



ALASKA ACADEMY OF ADVANCED COSMETOLOGY

Student Handbook
Revised 9/26/17



JULY 2016 - JUNE 2017
THE VIEW SPA, LLC
2525 Industrial Blvd. C-1 Juneau, Alaska 99801

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INTRODUCTION

The View Spa LLC. dba: Alaska Academy of Advanced Cosmetology is located in Juneau, the capital of Alaska. The physical address is 2525 Industrial Blvd C-1. The Academy is approximately 1,200 square feet and conveniently located within close proximity to bus stops near Brotherhood Bridge, and in full view of the Mendenhall Glacier.

MISSION STATEMENT

The mission of Alaska Academy of Advanced Cosmetology is to provide students an opportunity to achieve a quality post-secondary education in the fields of cosmetology and massage, and to enhance the quality of life by serving others to look and feel their best in body and mind.

The Academy provides exciting and individualized training for students to learn the most up to date practices in hairdressing, barbering, nails and esthetics while taking great pride in the tangible experiences provided to our students and community. Staffed by highly trained and motivated instructors, we maintain a high teacher to student ratio to ensure students receive personalized instruction.

This program is designed in three phases. The first phase is in the classroom with an instructor. The second phase takes place on the clinic floor practicing hands-on techniques. After mastering the basic skills, students enter the final phase of training, which prepares students for Alaska's State board testing and future job placement. There is a high expectation of students, which include punctuality and dedication while maintaining a professional relationship with instructors and clients. Use of effective communication skills is also emphasized, a necessary requirement to deliver quality customer service.

I would like to compliment you on your decision to explore the opportunities available in the cosmetology field. Choosing a training program that will provide you opportunity for the best possible education is the first step in starting on the road to a successful career in cosmetology. Please feel free to visit the program facility any time. If you would like to schedule an appointment for a visit to look around contact us by phone at (907) 789-9283 or email at theview@alaskaadvancedcosmetology.com

We will be happy to answer any questions you may have about your future career in the cosmetology industry.

Wishing you the best of success!

ADMINISTRATIVE OFFICE

2525 Industrial Blvd. C-1, Juneau, AK. 99801

Phone: (907) 789-9283

Email: theview@alaskaadvancedcosmetology.com

HOURS OF OPERATION

The Academy is open between the hours of 10:00am and 5:00pm Tuesday, Wednesday, Thursday, and 10:00am to 7:00pm Friday and Saturday. The Academy is closed in observance of the following holidays: New Year's Day; Martin Luther King Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas; limited hours Christmas Eve and New Year's Eve.

FACULTY/ INSTRUCTORS

Instructors and administrative staff are readily available for student counseling. Experience has shown that many kinds of problems, academic and other, if left unresolved may affect a student's academic performance; therefore all students are encouraged to seek advice on any question they might have concerning class topics and career objectives.

Kimberly Savland has worked in the cosmetology industry for 25 years. She holds an instructor license to teach in the fields of Esthetics, Hairdressing, Barbering, and Advanced Manicuring.

Audra Henderson has a Masters in Public Health, is a Licensed Esthetician and Certified Personal Trainer. She acts as School Administrator and Admissions Coordinator.

TRAINING PROGRAMS OFFERED

The Academy offers several training programs designed to prepare students for careers in professional fields.

12 hrs.	Manicurist
250 hrs.	Advanced Manicurist
1650 hrs.	Hairdresser & Barbering Course
500 hrs.	Esthetics Course
600 hrs.	Instructor Training Course
50 hrs.	Advanced Training/Wellness Course
750 hrs	Pathway to Licensure in Massage Therapy *as a separate handbook

Note: if maximum frame of time is exceeded the student will be charged at a rate of \$32.50 per hour to extend and finish training.

Manicurist Curriculum (12 hours)

An applicant for an endorsement as a manicurist must complete a curriculum that consists of 12 hours of instruction in manicuring sanitation and safety measures.

Additional add-on courses free of charge include: Manicuring (2hrs); Pedicuring (2hrs); Artificial Nails, Gel (2hrs); Artificial Nails, Fiberglass (2hrs); Artificial Nails, Acrylic (2hrs); Nails Shapes Structures & Growth (2hrs).

