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# 2019 2020 CATALOG

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"CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY."

Catalog Revised February 2019  
Volume 02.01.2019

## Table of Contents - By Page Number

Approval and Disclosure Statement .....	3
Our Vision .....	5
Mission Statement .....	6
School Facilities.....	6
Parking .....	6
Ownership .....	7
Nondiscrimination .....	7
Admissions Requirements .....	7
Admissions Procedures .....	8
Acceptance .....	9
Re-entry Students .....	10
Transfer Students.....	10
State Licensing Disclaimer .....	11
Enrollment Information .....	12
Students Who Withdraw .....	13
Late Payment .....	14
Termination Policy .....	14
Termination Appeal Procedure .....	14
Federal Return o Title IV Policy .....	15
Institutional Refund Policy.....	16
Student Financial Aid Release.....	17
Policy for Verification of Title IV Funding .....	17
Special Provisions for Books and Supplies .....	18
Preferred Lender List and Private Education Loan Disclosures.....	18
Eligibility of Financial Aid After a Drug Conviction .....	18
On Time Completion .....	18
Future Professional Right of Access and Record Retention Policy .....	19
Student Professional Development Guidelines .....	21
Coaching and Corrective Action .....	26
Policies and Procedures for Future Professionals with Disabilities.....	27
Student Consumer Information.....	33
Constitution Day.....	34
Voter Registration .....	34
Future Professional and Employee Anit-harrasment and Discrimination Policy .....	35
Sexual-Harassment Policy .....	40
Harassment, Intimidation, Bullying, and Discrimination Policy .....	41
Copyright Material Policy .....	42
Social Network Policy.....	43
Alcohol and Drug-Free Educational Facility Policy.....	43
Regulatory and Accreditation Agencies .....	44
Grievance Policy .....	44
Student Services.....	45
Program Descriptions .....	46

## APPROVAL AND DISCLOSURE

THE TEMPLE Annapolis: A Paul Mitchell Partner School, also known in this catalog as THE TEMPLE or THE TEMPLE Annapolis, at 2303 Forest Dr., Suite#: C, Annapolis, MD 21401, is an approved Private Career School facility, pursuant to the rules and regulations put forth by the Maryland Higher Education Commission (MHEC). These Policies and Procedures are set forth in the Code of Maryland Regulations (COMAR) and further outlined in the document labeled "Policies and Procedures for Maryland Private Career Schools". The most up-to-date copy of this document can be furnished at any point by THE TEMPLE upon request. The Commission's approval means that the institution and its operations comply with the standards established under the law for Private Career Schools. Our approval is subject to continuous and ongoing review by the MHEC. Approval will be for the programs:

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

Instruction will occur ON SITE. The maximum number of Future Professionals receiving training in the facility AT ONE TIME is subject to many factors including our financial guarantee, facility size, and faculty size.

Maryland regulation requires that a Future Professional, once they have successfully completed a program of study as outlined in this catalog, be awarded an appropriate certificate verifying this fact.

In addition, THE TEMPLE Annapolis: A Paul Mitchell Partner School is accredited the by the National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is recognized by the US. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

According to NACCAS standards, accreditation means that a school has met national standards of educational performance which have been established by an impartial non-governmental agency. The accrediting of schools by professional, national and regional associations of like schools (schools with similar objectives and subject content), has long characterized the American educational scene.

While an accrediting agency is not part of the government, the U.S. Department of Education has officially recognized several agencies. NACCAS is such a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

Accreditation does not mean that all schools are the same. It does mean that they conform to a set of common minimum standards established by the NACCAS Commission. These standards demonstrate a wide range of acceptability. No attempt is made by the NACCAS Commission to determine relative excellence among accredited schools. Therefore, schools are listed alphabetically by states.

Schools are re-evaluated at least once every six years. Continuation of accreditation depends on maintenance of the established standards. If a school fails to maintain the prescribed requirements, an interval of time is allowed for it to correct its deficiencies. If these deficiencies are not remedied during this interval, accreditation is withdrawn.

The Maryland Higher Education Commission (MHEC), the Maryland Board of Cosmetology, and the National Accrediting Commission of Career Arts and Sciences (NACCAS) establish the MINIMUM standards for this program. THE TEMPLE Annapolis: A Paul Mitchell Partner School, routinely sets a higher standard of performance. These requirements for class hours and the total clock hours are outlined in this catalog. These minimums MUST be met in order to qualify the Future Professional for licensure in Maryland. There are no guarantees, implied or otherwise, that THE TEMPLE Annapolis will be able to prepare its Future Professionals for licensure in any State other than Maryland.

Unresolved complaints may be directed to:

**Maryland Higher Education Commission**

6 N. Liberty Street, 10th Floor Baltimore, Maryland 21201

800-974-0203 / 410-767-3301

[www.mhec.state.md.us](http://www.mhec.state.md.us)

All information in the content of this School Catalog is current and correct and is so certified as true by Charles R Riser JR, President.



**Sharon T Riser**  
co-founder



**Charles R Riser JR**  
co-founder

## OUR VISION

At THE TEMPLE Annapolis: A Paul Mitchell Partner School, we aggressively seek to provide the most up-to-date education available to new Future Professionals. Through our Paul Mitchell network and educational materials, as well as state and national seminars, we stay abreast of the latest trends in the cosmetology field; therefore, we impart to our Future Professionals a solid foundation with which to enter the beauty profession. It is our goal that every graduate from THE TEMPLE Annapolis School be an asset to themselves, their profession, and their community. It is our commitment to continue to provide an ethical managerial and instructional staff, and to continue to maintain the high standards by which we are known throughout the industry. Along the way, we will continue to promote goodwill between our Future Professionals, staff, governing bodies, and the community. By providing an adequate clientele for hands-on training to our Future Professionals we will ensure a smooth transition from the school to the work force. As the school grows, it will continue to be a high quality educational facility with which our Future Professionals, employees, alumni, and community is proud to be associated.

We strive to go beyond the “typical” cosmetology education by evoking all levels of the industry from business management skills, to retailing, to time management.

Our goal is to provide you with a career, not just another job.

We will accept nothing short of transforming the educational experience within the cosmetology industry.

We believe that achieving personal and professional success is within everyone’s grasp. We use proven educational techniques coupled with the successes of our team leaders and Learning Leaders.

All of our programs of study are centered on developing in our Future Professionals the highest degree possible of technical and professional competency. Our programs are designed to develop in each Future Professional the skills and techniques necessary for successful employment in a professional salon environment. In this process, Future Professionals are taught how to assume personal and professional responsibilities: including commitments to self, employers, colleagues, clients and the community. Our aim is to develop technical and professional competency through the integration of theory classes, practical work, group and individual instruction that will enable each Future Professional to reach his/her highest potential. We regard as a privilege our role as an educational institution in preparing our Future Professionals to make a meaningful contribution to the cosmetology profession.

At THE TEMPLE Annapolis: A Paul Mitchell Partner School, you can expect an education far beyond the “how” and into the “why”. At THE TEMPLE Annapolis, we offer more than the education necessary to pass the Maryland State Board. The programs incorporate classroom instruction with practical client application. When you attend a Paul Mitchell affiliated school, you gain from the prestige with being associated with an Industry Leader as well as being able to tap into a salon network that has over 70,000 members located all over the world.

**Sharon T Riser**  
co-founder

**Charles R Riser JR**  
co-founder

## **MISSION STATEMENT**

Our Mission is to provide a quality educational system to prepare future professionals to pass the Maryland cosmetology state board examination and to gain employment within the field of cosmetology. THE TEMPLE Annapolis: A Paul Mitchell Partner School, is passionately committed to provide a solid educational foundation to empower our team in the pursuit of excellence and we strongly believe that when people come first, success will follow.

## **SCHOOL FACILITIES**

THE TEMPLE Annapolis: A Paul Mitchell Partner School, is in a two story, 13,000+ sq/ft facility located in the Festival at Riva Road Shopping Center in Annapolis, MD Our mailing address is:

Festival at Riva Road  
THE TEMPLE Annapolis: A Paul Mitchell Partner School  
2303 Forest Drive, Suite C  
Annapolis, MD 21401

### **HOURS OF OPERATION**

Mon - Thurs: 9am to 10pm  
Fri - Sat: 9am to 5pm  
Closed Sunday

Training is conducted in a space that has been built from the ground up to support a quality education experience supported by the very latest learning environment and technology. The school is fully equipped to meet all the demands of modern cosmetology, while at the same time providing a high-tech atmosphere and attitude for progressive personal development.

Our facilities include a 450sq/ft student lounge with 243 lockers, two biometric time clocks, two 550sq/ft core classrooms, one 275sq/ft specialty classroom, one 1557sq/ft general purpose classrooms, 3556sq/ft of clinic space with over ninety-six (96) individual clinic stations, two individual shampoo rooms, 338sq/ft and 105sq/ft that have fourteen (14) combined shampoo bowls, a client reception and retail areas, management offices, a chemical product dispensary, a laundry facility, audio visual systems in every classroom, a student and guest WIFI internet network, classroom iPads included in your student kit, a full computerized booking and point of sale system, and finally, an up to date reading and video library available both physically and electronically.

## **PARKING**

THE TEMPLE Annapolis: A Paul Mitchell Partner School will not be responsible for parking violations and/or towing fees. No future professional will be allowed to park in the lot immediately in front of THE TEMPLE Annapolis School. We share this lot with five other merchants and the spaces are necessary for our retail guests. Any future professional caught parking here will have their vehicle towed at their expense and will be written up for violating school policy. Please note this includes marked handicap accessible spaces as there are marked spaces in the designated lot noted below.

There is a large parking space across the entrance drive into the shopping center that will be used for both staff and future professional parking. This lot will be noted during tours and during future professional orientation. THE TEMPLE Annapolis School encourages our future professionals to park here as it is an easily accessible spot.

Future professionals must abide by local (city and/or landlord) parking rules, which are announced during orientation.

## OWNERSHIP

THE TEMPLE Annapolis: A Paul Mitchell Partner School is a wholly owned subsidiary of The Riser Academies Inc, itself a Chapter S corporation in the State of Maryland. The officers of The Riser Academies Inc are:

**Charles R Riser JR: co-CEO, 50% ownership**  
**Sharon T Riser: co-CEO, 50% ownership**

## NONDISCRIMINATION

THE TEMPLE Annapolis: A Paul Mitchell Partner School in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to Sharon T Riser or our Title IX Coordinator, Jen Kusel, immediately so appropriate action can be taken.

### **Sharon T Riser, co-ceo**

c/o THE TEMPLE Annapolis: A Paul Mitchell Partner School  
2303 Forest Drive, Suite C, Annapolis, MD 21401  
sharon@pmthetemple.edu  
443.221.2553

### **Jen Kusel, Title IX Coordinator**

c/o THE TEMPLE Annapolis: A Paul Mitchell Partner School  
2303 Forest Drive, Suite C, Annapolis, MD 21401  
jenk@templeannapolis.com  
443.221.2553

## ADMISSIONS REQUIREMENTS

THE TEMPLE Annapolis: A Paul Mitchell Partner School admits as regular future professionals those who are high school graduates or holders of high school graduation equivalency certificates (GED) and is at least eighteen (18) years old. In addition, applicants must provide two head/shoulder pictures, no smaller than a standard passport picture, they can be two copies of the same picture. If the future professional is NOT a US Citizen, proof of status must be provided at during the admissions process. We will make copies of these and keep them with your permanent record.

Finally, an applicant must successfully complete an informational and instructive interview with one of our Admissions Representatives AND Financial Aid Representatives. During this interview we will be looking for commitment and interest in our program We will be evaluating your ability to be on time ... to communicate clearly ... to dress professionally ... all things that speak to your ability to not only successfully complete our program, but also to succeed in the professional beauty industry.

**NOTE: in 2004, the State of Maryland changed the graduation requirements for high school students. Consequently, it is now possible for seniors in high school to complete their senior year while enrolled in a Maryland Private Career School. The decision as to whether to follow these guidelines has been left up to individual counties.**

## ADMISSIONS PROCEDURE

**#1: Complete an Interview:** An applicant must have an informational and instructive interview with one of our Admissions Representatives AND Financial Aid Representatives. During this interview, we will be looking for commitment and interest in our program. We will be evaluating your ability to be on time ... to communicate clearly ... to dress professionally ... all things that speak to your ability to not only successfully complete our program, but also to succeed in the professional beauty industry.

Interviews must happen on campus and can be scheduled for any time that our campus is open. While appointments will guarantee you a time spot that best meets your schedule, walk-ins are always welcome if our team is available to conduct the interview. Otherwise an appointment will be made after you walk in.

**#2: Complete the Application Form:** Complete and submit the application form to the school prior to registration. A questionnaire is completed during your tour and will guide you through the process of determining whether this is the career path for you. It will help outline your career path and educational goals while attending THE TEMPLE Annapolis School. All forms, including this one, may be obtained by requesting them from THE TEMPLE Annapolis: A Paul Mitchell Partner School.

**#3: Submit a Registration/Evaluation Fee:** Action will not be taken on an admission or a financial aid application until a Registration/Evaluation Fee of \$100.00 and \$50.00 enrollment fee is received. Please send the evaluation fee in the form of a check or money order, payable to "THE TEMPLE Annapolis". After seven (7) day from signing the Enrollment Agreement, the registration fee will no longer be refundable.

**#4: Submit Two (2) Photos:** The pictures should be a recent head and shoulder of you. Digital shots are fine. Normally our Admission Team will take these shots during your Interview, however you are welcome to provide your own.

**#5: Provide Verification Documents:** A copy of your high school diploma, official high school transcript, or post-secondary school transcripts showing at least sixty (60) credits toward a Bachelor's degree. This can include, but is not limited to, high school transcripts, college or post-secondary school transcripts showing at least two years toward a bachelor's degree, or a home school certificate. Please note we only accept home school certificates as long as the home school is authorized by the state, unless your State offers no such certifications. We must have a copy of that credential with your file. We will be making copies of these documents and keeping them with your records. Please note that if you are NOT a US Citizen, proof of status MUST be provided.

**IMPORTANT:** A modified high school diploma, a certificate of completion, or a certificate of attainment is not accepted for our admissions requirements. They are not considered equivalent to a standard high school diploma. We are required to verify that your proof of education is from a valid high school or high school equivalency program. If we determine that your diploma or high school equivalency document is not valid, you will be denied admission to the school.

**Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript, however the diploma or transcript MUST be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program,

the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements: 1) You must obtain written documentation from the school district, county, or state that shows that the student's secondary school education was in a home school that state law treats as a home or private school; 2) If the state the home schooled student was educated in issues a secondary school completion credential to homeschoolers the prospective student must provide this credential in order to be eligible for enrollment.

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, or reasonable accommodation, please notify the Admissions Leader as soon as possible, so the school can review your request with our ADA specialist. If you are interested in attending our school and you do not have a high school diploma or high school equivalency certificate, please contact our admissions office for a list of high school equivalency programs located near the school. THE TEMPLE Annapolis: A Paul Mitchell Partner School does not require a student to have immunizations/ vaccinations to enroll in our school. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's ADA Specialist.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are done using scheduled hours and are based on actual contracted hours at the institution. Please refer to the school transfer policy for additional information.

Demonstration of Commitment: this will not be a simple, or easy, journey to undertake once you are enrolled at THE TEMPLE Annapolis Before you can successfully complete your Admissions process, you must demonstrate a commitment to successfully complete your education and succeed in a beauty industry career by keeping appointments and completing the admissions and financial aid application requirements on a timely basis during the enrollment process

## **ACCEPTANCE**

After a prospect has completed the enrollment application process, the enrollment team and management team, will review each applicant and his or her required admissions materials including the written entrance review and/or your personal interview to determine acceptance. This is considered our enrollment panel review. Upon the decision of the enrollment panel, the applicant receives written notification of acceptance or denial.

