaluation period. Practical performance and test grades are recorded and kept on file. Each grading period, a GPA of at least 70% must be maintained for both practical and theory work individually. The grading scale is as follows:

Grading Scale	A = 90-100
	B = 80-89
	C = 70-79
	Below 70 is failing

Student Lockers

A locker is available to each student during the first week of school. In Cosmetology the students are provided lockers but need to bring in their own combination lock. In Barbering, a lockable station is assigned to a student and key is issued. Any lost key can be re issued at a cost of \$20 but must be returned at the end of the students contracted term. No deposit is required. (Should a locker shortage occur, no more than two students will share a locker.) Each student will be required to maintain his or her locker in good repair while enrolled at The Barber School. Should damage occur, the student will receive an itemized statement of repair cost. No graduation or licensing paperwork will be completed until any locker damage charges have been paid in full. The Barber School reserves the right to enter any student's locker with or without the student's permission should the school deem it necessary.

Students are discouraged from sharing or trading lockers. To do so means the students run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates.

Employment Assistance / Placement Services / Career Counseling

Alexander Academy has an excellent employment record and is happy to assist students in their job search by providing employment information, including names and phone numbers of salons who are hiring various positions. This information is distributed through a job bulletin board at the school. It is the student's responsibility to apply for the jobs and schedule interviews. The school cannot guarantee job placement or specific salaries upon graduation.

Alexander Academy offers job placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed or in a related field that include, but are not limited to:

- a. Professional appearance guidelines
- b. Job referral
- c. Follow-up
- d. Resume writing & planning
- e. Interviewing skills

The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

It is the objective and goal of Alexander Academy to provide educational and vocational training to its students, so that upon graduation the student is capable of passing the Massachusetts State Licensing exam. Alexander Academy is carefully designed to assimilate a salon/barbershop environment for the sole purpose of beauty education. Our entire educational system, including our expectations from our students, are well designed to provide quality training in a safe environment to prepare for a rewarding career. Education at Alexander Academy is centered around the student learning through practical operations on a repetitive basis. This provides a great learning atmosphere where you learn by experience. The beauty and barber industries have come to expect a high standard of proficiency and excellence in the skills and professionalism of Alexander Academy graduates.

Working Conditions

Cosmetologists and Barbers work in a clean, pleasant environment, with good lighting and comfortable temperatures. Their work can be tiring and physically demanding because they must be on their feet for long hours at a time and work with their hands at shoulder level. Professionals also work with sharp implements (razors) and a small amount of chemicals. Many full-time stylists work more than 40 hours a week, including evenings and weekends when salons and barbershops are busiest.

Careers for Cosmetologists and Barbers

Hair care has been an important profession since the beginning of time. Throughout history, a great deal of effort has gone into acquiring a fashionable hairstyle or a perfectly trimmed beard. Although styles change from year to year, the Barber's task remains the same - to make an attractive change in a person's appearance. Barbers shampoo, cut and style hair, and advise patrons on how to properly care for their hair. Frequently, they straighten or texturize a patron's hair to keep the style in shape. Barbers may also lighten or darken the color of the hair at the patron's request. Barbers may give manicures, scalp and facial treatments; and clean and style hairpieces. Barbers keep their work area clean and sanitize their haircutting tools and implements. Those who operate their own salons also have managerial duties, which include hiring and supervising workers, keeping records, and ordering supplies and the list goes on and on.

Barber Shop Owner/Manager	Hair Coloring Specialist	Product Development & Manufacturing
Beauty Salon Owner/Manager	Hair Stylist	Skin-Scalp-Hair Specialist
Beauty School Owner	Lecturer or Demonstrator	Wig and Hair Goods Specialist
Cosmetology/Barbering	Make-up Artist	
Instructor	Facial Expert	
Educator	Manicurist	

HOLIDAY SCHEDULE

2022

New Year's Day	January 1
Martin Luther King Day	January 17
Presidents Day	February 21
Memorial Day	May 30
Independence Day	July 4-8
Labor Day	September 5
Veteran's Day	November 11
Thanksgiving	November 23, 24 & 25
Christmas Vacation	December 26-30
New Year's Eve & Day	December 31

School Calendar

The Academy has open enrollment and enrolls prospective students on a monthly basis. Classes for both Cosmetology and Barbering start the first Monday of every month.

The Academy closes every year during the week of Christmas and the week of Fourth of July. We also close on the Federal holidays listed below.

Additional Days off will be published well in advance.