Advanced Manicurist Curriculum (250 hours)

An applicant for an endorsement as an advanced manicurist must complete a curriculum that consists of hours of instruction or training in manicuring that includes the following subjects for the minimum number of hours specified or training in manicuring that includes the following subjects for the minimum number of hours specified:

- 1 Sanitation and safety measures: 45 hours, including instruction in bacteriology and sanitation including chemical agents and sanitizing methods and procedures.
- 2 Anatomy and physiology of the arms, hands, and feet: 45 hours, including instruction in nail shapes, structures, and growth, including nail irregularities and diseases; bones, muscles, and nerves of the arm, hand, and foot; skin histology and functions: and blood circulation, including blood vessels; and blood supply of the arm, hand, and foot; bones, muscles, and nerves.
- 3 Manicuring and pedicuring: 155 hours, including instruction in preparation; equipment and implements; supplies, procedures, including basic manicure; oil manicure; nail analysis; and hand and arm massage; pedicure; artificial nails, including sculpturing and liquid and powder brush-ons; artificial nail tips; nail wraps and repairs and maintenance; polish application; and specific needs.
- 4 State law: 5 hours
- 5 A student is responsible for participation on the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for the spent laundering towels washing floors, walls.

- 6 Business Practices: communication skills, professional ethics, sales skills, decorum and record keeping, client record cards.

Barber and Hairdressing School curriculum (1650 hours)

A student who is enrolled in a course of barbering or hairdressing must complete a curriculum that consists of at least 1650 hours of theoretical and practical training. A school shall teach a minimum of 185 hours of theoretical instruction, including five hours in state law, consisting of the provisions of AS 08.13, and the Department of Environmental Conservation regulations contained in 18AAC23, and the following minimum number of practical operations during the 1,650 hours of training:

- 1 Wet hair styling and drying including hair analysis, shampooing, finger waving, pin curling, combing and comb-outs: Hairdressers practical operations: 180. Barbers practical operations: 30.
- 2 Thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling: Hairdresser practical operations: 180 Barbering practical operations: 180.
- 3 Permanent waving, including hair analysis and chemical waving. Hairdresser practical operations: 80. Barbers practical operations: 50.
- 4 Chemical straightening including hair analysis and the use of sodium and other base solutions: Hairdressers practical operations: 10 Barbers practical operations: 10.
- 5 Haircutting, including hair analysis and the use of the razor, scissors, electric clipper and thinning shears, for wet and dry cutting: Hairdressers practical operations: 250. Barbers practical operations: 400.
- 6 Hair coloring, and bleaching, including hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers, but not including color rinses: Hairdressers practical operations: 75. Barbers practical operations: 75.
- 7 Scalp and hair treatments, including hair and scalp analysis, brushing electric and manual scalp manipulation, and other hair treatments: Hairdressers practical operations: 10. Barbers practical operations: 10.
- 8 Beard trimming: Hairdressers practical operations: 5. Barbers practical operations: 5.
- 9 Beard shaving: Hairdressers practical operations: N/A. Barbers practical operation: 50.
- 10 Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers, and depilatories for the removal of superfluous hair: Hairdressers practical operations: 15. Barbers practical operations: 0.
- 11 Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes: Hairdressers practical operations: 15 Barbers practical operations: 0.

Esthetics School curriculum (500 hours)

Alaska State Law requires students who enroll in a course of esthetics must complete a curriculum that consists of at least 350 hours of theoretical and practical training. A school shall teach a minimum

number of theoretical instruction hours, including five hours in state law and the following minimum number of practical operations during training.

- 1 Manual, including skin analysis, cleansing, manipulations, packs and masks: 75 practical operations.
- 2 Electrical devices including the use of all electrical modalities and electrical apparatus, including dermal light facials and skin-care purposed: 60 practical operations.
- 3 Eyebrow shaping and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair: 60 practical operations.
- 4 Makeup, including skin analysis complete and corrective makeup, and the application of false eyelashes: 150 operations.

Instructor Training curriculum (600 hours)

The curriculum for a student enrolled in a course of instructor training must consist of at least 600 hours of training in teaching advanced manicuring, esthetics, barbering and hairdressing. A school shall teach the following minimum hours of instruction.