NOTE: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

## RE-ENTRY STUDENTS

Re-admittance for any future professional will be at the sole discretion of THE TEMPLE Annapolis: A Paul Mitchell Partner School and may require special conditions. At the minimum there will be a personal interview with school administration and being placed on probationary status for the first thirty days after re-entry. During this probationary period, future professionals are expected to maintain full academic progress REGARDLESS if they pass a normal progress check point. At the end of the probationary period, a Progress Report will be generated to check attendance progress. Any re-entry future professional that fails to meet the minimum standard of progress, as defined in our Attendance Progress section, will be dropped from the program.

- #1: All future professionals re-entering THE TEMPLE Annapolis School enter in the same Satisfactory Academic Progress status as when they left. This means that if a future professional was on Financial Warning when they were dropped, they remain on Financial Warning when they return.
- #2: All future professionals re-entering THE TEMPLE Annapolis School WITHIN six months will have contract addendums and all attendance and grade records and Satisfactory Academic Progress status remain the same as it was on their drop date.
- #3: All future professionals re-entering THE TEMPLE Annapolis School AFTER six months will be treated as TRANSFER STUDENTS. All previous hours will be considered full and 100% attendance. Note that Item#1 still applies: all students will re-enter at the same Satisfactory Academic Progress status as when they left.
- #4: Previous hours will be credited to the future professional's transcript.
- #5: Previous tuition payments will be credited to the future professional's balance.
- #6: Tuition fees and costs are subject to change. Re-entering future professionals will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
- #7: Any outstanding debt owed to THE TEMPLE Annapolis School will be adjusted to reflect the reentry of the future professional into our program. The future professional will be expected to fully fund any remaining monies owed.
- #8: THE TEMPLE Annapolis School does not have "program repetitions" or "non-credit remedial programs".
- #9: Future professionals are required to purchase any missing kit items if their kit is not complete.

The school does not deny re-admission to any service member of the uniformed services for reasons relating to that service.

Future professionals wishing to transfer to another institution must pay all monies owed to THE TEMPLE Annapolis: A Paul Mitchell Partner School in order for the hours to be released.

## TRANSFER STUDENTS

At THE TEMPLE Annapolis: A Paul Mitchell Partner School, our future professionals are measured by much more than completion of "clock hours". We believe that our Paul Mitchell Systems are a unique and specialized education for our future professionals. By not participating in the process from the beginning, we feel that any applicant entering the program late will not be capable of truly being Paul Mitchell "trained" professionals. All applicants transferring in from another school, regardless if that school is in the Paul Mitchell School network, will be required to both interview with the school Owner AND be assessed based on recommendations from their previous schools, clock hours completed, and skills demonstrations. Assessments will be administered by the Education Team and consist of the standard Paul Mitchell School practical evaluations in cutting, color, texture and classroom theory. Once an applicant's skills are assessed, THE TEMPLE Annapolis: A Paul Mitchell Partner School will grant the appropriate clock hours based on the assessment and tuition will be reduced accordingly based on our current "clock hour rate". No transfer hours will be accepted without approval from the school Owners."

In order to accept transfer hours from other schools in the Paul Mitchell School network hours need to have been earned within the last two years (24 months). However, any transfer we might accept coming from a cosmetology school outside of our network must have had their last date of instruction at that school within the previous twelve (12) months. Any transfer student that has been out of training for more than twelve (12) months OTHER than future professionals from the Paul Mitchell School network will need to start from the beginning of our program. Transfers

that do not meet one of these two criteriums will not have any transfer hours accepted and will need to start our program from the beginning. Cost for all transfer students is **\$12.00 per remaining hour**, which does not include the cost of the future professional kit. Future professionals who have had prior training outside the State of Maryland must furnish proof of the number of hours of training to THE TEMPLE Annapolis: A Paul Mitchell Partner School. THE TEMPLE Annapolis School will evaluate the training, and assign the number of hours of credit to be granted. Future professionals with prior training in the State of Maryland must furnish proof of that training to the school.

All future professionals transferring in from a school outside the Paul Mitchell network MUST complete at least 1150 hours of their total training at THE TEMPLE Annapolis in order to receive a graduation certificate.

For the purposes of Satisfactory Academic Progress, all hours accepted from a transfer are immediately added to the hours accumulated at THE TEMPLE Annapolis School. These hours will be assumed to have 100% attendance for the calculations to determine the attendance portion of the Satisfactory Academic Progress check.

EXAMPLE: A future professional transfers in with 350 clock hours from another cosmetology institution. THE TEMPLE Annapolis School checks Satisfactory Academic Progress at "scheduled hours". This transfer would then have their first progress check 100 scheduled hours after starting at THE TEMPLE Annapolis School (350 transfer hours + 100 scheduled hours = 450 scheduled hours). The first 350 hours would be at 100% attendance while the remaining would be based on normally clocked time. If the future professional were here for 85 of those 100 scheduled hours, they would only be making 85% attendance based on hours in OUR program, but for the purposes of this first Satisfactory Progress check point, they would be making 97%.

350 scheduled hours + 100 scheduled hours = 450 scheduled hours  
350 actual hours + 85 actual hours = 435 actual hours  
435 actual hours / 450 scheduled hours = 97% attendance

In some circumstances, transfer future professionals may not be making Satisfactory Progress based on time in OUR program, but when combined with previous transfer hours, will meet the requirements for the first check point.

In extraordinary circumstances, THE TEMPLE Annapolis School may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

## STATE LICENSING DISCLAIMER

The State of Maryland licensing requirements stipulate that an applicant must be at least seventeen (17) years of age and have completed the ninth (9th) grade or obtained an official high school transcript. The applicant must submit proof of completion of 1500 hours of training in a cosmetology school or twenty-four (24) months as a registered apprentice in a licensed beauty salon.

Potential future professionals are reminded that there is significant reading and studying in this program. Our courses are taught in English, so the need to have a sufficient understanding of the English language in order to process the information, and recite it back during testing, is IMPERATIVE to the successful completion of the program. In addition, interpreters are not allowed to assist in State Board exams; therefore, they will not be allowed to assist in school programs. However, certain translation books/dictionaries are allowed and THE TEMPLE Annapolis School is happy to assist in locating these resources.

THE TEMPLE Annapolis: A Paul Mitchell Partner School is an equal opportunity school. We will not deny anyone an education that meets our Admissions Requirements and follows our Admissions Procedures. However, we wish to advise any applicant that the licensing requirements for the State of Maryland do have many limitations. For instance, at the minimum, you will need a social security number and an employment authorization (green) card if you are not a United States citizen. If you do not have a valid ID from your home country, or one that is not recognized by the State of Maryland, you cannot get your license.

Finally, while a felony conviction will not prevent you from attending THE TEMPLE Annapolis School, please be aware that criminal convictions may affect your ability to be licensed. The question is asked when you apply for your cosmetology license and you may be denied your licensure depending on the conviction.

THE TEMPLE Annapolis: A Paul Mitchell Partner School is not responsible for graduates who are denied licensure

## ENROLLMENT INFORMATION

THE TEMPLE Annapolis: A Paul Mitchell Partner School usually begins a new class about every ten to twelve weeks, depending upon space availability. Please refer to the catalog section "Program Start Dates" or contact THE TEMPLE Annapolis' Enrollment Team for exact starting dates.

### Holidays and Closings

THE TEMPLE Annapolis: A Paul Mitchell Partner School allows the following holidays off:

	<u>2019</u>	<u>2020</u>
New Years Day	January 1	January 1
Martin Luther King Day	January 21	January 20
Spring Break	April 22	April 13
Memorial Day	May 28	May 25
Independence Day	July 4 and 5	July 3 and 4
Labor Day	September 2	September 7
Thanksgiving and day after	November 28 and 29	November 26 and 27
Christmas Eve and Christmas Day	December 24, 25 and 26	December 24, 25 and 26
New Year's Eve	December 31	December 31

THE TEMPLE Annapolis School also closes our doors one Thursday approximately every month to train our team. These closings are built into your contract end time and do not affect your attendance in any way. If THE TEMPLE Annapolis School must close on an unscheduled day do to unforeseen emergencies, we will update your contracts to reflect a new contract end date. Any other dates, including EXTENSIONS of the dates listed above, are at the discretion of the School Management Team and will be published well in advance for the future professional information and planning.

### Weather Emergency or Disaster

TEMPLE Annapolis: A Paul Mitchell Partner School, is an institution of higher education. As such, our future professionals usually require their own means of transportation to and from our campus. In the event of a weather emergency, or disaster, the leadership team will be monitoring all possible weather announcements to determine whether to close the

school or not. We will always make our decision based on what is happening, “on the ground” at our campus. All future professionals and faculty will be notified by a staff member as to the closing and subsequent re-opening of the school no later than 6am on the days we are going to close. The general rule to follow is that IF THE SCHOOL IS OPEN, YOU ARE REQUIRED TO BE HERE. A message will be placed on the school answering service, our Facebook page, the main page of our web site ([www.templeannapolis.com](http://www.templeannapolis.com)), through our school “app” and via text service to those that subscribe, notifying both future professionals and clients of the closing.

### **The Enrollment Agreement**

THE TEMPLE Annapolis: A Paul Mitchell Partner School clearly outlines the obligation of both THE TEMPLE Annapolis School and the future professional in this Agreement. A copy of the Enrollment Agreement and information covering costs and payment plans will be furnished to the Future Professional before the beginning of class attendance.

### **Payment Schedule**

THE TEMPLE Annapolis: A Paul Mitchell Partner School offers a variety of monthly financial payment schedules. See the Admission Leader or the Financial Aid Leader for details.

### **Catalog**

THE TEMPLE Annapolis: A Paul Mitchell Partner School clearly outlines the rules, regulations, and expectations of both THE TEMPLE Annapolis School and the future professional in our Catalog. A copy of the Catalog will be given to, and reviewed by, the future professional BEFORE the signing of the Enrollment Agreement.

## **STUDENTS WHO WITHDRAW**

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the agreement, the school will remit a refund that, as a MINIMUM, will be as specified under the section entitled Refund Policy.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN SIXTY (60) CALENDAR DAYS OF WITHDRAW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Future professionals who withdraw prior to completion of the program of study and wish to re-enter into THE TEMPLE Annapolis School will be required to follow procedures as dictated by the policy stipulated under the section Re-Entry Students and a new Enrollment Agreement will be entered into.

THE TEMPLE Annapolis: A Paul Mitchell Partner School, requests that all notice of cancellation be handled in writing. But remember, you do not have to cancel in writing. You do have the right to cancel by just telephoning the school or by not coming to class.

After TWO WEEKS (ten scheduled days of classes) of absence, whether you have been in contact with THE TEMPLE Annapolis or not, a future professional will be considered WITHDRAWN from the program and a refund will be calculated from the last date of Attendance.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Maryland Higher Education Commission  
6 N. Liberty Street, 10th Floor Baltimore, Maryland 21201  
800-974-0203 / 410-767-3301  
[www.mhec.state.md.us](http://www.mhec.state.md.us)

Future professionals wishing to transfer to another institution must pay all monies owed to THE TEMPLE Annapolis: A Paul Mitchell Partner School in order for the hours to be released.

Future professionals who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the future professional will be stored for thirty (30) days, at which time the items become the property of THE TEMPLE Annapolis School.

## **LATE PAYMENT**

If a future professional fails to make a scheduled tuition payment, the future professional may receive a coaching session on the Future Professional Advisory Form. If a future professional consistently fails to make scheduled payments, the future professional may be terminated from the program.

## **TERMINATION POLICY**

THE TEMPLE Annapolis: A Paul Mitchell Partner School may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, and/or failing to comply with educational requirements and/or the terms as agreed upon within the Enrollment Contract. For more information, refer to the school's Future Professional Advisory form.

## **TERMINATION APPEAL PROCEDURE**

If a future professional is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Future Professional Advisory Form, the future professional may appeal the termination decision. A future professional has five (5) calendar days from the date of termination to appeal the decision. The future professional must submit a written appeal to the school's Future Professional Advisor on the school's Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the future professional's situation that will allow them to continue through the program without incident.

If a future professional is terminated due to the Institutional Attendance Policy, the future professional may appeal the termination decision. A future professional has five (5) calendar days from the date of termination to appeal the decision. The future professional must submit a written appeal to the school's Future Professional Advisor on the school's Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the future professional's situation that will allow them to continue through the program without incident.

An internal appeal review will take place within fifteen (15) business days of receipt of the written appeal. This review will undergo by, at a minimum, the future professional advisor and the school director. Any documentation the future professional wishes to provide will be considered. A decision on the future professional's appeal will be made within three (3) business days by the director of education and will be communicated to the future professional in writing. This decision will be final.

If a future professional is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

If you have any complaints, questions, or problems which you cannot work out with THE TEMPLE Annapolis: A Paul Mitchell Partner School, write or call:

**Maryland Higher Education Commission**  
**6 N. Liberty Street, 10th Floor Baltimore, Maryland 21201**  
**800-974-0203 / 410-767-3301**  
**[www.mhec.state.md.us](http://www.mhec.state.md.us)**

## FEDERAL RETURN OF TITLE IV POLICY

THE TEMPLE ANNAPOLIS: A Paul Mitchell Partner School participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

- #1:** Title IV federal financial aid funds are awarded under the assumption that a future professional will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from THE TEMPLE Annapolis School after beginning attendance, the amount of Title IV grant or loan assistance earned by the future professional must be determined. THE TEMPLE Annapolis School is required to calculate the amount of Federal Title IV funds to be returned for a future professional who has withdrawn from all classes. If a future professional receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from THE TEMPLE Annapolis School after beginning attendance, the amount of SFA grant or loan assistance earned by the future professional must be determined.
- #2:** For future professionals who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the future professional before applying the institutional refund policy to determine whether the future professional is owed a refund or if a balance is owed to the institution.
- #3:** If a future professional has received less aid than that future professional earned, he/she may be eligible for a post-withdrawal disbursement. If a future professional is eligible for this disbursement, THE TEMPLE Annapolis School will notify the future professional in writing of the amount for which he/she is eligible. The future professional will have fourteen (14) days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the future professional.
- #4:** The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by THE TEMPLE Annapolis School and/or the future professional. The federal formula is applicable to an eligible future professional receiving federal aid when that future professional withdraws on or before the sixty (60) percent point in time in the payment period.
- #5:** The federal formula requires a return of Title IV aid if the future professional received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus Loans and withdraws on or before completing sixty (60) percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the sixty (60) percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if forty (40) percent was earned, sixty (60) percent was unearned).
- #6:** The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- #7:** If a future professional unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
  - a. Unofficial withdrawal applies when a future professional is absent for fourteen (14) or more consecutive calendar days;
  - b. Official withdrawal applies when a future professional notifies THE TEMPLE Annapolis School in writing or in person.

In both cases the last day of attendance will be used in the return to Title IV calculation.

**#8:** THE TEMPLE Annapolis School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal future professional aid earned. This provides for more equitable treatment of future professionals who officially or unofficially withdraw near either end of the schedule break.

**#9:** Title IV funds will be returned to the United States Department of Education within 45 days.

**NOTE:** A future professional who withdraws prior to completing sixty (60) percent of the charging period may be required to repay some of the funds released to the future professional because of a credit balance on the future professional's account.

