



# Franklin Academy

BEAUTY IS OUR PASSION

[www.franklinacademy.edu](http://www.franklinacademy.edu)

423-476-3742

## 2018 Catalog

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

Revision Date: October 11, 2018

# Contents

Statement of Control, Officers, Faculty, License/Accreditation.....	3
Mission, Philosophy, Objectives .....	4
Institutional Calendar .....	5
Holidays.....	5
Admissions Requirements & Procedures.....	6
Transfer Students .....	6
Transfer of Credits/Hours .....	6
Programs of Study .....	7
Tuition & Fees.....	9
Refund Policy .....	10
Withdrawal Policy.....	10
Scholarships/Grants.....	11
Financial Aid .....	13
Standards of Satisfactory Academic Progress.....	17
Academic Information .....	19
Attendance Policy.....	19
Excused Absence Policy.....	20
Late Assignment Policy.....	20
Make-up Exam Policy.....	20
Leave of Absence Policy.....	21
Graduation Requirements .....	21
Student Code of Conduct .....	22
Honor Code.....	22
Alcohol/Drug Policy .....	22
Grievance Procedures .....	22
Other Student Information.....	24
Campus Security.....	25
Placement Assistance .....	26
Hours of Operation.....	26
Addendum .....	27

## **Statement of Control**

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

## **Officers and Board of Trustees**

Karl JT Petersen, M.A.T. – Board Chairman, President  
Diane M Petersen, M.D. – Board of Trustees Secretary  
Michael A Smith – Board Member

## **Administrative Staff and Faculty**

Patricia Kimpson – Executive Director/ Instructor	License # 0000118260
Deanna Kesley – Financial Aid Representative	License # 000095221
Corinna Parks – Instructor	License # 0000122363
Stephanie Day – Instructor	License # 0000116025
Doris Haddock – Lead Aesthetics Instructor	License # 0000121218
Jennifer Saint – Admissions Representative	

## **State License and Accreditation**

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

## **Authorization**

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

## **MISSION, PHILOSOPHY, AND OBJECTIVES**

Franklin Academy is a private non-profit institution whose mission is to train students in future-focused education in a supportive learning environment assisting students with career opportunities while being student-centered and responsive to employment trends.

The philosophy of Franklin Academy is to provide technical training in a manner that is engaging for our students. The institution considers the student as an individual and strives to be aware of the needs of each member of its student body. We believe that each student should understand and practice their responsibilities to family, individuals, and the community by becoming effective and contributing citizens. Our instructors are sincere, dedicated professionals, constantly in search of new techniques to improve their teaching, always keeping the interest of the learner upmost in their minds.

The objective of Franklin Academy is to adequately prepare students to become professional, licensed Cosmetologists and/or, Aesthetician by providing in-depth technical training. We feel the best way to excel in the beauty industry is to have a solid background in the basics of these fields as well as the soft skills that make it a sustainable career. It is also our goal to maintain employer satisfaction within the community by providing professionally trained and licensed graduates.

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

# 2018 Calendar:

## Cosmetology Program

<b>Begin Date: Week Of</b>	<b>End Date:</b>
January 16, 2018	December 1, 2018
February 27, 2018	January 12, 2019
April 10, 2018	February 23, 2019
May 22, 2018	April 6, 2019
July 2, 2018	May 18, 2019
August 13, 2018	June 29, 2019
September 17, 2018	August 3, 2019
October 22, 2018	January 4, 2020
November 26, 2018	February 8, 2020
January 7, 2019	March 14, 2020

## Aesthetics

<b>Begin Date: Week Of</b>	<b>End Date:</b>
January 30, 2018	September 8, 2018
April 10, 2018	November 17, 2018
June 18, 2018	January 26, 2019
August 27, 2018	April 6, 2019
October 22, 2018	May 18, 2019
January 7, 2019	March 14, 2020

## **HOLIDAYS**

The institution operates Monday thru Saturday continuously throughout the year, except for these holidays: (if any holiday listed below falls on a Sunday, the day will be observed on the following Monday)

*New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day Thanksgiving Day, Christmas Eve, Christmas Day*

## **ADMISSIONS**

### **General Requirements**

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

### **Application Procedures**

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

### **Transfer Students**

The Academy evaluates clock hours for transfer from licensed schools. However, at least 50% of the curriculum must be completed while at Franklin Academy. Only under the circumstance of another school closing unexpectedly will Franklin Academy evaluate any hours above 50% on a case by case basis in order to accommodate these students in continuing their education.