- 1 Statutes and regulations of the board, 25 minimum hours of instruction.
- 2 Preparatory theoretical instruction, evaluation of instruction, student recordkeeping, and school operation, 75 minimum hours of instruction.
- 3 Supervision of desk, booking appointments and assigning students for clinic floor services, 25 minimum hours of instruction.
- 4 Clinic floor supervision under direct supervision of licensed instructor, 50 minimum hours of instruction.
- 5 The remaining 425 hours must be completed as scheduled by the school but must include; presentation of theoretical subject in a classroom situation, 50 minimum hours of instruction; presentation of practical subjects in a classroom situation, 375 minimum hours of instruction.

Advanced Training or Wellness Course (50 hours)

The wellness course will include a holistic overview of the multi-faceted dimensions of health and wellness. Health is approached from physical, social, intellectual, emotional, occupational, spiritual, and environmental perspectives within the context of a wellness lifestyle. Students will receive an overview of basic nutrition and physical activity, assess and compare their physical activity and nutrition habits to national guidelines, and explore the benefits of physical activity and sound nutrition for wellness throughout life.

TRAINING COSTS

With the exception of the 12-hour course, course costs include tuition, book fees, registration fees, student training kits and license fees. Upon enrollment, the tuition is due and payable in full.

12-Hour Manicuring Course

Tuition cost:	\$2,400.00
Enrollment Non-refundable Registration Fee:	\$75.00
Total Cost	\$2,475.00

1650-Hour Hairdressers or Barbers Course:

Tuition cost:	\$17,000.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00
Student Kits:	\$500.00
State Student Permit Fee:	\$125.00
State Examination Fees:	\$120.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$850.00
Total Cost	\$19,200.00

500-Hour Esthetics Course

Tuition cost:	\$11,200.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00
Student Kits Fee:	\$500.00
State Student Permit Fee:	\$100.00
State Examination Fee:	\$120.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$560.00
Total Cost	\$13,085.00

250-Hour Advanced Manicurist Course:

Tuition cost:	\$4,000.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00
Student Kits:	\$500.00
State Student Permit Fee:	\$100.00
State Examination Fee:	\$60.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$200.00
Total Cost	\$5,465.00

600-Hour Instructor Training Program

Tuition:	\$9,450.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$500.00
State Examination Fee:	\$150.00
State Permanent License Fee:	\$260.00

State License Application Fee:	\$150.00
Tax	\$473.00
Total Cost	\$9,923.00

50-Hour Advanced Training or Wellness Course

Tuition Fee	\$1,637.00
Enrollment Non-refundable Registration Fee:	\$75.00
Tax	\$82.00
Total Cost	\$1,794.00

SCHOOL CALENDAR 2017

January 2017 – December 2017

We currently offer open enrollment at the first of every month for the Hairdresser/Barber Course, Esthetics Course, Advanced Manicurist Course, Instructor Training Program, and Pathway to Licensure in Massage Therapy Program.

The Academy is closed in observance of the following holidays: New Year’s Day; Martin Luther King Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas; limited hours Christmas Eve and New Year’s Eve.

ADMISSION REQUIREMENTS

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of race, age, religion, gender, sexual orientation, country, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in our programs must:

1. Complete an application for enrollment
2. Provide proof of secondary education such as a high school Diploma, a GED certificate, an official transcript showing secondary school completion, or a state certificate of home-school completion
3. Photo Identification such as a driver’s license, passport or military issued ID

Should an enrolling student provide a foreign high school diploma, the institution will work with the student obtain and English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

In the absence of the above documentation, the applicant must take and pass an approve ability-to-benefit test administered according to the test publisher’s guidelines by an approved Independent Test Administrator.

Instructor applicants but meet all of the above requirements and:

- hold a current license as a practitioner in the field of study they wish to teach
- complete an application for enrollment
- complete an instructor in training application to be forwarded to the State Board of Cosmetology

Students enrolling under a training agreement with another entity, the application must meet the admission requirements set forth in the training agreement with the other entity.

For those secondary students not enrolled under a training agreement, the applicant must be the following admissions requirements:

- meet the state requirements for admissions (complete the 10th grade and be 16 years of age or older)
 - o Proof of completion of 10th grade can be shown through high school transcripts
 - o Proof of age can be shown through a driver's license, birth certificate, passport, or state issued ID card
- provide permission in writing from the secondary school in which they are enrolled
- successfully complete the pre-enrollment evaluation

STUDENT PERFORMANCE STANDARD

Academy maintains the following grading policy:

<u>Grade Points</u>	<u>Percentage</u>
A- Excellent 4.00	95 - 100%
B- Above Average 3.00	90 - 94%
C- Average 2.00	85 - 89%
D- Passing 1.00	75 - 84%
F- Failing 0.00	74% or below

Students must complete all written tests with a 75% or better.