Refunds to Title IV programs will be made in the following order:

- #1:** Federal Unsubsidized Stafford Loan
- #2:** Federal Subsidized Stafford Loan
- #3:** Federal Plus Loan
- #4:** Federal PELL Grant

## INSTITUTIONAL REFUND POLICY

THE TEMPLE Annapolis: A Paul Mitchell Partner School incurs expenses and plans according to the hours CONTRACTED by our future professionals. Therefore, our Institutional Refund Policy is based on "scheduled hours" (the hours taught by the school regardless if the future professional chose to come to school the entire time).

THE TEMPLE Annapolis: A Paul Mitchell Partner School Institutional Refund Policy follows the guidelines in the Code of Maryland Regulations (COMAR) and is outlined as such:

COMAR 13B.01.01.12 Tuition, Fees, Enrollment Contracts, Refunds.

- I. If a school closes or discontinues a program, the school shall refund to each currently enrolled student monies paid by the student for tuitions and fees and monies for which the student is liable for tuitions and fees.
- J. With the approval of the Secretary, a school which closes or discontinues a program, instead of refunding monies to a student, may arrange for that student to complete his or her educational program at another approved school offering a similar program. It is the student's option to receive the refund or to accept the transfer to another school.
- K. Seven-Day Cancellation Period.
  - 1. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the application fee or registration fee, or both. After the 7-day cancellation period, the refund policy given in SL(1) of this regulation shall be followed.
  - 2. The availability of a 7-day cancellation period shall be published in the catalog, on the school's application forms, and in the enrollment contract.
- L. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the

property of, the student.

M. Minimum Refund.

1. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<b>PROPORTION OF TOTAL COURSE OR PROGRAM TAUGHT BY DATE OF WITHDRAWAL</b>	<b>SCHOOL REFUND</b>	<b>RETAINS</b>
Less than 10%	90% refund	10% tuition
10% up to but not including 20%	80% refund	20% tuition
20% up to but not including 30%	60% refund	40% tuition
30% up to but not including 40%	40% refund	60% tuition
40% up to 50%	20% refund	80% tuition
More than 50%	NO REFUND	100% tuition

2. A refund due a student shall be based on the date of withdrawal or termination. If a student is terminated due to lack of attendance after ten days, then the date of withdraw or termination will be the last date of attendance. The refund will be paid within sixty (60) days of the date of withdrawal or termination.

### **STUDENT FINANCIAL AID RELEASE**

The undersigned agrees that THE TEMPLE Annapolis: A Paul Mitchell Partner School does not guarantee the student loan process in any respect. A federal Parent Plus Loan requires a credit check and is based on the parent's credit. Pre-approval for a federal Parent Plus Loan does not guarantee that the parent will receive a federal Parent Plus Loan. It is critical that the parent be able to pass a credit check when the loan is certified. THE TEMPLE Annapolis School has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is the student's responsibility to ensure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

### **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

THE TEMPLE Annapolis: A Paul Mitchell Partner School, follows policies and procedures for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Future professionals are randomly selected to provide additional information. THE TEMPLE Annapolis School provides future professionals with a verification form, so they can collect the necessary information. The school gives the future professional a thirty (30) day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the future professional will be placed on a monthly cash-pay status until the verification is completed. If a future professional's "expected family contribution" (EFC) changes while enrolled in THE TEMPLE Annapolis School, future professionals will be required to sign and EFC form reflecting and acknowledging those changes. Our student service and financial aid provider (third partner servicer), FAME, handles student overpayments and alerts THE TEMPLE Annapolis School, so it can make changes to the award packet, which is reported to the Common Origination and Disbursement (COD) office for the Department of Education.

## **SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES**

In order to academically succeed in a program, a Federal Pell Grant future professional must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the THE TEMPLE Annapolis: A Paul Mitchell Partner School will provide a way for a future professional who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- #1:** Ten days before the beginning of the payment period, the THE TEMPLE Annapolis School could have disbursed federal student aid (FSA) funds to the future professional; and
- #2:** Disbursement of those funds would have created an FSA credit balance.

THE TEMPLE Annapolis School will consider all the FSA funds a future professional is eligible to receive at the time it makes the determination, but THE TEMPLE Annapolis School need not consider aid from non-FSA sources.

The amount THE TEMPLE Annapolis School must provide is the lesser of the presumed credit balance or the amount determined by THE TEMPLE Annapolis School that the future professional needs to obtain the books and supplies. In determining the required amount, THE TEMPLE Annapolis School may use the actual costs of books and supplies or the allowance for those materials used in estimating the future professional's cost of attendance for the period. A future professional may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

## **PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES**

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not have a list of preferred lenders and we do not offer private education loans.

## **ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Future professionals will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the future professional was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Future professionals whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

## **ON TIME COMPLETION**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is required to measure and collect data on all our Future Professionals who complete our programs "on time as scheduled". Because we maintain such high standards for attendance, for the purposes of this metric, we define "normal time" and "on time" as having completed the program with at least a 90% attendance rate or higher.

At this time, "normal time" is also our minimum attendance requirements.

## **FUTURE PROFESSIONAL RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of future professionals to review and request changes to the records. FERPA generally gives postsecondary future professionals the rights to:

- #1:** Review their education records,
- #2:** Seek to amend inaccurate information in their records, and
- #3:** Provide consent for the disclosure of their records.

Future professionals (or parents or guardians, if the future professional is a dependent minor) are guaranteed access to their school records, with a staff member present, within thirty (30) days from the date of the request. Copies of all records can be requested at \$0.20 per page.

### **General Release of Information**

Except under the special conditions described in this policy, a future professional must provide written consent before the school may disclose personally identifiable information from the future professional's education records. The written consent must:

- #1:** State the purpose of the disclosure,
- #2:** Specify the records that may be disclosed,
- #3:** Identify the party or class of parties to whom the disclosure may be made, and
- #4:** Be signed and dated.

### **FERPA Disclosures to Parents**

While the rights under FERPA have transferred from a future professional's parents to the future professional when the future professional attends a postsecondary institution, FERPA does permit a school to disclose a future professional's education records to his or her parents if the future professional is a dependent future professional under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent future professional for Federal Student Aid (FSA) purposes. For IRS purposes, future professionals are dependent if they are listed as dependents on their parent's income tax returns. (If the future professional is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the future professional as a dependent.)

A school may disclose information from a future professional's education records to parents in the case of a health or safety emergency that involves the future professional without needing the future professional's consent.

A school may inform parents of future professionals under age of twenty-one (21) when the future professional has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### **Release of Information to Regulatory Agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the future professional has received or applied for. Such a disclosure may only be made if the future professional's information is needed to determine the amount of the aid, the conditions for the aid, or the future professional's eligibility for the aid, or to enforce the terms or conditions of the aid.

THE TEMPLE Annapolis: A Paul Mitchell Partner School provides and permits access to future professional and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the future professional's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the future professional who is the subject of the subpoena or court order before complying, so the future professional may seek protective action. However, the school does not have to notify the future professional if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the future professional, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

### **Disclosures for Other Reasons**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that future professional was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

### **Directory Information**

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not publish "directory information" on any future professional.

### **Record Maintenance**

All requests for releases of information are maintained in the future professional's file as long as the educational records are kept. Maryland law requires all student records to be kept indefinitely. The future professional may contact the schools Financial Aid Leader or School Director for copies of his or her educational and financial records.

### **Amendment to Student Records**

Future professionals have the right to seek an amendment to their school records. To seek an amendment, future professionals must meet with the School Director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible future professional may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All future professionals must commit to and follow the Student Professional Development Guidelines during their enrollment at THE TEMPLE Annapolis: A Paul Mitchell Partner School. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### Attendance and Documentation of Time

- #1:** THE TEMPLE Annapolis School records attendance in clock hours and gives appropriate attendance credit for all hours attended. THE TEMPLE Annapolis School does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and rounds to the nearest quarter of an hour. In order to ensure proper clock hours are credited, all future professionals are required to activate the time clock twice a day: when they arrive to school and when they leave at the end of the day. If a future professional fails to clock in or out for their schedule on the future professional timeclock, the future professional needs to fill out the appropriate forms to document their error with the Future Professional Advisor. If the future professional wishes to dispute any hours they feel earned, the future professional must provide documentation to verify attendance on the missing time form. The documentation could include the future professional sign in sheet, the specialty class attendance role, and/or the guest service summary. Continued failure to utilize the time clock will result in a "write up" under our Advisory Policy.
- #2:** THE TEMPLE Annapolis School is open from 9:00 AM to 4:30 PM for 5-day future professionals, 9:00 AM to 8:00 PM for 3-day future professionals, and 5:00 PM to 10:00 PM for night future professionals.
- #3:** All courses require continuous attendance.
- #4:** The prescribed attendance schedule must be maintained each week. Future Professionals attend Core for three hundred and fifty (350) actual clock hours then move into the clinic classroom for Adaptive and Creative Phases.
- #5:** Future professionals must be on time, as tardiness inhibits the learning process. Future professionals who are late for a theory class, specialty class or a guest artist class may attend the class, after signing in on the late sheet and clocking in for the day. Future professionals are never excused from mandatory theory class to work on the clinic classroom.
- #6:** During the enrollment contract period, future professional must maintain a 90% attendance average each month in order to complete the program within the scheduled program length. The future professional is allowed to miss 10% of his or her scheduled hours. If a future professionals maximum amount of time under the contracted scheduled end date has expired and the future professional has not completed the required program clock hours, the future professional will be withdrawn from the program. At that time the future professional can re-enroll in the program for the remaining clock hours under a new contract and additional costs. The future professional may use the allowed 10% of his or her scheduled hours for vacation, doctor appointments, illness, etc.

**\*\* Refer to THE TEMPLE Annapolis School enrollment contract for the Enrollment Contract Period definition.**

***Please note that if a future professional misses more than fourteen (14) consecutive school days, the future professional may be terminated from the program.***

- #7:** Future professionals who are late or cannot attend school must contact THE TEMPLE Annapolis School immediately using proper call out procedures no later than 9:00 AM.

### **Same Day:**

A Future Professional needs to call, or text, 443.221.2553 and either leave a text message on our system OR voice message in our general voicemail box, or with our receptionist by 9:00am. You must CLEARLY state:

- Your full name
- The current Date and Time
- The hours and dates you will be absent

Example: "Hello, this is Charles Riser, future professional #9999, its Wednesday, June 9th at 6:45am. I will not be in today until 11am. Thank You."

### **In Advance:**

A future professional that knows they will be gone specific days must fill out a Absence Request Form. This form must be filled out and turned in at least 24 to 48 hours before the requested time off. This formed is turned into the Service Desk Team and will be approved, or denied, by THE TEMPLE Annapolis Leadership Team.

- #8:** Future professionals must request time off from school by properly completing the Absense Request Form.
- #9:** Future professionals are required to be in attendance a minimum of 35 hours per week for the five (5) day schedule; twenty-seven (27) hours per week for the three (3) day schedule; and twenty (20) hours per week for night future professionals. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year.
- #10:** Lunches and breaks are scheduled for all future professionals. Future professionals should communicate with their instructor if they have not had lunch by 1:30 PM.
- #11:** Future professionals may not leave THE TEMPLE Annapolis School premises during regular hours without proper permission.
- a. Future professionals who leave THE TEMPLE Annapolis School premises for **less** than fifteen (15) minutes must sign the sign-out sheet.
  - b. Future professionals who leave THE TEMPLE Annapolis School premises for **more** than fifteen (15) minutes, that is not an authorized school break, must document their time by clocking out on the time clock, signing the sign-out sheet, and properly completing the Absense Request Form.
- #12:** Future professionals may not clock in or out, or sign in or out, for another future professional.

### **Professional Image**

A professional image is a requirement for successful participation in school. Future professionals must maintain the following professional dress code:

- #1:** Future Professionals in Core, Adaptive and Creative Phases must wear black, gray or white in any combination.
- #2:** A minimal print in clothing is acceptable only if it is a black, gray and white print.
- #3:** Clothing must be professional, clean, and free of stains and tears.

- #4:** Shoes should be professional and comfortable.
- #5:** Hair must be clean and styled prior to arriving at school. Ponytails are acceptable, only if they are fully styled.
- #6:** Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- #7:** The following is a list of unacceptable dress:
  - a. Tennis shoes, gym shoes, foot thongs, Crocs, or beach sandals
  - b. Clothing with visible tears and holes
  - c. Tank or sleeveless tops
  - d. Sweatpants and sweatshirts
  - e. Printed T-shirts other than those with a PAUL MITCHELL logo; acceptable T-shirts must be clean and professional, and you must dress them up
  - f. Short skirts that fall above fingertips, when standing up
  - g. Hats, visors, bandanas, caps, or beanies
  - h. Shorts, spandex, or biking shorts
  - i. Hooded sweatshirts, jackets, or tops
- #8:** Tights or leggings must be worn with skirts or dresses that fall above the knees.
- #9:** Future professionals who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

### **Sanitation and Personal Services**

- #1:** Future professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- #2:** Future professionals must clean, including sanitize, their stations and equipment, including the floor, after each service.
- #3:** Hair must be swept up immediately after a service is completed, before blow-drying.
- #4:** Workstations must be cleaned and sanitized at the end of the day, prior to clocking out for the day.
- #5:** Future professionals may receive services on Tuesday OR Thursday. To receive a service, future professionals must do the following prior to starting the service:
  - a. Receive a approved Student Service Slip
  - b. Notify an instructor and be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
  - d. Personal services are considered rewards and scheduled for future professionals who are up to date with all projects, exams, and worksheets. School assignments and successful learning are the priority.

### **Communication Guidelines and Professional Conduct**

- #1:** Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, future professional lounge, or clinic classroom area.

- #2:** Future professionals may use their personal cell phones for voice or video calls ONLY during personal breaks or specifically authorized times.
- #3:** Future professionals may not visit with another future professional who is servicing a service guest.
- #4:** Future professionals may not gather around the reception desk, reception area, or offices.
- #5:** Food and drinks are only allowed in the lunchroom.
- #6:** THE TEMPLE Annapolis: A Paul Mitchell Partner School is a smoke and vaping free campus. By law, our campus is defined as the main building and a 300 foot radius surrounding the building.
- #7:** Stealing or taking school property or another's personal property is unacceptable.
- #8:** THE TEMPLE Annapolis School's management and leadership team has the right to inspect your locker at any time.

### **Learning Participation Guidelines**

- #1:** Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- #2:** Future Professionals will be expected to maintain an average of 75% on all theory exams and assignments.
- #3:** Future Professionals may not be released from required theory class to take a service guest.
- #4:** Only service desk personnel may schedule or change guest service appointments.
- #5:** All services must be checked and the service ticket initialed by a Learning Leader overseeing your zone.
- #6:** Future Professionals are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.
- #7:** If a Future Professional is not able to fully participate in the learning experience, they must clock out and leave the campus. If a future professional is on campus, regardless of the approved schedule, they must be participating in a learning experience.
- #8:** When Future Professionals are not scheduled with service reservations or are not scheduled to attend theory or a specialty class, they may focus on the following:
  - a. Completion of monthly clinic worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another Future Professional with approval from a Learning Leader
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- #9:** Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professionals guidelines and rules.

- #10:** Future Professionals may not perform hair, skin, or nail services, outside of school, unless authorized to do so by school administration as part of an approved school activity. Future professional may not represent themselves as licensed operators in any activity while enrolled in school unless they already hold such a license.
- #11:** Future professionals are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. THE TEMPLE Annapolis: A Paul Mitchell Partner School is not responsible for any lost or stolen articles. Your locker remains the personal property of THE TEMPLE Annapolis: A Paul Mitchell Partner School at all times and no future professional is granted or should assume that there is any exception of privacy relating to the use of that locker. School administration has the right to access and inspect your locker at any time.
- #12:** Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense. Future professionals must abide by local (city and/or landlord) parking rules, which are announced during orientation. THE TEMPLE Annapolis: A Paul Mitchell Partner School will not be responsible for parking violations and/or towing fees. No future professional will be allowed to park in the lot immediately in front of THE TEMPLE Annapolis. We share this lot with five other merchants and the spaces are necessary for our retail guests. Any future professional caught parking here will have their vehicle towed at their expense and will be written up for violating school policy.