### **Limitations of Transferring Credit/Hours**

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

# PROGRAMS OF STUDY

## COSMETOLOGY PROGRAM: C100/C200

This course is designed to provide a program of education; that results in a student who has the necessary skills to become a Licensed Cosmetologist in the State of Tennessee, and subsequently to enter the job market, at an entry-level position. The length of this program is 60 weeks.

### Objectives of the program include:

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

### SUBJECT AREAS:

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

#### General

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

#### Chemical

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

#### Practical

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

**AESTHETICS PROGRAM: A100/A200**

This course is designed to provide a program of education, which results in a student who has the necessary skills to become a Licensed Aesthetician in the State of Tennessee, and subsequently to enter the job market at an entry-level position. The length of this program is 30 weeks.

**Objectives of the course include:**

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

**Subject Areas:**

**General.....150 hours**

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

**Chemical.....150 hours**

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

**Physical.....450 hours**

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

**Total.....750 hours**



## TUITION AND FEES

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

(1) **REGISTRATION FEES**

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

(2) **TUITION**

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

(3) **TEXTBOOKS/KITS**

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

### Tuition and Fee Schedule:

Application Fee (due up front)	\$25.00
Registration Fee	\$75.00
Tuition:	
Cosmetology Program (1500 Clock Hours)	\$15,000
Books & Kit	\$1875.00
Aesthetics Program (750 Clock Hours)	\$8250
Books & Kit	\$1550.00
Graduation Fee	\$200.00
Retake of Practical or Theory Mock Fees – (each unexcused absence)	\$70.00
Restart Fee	\$100.00
Withdrawal Fee	\$100.00

### OVERTIME POLICY

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

## **REFUND POLICY:**

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

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

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

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

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

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

## **WITHDRAWAL AND TUITION POLICY**

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

## **INSTITUTIONAL GRANTS AND SCHOLARSHIPS:**

### **Alumni Grant & Alumni Transfer Credit (revised Feb 12, 2018)**

One objective of Franklin Academy's Mission is to find ways that make higher education more affordable for more students. With this in mind, Franklin Academy is pleased to offer 2 options: First, an Alumni Grant of \$2475 is offered to Franklin Academy graduates. This grant applies towards the tuition of the second program at the completion of the program. The second option allows Franklin Academy's graduates transfer credit of 150 hours towards the total clock hours of the second program, reducing the tuition by an additional \$1650, as well as, reducing the total time required to complete the second program. These two options are available to all Franklin Academy graduates; provide a total savings of \$4125, which equates to one half of the tuition cost of the Aesthetics program.

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

Graduate must complete the new program to receive the Alumni Grant of \$2475. If the graduate leaves the program before completion, they will not be awarded the Grant.

### **Unexpected School Closing Grant**

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

### **Professionalism Scholarship Program**

All Franklin Academy active students are eligible to receive a professionalism scholarship upon graduation. This scholarship is focused on fostering the professional skill sets required to sustain success in the beauty industry. Active students will have their salon and spa activity tracked monthly. As their activity level increases, so does the scholarship amount given to them at graduation. For specific activity levels, see the executive director or program instructor.

For Cosmo students, levels are obtained by continuous activity for two months in a row. For Aesthetics and manicuring, meeting each metric of a scholarship level for a month, will allow the student to attempt to meet the next level of the Professionalism Scholarship Program. The scholarship amount awarded will be based on the highest level completed (not all levels combined). The scholarship amount is awarded and applied to the student's ledger card only after the student meets all graduation requirements. Students are not able to skip any level. Levels range from \$250 up to \$2000.

If the student received any loans from the Title IV program, the scholarship will be applied to their Federal Loan Balance to reduce the debt taken on by the student. If no federal loans were received by the student, the scholarship will be applied to the students account to reduce any outstanding

balance. If no balance is outstanding, the scholarship amount is provided by check to the student within 10 days of meeting all graduation requirements.