STUDENT PROGRESS RECORDS

Student records are maintained by the school and will be locked in administrative office. Students will receive a monthly progress report or may request them at any time.

CERTIFICATES OF ACHIEVEMENT

A student may receive awards or certificates for the entire program or in specific areas of achievement. To do so, a student must complete Alaska clock-hour requirements while maintaining a 75% or better,

and pass their practical board testing. Once operations and hours are completed, students will receive a certificate of completion. The Academy will assist in resume preparation and interview preparation.

DRESS & GROOMING STANDARDS

A black lab jacket is provided with the course and the Academy will provide students with uniforms in the student kits. Each student is responsible for her/his own uniform. Smocks and jackets should be kept in good condition and should be cleaned and pressed regularly. The attire and grooming of both men and women should be neat, clean, and modest. For men, proper attire includes slacks, sport shirts, and sweaters. For women proper attire includes dresses, skirts, sweater, blouses, and slacks. Black clothing combination will be strictly enforced. No denim is allowed.

STATIONS

Each station is equipped for double occupancy, and as such please respect other student's tools. All stations will be cleaned at the close of each day by the occupying students. Each student will be assigned sanitation duties, and proper care for personal belongings is required.

ATTENDANCE POLICIES

All students are required to attend school during scheduled contract time and complete all clock hours. Students must be in the classroom before the scheduled time. Students that are tardy will not be credited for one (1) hour of theory. Students must fill out a request form seven days in advance for the day off to count as an excused absence. Three tardiness in one month will result in one unexcused absence. If an absence is health related, students must provide a doctor's note for the absence to be excused. A student accruing three or more unexcused absences will be issued a letter of reprimand to be placed in the student's file. If a student is physically absent for thirty-one (31) days and the school has not approved leave of absence (14 of the 31 days) or received a written notice of withdrawal, the school will automatically withdraw the student. Students may be suspended or expelled for violation of rules, poor attendance, improper conduct or failure to maintain satisfactory progress. Regular attendance is encouraged and is an important contributing element of the student's academic and practical performance. If an emergency will affect attendance, the student is expected to call the school administrator at the business number, (907)789-9283, or leave a brief message on the recorder after business hours. Students may also send a text message to (907)209-5475. Upon returning, the student will contact the instructor and explain the emergency. Students who fail to report their absences will be considered unexcused for all classes missed. Failure to comply with the provisions of that letter of reprimand subjects the student to suspension or expulsion from the Academy.

CODE OF CONDUCT

The Academy reserves the right to dismiss any student whose conduct is detrimental to the best interests of the other students, the school or the public. Violations of safety regulations, interference with other students at work, and obscenity are examples of conduct that can result in immediate dismissal. To be specific, the following rules and regulations will be observed and enforced. Any student found to be involved in dishonesty, theft, and destruction of property or disruptive or disorderly conduct will be subject to disciplinary action, which may include dismissal from the Academy. It is the policy of the Academy to dismiss any student without written notice for failure to meet all required financial obligations, unsatisfactory conduct or the possession of illegal drugs or alcohol on the school premises. In addition the Academy reserves the right to terminate or suspend a student when such action is in the best interest or safety of the individual student, other students or the Academy. Tuition refunds to dismissed students will be issued in accordance with the written refund policy of the Academy.

- 1 A student will remain on the station assigned to him/her unless excused by an instructor.
- 2 No student will remove implements or equipment from assigned student station without permission from an instructor or the student having possession.
- 3 No student will refuse to take a customer.
- 4 A student will call an instructor any time he/she is having difficulty with either a customer or a service.
- 5 No student will converse with another student while either student has a customer.
- 6 No student will discuss tips while any customers are present.
- 7 If a student has any problem, he/she will consult with an instructor, at no time will a student ask another student for advice or instruction.
- 8 A student will wear attire approved by the Academy. Students will be neat at all times. Dirty, wrinkled or stained smocks will not be tolerated.
- 9 A student will keep their work station and chair clean and sanitary at all times.
- 10 When a student does his/her "breakdown" he/she will empty all used towels, waste paper, and leave the chair and work station in good condition.
- 11 A student will keep his/her student permit displayed at all times when on the clinic floor.
- 12 A student will not eat or smoke while working with a customer.
- 13 Students will get permission from the instructor before giving services to another student.
- 14 A student must attend his/her assigned schedule.
- 15 An instructor will check or approve every service before a customer leaves the chair or manicure station.
- 16 No student will criticize another student's services or abilities.
- 17 If a student is not utilizing his/her time wisely, he/she may be sent home and he/she will not receive credit for that time.
- 18 Any student not physically or mentally able to perform practical services or participate in theory cannot receive credit for that time.
- 19 Contact an instructor immediately if they are being abused or mistreated by a customer, another student or another instructor.
- 20 Three unexcused tardiness or absence per quarter may result in suspension.
- 21 Students will not receive or be entitled to income for services provided to the public.