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day (5 Days)
- Labor Day
- Veterans Day
- Thanksgiving (2-3 Days)
- Christmas week (4-8 days)

Tuition and Fees (effective August1, 2022)

	Cosmetology	Barbering
Tuition	\$ 17,000.00	\$ 17,250.00
Kit	\$ 995.00	\$ 995.00
Lab Fee	\$ 500.00	\$ 500.00
Books	\$ 350.00	\$ 375.00
Registration Fee	\$ 100.00	\$ 100.00
Smock	\$ 80.00	\$ 80.00
Taxes	\$ 90.31	\$ 91.88
Total Cost	\$19,115.31	\$19,391.88

Payment Methods: Students may pay by cash, credit card, money order, check, certified bank check, Title IV funding, or loans,

Total Tuition Cost includes all implements and products used throughout the program, registration fee, smock fee and Sales Tax. Milady's Textbook, Theory Workbook, Test Booklet, Starter kit, and Advanced Kit. Prices are valid as of 2018

Financial Aid is available to those who qualify by filling out a FAFSA application. Please visit www.fafsa.ed.gov and fill out the application for the appropriate academic school year. Students that become delinquent in their payments will be notified and a late payment fee will be issued.

Students accepted into the program agree to submit payments according to their scheduled enrollment status of full or part time. All payments are expected no later than the 5th of every month or a date or payment plan agreed upon and written into contract. Alexander Academy also offers a minimum monthly payment plan, with a balloon payment due 2 weeks prior to their scheduled graduation date. The minimum monthly payment plan of \$800/month is available to all students of Alexander Academy.

Extra Instructional Hours Charges

Students are allowed to be absent for 100 unexcused hours before overtime charges begin to apply. The Student or Guarantor agrees to pay Alexander Academy the total cost of tuition and fees of attendance at the academy. In the event the student fails to complete his or her 1000 hour course of study within 1100 hours of scheduled time allowed then the student or guarantor shall pay to the Academy over-time charges at the rate of \$25.00 per hour (exceeding the 100 hours for the program) to which they are enrolled (Cosmetology or Barbering). The transcript and Certification of Completion are to be withheld until all fees and charges been paid and the graduation requirements have been met.

Other Fees:

- Locker keys can be re-issued at a cost of \$20 but must be returned at the end of the students contracted term.
- If you terminate the enrollment agreement you will be charged a fee of \$150 for early termination
- Change of Attendance Schedule (if applicable) is \$100

RIGHT TO KNOW / OCCUPATIONAL INFORMATION

Job Outlook

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Bureau of Labor Statistics

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

O*NET Resource Center

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET Codes - <http://www.onetonline.org>

IPEDS Statistics

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

Male / Female

Self-identified members of a major racial or ethnic group

Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

Physical Demands of the Profession

Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. Barbers, cosmetologists, and other 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.

Advising of Students

Appointments can be scheduled on any school day, by students with the Administrative and/or Instructing personnel who are in need of advice in academic, attendance, financial aid, etc. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school.

School Closure Due to an Emergency

In the event the School needs to be closed due to an Emergency regarding hurricane, flooding, fire, etc., a notice will be placed on the door (if possible, or notified by an alternate source, i.e.: tv, newspaper, radio, text message or posted at the school driveway entrance) giving staff, students & customers all necessary reopening information, as well as providing a number that they can call for more information. Furthermore, an emergency announcement will be placed on the schools automated phone system, if

the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

Emergency Response and Evacuation Procedures

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will 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, unless said notification compromises efforts to contain the emergency. Upon acceptance to this institution the required policy and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution's Administrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system. Phone systems are available to call 911. Building has all required safety codes in place for student and faculty safety.

Weapons on Campus

The Barber School has a zero tolerance regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, fireworks or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff member who sees or hears of anyone on campus with a weapon is urged to notify the Administrative offices immediately.

Hate Crime Reporting

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible.

Dispensary Rules

It is the responsibility of all students to keep the dispensary area "neat, orderly and sanitized" at all times. This includes but not limited to:

1. Sinks clean
2. Towels neatly folded and put away
3. All items stored properly and labeled
4. Floor swept clean
5. Wipe down counters
6. Bottles, brushes and bowls sanitize

Clinic Floor Rules/Student Conduct

Students are expected to conduct themselves in a courteous, respectful and professional manner and observe school rules at all times. See "Rules and Regulations Sampling" section this catalog: If a first time student or previously enrolled student is dismissed or terminated from school for any reason other than fighting, weapons violation or drugs or withdraws on their own, at the schools discretion, the school may not consider the student for re-enrollment or returning to school for a minimum period of 6 months.