The scholarship level of professionalism will also be noted on the student's transcript and conveyed to prospective employers of our graduates.

## FINANCIAL AID INFORMATION

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

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

### **Federal Pell Grant**

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

### **Federal Stafford Loans**

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

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

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

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

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

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

## TYPICAL REPAYMENT PLANS

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

### Federal Direct Loan Program

There are four types of Direct Loans:

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

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

### Refund Distribution Policy for Federal Title IV Programs

Refund will be made as follows:

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

### FUNDING EDUCATION BEYOND HIGH SCHOOL

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

### **Policies and Procedures for Verification**

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

- 1) Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
- 2) No PELL or Direct Loan funds will be disbursed prior to the completion of verification.
- 3) The School prior to the completion of verification will certify a Stafford Loan application. However, the student has 45 days from the time the check arrives at the institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
- 4) The student will have 60 days after his/her last day of attendance or the end of the academic year whichever is earlier, to complete verification. However in the interim the student must have made arrangements with the academy for payment of all tuition and fees due or risk termination at the option of the academy. After 60 days, all Financial Aid that might have been due is forfeited.
- 5) All students will be notified on a timely basis if they have been selected for verification and supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.
- 6) If the student provides inaccurate information on any application and refuses to correct same after being counseled by the institution, the academy must make a final decision and notify the Department of Education of the decision made.

### **Draft Registration**

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

### **RETURN OF TITLE IV FUNDS**

*(Students who withdrew on or after October 7, 2000)*

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

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned. If the amount the student was disbursed is less

than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement on the amount of the earned aid that the student had not received but was otherwise eligible for.

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

### **Responsibility of a Student to Return Unearned Title IV, HEA Program Funds**

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

### **Designated Office to Contact for Withdrawal**

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



## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

A student's progress is evaluated each segment using the "Minimum Standards for Satisfactory Progress" shown on page 9. Students who fail to earn the required cumulative grade average and earned the required number of clock hours will be counseled and placed on ACADEMIC PROBATION. The probationary period extends through the next segment. While on probation, Title IV funds will be disbursed. At the end of the probationary segment, the student's cumulative grade average and clock hours earned are again reviewed using the "standards". If the student's average and clock hours earned equals or exceeds the required minimum, the student is removed from probation. If the student's average and clock hours earned is below the required minimum, the student will be deemed not making satisfactory progress as of the end of the segment, his/her Title IV financial aid will be terminated, and the student will be academically dismissed unless an appeal letter is submitted by the student to the Director, requesting a review of their status, if they feel that they have mitigating or extenuating circumstances. The appeal letter is reviewed by the Director, and then submitted to the Board of Directors for final decision making. If appeal is approved, student's Title IV financial aid will remain terminated and student's progress will be monitored according to student's plan of action stated in the appeal letter. At any point, the student does not comply with their plan of action; or student does not demonstrate improvement to the required minimum by the beginning of the next segment the student will then be academically dismissed.

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

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

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

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

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

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

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

- Student and a designated official from the academic department will sign each SAP report. The original is placed in the student's file and a copy is given to each student.

#### MINIMUM STANDARDS OF SATISFACTORY PROGRESS

##### Segments for 750 hour program:

Clock Hours Earned	Completed Time Frame – <i>Day Program</i>	Minimum CGPA
0 – 375	22.5 Weeks	75%
376 – 750	45 Weeks	75%

##### Segments for 1500 hour program:

Clock Hours Earned	Completed Time Frame – <i>Day Program</i>	Minimum CGPA
0 – 450	27 Weeks	75%
451 – 900	54 Weeks	75%
901 – 1200	72 Weeks	75%
1201 – 1500	90 Weeks	75%

## **ACADEMIC INFORMATION**

### **Unit of Credit**

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

### **Grading System**

All examinations in the Cosmetology and Aesthetics programs, both theory and practical, will be assigned a numerical grade from 0–100, with 75% being passing.