- 22 A student will abide by the regulations of the board of Barber and Hairdressers and the standards of Alaska Commission on Postsecondary Education governing Alaska Cosmetology Schools.
- 23 All telephone calls for students are to be for emergency reason only. No students are to make outgoing calls from their cell phone or text during school hours, unless they have received permission from an instructor and have an important reason. All other calls are to be made outside the building.
- 24 Because visitors interfere with the activities of the students and patrons, visitors will not be allowed in the school building.
- 25 Students are not allowed in the office at any time unless accompanied by an instructor.
- 26 Any student suspected of being under the influence of alcohol or non-prescribed drug will be sent home and will not receive credit for that day. Repeat offenders will be terminated, and a report of the termination and the surrounding circumstances will be sent to the Board of Barbers & Hairdressing, and to the Alaskan Commission on Post-Secondary Education.
- 27 The staff has reserved the right to make final decisions on enforcement of all and every policy or rule pertaining to the Academy and the individual student. The student will be the same kind of professional that he/she is a student. These rules will to help him/her become the professional that can hold a job in the best of shops. We pledge ourselves to help students reach this goal. Student cooperation is necessary.

ACADEMIC PROBATION & TERMINATION

For the purpose of the Alaska Barbers and Hairdressers, students must meet good standing requirements. A combination of scores from class assignments with a professional attitude will be evaluated to determine individual progress.

LEAVE OF ABSENCE

If a student is in good academic standing and is making a sincere effort toward completing his /her program, an official leave of absence will be granted for legitimate emergency reasons for a specified period of time. Whenever possible, students are encouraged to find other alternatives to taking a leave of absence. When a leave of absence is necessary, the student must request the leave on a form provided by the school stating the reason and the expected duration of time. A student's leave of absence will NOT exceed 31 days.

CANCELLATION NOTICE

Non-attendance of classes does not constitute official notice of withdrawal from school. Cancellation, termination or withdrawal by a student from course enrollment **MUST BE** in writing and **MUST BE** delivered by certified or registered mail, or in-person to the school's director of admissions to be effective. Verbal notice is neither valid nor acceptable. If a student does not attend school 31

consecutive days, the school may automatically withdraw the student unless he/she is on approved leave of absence.

GRIEVANCE PROCEDURE

The school will make every attempt to resolve a student complaint that is not without merit. Complaint procedures will be included in new student orientation, hereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Postsecondary Education Offices are available to unsatisfied students. The Juneau office is located at 3030 Vintage Park Blvd. Juneau, AK 99801. Phone number (907) 465-2962.

The specific steps of the complaint process include the following:

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the dates and the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Administrator.
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 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 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 no involvement in the dispute and who may also be a corporate officer, and 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 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.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

TRANSFER OF HOURS & RE-ENROLLMENT

The Academy shall on a case-by-case basis accept credit hours of instruction and training of a student transferring from another licensed school in Alaska, or in another licensing jurisdiction. Upon

presentation of a certified or notarized copy of the records maintained by the board or the other licensing jurisdiction, unless the student has interrupted his/her schooling for a continuous period of two years or more before the request for transfer of credit hours. A student requesting re-enrollment to the Academy whose schooling has been interrupted for a continuous period of two years or more will not be allowed credit for hours of instruction received prior to the date of interruption. The Academy cannot guarantee transfer of credit hours of instruction and training to another licensed school.