1. School approved smocks are worn at all times.
2. Clean, professional-looking, closed toe, shoes must be worn at all times.
3. Fingernails (natural or artificial) must be kept short and shapely at all times. This is a safety measure for student and client. If a student's nails interfere with their ability to perform clinical duties they will be asked to trim them to a reasonable length.

4. All supplies in kits must be labeled. Once students are issued kits, it is their responsibility to keep all of their tools and implements with them at all times. Alexander Academy will not provide extras for student use. The kits have been carefully stocked for all services to be performed using students equipment.
5. Students are expected to keep chair, work stations and floor free from hair at all times.
6. All work performed by students must be checked by an instructor daily.
7. Students are expected to be courteous and respectful to all instructors, staff, other students and clients.
8. No profane language is allowed.
9. Students must obtain permission before leaving the classroom or clinical area.
10. Students must call the school by no later than 9am if absent.
11. Permission must be obtained for any student to work on a fellow student.
12. Students may have personal services done with the instructor's permission only; however, students must pay in advance to cover costs of chemical services.
13. Area clean-up must be approved before students can leave the building.
14. Pets are not allowed in the building.
15. Students are not allowed to receive or make cellular phone calls during school hours. All emergency calls should be directed through the school phone # 978-345-0011.
16. Instructor may request a physician's note in the event of makeup testing or credit to be issued.
17. Student nametags are to be worn at all times.
18. All reading material must be related to cosmetology or barbering.
19. All phases of personal hygiene must be practiced daily.
20. Students must park vehicles in areas designated by the school.
21. All personal articles, purses, books not related to cosmetology, etc. must be kept in lockers at all times.
22. If a student refuses to perform services to their assigned client or refuses to complete their required daily assignment, they will be clocked out for the day and will not receive hours.
23. As part of the academic learning experiences of your program, all students are required to perform those typical duties such as laundering, cleaning, and performing product and supplies inventories that are normally required in an operating salon. These learning experiences are part of the educational program and do not qualify students as employees or contract workers of Alexander Academy or of its clinic classroom. Students are not entitled to payment of any type for performing these experiences.

Classroom Rules/Student Conduct

1. All students must obey all rules. (Personal hygiene, sanitation, sanitation assignments and personal conduct...etc.)
2. School begins promptly at the particular school's start time
3. A phone call is mandatory if a student is going to be late or absent. (See separate Rules/Tardiness) TARDINESS - Students reporting to school after the "start time" without an excuse are considered tardy. Tardy students must call the school (courtesy call) before class begins if arrival is going to be after the start of class. Tardy means that a student will arrive within the first fifteen minutes of the beginning class. A phone call is mandatory if a student is going to be late or absent
4. Tuition payments are expected without the student being reminded. It is the student's obligation to see that payments are made on time each and every month. Late fees may apply to late or missed payments
5. Each student is responsible for their own equipment at all times

6. Misuse of another person's belongs or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected
7. Smoking inside the School is prohibited
8. Ill temper, open hostility, belligerence or quarrelsome attitudes toward instructors, staff, clients or other students will not be tolerated and will subject a student to school disciplinary procedures, suspension and/or dismissal
9. Profanity will not be tolerated
10. School Uniform Attire: Black or khaki color pants (no jeans), slacks or skirts only (no miniskirts), black school T-shirt w/school logo worn with the Academy smock. Fridays are dress down days however no holes or frayed edges will be allowed. The idea is casual, neat and professional
11. School Foot Attire: All students must wear close-toed shoes (i.e.; sneakers, tennis shoes, or professional nursing type shoes) at all times
12. No student is permitted to refuse any service. As long as the student has hours remaining in attendance, services will be taken as given
13. Stealing is grounds for termination and expulsion

Front Reception Desk

The reception area is for clients only. Students will be expected to greet their clients initially before the service is performed and finish the service by walking them back to the reception area. Magazines and books should be neatly stored in designated holders. Students are not allowed to gather and socialize around the reception desk. No personal property is to be kept at the front desk, unless they are designated to do so or are conducting business. Telephone use is limited to business and emergency calls only.