### **Final Course Examinations**

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

### **Privacy Rights of Students**

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

### **Change of Program**

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

### **Course Cancellation**

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

### **Attendance Policy**

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

### **Minimum Attendance Required per Program:**

Cosmetology (effective 10/22/2018)

Students enrolled in the Cosmetology program are required to meet the first segment of 450 hours within 27 weeks from class Begin Date, Second segment of 900 hours within

54 weeks from class Begin Date, Third segment of 1200 hours within 72 weeks of enrollment, and the last segment of 1500 hours within 90 weeks from class Begin Date.

### Aesthetics

Students enrolled in the Aesthetics program are required to meet the first segment of 375 hours within 22.5 weeks from class Begin Date, and the last segment of 750 hours within 45 weeks from class Begin Date.

## **Excused and Unexcused Absence Policy (effective 10/10/18)**

Students who are not in attendance at school are considered absent regardless of the reason. If an absent student provides written documentation which shows extenuating circumstances, the student's absence will be deemed "Excused". This documentation must be provided within 7 calendar days of their return. Extenuating Circumstances are limited to Doctor's Notes, Court Documents, and/or an obituary of a death in the Family). Students not providing written documentation of an extenuating circumstance, will have the absence categorized as "Unexcused" absence and any assignment or exam due while absent will be subject to a reduction in grade as described in the Late Assignment and Make-up Exam Policy.

## **Late Assignment Policy (effective 10/10/18)**

An assignment is considered late if an assignment was due while a student was absent or if the Assignment was not turned in on the due date given.

A student who turns in an assignment the day they return, while providing written documentation of an extenuation circumstance, will not have a 15% grade penalty as this absence is considered "Excused". If, however, the student does not turn in the assignment on the day they return, the student, regardless if the absence is Excused or not, will be considered having a late assignment and therefore must complete the assignment within 7 days and will have a grade reduction of 15%.

Late assignments not received within 7 days of the due date or students return date, will not be accepted and will receive a "0" for the Assignment/Exam.

Student absent for an exam will have 7 days upon their return to make up the exam.

## **Make-up Exam Policy (effective 10/10/18)**

1. Students can make up Exams within 7 days of their return to school if absent or from the date the exam was given if not prepared.
2. A student who has an Excused Absence can make-up the exam without penalty if taken within seven days of their return and with appropriate written documentation provided within 7 days. If a student does not take the exam within 7 days of their return, they will receive a "0" for the Exam.
3. If, however, the student does not have an Excused Absence, they must take the exam within 7 days and will have a grade penalty of 15%.

4. Exams not taken within 7 days of a student's return date, will not be accepted and will receive a "0" for the Exam.
5. Make-up exams do not have to, and often are not, delivered in the same format provided to the other students who took the exam at the scheduled time.

### **Leave of Absence**

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

A student must submit a Request for Leave of Absence form, available in the office of the Director. A leave of absence instead of a formal withdrawal indicates that the student sincerely intends to resume his/her education at a specified time. A Leave of Absence can be granted for up to 60 days during an academic year. A student may request an extension if more time is needed over the original 60 day leave of absence.

### **Graduation Requirements**

Requirements for graduation from the Cosmetology, Manicuring, Aesthetics, and Instructor programs include completion of hours and services as specified by the State and the School, completion of tuition payments, and average passing grade (75% or above) on file for all school tests including the School final "mock examination". During the scheduled "mock examination" the student is expected to see the Lead Instructor regarding the appropriate filing of the State Board application for license examination.

### **Transcript**

An official transcript is provided to any student who requests one in writing. The first copy is free of charge. Additional copies will be issued for a fee of \$10.00 each.

## **STUDENT CONDUCT**

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

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

Specific standards of academic progress are detailed on the section of this catalog titled STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.

## **Professional Dress Code**

Appearance is an important part of being a professional in today's competitive work environment. At the Academy, student's educational programs/departments have specific dress requirements. All students will wear professional attire black in color and with the name tag provided with the student kit, and no open toed shoes. Students may accessorize with any color. Students not arriving in Professional dress, unless otherwise designated, will be sent home and not allowed to clock hours until returning in compliance with this policy.