REFUND POLICY

If a circumstance arises where refunds are to be awarded on a pro-rated bases, the last full day of physical attendance will be used in calculations. All refunds shall be made within thirty calendar days and will be made to the person or agency that has provided financial assistance. Students who enroll then choose to cancel may do so without penalty (less the non-refundable application fee) if they do so before school close on their first scheduled day of school.

Pro-rated refunds for courses of instruction:

- 1 For a period of time after instruction has begun, but no more than the second day of classes, or the equivalent, the Academy shall refund 100 percent of the tuition;
- 2 For a period of time after the first day of class but not more than 10 percent of the classes have elapsed, the Academy shall refund at least 90 percent of the tuition;
- 3 For a period of time after which greater than 10 percent but not more than 20 percent of the classes has elapsed, the Academy shall refund at least 80 percent of the tuition;
- 4 For a period of time after which greater than 20 percent but not more than 25 percent of the classes has elapsed, the Academy shall refund at least 55 percent of the tuition,;
- 5 For a period of time after which greater than 25 percent but not more than 50 percent of the classes has elapsed, the Academy shall refund at least 30 percent of the tuition;
- 6 After 50% of the classes have elapsed the Academy may require the student to remain committed to the entire amount of the tuition. The student may be committed to the full amount of the tuition. NO REFUND.

PLACEMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum of the Academy places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the Academy and follow-up on current employment or employment needs. In addition, the Academy maintains a network of relationships with professionals

and employers who provide mentoring to students while they are in school. Job referrals are made know to interested graduates, as available.

It is the goal to provide each student with the education necessary to excel in the industry upon graduation. All efforts will be made to track progress for two years upon graduation. It is the school's desire that each student remains in touch with us so that we can continue to support our graduates with all forms of success in the cosmetology industry.

STUDENT APARTMENT

The Academy provides an apartment for students, located about three miles from the school. The cost for apartment, which includes all utilities, is \$1,100 per month per student. The apartment includes one bedroom one bathroom, a full kitchen and a living room.

ALASKA ACADEMY OF ADVANCED COSMETOLOGY

Enrollment Contract JULY 2016-JUNE 2017



THE VIEW SPA LLC. DBA: ALASKA ACADEMY OF ADVANCED COSMETOLOGY

ENROLLMENT CONTRACT

DATE: _____

STUDENT'S NAME:	_____
ADDRESS:	_____
CITY:	_____ STATE: _____ ZIP: _____
TELEPHONE:	() _____ MESSAGE: () _____
SOCIAL SECURITY:	_____ D.O.B.: _____

The student understands and agrees that this agreement, upon acceptance by The View Spa, LLC DBA: Alaska Academy of Advanced Cosmetology and the student, is a binding enforceable contract.

COURSE NAME: _____ TOTAL HOURS: _____

START DATE: _____ END DATE: _____

COURSE TIMES: MONDAY - FRIDAY _____ A.M. TO _____ P.M.

SATURDAY-
SUNDAY _____ A.M. TO _____ P.M.

WEEKLY INSTRUCTIONAL CONTRACT HOURS: _____ MINIMUM.

OTHER CONTRACT TIME ARRANGEMENTS: _____

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement without charge, other than the non-refundable registration fee, until the first day of instruction. After the first day of instruction, refunds will be issued based on the refund policy listed below.

**Note: Tuition is due in full on the first day of class instruction unless the student is on an approved time payment plan; a time payment plan may be arranged on an individual basis. There is a non-refundable \$75.00 registration fee.*

Enrollment Contract

REFUND POLICY

If a circumstance arises where refunds are to be awarded on a pro-rated bases, the last full day of physical attendance will be used in calculations. All refunds shall be made within thirty calendar days and will be made to the agency that has provided financial assistance. Students who enroll then choose to cancel may do so without penalty (less the non-refundable application fee) if they do so before school close on their first scheduled day of school.

For courses of instruction

- 1 For a period of time after Academy has begun, but no more than the second day of classes, or the equivalent, the institution shall refund 100 percent of the tuition;
- 2 For a period of time after the first day of class but not more than 10 percent of the classes have elapsed, the Academy shall refund at least 90 percent of the tuition;
- 3 For a period of time after which greater than 10 percent but not more than 20 percent of the classes has elapsed, the Academy shall refund at least 80 percent of the tuition;
- 4 For a period of time after which greater than 20 percent but not more than 25 percent of the classes has elapsed, the Academy shall refund at least 55 percent of the tuition;
- 5 For a period of time after which greater than 25 percent but not more than 50 percent of the classes has elapsed, the Academy shall refund at least 30 percent of the tuition;
- 6 After 50% of the classes has elapsed the institution may require the student to remain committed to the entire amount of the tuition. The student may be committed to the full amount of the tuition. NO REFUND.