There is a large parking space across the entrance drive into the shopping center that will be used for both staff and future professional parking. This lot will be noted during tours and during future professional orientation. THE TEMPLE Annapolis encourages our future professionals to park here as it is an easily accessible spot.

- #13:** All worksheets are due as defined by our worksheet policy.
- #14:** If a future professional fails to complete a worksheet in its entirety, the future professional will be placed on the Back on Track list and will remain on the list until the following month, as long as he/she completes the clinic worksheet.

## COACHING AND CORRECTIVE ACTION

At THE TEMPLE Annapolis: A Paul Mitchell Partner School, part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. THE TEMPLE Annapolis School team will coach all future professionals to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

**Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Future professionals may be clocked out, released for the day, or suspended when they do not comply with guidelines.

**Professional Image Standards:** Professional image standards were created to provide guidance and direction to future professionals as they develop their professional image and persona. Future professionals may be clocked out and released for the day when they do not meet professional image standards.

**Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Future professionals may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

**Communication Guidelines and Professional Conduct:** It is the THE TEMPLE Annapolis School's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and future professionals all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Future professionals who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

**Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers future professionals to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all future professionals. Future professionals who fail to meet the guidelines and create challenges for other future professionals or staff may be released from school, suspended, or terminated.

### Corrective Action Steps

Once a future professional has received five (5) coaching sessions, the future professional may be suspended from school for five (5) days. If a future professional receives two (2) more coaching sessions after their initial five (5), the future professional's attendance may be permanently terminated. A future professional may be terminated without prior coaching sessions for improper and/or immoral conduct. Refer to the school Future Professional Advisory form.

### Future Professional Advisory Sheet

All coaching and corrective action steps, and plans, are documented on the Future Professional Advisory Sheet.

## POLICIES AND PROCEDURES FOR FUTURE PROFESSIONALS WITH DISABILITIES

### SECTION#1: Accommodation Procedures for Future professionals with Disabilities

### SECTION#2: Grievance Procedures for Future professionals who have Complaints on the Basis of Disability

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### SECTION#1: Accommodation Procedures for Future professionals with Disabilities

#### Non-Discrimination Policy

It is the policy of THE TEMPLE Annapolis: A Paul Mitchell Partner School to comply with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, which are federal laws that prohibit discrimination on the basis of disability. THE TEMPLE Annapolis: A Paul Mitchell Partner School does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a future professional's participation in a program of THE TEMPLE Annapolis School. This applies to all future professionals and applicants for admission to the school. THE TEMPLE Annapolis: A Paul Mitchell Partner School will provide reasonable accommodations to future professionals with qualified disabilities.

#### Definition of an Individual with a Disability

An **individual with a disability** is a person who has a physical or mental impairment, which substantially limits one or more major life activities of the individual over a long period of time. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage. Most "short term" injuries or diagnosis are not covered unless they produce serious, long term, consequences or have a major impact on life activities.

The phrase **physical impairment** means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase **mental impairment** means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase **substantially limits** must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a future professional with bipolar disorder would be covered if, during manic or depressive episodes, the future professional is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase **major life activities** means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## **THE TEMPLE Annapolis School's Responsibilities to Future Professionals with Disabilities**

THE TEMPLE Annapolis School must provide ***academic adjustments, auxiliary aids, and reasonable accommodations*** to future professionals with disabilities, that are necessary to ensure future professionals are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against future professionals with disabilities. The school must ensure that it provides physical access to future professionals with disabilities. It is also the responsibility of THE TEMPLE Annapolis: A Paul Mitchell Partner School to permit future professionals with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at THE TEMPLE Annapolis: A Paul Mitchell Partner School campus is: Jen Kusel; ADA Compliance Coordinator; 2303 Forest Drive, Suite C, Annapolis, MD 21401; 443-221-2553; jenk@templeannapolis.com.

When a future professional informs a school staff member that the future professional is disabled, or needs accommodations or assistance due to disability, the staff member will refer the future professional to the school's ADA Compliance Coordinator.

### **Procedures for Future Professionals and THE TEMPLE Annapolis School**

#### ***Documentation of disability by future professionals***

Future professionals with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above. Future professionals must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a future professional with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker. The documentation submitted must be within the last twelve (12) months, if older than twelve (12) months the future professional must provide current documentation from the appropriate professional.

This documentation may be the future professional's existing medical records, or reports created by the future professional's medical provider or an appropriate professional who conducts an assessment of the future professional. It may be documentation from the future professional's past educational records such as reports from teachers or school psychologists, or records that show the future professional's educational history, disability assessment, and the accommodations the future professional previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with THE TEMPLE Annapolis: A Paul Mitchell Partner School staff and Learning Leaders, on an "as-needed basis," in order to facilitate academic accommodations or other services.

#### ***Future professional requests for accommodations and interactive discussion with ADA Compliance Coordinator***

Future professionals who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the future professional's documentation and discuss accommodations with the future professional before the future professional begins the class or program for which the accommodation is being requested. When a future professional contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the future professional, including a record of the accommodations requested by the future professional. Future

professionals who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The future professional and the ADA Compliance Coordinator will discuss how the future professional's impairment impacts the future professional, how the future professional expects the impairment to impact the future professional in the school's program, the types of accommodations the future professional has previously received (if any), and the accommodations being requested by the future professional from THE TEMPLE Annapolis School. The Coordinator and the future professional should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the future professional's disability and how it limits a major life activity. The accommodations requested by the future professional should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the future professional must discuss and determine what the future professional's limitations are, and how they can be accommodated.

*Here are some examples:*

- #1: A future professional with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These future professionals may also need particular kinds of chairs.
- #2: A future professional with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other future professionals. These future professionals may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- #3: A future professional with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- #4: A future professional with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These future professionals may need to take breaks in a quiet room during skills practice.
- #6: A future professional with a hearing impairment may need instructors to use voice amplification systems, or may need the school to provide a sign language interpreter.
- #7: A future professional with diabetes may need periodic breaks to check his or her blood sugar level.

### ***Decision about accommodations, and ensuring implementation of accommodations***

The ADA Compliance Coordinator will decide the accommodations to be provided to the future professional. The Coordinator will consider any past accommodations that have been effective for the future professional, and will give primary consideration to the type of accommodation requested by the future professional. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the future professional.

The Coordinator will make a decision no later than two weeks after the future professional states the request for an accommodation. If the future professional does not submit documentation of a disability at the time the future professional requests an accommodation, the Coordinator will make a decision no later than two weeks after the future professional provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the future professional. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the future professional, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the future professional's accommodations. The Coordinator will verify that the accommodations are being implemented for the future professional through direct observation, report by the future professional, and/or documentation from the school staff. If the future professional informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the future professional.

After accommodations have been approved for a future professional, the Coordinator will make an appointment with the

future professional for a time when the future professional's program is expected to change. The purpose of the appointment is to determine whether the future professional's accommodations should be changed when the future professional's program phase changes, or the type of instruction changes.

### **Additional factors**

THE TEMPLE Annapolis School is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the future professional that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the future professional.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with the School Owner, who will take into account the overall financial resources of the school. The School Owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the School Owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the future professional and offer the alternate accommodation to the future professional.

### **Appeals by Future Professionals**

A future professional may appeal any accommodation decision made by the ADA Compliance Coordinator if the future professional disagrees with the decision. Here are some examples: A future professional may appeal the Coordinator's decision to deny a requested accommodation. A future professional may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a future professional. A future professional may appeal a decision by the Coordinator that the future professional has not presented sufficient documentation to support the requested accommodation. A future professional may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a future professional wishes to file an appeal, the future professional must notify Charles R Riser JR, co-owner; 2303 Forest Drive, Suite C, Annapolis, MD 21401; 443-221-2553; charles@templeannapolis.com. The future professional must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the future professional's accommodation is not being implemented, and submit any relevant documentation.

Within five (5) calendar days of receiving a future professional's appeal, the School Owner will meet with the future professional and the Coordinator to discuss the issues presented by the future professional's appeal. If appropriate, the School Owner will also discuss the issues with other school staff members.

When a future professional appeals a decision made by the Coordinator, the School Owner will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the School Owner will ensure that the revised decision is implemented.

When a future professional files an appeal on the basis that an approved accommodation is not being implemented, the School Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The School Director will inform the future professional of the decision in writing no later than fourteen days after receiving the future professional's appeal.

### **Training and Mediation Responsibilities of the ADA Compliance Coordinator**

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions, the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to the school. The Coordinator will address: the school's responsibility to provide accommodations to future professionals with disabilities; how to appropriately interact with future professionals with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for future professionals; how to support future professionals with disabilities in the school's programs; that future professionals with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for future professionals who wish to learn about the school's process for providing accommodations, or about the school's grievance procedures.

To help ensure that future campus staff members and future professionals are aware of the school's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist future professionals with disabilities who have concerns about implementation of their accommodations or their treatment by the school staff members or other future professionals. At the request of a future professional, the Coordinator will informally mediate or attempt to resolve issues related to the future professional's disability. If this informal process does not resolve the future professional's concerns, the future professional may file a grievance as described in Section II below.

## **SECTION #2: Grievance Procedures for Future professionals who have Complaints on the Basis of Disability**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is responsible for providing a grievance procedure to future professionals who feel they have been discriminated against on the basis of disability. The grievance procedure provides future professionals the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the future professional has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

### ***Grievance complaints***

A future professional may file a grievance if the future professional feels he or she has been discriminated against because the future professional is disabled, or because the future professional is regarded as being disabled, or because the future professional has a record of being disabled. A future professional may also file a grievance if the future professional feels that he or she has been retaliated against for advocacy based on disability.

Here are some examples of discrimination:

- #1: An instructor or other future professionals refer to the future professional in a derogatory way related to the future professional's disability.
- #2: An instructor generally refers to future professionals with particular types of disability in a derogatory way.
- #3: Other future professionals refuse to work with the future professional because the future professional is disabled.
- #4: A school staff member refuses to provide a service to the future professional that the staff member provides to other future professionals.
- #5: A school staff member takes a negative action toward the future professional after the future professional asked for accommodations for a disability.
- #6: A guest presenter at the school makes derogatory statements about future professionals with disabilities, or states that future professionals with disabilities can never be employed in the presenter's field.
- #7: A future professional's request for accommodation was denied by the school, or an instructor did not implement

an accommodation for the future professional that was approved by the school.

A future professional must file a grievance complaint within ninety (90) days of the date the discriminatory act occurred, or within ninety (90) days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the future professional must describe what happened and the dates the acts took place, and state who was involved. The future professional should explain why the future professional believes the acts were taken based on disability. The future professional should describe or provide copies of any relevant documents or e-mails, if available.

A future professional may ask the Campus ADA Compliance Coordinator to try and informally resolve the future professional's complaint before the future professional files a written complaint. **However, the future professional is not required to try informal resolution before filing a written complaint.**

The complaint must be sent to Jen Kusel; School Director; 2303 Forest Drive, Suite C, Annapolis, MD 21401; 443-221-2553; jenk@templeannapolis.com.

### ***Investigation of the Complaint***

When the School Director receives a written complaint, the School Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the School Director will discuss the allegations in the complaint with the future professional, and obtain any needed additional information from the future professional. The School Director will obtain from the future professional the names of any persons the future professional believes will have relevant information.

The School Director will gather all information necessary to determine what took place. To do so, the School Director will interview any school staff members or future professionals who engaged in the actions or may have witnessed the actions that the future professional is complaining about.

The School Director will interview persons that the future professional stated may have relevant information. The School Director will gather any relevant documents such as e-mails, future professional work, or instructor's records. During the investigation, the School Director will disclose the complaint, and confidential information about the future professional, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the School Director will determine whether the future professional was treated differently from other future professionals based on disability; or whether the future professional was harassed based on disability; or whether the future professional was retaliated against because the future professional advocated on the basis of disability; or whether the future professional was denied an accommodation that the school should have provided to the future professional.

### ***Written Decision***

The School Director will provide the future professional with a written decision no later than sixty days after the date the future professional filed the complaint. The decision will state the determination reached by the School Director at the conclusion of the investigation, and the reasons the School Director reached that determination. If the School Director concludes that the future professional was discriminated against on the basis of disability, the decision will state the types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory acts from occurring again.

### ***Appeals by Future Professionals***

If the future professional who filed the complaint disagrees with the decision made by the School Director, or disagrees with the remedial action specified, the future professional may appeal the decision to the School Owner. The appeal

must be written and sent to Charles R Riser JR; co-owner; 443-221-2553; 2303 Forest Drive, Suite C, Annapolis, MD, 21740; charles@templeannapolis.com. The appeal must state the specific reasons that the future professional disagrees with the decision. Appeals must be filed no later than thirty (30) days after the future professional receives the written decision from the School Director.

The School Owner will review all the information provided by the future professional in the appeal, the decision by the School Director, the interview records made by the School Director, and the documents gathered by the School Director. The School Owner will issue a written decision to the future professional within fourteen days after receiving the future professional's appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.

### **U.S. Department of Education**

Future professionals or the school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to postsecondary educational institutions.

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100**

*Telephone:* **(800) 421-3481**

*FAX:* **(202) 453-6012**; *TDD:* **(877) 521-2172**

*E-mail:* **OCR@ed.gov**

OCR has regional offices located throughout the country. To find the office for our state, check the OCR website at:

**<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>**

or call the telephone number above.

## **STUDENT CONSUMER INFORMATION**

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the financial aid office staff of THE TEMPLE Annapolis: A Paul Mitchell Partner School, attempts to meet these requirements.

THE TEMPLE Annapolis School is approved for and participates in federal PELL Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, FSOEG and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal aid may not cover all the cost of attendance.

All financial aid is awarded to students that qualify meeting the following criteria:

- #1:** Citizen or permanent noncitizen alien recipient codes that are eligible are 1-151, 1-551, and 1-94.
- #2:** Ineligible codes include F-1, F-2, J-1, and J-2, students that are in federal loan default, grant overpayment, or male students that meet the Selective Service registration criteria, but are not registered.

## CONSTITUTION DAY

THE TEMPLE Annapolis: A Paul Mitchell Partner School celebrates Constitution Day on or near September 17 of each year.

For more information visit:

[www.constitutionday.com](http://www.constitutionday.com)

## VOTER REGISTRATION

Students are encouraged to register to vote in state and federal elections. Voter registration and election date information for the state of Maryland can be found at:

[www.elections.state.md.us](http://www.elections.state.md.us)

For information on voter registration and election dates for federal elections, visit:

[www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources)

## **FUTURE PROFESSIONAL AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all future professionals and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, THE TEMPLE Annapolis School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and THE TEMPLE Annapolis School has jurisdiction over Title IX complaints.