Attendance

The school's policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives the appropriate attendance credit for all hours attended. The school does not add or deduct hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement. The importance of regular attendance cannot be over emphasized. Employers are interested in dependability. Each student is expected to be in school regularly unless hindered by his/her illness or death by his/her family. If you are going to be absent or late, you are required to call the school before 9am. The Barbering or Cosmetology Programs are each a 1000 clock hour program. The student must maintain at least 70% cumulative attendance (Satisfactory Academic Progress policy).

Schedules - Cosmetology and Barbering

Full time	9AM-4PM	Monday-Friday	32.5 hours per week	31 weeks*
Part time	9AM-2:30PM	Monday - Friday	25 hours per week	40 weeks*

*the weeks to complete do not include holidays and school closures

Class times are as follows:

9:00 am - 10:00am: Theory

10:00am - 10:10am: Break

10:10am - Lunch: Practical/Clinic Floor

12:30pm - 1:00pm Lunch (approximate) **Lunch times are staggered based on client needs. Half hour is allocated for lunch

1:00pm - 2:30pm: Practical/Clinic Floor

2:30pm - Part time students leave

2:30pm - 2:40pm Break
2:40pm - 4:00pm Practical/Clinic Floor
4:00pm - Full time students leave

Make Up Hours: The academy reserves the right to allow students to make up any missed theory time at 8:30am - 9:00am Monday through Friday. Your instructors are here to help you and made themselves available for extra help should you need it. Students are encouraged to use this time for extra help, missed theory assignments, reviews and/or make up chapter tests. The same applies to practical assignments for students who choose to stay between 2:30pm - 4:00pm to complete missing practical/clinic tasks.

THE STUDENT'S ATTENDANCE MAY BE HELD AT THE OPTION OF THE ACADEMY UNTIL SUCH UNPAID BALANCE IS FULLY PAID. On any unpaid monies or tuition balance, the Student or Guarantor will be responsible for all costs of collection including attorney's fees and court costs

Graduation Requirements

Alexander Academy is proud to issue a certificate of completion to every student who successfully completes the graduation requirements of the school.

1. 70% or better GPA;
2. Complete all phases of study according to State requirements;
3. Completed all required assignments, tests, and examinations, both practical and theoretical;
4. Make satisfactory payment of all debts owed to the school.

Any outstanding financial obligation owed to the school will be due 2 weeks prior to graduation. Certification of Completions and all certificates will be withheld until all financial obligations have been paid to the school. **In the event a student completes their 1000 clock hour requirement, graduation certificates will be awarded once any and all outstanding financial obligations to the school have been satisfied.**

Performance Statistics - NACCAS Annual Report Outcome Rates 2020

	Graduation Rate	Placement Rate	Licensure Rate
All Programs	*66.67%	92.86%	100%
Cosmetology	*54.55%	83.33%	100%
Barbering	*80%	100%	100%

Disclaimer: The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

*Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Non-Discriminatory School

Alexander Academy the school, in any way, including its administration, faculty and staff does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, or marital status. Everyone, all students, and potential students, faculty, administration, staff and clients are treated equally and fairly.

Vaccination Policy

Alexander Academy does not have a policy regarding vaccinations.

Students Rights for Accessing Files

Any student, currently enrolled students, graduated students, termed or withdrawn students from either program may request in writing to view their files at any time. It is Alexander Academy's policy that no later than 2 business days after obtaining a written request, files will become available for the students to view. All school records are maintained and safeguarded against loss or damage.

Students Privacy

All information obtained by the school will be kept confidential. Any information about students provided to third parties will be issued only under written authorization from said student, or unless requested by any governmental agency, accrediting agency or unless required by law to include the Patriot Act (section 507).

The School follows policies that before publishing and/or selling "directory information" for either the student or guardian such as the name, address, phone number and e-mail address(es) of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items.

The School follows policies that Provide access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences.

VA Attendance Policy & Standards of Academic Progress

Any individual who is entitled to educational assistance under Chapter 31 and 33, Post-9/11 GI Bill® benefits must provide the school with their Certificate of Eligibility before signing a contract with Alexander Academy. Alexander Academy will not impose any penalty, including the assessment of late fees, or denial of access to classes due to delayed disbursement of funding from VA provided VA has approved funding for the individual and funding is disbursed within the first 60 days as stipulated under VA guidelines.

Students receiving VA educational benefits must maintain a minimum cumulative GPA and attendance percentage of at least 70% each evaluation period. The length of an evaluation period is stated in the Satisfactory Progress Policy. A VA student whose GPA and/or attendance falls below 70% at the end of any evaluation period will be placed on VA academic probation for a maximum of two consecutive evaluation periods of enrollment. If the VA student's GPA and/or attendance is still below 70% at the end of the second consecutive period of probation, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified after attaining a GPA of 70%.