I, _____, understand that after _____,
20____, all tuition is **non-refundable**.

Student Signature
& Date _____

Instructor / Administrative Signature
& Date _____

CANCELLATION PROCEDURES

Cancellation, termination, or withdrawal by a student from course enrollment must be, in order to be effective, made in writing and delivered in person or by certified mail to:

The View Spa LLC

DBA: Alaska Academy of Advanced Cosmetology
2525 Industrial Blvd.
Juneau, Alaska 99801

Enrollment Contract

Oral notice or any other form of notice is not valid, nor will it be accepted. If a student does not attend school for thirty (30) consecutive days the school may automatically withdraw the student unless she/he is on an approved leave of absence.

CLAIMS AND DEFENSES

The View Spa, LLC DBA: Alaska Academy of Advanced Cosmetology, as signatory of this enrollment contract is subject to all claims and defenses of the student or her/his successor in interest from this contract.

PAYMENT OPTIONS

There are several forms of financial assistance available to qualifying students, pay in Full Tuition, scholarships and various Native Corporation Programs.

TERMS OF PAYMENT

- 1. Pay in Full Tuition _____
- 2. Scholarships _____
- 3. Other _____

TERMS OF CONDITIONS OF ENROLLMENT

The undersigned, herein referred to as “student”, hereby applied for enrollment in the aforementioned course/program listed above as offered by The View Spa LLC, DBA: Alaska Academy of Advanced Cosmetology, in consideration of which the student agrees to pay the school fees as indicated in the curriculum outline of this contract.

12-Hour Manicuring Course

Tuition cost:	\$2,400.00
Enrollment Non-refundable Registration Fee:	\$75.00
Total Cost	\$2,475.00

1650-Hour Hairdressers or Barbers Course:

Tuition cost:	\$17,000.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00

Student Kits:	\$500.00
State Student Permit Fee:	\$125.00
State Examination Fees:	\$120.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$850.00
Total Cost	\$19,200.00

500-Hour Esthetics Course

Tuition cost:	\$11,200.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00
Student Kits Fee:	\$500.00
State Student Permit Fee:	\$100.00
State Examination Fee:	\$120.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$560.00
Total Cost	\$13,085.00

250-Hour Advanced Manicurist Course:

Tuition cost:	\$4,000.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$200.00
Student Kits:	\$500.00
State Student Permit Fee:	\$100.00
State Examination Fee:	\$60.00
State Permanent License Fee:	\$180.00
State License Application Fee:	\$150.00
Tax	\$200.00
Total Cost	\$5,465.00

600-Hour Instructor Training Program

Tuition:	\$9,450.00
Enrollment Non-refundable Registration Fee:	\$75.00
Book Fee:	\$500.00
State Examination Fee:	\$150.00
State Permanent License Fee:	\$260.00
State License Application Fee:	\$150.00
Tax	\$473.00
Total Cost	\$9,923.00

50-Hour Advanced Training or Wellness Course

Tuition Fee	\$1,637.00
Enrollment Non-refundable Registration Fee:	\$75.00
Tax	\$82.00
Total Cost	\$1,794.00

DISCLAIMER

Job placement is not guaranteed or promised to student upon completion of the above mentioned course.

STUDENT CATALOG

The student acknowledges that she/he has received a copy of the school catalog and further understands that such catalog is a part of this agreement and incorporated by reference therein. Further, by the student’s signature below, the student acknowledges receipt of a copy thereof.

Enrollment Contract

The View Spa, LLC DBA: Alaska Academy of Advanced Cosmetology, staff has reserved the right to make final decisions on enforcement of any and all policies or rules pertaining to the academy and individual student as previously outlined in the student handbook.

THIS IS A LEGAL AND BINDING CONTRACT. I HAVE READ THIS ENROLLMENT CONTRACT AND AGREE TO THE TERMS AND CONDITIONS HEREIN STATED.

Student’s Signature

Date

Student’s Printed Name

Social Security Number

**Instructor/ Administrative Authorized
Signature**

Date Approved

Instructor’s Authorized Printed Name