THE TEMPLE Annapolis: A Paul Mitchell Partner School's anti-harassment policy applies to all persons involved in the operation of the school, and prohibits unlawful harassment by any employee of THE TEMPLE Annapolis School, as well as future professionals, customers, third parties, vendors or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against future professionals. Any employee, future professional or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom THE TEMPLE Annapolis School does business engages in unlawful harassment or discrimination, the school will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, THE TEMPLE Annapolis School, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of THE TEMPLE Annapolis: A Paul Mitchell Partner School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, THE TEMPLE Annapolis School website, new employee orientations, future professional orientations, and other appropriate channels of communication. THE TEMPLE Annapolis: A Paul Mitchell Partner School will provide training to key staff members to enable the school to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. THE TEMPLE Annapolis School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

#### ***Sex Discrimination***

Sex discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities THE TEMPLE Annapolis: A Paul Mitchell Partner School provides such as:

- #1:** Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
- #2:** Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- #3:** Deny any person an aid, benefit, or service
- #4:** Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
- #5:** Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to future

professionals or employees;

**#6:** Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

### ***Sexual Harassment***

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

### ***Sexual Violence***

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

### ***Domestic Violence***

Domestic violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

### ***Dating Violence***

Dating violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

### ***Sexual Assault***

Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

### ***Stalking***

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

### ***Consent***

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### ***Prohibited Conduct***

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, color or any other legally protected basis if:

- #1:** submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- #2:** submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that

individual's education or employment; or

- #3: it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a future professional's or ability to participate or benefit from the future professional's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, sex or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by future professionals/ employees or complaints filed on their behalf against employees, other future professionals, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, THE TEMPLE Annapolis: A Paul Mitchell Partner School Owner, or the Title IX Coordinator, as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, future professional, vendor or other person who does business with THE TEMPLE Annapolis School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for future professional-related complaints and to school Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within one hundred and eighty (180) days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the future professional, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the future professional's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a future professional will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

<b>Title IX Coordinator</b> Jen Kusel- Director 2303 Forest Drive Suite C Annapolis, MD jenk@templeannapolis.com 443-221-2553	<b>School Owner: (for complaints involving employees)</b> Charles Riser Jr 2303 Forest Drive Suite C Annapolis, MD charles@templeannapolis.com 443-221-2553
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THE TEMPLE Annapolis: A Paul Mitchell Partner School ensures that its employee(s) designated to serve as Title IX Coordinator(s) and School Owner have adequate training on what constitutes sexual harassment, including sexual violence, confidentiality requirements and that they understand how THE TEMPLE Annapolis School's grievance procedures operate.

## **Investigation of Complaints**

In response to all complaints, THE TEMPLE Annapolis: A Paul Mitchell Partner School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, THE TEMPLE Annapolis: A Paul Mitchell Partner School will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, THE TEMPLE Annapolis School will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning THE TEMPLE Annapolis: A Paul Mitchell Partner School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

- #1:** Whether THE TEMPLE Annapolis: A Paul Mitchell Partner School found that the alleged conduct occurred, and whether it constituted discrimination.
- #2:** Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
- #3:** Any other steps THE TEMPLE Annapolis: A Paul Mitchell Partner School took to eliminate the hostile environment, if THE TEMPLE Annapolis: A Paul Mitchell Partner School found one to exist, and prevent recurrence.

During the investigation, THE TEMPLE Annapolis: A Paul Mitchell Partner School will provide interim measures, as necessary, to protect the safety and wellbeing of future professionals and/or employees involved.

Examples of temporary and permanent measures to protect the complainant as necessary are:

- #1:** No contact order
- #2:** Change academic situations as appropriate with minimum burden on the complainant
- #3:** Counseling
- #4:** Health and mental services
- #5:** Escort services
- #6:** Academic support
- #7:** Retake a program or withdraw without penalty

If THE TEMPLE Annapolis: A Paul Mitchell Partner School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and THE TEMPLE Annapolis School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by THE TEMPLE Annapolis School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for future professional-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from THE TEMPLE Annapolis: A Paul Mitchell Partner School’s disciplinary process. To the extent that an employee or contract worker is not satisfied with THE TEMPLE Annapolis School’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

THE TEMPLE Annapolis: A Paul Mitchell Partner School should make appropriate referrals to law enforcement. The school will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

THE TEMPLE Annapolis: A Paul Mitchell Partner School will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Retaliation Prohibited**

THE TEMPLE Annapolis: A Paul Mitchell Partner School prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. THE TEMPLE Annapolis: A Paul Mitchell Partner School will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. THE TEMPLE Annapolis School serves the right to notify parents/guardians of dependent future professionals regarding any health or safety risk, or a change in future professional status.

### **Additional Information**

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not allow conflicts of interest (real or perceived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the future professionals at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact THE TEMPLE Annapolis: A Paul Mitchell Partner School Director for more information or any questions related to this policy. Future professionals may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of discrimination, including harassment of future professionals in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at:

**[www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)**

## SEXUAL HARASSMENT POLICY

THE TEMPLE Annapolis: A Paul Mitchell Partner School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- #1:** Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- #2:** Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- #3:** Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to future professional, future professional to staff, future professional to future professional, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- #1:** Verbal harassment or abuse of a sexual nature
- #2:** Subtle pressure for sexual activity
- #3:** Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- #4:** Intentional brushing against a future professional's or an employee's body
- #5:** Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- #6:** Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- #7:** Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- #8:** Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- #9:** Leering of a sexual nature
- #10:** Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending future professionals, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in THE TEMPLE Annapolis School.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by THE TEMPLE Annapolis School. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending future professionals, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and/or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies, please go to:

**[www.stopbullying.gov](http://www.stopbullying.gov)**

## **COPYRIGHT MATERIAL POLICY**

### **IMPORTANT NOTICE**

**All material in this program is, unless otherwise stated, the property of THE TEMPLE Annapolis: A Paul Mitchell Partner School. Reproduction or retransmission of the materials, in whole or in part, including our logo and marketing material, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.**

At THE TEMPLE Annapolis: A Paul Mitchell Partner School we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the School Director for further investigation. If you are found responsible after meeting with the School Director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool for our academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, images, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. The Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on our computer and IT systems; thus, the integrity of your electronic device and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed several sites below:

**#1:** iTunes.com

**#2:** Spotify.com

**#3:** Pandora.com

**#4:** LastFM.com

**#5:** Slacker.com

**#6:** Netflix.com

**#7:** YouTube.com

**#8:** play.Google.com/store

**#9:** Amazon.com/prime-video

**#10:** Hulu.com

**#11:** rokmobile.com

## **SOCIAL NETWORKING AND MARKETING POLICY**

THE TEMPLE Annapolis: A Paul Mitchell Partner School respects the rights of future professionals to use social media during their personal time. Social media includes all forms of publicly accessible communications, including but not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, Twitter, YouTube, Snapchat, etc.). Future professionals are personally responsible for the content they publish on social networking sites. Future professionals are expected to treat each other, and others, with fairness and respect, consistent with the Paul Mitchell Schools culture.

In addition, THE TEMPLE Annapolis encourages the use of our internal print communication tools to promote and highlight educational opportunities in both our clinic classroom and the campus as a whole. Future professionals may NOT use any personally created print, or electronic, marketing materials to promote educational opportunities on our campus without prior written approval.

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. THE TEMPLE Annapolis: A Paul Mitchell Partner School reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY**

THE TEMPLE Annapolis: A Paul Mitchell Partner School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on school premises or at a school activity involving our future professionals. This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, THE TEMPLE Annapolis: A Paul Mitchell Partner School reserves the right to search all school premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and future professional property on school premises or at school activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on school property. THE TEMPLE Annapolis School also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the school or termination for employees.

THE TEMPLE Annapolis: A Paul Mitchell Partner School also will not object to law enforcement seeking to search school premises or employees and future professionals, and employee and future professional property on school property or at school activities.

## REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

### **Maryland Higher Education Commission (MHEC) (#1303)**

6 N. Liberty Street, 10th Floor  
Baltimore, Maryland 21201  
800-974-0203 / 410-767-3301  
www.mhec.state.md.us

### **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) (#B30039-01)**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the School Director.

The campus crime report is provided to each student prior to enrollment. The campus crime statistics are updated annually (November). If you are interested in reviewing or receiving a copy of the school's campus crime report, please see the School Director and/or the financial aid office or a copy may be reviewed on the school website.

## GRIEVANCE POLICY

In the event a future professional has a concern or grievance that cannot be resolved with the future professional's immediate Learning Leader or Education Leader, the future professional must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the school owners, sales leader, and Future Professional Advisor. The team will receive and attempt to resolve each complaint or concern within fifteen (15) days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the future professional. If no further information is needed, the team will determine a resolution and notify the future professional in writing within ten (10) calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Future professionals will not be subject to adverse actions by any school official as a result of initiating a complaint.

Future professionals should follow the above process; however, the future professional may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Future professional's will not be subject to retribution upon filing a complaint.

If direct appeals to the Administration of THE TEMPLE Annapolis School are not successful, the future professional has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission:

Maryland Higher Education Commission  
6 N. Liberty Street, 10th Floor  
Baltimore, MD. 21201  
800-974-0203 / 410-767-3301  
www.mhec.state.md.us

The future professional has EVERY RIGHT to by-pass THE TEMPLE Annapolis: A Paul Mitchell Partner School Administration and appeal directly to the Secretary of the Maryland Higher Education Commission. Commission procedures advise student to make every effort to resolve complaints at the school level before bringing them to the Secretary. However, complaints will be considered even if they have no previously been submitted to THE TEMPLE Annapolis School.

## STUDENT SERVICES

**#1: Housing:** THE TEMPLE Annapolis: A Paul Mitchell Partner School keeps a file of information about housing in the surrounding areas; however, the school does not provide dormitory facilities and does not have any facilities under its control. The school is not responsible to find or assist students in finding housing.

There is available housing located within two miles of the school. The cost of housing is between \$800 – \$2,500 per month.

**#2: Advising:** 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 on any financial assistance are accessible to students. THE TEMPLE Annapolis: A Paul Mitchell Partner School also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Employment opportunities.
- c. Opportunities for continuing education following graduation.

## PROGRAM DESCRIPTIONS

### ALL PROGRAMS ARE TAUGHT IN ENGLISH

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

### COSMETOLOGY PROGRAM

#### **COSMETOLOGY: Overview**

Standard Occupational Classification (SOC 39-5012.00)

Classification of Instructional Program (CIP 12.0401)

The curriculum involves fifteen hundred (1500) clock hours to satisfy Maryland state requirements. The program includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

**NOTE:** training in licensing for cosmetology allows for licensing and employment under two other Standard Occupational Classifications:

SOC 39-5092.00 Manicurists and Pedicurists

SOC 39-5094.00 Skincare Specialists

For further details please see the following links:

COSMETOLOGY: <http://www.onetonline.org/link/summary/39-5012.00>

SKIN CARE: <http://www.onetonline.org/link/summary/39-5094.00>

NAIL CARE: <http://www.onetonline.org/link/summary/39-5092.00>

Students are prepared to be entry-level cosmetologists.

The cosmetology program breaks down as follows:

CORE:	0 to 160 actual clock hours
PROTÉGÉ:	161 to 350 actual clock hours
ADAPTIVE:	351 to 850 actual clock hours
CREATIVE:	851 to 1300 actual clock hours
FINAL PHASE:	1301 to 1500 actual clock hours

Once you have successfully finished thirteen hundred and eighty (1380) actual clock hours of the cosmetology program, you **MUST** register to take the Maryland State Board of Cosmetology Exam by 1400 actual clock hours, then sit for the THEORY portion of the exam. When you have successfully met all the graduation requirements of the cosmetology program, and the testing agency issues you your test date, you may sit for the Practical portion of the exam.

## **COSMETOLOGY: Education Goals**

The primary purpose of the cosmetology program is to train future professionals in theory, practical and clinical experience which will prepare them for immediate employment in the field of cosmetology. The program is particularly directed toward developing desirable work ethics with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

This program includes instruction in how to seek and obtain employment, outlines the various pay types and income methods, reviews the preparation of employment applications, and includes education into the laws and regulations governing salon operation and safety with respect to the cosmetologist.

Upon meeting all criteria laid out under Graduation Requirements, the future professional will receive a certificate and be prepared to take the State Board Examination of Maryland for Cosmetology. This enables the future professional to work as a cosmetologist in the State of Maryland.

**INDUSTRY NOTE:** in Maryland a licensed cosmetologist cannot work independently outside of the license of a salon. All cosmetology licenses are tied to a licensed salon.

Ultimately, the goal of the cosmetology program at THE TEMPLE Annapolis: A Paul Mitchell Partner School is to successfully prepare our Future professionals for a career in the cosmetology industry. To that extent, our education goals are:

- #1:** To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- #2:** To maintain an updated program that provides students with the knowledge to compete in their field of study.
- #3:** To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- #4:** To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- #5:** To prepare students to successfully pass the state licensing exam for entry-level employment.
- #6:** To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

All future professionals should fully expect a fair and open Learning Leader who is concerned about the future professional. The future professional is responsible to reach their fullest potential and to profit from the program of instruction. These goals are met with rules and regulations being kept to a minimum; future professionals sharing with the Learning Leaders; and an emphasis on teamwork.

## **COSMETOLOGY: Cost of Tuition and Supplies**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, THE TEMPLE Annapolis: A Paul Mitchell Partner School, reserves the right for the following tuition information to be subject to change.

Application Fee (due with application):	\$100.00
Enrollment Fee (due after acceptance):	\$50.00

Books, supplies, and materials (student kit):	\$3,500.00
Tuition:	<u>\$17,500.00</u>
<b>TOTAL COSTS:</b>	<b>\$21,150.00</b>

The registration fee is non-refundable after a seven-day cancellation period, and due upon presentation of the enrollment forms.

Books/Supplies fees are used to purchase the future professional's kits, supplies, scissors, books, and other miscellaneous necessities for use in the cosmetology program. This is fully refundable up to the point where the kit is ordered. Payment for this kit is necessary by the first day of class.

Please contact the school's Financial Aid Leader for payment options. The school accepts cash, credit card, personal check payments, money orders and other funding options. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

**Financial aid is available to those who qualify.**

In extraordinary circumstances, THE TEMPLE Annapolis School may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

**COSMETOLOGY: 2019 Class Start and End Dates**

For 2019 DAY (TUES - SAT):

- February 19, 2019 - February 04, 2020
- September 24, 2019 - September 08, 2020

For 2019 DAY (MON - FRI):

- June 24, 2019 - June 15, 2020
- November 4, 2019 - October 22, 2020

For 2019 NIGHT:

- January 28, 2019 - October 07, 2020
- April 15, 2019 - December 28, 2020
- July 15, 2019 - March 30, 2020
- October 14, 2019 - June 29, 2021

For 2019 3-DAY (MON-WED):

- March 18, 2019 - March 03, 2020
- May 6, 2019 - July 22, 2020
- August 19, 2019 - November 16, 2020
- December 2, 2019 - March 01, 2021

**COSMETOLOGY: 2020 Class Start and End Dates**

For 2020 DAY (TUES - SAT):

- February 11, 2020 - January 30, 2021
- September 22, 2020 - September 11, 2021

For 2020 DAY (MON - FRI):

June 22, 2020 - June 19, 2021

November 2, 2020 - October 22, 2021

For 2020 NIGHT:

January 27, 2020 - October 09, 2021

April 20, 2020 - January 8, 2022

July 13, 2020 - April 3, 2021

October 12, 2020 - July 3, 2021

For 2020 3-DAY (MON–WED):

March 23, 2020 - May 13, 2021

May 4, 2020 - July 24, 2021

August 17, 2020 - November 20, 2021

December 7, 2020 - March 13, 2021

## **COSMETOLOGY: Course Overview**

THE TEMPLE Annapolis: A Paul Mitchell Partner School, breaks its curriculum into specific and distinctive phases based approximately on the amount of clock hours scheduled in the program.

