



## **My Academy to Success**

**Name:** \_\_\_\_\_

6727 West Central  
Wichita, KS 67212  
316.440.5555  
[www.ericfisheracademy.com](http://www.ericfisheracademy.com)

## Student Handbook and Catalog: Volume XXII, January 1, 2020

### Table of Contents

PAGE	POLICY	17	
3	Letter from the Founder	17	Business Skills
4	Eric Fisher Academy Mission	18	Employment Assistance
4	Core Values	18	Student Advising
4	Mission Statement	18	Privacy and File Access Policy
4	Assessment Plan	18	Housing
5	Facility	18	Transportation and Parking
5	Admissions	18	Career Kits
5	Admissions, Enrollment Requirements	19	Lockers and Workstations
5	International Students	19	Student Lounge and Entrance
6	Class Schedule, Attendance	19	Guest Education
7	Holidays	19	Career Center
7	Clock In, Clock Out	19	Personal Products and Services
7	Consumer Information	19	Drug Abuse Prevention
7	Campus Performance Statistics	20	Notice of Discrimination Policy
7	Cons. Information & Campus Security	20	OSHA
7	Campus Safety Procedures	20	Students with Special Circumstances
7	Academics	20	Handicap Policy
7	Student Academic Advising	21	Copyright Infringement Policy
8	Curriculum	21	Internet Guidelines
8	Program Outlines	21	iPad Policy
8	Instructional Methods	21	Standards of Professionalism
8	References	21	Message from the Founder
9	Required Practical Experiences	22	Career Image & Dress Code
9	Units of Instruction and Hours	23	Standards of Conduct
9	Cosmetology Course Outline	23	Disciplinary Policies
10	Cosmetology Practical Requirements	24	Grievances
10	Esthetician Course Outline	24	Satisfactory Academic Progress
12	Esthetician Practical Requirements	24	Evaluation Periods
12	Instructor Course Outline	25	Attendance Progress Evaluations
13	Instructor Practical Requirements	25	Academic Progress Evaluations
13	Graduation and State Licensure	25	Grading Policy
13	Graduation Requirements	25	Determination of Progress Status
13	Licensure Requirements	25	Warning, Probation
13	Beauty Industry Careers	25	Re-establishment of Progress
13	Career Considerations	26	Interruptions/Course Incompletes/Withdrawals
14	Career Opportunities	26	Appeal Procedure
14	Job Demand in Cosmetology	26	Reinstatement of Financial Aid
15	Incomplete Enrollments		Non-credit and Remedial Courses,
15	Withdrawal Requirements	26	Transfer hours
15	Transfer Policy	26	Cost of Attendance & Payment Terms
15	Refund Policy		Payment Terms; Extra Instructional
16	Return to Title IV Policy	26	Charges
16	Returnable & Nonreturnable Kit Items	27	General Cost of Attendance
16	Re-entry Policy	27	ACE Grant
17	Leave of Absence Policy	28	Financial Assistance Available
17	Student Support Services	29	Program Costs
17	Life Skills	29	Ownership and Licensure
			Academy Personnel

Prospective students should review Eric Fisher Academy's approved catalog for factual information in order to make an informed decision regarding a contractual agreement for enrollment.

Dear Future Academy Graduate:

Our goal is to prepare you for an amazing career in cosmetology and skin care. The demand for stylists and estheticians is extremely promising and the financial opportunities are highly lucrative. Our education is based on what you really need to know. You will be prepared for state board licensing examination, but more importantly, you will be ready for what it takes in the real world, and what you need to be successful. We feel our curriculum is unsurpassed and our team is the best.

We have critical partners in education. Eric Fisher Salon, Aquage, Dermalogica, MAC Make-Up, MUD Make-Up and L'Oreal companies are market leaders and will participate in your educational career path. Eric Fisher Salon and our partner's will provide a pathway for learning beyond the normal expectation of a cosmetology school.

Please review the following information. It will stage the groundwork for your student life at the Eric Fisher Academy. This information may answer some of the questions you and your family may have. Additionally, please visit our web site at [www.ericfisheracademy.com](http://www.ericfisheracademy.com).