Campus Crime Security Report

* Section 486(e) Higher Education Act of 1998

Alexander Academy has designated the school directors, as the contact person for any issues relating to campus security.

1. The School Directors or whom else they appoint are the designated individuals to open and close the school.
2. Alexander Academy students and employees are encouraged to leave the building in groups and not linger in the parking lot alone after dark. No staff member closes and leaves the school at night while students are still in the premises (i.e.; in the parking area).
3. The back parking lot is for students and staff of Alexander Academy only. It is not permitted for students to allow guests, clients, or family to park or loiter in the student parking area. No one

except students and staff of Alexander Academy are permitted to use the back door to enter or leave the building.

4. Alexander Academy refers all campus law enforcement issues to Lunenburg Police Department 655 Massachusetts Avenue, Lunenburg, MA 01462 978-582-4531. Since the institution does not have private campus based security personnel.
5. Alexander Academy has formally requested that the local Police Department notify this institution of criminal activity that may have been engaged in by this institution's student at off-campus locations.
6. Local Police Department representatives will visit our school upon request to address the students and employees assembly in safety and security procedures and crime watch programs for both themselves, and our institution.
7. Alexander Academy requested that students and employees report any criminal activity or actions on campus to the designated individual. The School Director will assist the students or employees in reporting the incident to state or local police authorities and keep an internal report log in the administrative office.
8. Alexander Academy encourages prompt reporting of criminal activity or actions (i.e.; manslaughter, arson, murder, forcible and non-forcible sex offense, robbery aggravated assault, burglary motor vehicle theft, liquor violations, illegal drug violation, weapons violations, and crimes of murder, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534), as being in the best interest of all students and/or employees.
9. In the event that a sexual assault (rape), acquaintance rape, and/or other forcible and non-forcible sex offenses should occur on campus, the individual should report it immediately to Ms. Phyllis Gertsios, either by contacting her in the administrative offices or by asking a staff member to contact her at home. She will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus, counseling, mental health or other student services for victims of sex offenses, they should contact the Rape Crisis and Sexual Abuse Hotline at 901-946-3323, or 800- 394-2255 if needed. If a rape does occur it is important to \ preserve evidence for proof of a criminal offense. The individual should not bath or wash or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.
10. Any sexual offense occurring between students and/or employees or both will result in:
 - a. Discussing the options available for changing a victim's academic situation after the alleged sex offense, if changes are requested by the victim
11. The school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. The following are the Crime Statistics for the most recent calendar school year. During this year, there were no arrests for the following crimes occurring on campus: (2019-2020)

• 0 manslaughter on campus	• 0 burglary on campus
• 0 arson on campus	• 0 motor vehicle thefts on camp
• 0 murders on campus	• 0 hate crimes on campus(i.e.; sex, race, and religion)
• 0 rapes on campus	• 0 liquor law violator's
• 0 robbery on campus	• 0 weapons possessions violator's
• 0 aggravated assaults on campus	

13. Alexander Academy in an attempt to prevent similar occurrence, will instantly report any incident immediately to the campus community of crimes, considered being a threat to other students or employees. These crimes would be of manslaughter, arson, murder, rape, robbery, aggravated assault, burglary, hate crimes and motor vehicle theft.

Alexander Academy Grievance Policy

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing and/or accrediting agency, if applicable.

Accreditation Agency

The Institution is accredited by NACCAS- National Accrediting Commission of Career Arts and Sciences 3015 Colvin Street Alexandria, Virginia 22314; 703-600-7600 or www.naccas.org

State Licensure:

Alexander Academy is license by the Commonwealth of Massachusetts
Division of Professional Licensure; Board of Registration of Cosmetology and Barbering
1000 Washington Street, 7th FL, Boston, MA 02114; 617-701-8792;
cosmetologyandbarberingboard@mass.gov;
<https://www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering>

PLEASE RETURN THIS PORTION TO ADMINISTRATION

I have read and understand the Student Catalog. By signing this I agree to abide by these rules and any future rule changes set forth by Alexander Academy, Massachusetts State Boards of Barbers and Cosmetologists, NACCAS, and the Department of Education.

I have been given a tour of the facility, and have attended the orientation needed to start training.

Student Signature _____ Date _____

Student Name (print) _____

Alexander Academy Representative _____ Date _____