### **Course Hours: 1500 actual clock hours**

#### **CORE: 0 to 160 clock hours**

CORE is designed to acclimate new students to our culture, policies, curriculum and learning styles. In CORE, our students begin to learn both the theory and the technical foundations of hair, skin, and nails. Compared to ADAPTIVE and CREATIVE phases, the CORE phase is the most important. Essentially, our students will get a taste of every aspect of being a professional cosmetologist, allowing them to understand the path in front of them.

#### **PROTÉGÉ: 161 to 350 clock hours**

PROTÉGÉ is designed to allow our CORE students to start sharpening and honing their skills in preparation to working on live models/guests in our clinic classroom. This “buffer zone” between CORE and ADAPTIVE allows our student to get an additional seven days of hands-on practice while mentoring with CREATIVE students on the clinic classroom.

#### **ADAPTIVE: 351 to 850 clock hours**

ADAPTIVE is designed to get you comfortable with working on guests and start to expand your basic knowledge of the industry and your skill sets. ADAPTIVE is about applying what you have learned in CORE until it becomes natural and instinctive. Our students spend their time in ADAPTIVE developing the habits that will help them be successful in our industry. Essentially they are still learning new things, applying that to their base knowledge, then repeating it again and again until they become comfortable in their skills.

#### **CREATIVE: 851 to 1300 clock hours**

CREATIVE is designed to start moving your speed and skill forward as you prepare for working in the cosmetology industry. Specific instructions on specialized skills sets (like extensions and waxing) are brought into play and our students begin to expand on the knowledge they acquired in ADAPTIVE and CORE. By layering onto their previous education, students can start to create new possibilities and ideas on how to layer the basic skills they have learned based on this own understanding of the work.

#### **FINAL PHASE: 1301 to 1500 clock hours**

FINAL PHASE is an extension of CREATIVE that refocuses attention on the skills and information necessary to pass the Maryland State Boards. While you still attend theory and work on live guests, a large portion of your time here is focusing on the realities of the board exams.

## **COSMETOLOGY: Course Outline**

THE TEMPLE Annapolis: A Paul Mitchell Partner School, has developed a set of lesson plans and curriculum in conjunction with Paul Mitchell Schools, Milady, Ultimate Face Cosmetics, and Multiple Intelligences to create a unique learning environment. While we follow a specific outline in our curriculum, it would be difficult to say specifically what is covered "day by day" as different classes move at slightly different speeds.

In total, the curriculum clock hours break down as follows:

CORE:	160 clock hours total
CORE THEORY:	60 clock hours
CORE LAB:	100 clock hours
PROTÉGÉ:	190 clock hours total
PROTÉGÉ THEORY:	40 clock hours
PROTÉGÉ LAB:	150 clock hours
ADAPTIVE:	500 clock hours total
ADAPTIVE THEORY:	86 clock hours
ADAPTIVE LAB:	142 clock hours
ADAPTIVE CLINIC:	272 clock hours
CREATIVE:	450 clock hours total
CREATIVE THEORY:	77 clock hours
CREATIVE LAB:	77 clock hours
CREATIVE CLINIC:	296 clock hours
FINAL PHASE:	200 clock hours total
FINAL PHASE THEORY:	22 clock hours
FINAL PHASE LAB:	70 clock hours
FINAL PHASE CLINIC:	108 clock hours
TOTAL CLOCK HOURS:	1500
TOTAL THEORY:	255 clock hours
TOTAL LAB:	569 clock hours
TOTAL CLINIC:	676 clock hours

## **COSMETOLOGY: Testing and Grading Procedures**

The following exams and grading procedures are incorporated during the future professional's 1500-hour course:

In order to progress from the CORE phase a student must achieve a passing assessment on:

- CORE Worksheet
- CORE written exam
- CORE practical assessment
- Maintain a minimum of 75% on all Milady theory exams

In order to progress from PROTÉGÉ phase a student must achieve a passing assessment on:

- PROTÉGÉ cutting, color and texture evaluations
- PROTÉGÉ clinic worksheet
- Maintain a minimum of 75% on all Milady theory exams

In order to progress from ADAPTIVE phase a student must achieve a passing assessment on:

- Complete clinic worksheets #1 through #4 with passing assessments
- Pass the Adaptive Color evaluation
- Pass the Adaptive Cutting evaluation
- Pass the Adaptive Texture evaluation
- Maintain a minimum of 75% on all Milady theory exams

In order to progress from CREATIVE phase a student must achieve a passing assessment on:

- Complete clinic worksheets #5 through #8 with passing assessments
- Maintain a minimum of 75% on all Milady theory exams
- To enter Final Phase a student must complete the Final Phase entrance form

### **COSMETOLOGY: Measurable Performance Objectives**

- #1:** Complete the required number of clock hours of training.
- #2:** Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- #3:** Upon completion, receive a graduation certificate.
- #4:** Pass the state board exam.

### **COSMETOLOGY: Industry Requirements**

Students interested in pursuing a career in the cosmetology industry should:

- #1:** Develop finger dexterity and a sense of form and artistry.
- #2:** Enjoy dealing with the public.
- #3:** Stay current on the latest fashions and beauty techniques.
- #4:** Make a strong commitment to your education.
- #5:** Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

### **COSMETOLOGY: Safety Precautions for the Cosmetology Industry**

In the State of Maryland, the Department of Labor Licensing and Regulation issues licenses. Their primary role is to "protect the public safety". Because of this, all licensed cosmetologist in Maryland are expected to follow certain base line safety precautions.

By following these safety precautions future professionals contribute to the health, welfare, and safety of the community. The following are a list of important guidelines and precautions to follow ... presented with the understanding that this is simply a listing of the most basic safety precautions and not meant to be the only list in its entirety:

- #1:** Always have good hygiene and be professionally dressed.
- #2:** Keep a first aid kit on hand.
- #3:** Follow safety regulations and keep equipment properly sanitized.
- #4:** Protect the client's clothing by appropriately draping them.
- #5:** Ask the client to remove any jewelry, hair accessory, glasses, etc.
- #6:** Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- #7:** Wear gloves when dealing with chemicals.
- #8:** Carefully use all chemically active products to avoid injury

In addition, the professional cosmetology industry can be a difficult and physically challenging profession to work in. You will spend long hours on your feet with very few breaks to rest. You will need finger dexterity and a sense of form and artistry and keep yourself aware of the latest fashions and beauty techniques. You will need to be able to communicate clearly with strangers and the public. Some aromas and smells associated with our services can cause allergic responses or headaches to those that are specifically aroma sensitive. Finally, many of the products we utilize can be caustic and damaging to the skin during long-term exposure, which can cause dryness, and irritation to the skin upon repeated and prolonged exposure.

Finally, you need to understand that this is a very difficult journey: 1500 clock hours would take approximately four to five years to accomplish in a four-year college. You will be doing this in twelve to twenty-four months. Without a solid commitment to your education, this will be a difficult journey to embark on.

### **COSMETOLOGY: Graduation Requirements**

Future professionals will be expected to complete the cosmetology program within a designated period of time. In general, the MAXIMUM TIME a Future Professional can take is 1500 contracted clock hours plus 150 clock hours missed, for a total of 1650 SCHEDULED (see COMPLETION OF PROGRAM BY THE CONTRACTED END DATE).

In addition, the following requirements will be expected of all Future Professionals before they are successfully graduated:

- #1:** Future professionals MUST complete, and have recorded, all 1500 clock hours of training.
- #2:** Have a CUMULATIVE GRADE of at LEAST 75% on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- #3:** 100% completion of all monthly worksheets.
- #4:** A cumulative attendance rate of at LEAST 90%.
- #5:** Successful completion of all steps on the Graduation Exit Worksheet.
- #6:** Make satisfactory arrangements for payment of all debts owed to THE TEMPLE Annapolis: A Paul Mitchell Partner School.

Upon successfully completing all graduation requirements, future professionals will receive a Certificate of Graduation to show they have met all our graduation requirements.

If a future professional's progress is not satisfactory as determined by THE TEMPLE Annapolis School's administration and/or the future professional fails to complete all listed requirements for graduation by the time the future professional completes 1500 clock hours, the future professional will be withdrawn from the program. In order to complete the graduation requirements, TEMPLE Annapolis will require that the future professional reenroll with in the program, under a new contract, for a time frame necessary for them to accomplish this. The future professional will enter into a new contract with TEMPLE Annapolis: A Paul Mitchell Partner School for this duration.

For the purposed of transfer or graduation, hours will not be released by THE TEMPLE Annapolis: A Paul Mitchell Partner School until all monies owed to the institution have been paid, or satisfactory arrangements have been made to pay, and all academic requirements pertaining to those hours have been completed.

### **COSMETOLOGY: Graduation, Placement, and Job Opportunities**

As we hear more and more about job "out sourcing" and employment opportunities being automated or sent overseas, finding a career in an industry built on building personal relationships with people is rapidly becoming where people will be finding new jobs.

The Council of Career Education Colleges and Universities, using data collected from the US Department of Education and the Bureau of Labor and Statistics (BLS) data, has shown that over 83% of the growth in the cosmetology industry for the next ten years will come from private career schools. Across the United States, in 2016 cosmetology schools missed the projected need for the industry by over 20%, with an estimated 15,000 graduates needed over the next ten years to meet demands. In Maryland alone, that need will be over 1300 new graduates during the same time frame. Republican Congressman Pete Sessions recently commenting that: "This research shows that we must take an active role in creating more opportunities in the marketplace and encouraging Americans to reenter the job market." and his college Democrat Congressman Henry Cuellar noted that "In today's 21st century economy, it is important that postsecondary education includes a career focus and prepares our students to be a successful part of the workforce."

In her acceptance speech, Hillary Clinton said "Here's something we don't say often enough: College is crucial, but a four-year degree should not be the only path to a good job. We're going to help more people learn a skill or practice a trade and make a good living doing it." The Republican Party Platform make a similar commitment: "Public Policy should advance ... affordability, innovation, and transparency and should recognize that a four-year degree from a brick-and-mortar institution is not the only path toward a prosperous and fulfilling career."

For the average cosmetology graduate, a cross section of possible career choices include:

- #01:** Working for a cosmetology school in sales and admissions, paying it forward by being part of the education team, managing the back office as part of operations, guiding future graduates through their path as success coach and advisor, ensuring the school operates smoothly as a logistics coordinator, managing financial aid and compliance to keep the school on top of all regulatory changes, and becoming part of a national advanced academy team to teach continuing education.
- #02:** Working in a salon, a graduate can work as a salon trainer, oversee the operation of the entire salon as a salon coordinator, of course they can remain salon professional in practicing in hair, nails and/or skin,

take their skills to actually becoming salon manager, and ultimately even become a salon owner.

**#03:** Some of our graduates have gone on to manage regional salons, worked for a product manufacturer as a regional coordinator and trainer, trained to be part of a platform artist team and done session work with photographers and video teams. Eventually, as their career progresses, graduates can become part of a business development team, as a regional sales director, be part of product testing, traveling nationally as a member of the sales team, working in house in marketing, education and show development, and becoming part of the platform artist team. Continuing their professional development, our graduates can also find roles in the distribution side of our industry. Working for a distributor they could be a sales manager, part of the marketing team marketing team, involved with the salon sales team, advance to the education manager, work the phones in customer service, travel as a show coordinator, get promoted onto the management team, be assigned their own retail establishment as a store management, and finally to join the warehouse and distribution team ensuring all the merchandise gets where it needs to.

**#04:** Finally, as they continue to grow their skills over time, graduates can find a few other roles in our industry. They can work in a funeral home, doing hair in a hospital and senior living centers, working in front of the camera in television and film, traveling the world on cruise ships, being part of the trend setting in fashion and runway work, getting completely creative with theater teams, and rocking out with music production.

Using data from the Maryland Occupational website, short-term Maryland projections for cosmetologists in 2016 saw a need of 953 graduates to meet industry requirements by 2018. That jumped to over 3000 new graduates needed by 2024. In addition, this data is supported by the Maryland Labor Market Information (LMI) teams. This growth is 24% faster than other industries in the State.

For average income, across the United States, the mean average income for cosmetologist before tips was \$29,590 in 2016. National employment data shows the DC/Baltimore metro areas as having one of the highest employment ratios for the cosmetology industry (fifth in the nation). Breaking that down into Maryland, LMI data shows the mean average wage in Maryland at \$31,350.

Finally, by Maryland region, 2016 income data is as follows:

BALTIMORE COUNTY:	mean average \$32,251
ANNE ARUNDEL COUNTY:	mean average \$26,771
FREDERICK COUNTY:	mean average \$25,257
SOUTHERN MARYLAND:	mean average \$27,177
MONTGOMERY COUNTY:	mean average \$37,622

NOTE: all average income is stated before tips

Although THE TEMPLE Annapolis: A Paul Mitchell Partner School does not guarantee employment upon graduation, we do maintain an aggressive job placement program through our Placement Leader and will inform students of job openings and opportunities on a weekly basis, both on campus and through our school "app". In addition, THE TEMPLE Annapolis coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at our campus and by providing an exclusive tool called "Plugged In" that provides only Paul Mitchell graduates and Future Professionals with unique job listings and connections to local, national and global salons and employment opportunities.

## **COSMETOLOGY: Student Kit**

Future professionals are responsible to purchase a Paul Mitchell kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The student kit is tailored to THE TEMPLE Annapolis School's unique needs and high standards and is usually purchased from the school. However, the future professional may use ANY supplier on the open market providing the resulting kit is of the same kind, items and quality used at THE TEMPLE Annapolis School and meets the same high standards.