## **Honor Code**

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

## **Alcohol-Drug Possession, Usage and Distribution Policy**

In the response to the requirements of the "Drug Free Schools and Communities Act Amendments of 1989" (Public Law 10 1-226) the following will be the policy of the Academy:

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

## **Drug Abuse Program**

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

## **Grievance Procedure**

A grievance procedure is available to any student who believes a decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with the Executive Director at 1605 Professional Park Dr. NW Cleveland, TN 37312 (423-476-3742

Ext. 101). If the student is not satisfied with the Director's decision, they can complete a written statement to the Board of Trustees. The Board will provide a final decision within 7 days of receipt of the written grievance.

Students who feel a grievance is unresolved may refer their grievance to the State Board of Cosmetology, 500 James Robertson Parkway, Suite 120, Nashville, Tennessee 27343, or the Accrediting Commission, Council on Occupational Education, (COE) located at 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350 (770) 396-3898 or they may contact the Tennessee Higher Education Commission, (THEC) located in Nashville, TN 37243 Telephone: 615-741-5293

## **OTHER STUDENT INFORMATION**

### **Indemnification**

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

### **Disaster**

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

### **Change of Address**

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

### **Care of Facilities**

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

### **Facilities and Services Available for Handicapped Students**

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

### **Student Services offered for Individuals with Disabilities**

Franklin Academy will assist students with disabilities by offering:

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

### **Student Activities**

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



**Parking**

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

**Orientation**

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

**Campus Security**

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

**Loss of Personal Property**

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

**In Case of Fire**

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

**Description of Facility/ Equipment/ Class Size**

Franklin Academy is located at 1605 Professional Park Drive NW in Cleveland, Tennessee. The Academy consists of approximately 7000 square feet of classroom, clinic, and office space. The clinic area and classroom contain workstations for 24 Cosmetology, 5 Manicuring stations, 6 Aesthetician Stations, 1 Wax Area, 5 Portable Hair Drying Stations, 5 Shampoo Bowls, 2 Spa Pedicure Chairs, & 5 Facial Machines. Class size is limited and low student-teacher ratio is maintained of no more than 20 to 1. The facility is air conditioned, well lit, and contains equipment and teaching aids for all phases of instruction.

## **PLACEMENT ASSISTANCE**

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

## **HOURS OF OPERATION**

### **Administrative Office hours:**

Monday-Friday 8:30am-5pm & Saturdays 8am-4pm

Full Time Student Schedules:

### **Cosmetology Program**

This program has students attending 3 days a week. Students begin two weekdays (either M/W or T/H) plus another day, transitioning from Fridays to Saturdays over time (see below).

The schedule is 3 days a week as follows:

- 1<sup>st</sup> 20 weeks (3 days per week): M/W/F or T/H/F 8:30am –5:00pm
- 2<sup>nd</sup> 20 weeks (3 days per week): M or T 11am-8pm, & W or H 8:30am-5:00pm,  
& F 8:30-5:00 or S 8:30am-4:30pm
- 3<sup>rd</sup> 20 weeks (3 days per week): M or T 11am-8pm, & W or H 8:30am-5:00pm,  
& Sat 8:30am-4pm

### **Aesthetics Program**

This program has students attending 3 days a week. Students begin two weekdays (either M/W or T/H) plus another day, transitioning from Fridays to Saturdays over time (see below).

The schedule is 3 days a week as follows:

- 1<sup>st</sup> 10 weeks (3 days per week): M/W/F or T/H/F 8:30am –5:00pm
- 2<sup>nd</sup> 10 weeks (3 days per week): M or T 11am-8pm, & W or H 8:30am-5:00pm,  
& F 8:30am-5pm or Sat 9am-4pm
- 3<sup>rd</sup> 10 weeks (3 days per week): M or T 11am-8pm, & W or H 8:30am-5:00pm,  
& Sat 9am-4pm

The School does reserve the right to alter the scheduled hours of class meetings.

## **ADDENDUM**

***February 1, 2018***

Changes were made in the Grants & Scholarships section to include the Professionalism Scholarship Program on page

Tale of Contents was reorganized to follow the life cycle of the student

***October 10, 2018***

Revisions were made to the following policies and added to the catalog: Absence Policy, Late Assignment Policy, Make-up Exam Policy.