The following items are contained in the cosmetology kit:

Full Student Kit		App Bundle		Kit Package		
Paul Mitchell Education Store	Cost		Cost			Cost
<b>App Bundle</b>	<b>\$797.00</b>	Access to Masters	\$120.00	<b>Combs:</b>	Black Metal Tail Comb 429	\$2.00
Paul Mitchell Tote Bag	\$20.00	Be Nice or Else eBook	\$12.00		Black Rat Tail Comb 814	\$2.00
<b>Cengage Learning</b>		Product Knowledge App	\$75.00		Metal Pick Teasing Comb 109	\$2.00
Milady Textbook, workbook, State	\$270.00	Make-Up App	\$75.00		Red cutting Comb 416	\$3.00
		Cutting System App	\$160.00		Teal Cutting Comb 424	\$3.00
<b>Ultimate Face</b>		Plugged In App	\$55.00		White Cutting Comb 408	\$3.00
UFC Make-up Kit	\$200.00	Business Fundamentals App	\$20.00		Detangler Comb	\$2.00
		Mens Cutting App	\$225.00			
<b>JPMS</b>		PM Skill Cards	\$35.00	<b>Brushes:</b>	Paddle Plastic 427	\$7.00
<b>Kit Package</b>	<b>\$1,050.00</b>	JPMS Swatchbook	\$20.00		Sculpting Plastic 413	\$4.00
(1) Male head	\$75.00				Styling Plastic 407	\$6.00
		<b>TOTAL:</b>	<b>\$797.00</b>		Scalp Brush	\$4.00
<b>Burmax</b>					Express Iron Round - Large	\$12.00
(1) Debra head	\$60.00	<b>KETT Airbrush Kit</b>			Express Iron Round - Small	\$9.00
			<b>Cost</b>			
<b>Apple, INC.</b>		ESUM Large Organizer	\$25.00	<b>Capes:</b>	All - Purpose cape	\$18.00
Apple I-pad	\$325.00	KETT Mini Compressor	\$200.00		Cutting cape	\$18.00
		KETT .25 Airbrush Gun	\$100.00			
<b>Staples</b>		KETT Hydro Trail Foundation S/10	\$105.00	<b>Accessories:</b>	Metal Clips (10ct)	\$7.00
Name Tag	\$3.00	KETT Blush Collection S/6	\$100.00		Water Bottle	\$5.00
		KETT Hydro Contour Collection S/4	\$75.00		Rolling Metal case	\$95.00
<b>Muse Beauty</b>		KETT Shimmer Collection S/4	\$75.00			
KETT mini airbrush starter kit	\$700.00	KETT SETT Compact Powder	\$20.00	<b>Tools:</b>	Express Ion Dry +	\$90.00
					Express Ion Smooth +	\$80.00
<b>Total:</b>	<b>\$3,500.00</b>		<b>Total:</b>		3/4" Marcel Curling Iron	\$35.00
					Andis Clipper (US-1) and Trimmer (RT-1)	\$150.00
					6.0 Scissor/5.5 Scissor/Texturizer 5.5/ Case	\$260.00
					Classic Razor	\$18.00
					(2) Female Mannequin	\$78.00
					Tri-pod	\$120.00
					Manicure Set	\$17.00
					<b>Total:</b>	<b>\$1,050.00</b>

Suggested suppliers of Student Kits include:

<p>MILDAY www.milady.com 5 Maxwell Drive Clifton Park, NY 12065-2919 800-824-5179</p> <p>MUSE BEAUTY www.musebeauty.pro 773-294-0419</p> <p>Customer Service Department John Paul Mitchell Systems 20705 Centre Pointe Parkway Santa Clarita, CA 91350 (661) 298-0296</p>	<p>Ultimate Face Cosmetics www.ultimatefacecosmetics.com 16917 Joe Barbee Drive Round Rock, TX 78664 512-814-0292</p> <p>****</p> <p>CosmoProf Beauty System Group 5732 Buckeystown Pike, Suite #6 Frederick, MD 21704 301-228-3813</p> <p>NOTE: CosmoProf does not provide a wholly packaged kit. THE TEMPLE Annapolis School supplements its student kit with items from this supplier.</p>
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**COSMETOLOGY: Completion of Cosmetology Program by Contract End Date**

Currently, there are three schedules for the cosmetology program at THE TEMPLE Annapolis: A Paul Mitchell Partner School:

**35 HOURS DAY:**

Tues - Fri: 9am till 4:30pm 7hrs with 1/2hr break  
 Saturday: 9am till 5pm 7hrs with 1hr break  
 TOTAL: 35hrs per week  
 WEEKS: 43 weeks of instructional time/1500 actual hours

**27 HOURS 3-DAY:**

Mon - Tues: 9am till 8pm  
 Wednesday: 9am till 4:30pm  
 TOTAL: 27hrs per week  
 WEEKS: 54 weeks of instructional time/1500 actual hours

**20 HOURS NIGHT:**

Mon - Thurs: 5pm till 10pm 5hrs  
 TOTAL: 20hrs per week  
 WEEKS: 75 weeks of instructional time/1500 actual hours

The State of Maryland requires fifteen hundred (1500) actual clock hours for cosmetology licensure. At THE TEMPLE Annapolis School, future professionals are expected to complete their program of cosmetology with a MINIMUM attendance rate of 90%. This is the ratio between PROGRAM CLOCK HOURS and ACTUAL CLOCK HOUR ATTENDED AS SCHEDULED.

Future professionals who are never absent will complete our 1500 clock hour program with a 100% attendance rate in the minimum amount of time under their contracted schedules.

Future professionals who are absent for 150 clock hours will complete our 1500 clock hour program with a 90%

attendance rate in the maximum amount of time under their contracted schedules.

It is important to note that 1500 scheduled clock hours, plus making up 150 missed clock hours, is the MAXIMUM amount of time a Future Professional can take to finish our program NO MATTER WHICH schedule they are enrolled in. Scheduled hours are NOT impacted by school closings (such as additional snow days beyond what we build into the schedule). If future professionals are impacted by any of these occurrences, their ACTUAL program end date will be adjusted according to the contract since they are "off the schedule" during those times.

If your maximum amount of time under a contracted schedule has expired and the future professional has not achieved their required 1500 clock hours, will be considered "incomplete" and required to restart the program for the remaining clock hours under a new contract and additional costs.

For our FULL TIME 35 HOUR WEEK program, 1650 scheduled hours equals 236 days, or 47 weeks. THE TEMPLE Annapolis School is closed for short Winter and Spring Breaks, all major holidays, staff trainings, and an additional five miscellaneous days to cover things like SNOW DAYS. This gives the Future Professionals an additional THIRTY-ONE (31) DAYS (or 6 weeks at five days a week) to complete their hours. Add this to Completion of Program by the Contracted End Time the SCHEDULED HOURS (which would equal the CALENDER HOURS if the school never closed) and the future professional will have a total of 53 weeks to finish.

Therefore, a future professional has a MAXIMUM of a little over TWELVE MONTHS to finish the 35 HOUR DAY program here at THE TEMPLE. The 20 HOUR DAY and 20 HOUR NIGHT programs will, of course, take longer as noted below.

**Cosmetology - 35 HOUR DAY:**

100% Attendance = 49weeks (1500hrs / 35hrs a week = 43 weeks ... add in the six weeks closed)  
Maximum Attendance = 53weeks (at 90% attendance ... or four additional weeks at 35hrs a week)

**Cosmetology - 28 HOUR 3-DAY:**

100% Attendance = 76 weeks (350hrs / 35hrs a week = 10 weeks then 1150hrs / 20hrs a week = 58 weeks ... plus six weeks additional time closed for the first year and two for the additional third of a year)  
Maximum Attendance = 85 weeks (at 90% attendance ... or nine weeks at 20hrs a week)

**Cosmetology - 20 HOUR NIGHT:**

100% Attendance = 82 weeks (1500hrs / 20hrs a week = 75 weeks ... add in the 19 days closed which is another four weeks for the first year plus three for the second)  
Maximum Attendance = 91 weeks (at 90% attendance ... or nine weeks at 20hrs a week)

**COSMETOLOGY: Attendance and maintaining minimum standards**

As mentioned in the beginning of this catalog, THE TEMPLE Annapolis: A Paul Mitchell Partner School seeks to not only prepare our future professionals for achieving their professional licensure, we are also committed to fully preparing them for success in the cosmetology industry. Part of this success hinges on their ability to commit fully to their employers and to be able to handle the rigors that this industry demands. In today's cosmetology market, employees are expected to come to work ON TIME and ready to work. A typical workday usually consists of eight continuous hours of work, with little to no breaks. And being a "service" business, an employee is expected to be

present and working when the clients wish to come in. Typically, this means that salons are open on Saturday's and most holidays.

Attendance takes on a very serious role in very beginning of our program, which we call CORE and PROTEGE. These two sections represent the time in our curriculum where you are learning all the rules. As importantly, there really is no way to "make up" hours during this extremely important time frame. Every day brings new instruction and new techniques. So missing time here can have a severely detrimental impact on future skill development.

Because of all this, THE TEMPLE Annapolis School allows a future professional to miss a total of thirty five (35) hours during the first 350 hours (CORE and PROTEGE) of our curriculum. Once a future professional passes this threshold, they are put onto immediate probation and meet with our Future Professional Advisor and Education Leader to plan out a course of action to bring themselves "Back on Track". They remain on academic/attendance probation until finishing PROTEGE. If the future professional misses fourteen (14) more hours before completing PROTEGE they must restart the program with the next incoming class.

Again, a future professional cannot miss more than forty nine (49) hours between CORE and PROTEGE without being withdrawn and having to start the program under a new contract with the next incoming class.

Our role as an educational facility is to present "best practices" of our industry and to hold our future professionals to them. With that expectation, future professionals are required to achieve a minimum of 90% attendance rate for the program. Attendance will be posted into our computer system on a weekly basis and recorded on each future professional's permanent record. Future professionals are required to be on time and remain in school for the entire scheduled day. The Management Team must approve ALL early dismissals.

NOTE: Institutional progress is checked, and noted in the future professional's permanent record, at 150, 300, 450, 600, 750, 900, 1050, 1200, 1350, and 1500 SCHEDULED clock hours. A Future Professional who is NOT maintaining **at least a 90% attendance rate** standard will be placed on Institutional Attendance probation status until the next institutional progress check and a written plan will be drawn up for them to improve their attendance. The purpose of the Institutional Progress check points are to monitor and encourage attendance in the program. While the goal is to improve attendance, the Management Team has the option to drop a future professional who continues to not maintain minimum attendance or show improvements month over month in their attendance. In addition, a future professional may be dropped if it is determined there is no statistical way for them to meet our Graduation Requirements in the scheduled time remaining in their contract. Future professionals who are dropped due to not meeting attendance standards may appeal the decision. If the appeal is granted, they will re-contract for their remaining time and return to the program. If they return within six months, their attendance will remain what it was when they left. After six months, they will be treated as Transfer Students and their attendance will follow the guidance under the Transfer Student section.

**Future professionals must NOT BE LATE as it inhibits the learning process.** If you are late or cannot attend school you must contact THE TEMPLE Annapolis School and talk to the school receptionist immediately, text the school's call out number OR leave a message in the general voicemail box no later than 9:00 a.m. Future professionals who are late for theory class may not enter the classroom until the next scheduled break, but may "clock in" and be assigned special projects or assignments pertaining to their program study. Future professionals are responsible to work with THE TEMPLE Annapolis Team to make up all clock hours they have missed (see section MAKE UP WORK) . Future professionals who are late for any cutting, coloring, perm, texture, or special class, may attend the class, but must be accompanied into the classroom by a team member. Future professionals are never excused from mandatory theory class to work in the clinic.

A Future professional who does not call in by 9:00am, either to announce their lateness, or to excuse themselves from school for that day, will have a "write up" put into the Advisory Binder. In addition, a Future professional who calls in

late, but then does not come in when they noted they would or does not come it all, will be written up. After five write ups, the Future Professional may be withdrawn. Two more write ups (for any reason) and a Future professional may be DROPPED from the program.

Please note that you may not continuously call out to be late. While we appreciate the effort to let us know you are delayed, it is your responsibility to ensure you have given yourselves enough travel time to ensure you arrive to THE TEMPLE Annapolis in time to start your day properly. THE TEMPLE Annapolis understands that things can create challenges in your lives so we allow THREE (3) late calls each month. After that you are written up for each late arrival EVEN IF YOU CALL IN.

In order to closely facilitate a normal salon work environment, THE TEMPLE Annapolis: A Paul Mitchell Partner School has designated specific "all day clinic" days. The purpose of these days is to get future professionals use to the rigors of the "real world" salon environment. All Day Clinic days are always on Saturday and Monday. However, from time to time, other days during the week may be designated as All Day Clinic days.

In the event of a weather emergency, or disaster, all future professionals and faculty will be notified by a staff member as to the closing and subsequent re-opening of the school. The general rule to follow is that IF THE SCHOOL IS OPEN, YOU ARE REQUIRED TO BE HERE. This is not high school. A message will be placed on both the school answering service, our Facebook page, the main page of our web site ([www.templeannapolis.com](http://www.templeannapolis.com)), through our school "app" and via text service to those that subscribe, notifying both future professionals and clients of the closing. Again, as an institution of higher education, our role is to help you understand the exception of the professional beauty industry. Most service businesses remain open during inclement weather so we do as well. Just because it may be snowing at your home does not mean it isn't clear at the school. At the same time, THE TEMPLE Annapolis recognizes that we do not want to put our future professionals in danger. So if the school is open and you don't feel you can make it in, you may use the time allocated under our Attendance Policy and minimum attendance guidelines and stay home with the understanding that it will lower your total attendance percentage.

You have a responsibility to plan your day accordingly if you know inclement weather is imminent.

The thing to remember is that THE TEMPLE Annapolis: A Paul Mitchell Partner School is a "clock hour" institution. One of your graduation requirements is to complete your clock hours within a certain period of time and a specific attendance. Failure to do so will result in a withdraw and you will need to reenroll to finish your remaining hours. At that time, you will be subject to the fees and requirements outlined in the section RE-ENTRY AND TRANSFER STUDENTS.

### **There are no "excused absences".**

If you cannot commit to maintaining good attendance standard and the schedule you are contracted for, please give serious thought to whether you really should be enrolling in the program.

### **COSMETOLOGY: Makeup Work**

THE TEMPLE Annapolis: A Paul Mitchell Partner School has a minimum attendance of 90%. This means future professionals can miss no more than one hundred and fifty (150) clock hours before being dropped from the program for failing to meet their contractual obligation to the school. Depending on which schedule a future professional is enrolled in, this is between four and seven weeks of instruction.

Future professionals are expected to utilize these one hundred and fifty (150) hours for normal challenges that come up in their lives: time off with family, sick time, unexpected personal challenges, etc.

If a future professional is aware of the event ahead of time, or follows THE TEMPLE Annapolis' "time off request" policy correctly, they are expected to work with our Future Professional Advisor to reschedule their time so they can have the exact same training they are expected to miss. To accommodate this, make up test days and worksheet periods are scheduled during program times the future professional is not normally in the program. For instance, if a future professional is normally on all day clinic on a Saturday and needs to take that day off, they can move their schedule to our second all day clinic which is Monday. In this case, the future professional receives exactly the same educational content, just on a different day. This time is not considered "missed" ... simply "rescheduled".

For all other times, a future professional can make up the time coming in and doing other activities however those hours do NOT count toward their attendance percentage for the purposes of their contract. They simply allow the future professional to graduate sooner. Hours missed and not rescheduled with the Future Professional Advisor are considered "absent hours". During the course of their contract, a future professional cannot have more than one hundred and fifty (150) absent hours without violating their contract and being dropped from the program with the option to reenroll immediately under a new contract.

**NOTE:** any new contract will maintain the 90% attendance requirement, which means the amount of missed hour may be less than one hundred and fifty (150). For instance, if the new contract is for nine hundred (900) than the amount of missed time would be ninety (90) ... or 10% of 900.

### **COSMETOLOGY: Program Incompletes and Incomplete Graduates**

Under current attendance standards, THE TEMPLE Annapolis School requires a minimum of 90% attendance. This means that the MAXIMUM length of time a student can be in our program is 1650 scheduled hours ( $1500 * 10\% = 150 \dots 1500 + 150 = 1650$ ). Future professionals who get to the end of their CONTRACTED SCHEDULED TIME, but have not completed all their required clock hours (1500) will be considered withdrawn. In these cases, future professionals must reenroll as a NEW Enrollment and complete the remaining hours of their contract in order to change their status to GRADUATE. Future professionals who return to the program after crossing their contract end time before completing all their contracted hours are considered a TRANSFER STUDENT and fall under the rules listed in the Transfer Student section of the Catalog.

**EXAMPLE:** A future professional gets to 1650 SCHEDULED hours, but due to a drop off in attendance during the final weeks the program, they only have 1400 ACTUAL clock hours. This future professional is now classified as withdrawn and has completed their first Enrollment Agreement with THE TEMPLE Annapolis School. However, they do not have enough hours take the Maryland State Boards. They will have to come back to school for another 100 clock hours ( $1500 \text{ necessary} - 1400 \text{ achieved} = 100 \text{ remaining}$ ). In this case, the future professional would reenroll back into THE TEMPLE Annapolis under a new Enrollment Agreement for the remaining 100 clock hours. The price and acceptance of these hours are covered under the Transfer Student section.

### **COSMETOLOGY: Satisfactory Academic Policy**

Future professionals enrolled in a program approved by National Accrediting Commission of Career Arts and Sciences (NACCAS) must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress (SAP or FA-SAP) Policy is provided to all future professionals prior to enrollment. The policy is consistently applied to all applicable future professional.

Evaluations are maintained in the future professional file.

THE TEMPLE Annapolis: A Paul Mitchell Partner School will develop an academic and/or attendance plan to address the specific needs of those future professionals who fail to meet the academic and/or attendance requirements at specific SAP evaluation points defined in the Evaluation Procedures and Required Level of Achievement section. A leave of absence will extend the future professional's contract period and maximum time frame by the same number of days taken in the leave of absence.

### **COSMETOLOGY SAP: Quantitative and Qualitative Factors**

Factors for measuring the future professional's progress toward satisfactory completion of the program include maintaining:

- #1:** A minimum cumulative theory grade level of 75% or higher.
- #2:** A minimum cumulative academic level of 75% or higher on practical worksheet completion.\*
- #3:** To determine whether a future professional meets the academic requirements for satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- #4:** A minimum cumulative attendance of **75%** of their scheduled hours.\*\*

*\*To meet the state practical requirements for graduation, future professionals must eventually complete monthly practical worksheets in entirety. See LEARNING PARTICIPATION GUIDELINES.*

*\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A future professional who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable, unless the future professional is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### **COSMETOLOGY SAP: Completion of the course within the designated period of time**

Future professionals enrolled in the 35 HOUR DAY Schedule will attend five (5) days, 35 hours per week, Tuesday - Saturday from 9:00 AM to 4:30 PM and either Monday OR Saturday from 9:00 AM to 5:00 PM. Future professionals enrolled in the 28 HOUR DAY Schedule will attend three (3) days, 28 hours per week, Monday - Tuesday, from 9:00 AM to 8:00 PM and Wednesday 9:00 AM to 4:30 PM. Future professionals enrolled in the 20 HOUR NIGHT Schedule will attend four (4) days, 20 hours per week, Monday through Thursday from 5:00 PM to 10:00 PM.

The State of Maryland requires 1500 clock hours for a cosmetology course. Future professionals are expected to complete the course in no more than 110% of the program length. If a future professional is never absent, he/she should complete the course within forty three (43) weeks for the 35 HOUR WEEK schedule, fifty-four (54) weeks for the 28 HOUR WEEK schedule, and seventy-five (75) weeks for the 20 HOUR WEEK schedule.

### **COSMETOLOGY SAP: Maximum Time Frame**

Future professionals must complete the educational program within the maximum time frame, which is based on attending at least 90% of the scheduled hours. However, THE TEMPLE Annapolis School is closed for short Winter and Spring Breaks, all major holidays, staff trainings, and an additional five miscellaneous days to cover things like SNOW DAYS. Add this time to the specific schedule a future professional is enrolled in to get the Maximum Time Frame someone can be enrolled in the program.

<b>COURSE</b>	<b>LENGTH</b>	<b>MAXIMUM TIME FRAME</b>
35 HOUR Day	49 Weeks	53 Weeks
27 HOUR Day	58 Weeks	64 Weeks
20 HOUR Night	82 Weeks	91 Weeks

The maximum time frame allowed for transfer future professionals who need less than full course requirements or part-time future professionals will be determined based on 90% of the scheduled contracted hours, then adding in the scheduled school closures. If any future professional enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis.

**COSMETOLOGY SAP: Interruptions, Course Incompletes, and Withdraws**

If a future professional needs to take off more time than allotted in the contract or more than fourteen (14) consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a future professional needs more than fourteen (14) consecutive calendar days of time off due to medical reason, pregnancy/new mother, and/or military duty then the future professional should take a leave of absence. Future professionals who withdraw prior to completing the course of study and who wish to reenter will reenter at the same satisfactory academic progress status as applicable at the time of withdrawal.

**COSMETOLOGY SAP: Transfer Hours**

Transfer hours accepted by THE TEMPLE Annapolis: A Paul Mitchell Partner School are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

**COSMETOLOGY SAP: Determination of Progress Status**

Future professionals meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

**COSMETOLOGY SAP: Noncredit, remedial course, and repetitions**

THE TEMPLE Annapolis: A Paul Mitchell Partner School, does not track course incompletes, repetitions, and noncredit remedial courses. Therefore, these items have no effect upon THE TEMPLE Annapolis School's satisfactory academic progress standards.

**COSMETOLOGY SAP: Evaluation Procedures and Required Level of Achievement**

Formal Satisfactory Academic progress evaluations in both attendance and academics will occur at the following intervals: 450, 900, and 1200 scheduled clock hours and the future professional will be notified how the evaluation will affect their eligibility for financial aid. A copy of the evaluation will be provided to the future professional and another placed in their future professional file. This evaluation will be conducted by a member of the Operations or Education Department and occurs at the moment the future professional arrives at each of the scheduled marks listed. Please note that while THE TEMPLE Annapolis: A Paul Mitchell Partner School check our Satisfactory Academic Progress on scheduled hours, funds are disbursed to the school when a future professional actually reaches specific disbursement points (or hours) provided they are maintaining Satisfactory Academic Progress. Those hours are 0/30days, 450, 900, and 1200 ACTUAL clock hours.

Satisfactory Academic Progress Evaluations are maintained the future professional's file and a copy is given to the future professional. The first evaluation will occur no later than the midpoint of the academic year.

An academic standard of progress will be accomplished by future professionals being evaluated on their academic achievement at regular intervals. A future professional cannot advance to the next phase without maintaining satisfactory achievement on these practical exams. Theory exams are given every Friday with exam grades with results known as soon as the exams are graded and posted within one week to their permanent record. Grade point averages are updated as exams are graded and posted to their file. Future professionals can monitor their averages in real time through our school "app".

**#1:** Examinations are given in all subjects.

**#2:** Satisfactory academic progress reports (including grade point average and attendance percentage) are reviewed and signed by the future professional and maintained in the future professional's financial file. The Satisfactory Academic Progress will reflect if the future professional evaluation will impact the future professional's eligibility for Financial Aid. The future professional may request to review his or her financial aid file from the Financial Aid Leader or School Director.

The following grading scale is used for theory progress:

**A = 90 – 100%**

**B = 80 – 89%**

**C = 70 – 79%**

**Failing = Below 70%**

Practical and clinical work is graded by a signature on the future professional's practical clinic worksheet or guest service ticket. A signature from an instructor represents a passing grade, which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading criteria elements were not met and the future professional has not met minimum satisfactory standards on the practical application. Future professionals are required to continue and/or repeat the practical application until they receive a signature from an instructor.

***\*The school uses a 900-hour academic year for Title IV purposes.***

### **COSMETOLOGY SAP: Warning**

Future professionals failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next satisfactory academic progress evaluation period. The future professional will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, future professionals are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the future professional has still not met both academic and/or attendance requirements, he/she will be, if applicable, deemed Financial Aid Ineligible, and will no longer be able to receive Title IV fund unless the Appeal.

### **COSMETOLOGY SAP: Probation**

Future professionals who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the future professional will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the future professional appeals the decision, and prevails upon appeal.

Additionally, only future professionals who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Future professionals placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Future

professionals who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The future professional will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the future professional has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the future professional will be determined as NOT making satisfactory academic progress, and if applicable, the future professional will not be deemed eligible to receive Title IV funds.

**COSMETOLOGY SAP: Re-Establishing Satisfactory Academic Progress** *for those who qualify*

Future professionals may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

**COSMETOLOGY SAP: Appeal Procedure for Satisfactory Academic Progress**

A future professional may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A future professional has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The future professional must submit a written appeal to the school's financial aid office on the designated schools Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the future professional's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a future professional may appeal a negative progress determination include death of a relative, an injury or illness of the future professional, a future professional's disability, or any other allowable special or mitigating circumstances.

The appeal documents will be reviewed and a decision will be made and reported to the future professional within thirty (30) calendar days. The appeal and decision documents will be retained in the future professional's file. If the future professional prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the future professional will be placed on Financial Aid Probation for one evaluation period. If the future professional has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the future professional will be determined as not making satisfactory progress and will be ineligible for Title IV funding programs and may be terminated.

**NOTE: This policy applies to all future professionals regardless of whether or not they are eligible for Title IV funding programs. In order to comply with United States Department of Education (USDE) requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV future professionals.**

**COSMETOLOGY: Leave of Absence Policy**

A Leave of Absence (LOA) is a temporary interruption in a future professional's program of study. LOA refers to the specific time period during an ongoing program when a future professional is not in academic attendance. Future professionals may not take more than two leaves of absence during a contracted enrollment period and the combined time may not exceed one hundred and eighty (180) days in a twelve month period.

A leave of absence will extend the future professional's contract period and maximum time frame by the same number of days taken in the leave of absence.

In order to be placed on Leave of Absence, the future professional must:

- #1:** Request a Leave of Absence in advance in writing
- #2:** Complete and sign THE TEMPLE Annapolis School's Leave of Absence Request Form, including the reason for the request.

- #3:** Be approved by THE TEMPLE Annapolis School's Future Professional Advisor and Financial Aid Leader.
- #4:** Must be in Satisfactory Progress or on Appeal.
- #5:** Leave of Absence must be a minimum of fourteen (14) days and a maximum of sixty (60) days unless for documented medical reasons, in which case it must not exceed a total of one hundred and eighty (180) days in a 12-month period.

Future professional's may not arbitrarily decide to "take" a leave of absence.

In unforeseen circumstances, a leave of absence may be granted to a future professional who did not provide the request in advance. The beginning date of the approved LOA would be determined by THE TEMPLE Annapolis School to be the first date the student was unable to attend because of the unforeseen circumstances.

There will be no additional charges for a LOA. If the future professional fails to return or contact THE TEMPLE Annapolis School's Financial Aid Leader on the documented return date, the future professional will be considered to have withdrawn from school as of the date the future professional began the LOA. The withdrawal date for the purpose of calculating a refund is always the future professional's last day of attendance.

For federal aid recipients, the future professional's payment period is suspended during the LOA and no federal financial aid will be disbursed to future professional while on a Leave of Absence. Upon the future professional's return, the future professional will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days. In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

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 to reflect the new contract end date."

**COSMETOLOGY: Performance Statistics / Job Outlook**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for the main campus and all additional campuses as a whole. In this case, THE TEMPLE Annapolis: A Paul Mitchell Partner School is a branch campus, the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon this individual location which is listed below. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

THE TEMPLE Annapolis: A Paul Mitchell Partner School's combined performance statistics for the calendar year 2016:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
67.78%	70.47%	97.15%

THE TEMPLE Annapolis: A Paul Mitchell Partner School performance statistics for the calendar year 2016:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
69.50%	62.59%	100%

NACCAS' 2016 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2015. NACCAS' graduation, placement and licensure definitions are:

**Graduation:** Based on all students scheduled to graduate from the program in 2016. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2017. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2017.

**Placement:** Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2017. Students may be excluded from the calculation if they fall into one of the categories listed. In 2016, the school excluded the following number of students\* based on each of the following categories:

- #1:** The graduate is deceased: **1**
- #2:** The graduate is permanently disabled: **0**
- #3:** The graduate is deployed for military service/duty: **0**
- #4:** The graduate studied under a student visa and is ineligible for employment in the U.S.: **0**
- #5:** The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership): **0**

**Total Excluded: 1**

\*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than ten and therefore cannot be disclosed.

Future professionals and prospective future professionals may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program/s enrollment, completion rate, placement rate and pass rate of graduates on any licensure examination.

**Maryland Higher Education Commission**  
**6 N. Liberty Street, 10th Floor Baltimore, Maryland 21201**  
**800-974-0203 / 410-767-3301**  
**[www.mhec.state.md.us](http://www.mhec.state.md.us)**

## **COSMETOLOGY: Program Integrity**

THE TEMPLE Annapolis: A Paul Mitchell Partner School is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the cosmetology program:

<b>Placement Rate</b>	<b>On Time Graduation Rate</b>	<b>Median Loan Debt</b>
<b>62.50%</b>	<b>N/A</b>	<b>2013-2014: N/A 2014-2015: N/A</b>

On-time completion is deemed by the U.S. Department of Education as the amount of time necessary for a future professional to complete all requirements for a degree or certificate according to the institution's catalog within the normal completion time. When a future professional completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours originally contracted outside of the normal time to complete the program, that student is considered to have graduated on-time.

On the other hand, if a future professional delays their original graduation for any reason—such as family responsibilities, day care issues, and other life events—and that causes them to graduate after their outside of the normal time to complete the program, they are not considered an on-time graduate.

**IMPORTANT:** the concept of the Department of Education's "on time completion" assumes that a future professional comes to school 100% of the time, with no missed hours and no time off, even for legitimate leaves of absence. This means this number will usually be quite low as "life happens" and most people need time to take care of things in their lives. THE TEMPLE Annapolis: A Paul Mitchell Partner School is a "year round" enrollment institution, meaning our future professionals can take time off and return to the program when they are ready. Therefore, our graduation rates that are provided in the school catalog are based on how many students started the program and how many ultimately completed within the reporting period. And even this number can be lower than our ACTUAL graduation rate as a future professional may ultimately finish outside of the reporting period.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:

**<http://paulmitchell.edu/annapolis>**

## **STUDENTS RIGHT-TO-KNOW—COMBINED DEPARTMENT OF EDUCATION RATES**

<b>GRADUATION</b>
<b>76%</b>

THE TEMPLE Annapolis: A Paul Mitchell Partner School must prepare the graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate future professionals each year. The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150 percent of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a future professional to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system and are combined rates.



### Agreement and Signature

By signing this catalog cut sheet, I assert that I have received a copy the Pre Enrollment data, including, but not limited to, completion rates, licensure rates, placement Rates, compensation a successful graduate may reasonably expect, the physical demands of the profession, some safety requirements of the profession, and our State licensing requirements. In addition, I assert that I have received a complete copy of the catalog for THE TEMPLE Annapolis: A Paul Mitchell Partner School and agree to abide by the Rules and Regulations contain therein.

**Signature:**

**Name (Printed):**

**Date:**

## STAFFING ADDENDUM

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
SHARON	RISER	CO-CEO
CHARLES	RISER	CO-CEO
KATY	GANT	CFO
JENNIFER	KUSEL	DIRECTOR / ADMISSIONS LEADER
TRISH	KAISER	EDUCATION LEADER
JULIE	FELDER	EDUCATION TEAM
TESSA	MERSON	EDUCATION TEAM
LAKIIA	ROBERTSON	EDUCATION TEAM
ANASTASIA	STRICKLAND	EDUCATION TEAM
LANESEE	BENNETT	EDUCATION TEAM
ANNA	DONOVAN	EDUCATION TEAM
ERMA	KOUTSOUKOS	EDUCATION TEAM
AVANETTE	PINKARD	EDUCATION TEAM
MADISON	REESE	EDUCATION TEAM
EBONI	GARDNER	EDUCATION TEAM
BRENDAN	LAWSON	EDUCATION TEAM, SUBSTITUTE
LAUREN	REID	EDUCATION TEAM, SUBSTITUTE
EMEL	HASAN	EDUCATION TEAM, SUBSTITUTE
SERENA	RUSSEL	EDUCATION TEAM, SUBSTITUTE
SARAH	JOYCE	FINANCIAL AID LEADER
COURTNEY	IMBRAGULIO	ADMISSIONS TEAM
ALEX	KING	OPERATIONS
MARLEE	ORR	SALES LEADER
JOLENE	JOHNSON	FUTURE PROFESSIONAL ADVISOR / ADMISSIONS
LAUREN	CANNON	SOCIAL MEDIA MARKETING LEADER
RAKIA	MARTIN	SERVICE DESK COORDINATOR
TIFFANY	BATSON	SERVICE DESK COORDINATOR
TA'LONNIE	ROSS	SERVICE DESK COORDINATOR