To your unlimited Success,



Eric Fisher  
*Founder, Educator, President*

*"It's not what happens to you that determines how far you will go in life; it is how you handle what happens to you." - Zig Ziglar*

## **ERIC FISHER ACADEMY MISSION**

### **HISTORY**

Eric Fisher Academy is a family-owned school dedicated to quality education and a vision for improvement of the cosmetology industry. Eric Fisher is the highly successful owner the Eric Fisher Salons and brings 30 years of experience in the field of cosmetology to Eric Fisher Academy. We care, we are passionate, and we understand what it takes to be successful. Therefore, Eric Fisher Academy and Eric Fisher Salons have a seamless relationship that provides real world color, hair cutting, hairdressing, spa services, career path mentoring, financial plan building, business knowledge and much more. This relationship greatly benefits our students.

### **ERIC FISHER ACADEMY CORE VALUES**

- Authenticity
- Excellence
- Creativity
- Empowerment
- Fun

### **MISSION STATEMENT**

Eric Fisher Academy is dedicated to creating an elite educational experience and preparing our future professionals for greatness in a beauty-related career field.

### **ACHIEVING OUR MISSION**

Our mission will be accomplished by:

- Assessing institutional effectiveness through student achievement and performance as reflected in the campus completion, licensure, and employment rates and through periodic surveys of students, graduates, and employers of graduates.
- Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies and practices.
- Providing a program of supportive services including academic advising to Students and employment assistance.
- Developing and using well-organized programs of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition and qualified financial management.
- Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic Student evaluation methods.

### **ASSESSMENT PLAN**

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic student evaluations of the staff, programs and facility.
- Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services.
- Review of annual retention, licensure and employment rates.
- Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success.
- Feedback annually from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided.
- Completion of an Institutional Self-Study for the school.

The information received is used in formulating plans to maintain and improve the operation and outcomes of the institution.

## **FACILITY**

Eric Fisher Academy offers a contemporary, state-of-the art environment with:

- Over 17,000 square feet of space
- Technology-equipped classrooms for theory and practical training
- State of the Art Photo Shoot and Video Studio
- A Client Service Center with state-of-art equipment modeled after successful salons and learning venues
- Offices for Admissions, Administration, Education, and Academic Advising
- A well-equipped and convenient Student lounge
- An extensive Media Center and a Resource Center including texts, publications, curricula, audio-visual equipment and aids, industry related journals, technology and computers with internet access for educational purposes only

## **OUR COMMUNITY**

Wichita is a great place to live. Crime is low per capita. Traffic congestion is minimal. The city was voted one of the ten best cities in the U. S. by *Money Magazine*. We are proud to be a member of the Wichita Chamber of Commerce, and we will strive to support our community through community giving and events.

## **ADMISSIONS**

### **ADMISSIONS REQUIREMENTS**

Eric Fisher Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, color, creed, religion, sex, financial status, or area of ethnic origin or residence. The applicant is encouraged to include their support system (parents, spouse, etc.) in the interview process.

The school requires that each Student enrolling in the Cosmetology or Esthetics program has:

- graduated from high school OR successfully completed the EQUIVALENT of twelfth grade
- Be at least 17 years of age as evidenced through a government issued photo I.D.
- Submit a letter of intent explaining why a career in cosmetology or esthetics is desired.
- Submit a letter of recommendation.
- Head & Shoulder photograph
- Pay the \$100 application fee
- Complete the Eric Fisher Academy Enrollment Agreement

Applicants for the Instructor program must meet the following criteria and:

- Complete the Eric Fisher Academy Enrollment Agreement
- Notice of Intent Form
- Cosmetology or Esthetician license
- Submit a letter of intent
- Submit a letter of recommendation

### **INTERNATIONAL STUDENTS**

Eric Fisher Academy is approved to enroll international students. Eric Fisher Academy is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at Eric Fisher Academy. The I-20 document is only valid for an M-1 visa that will allow the student to study at Eric Fisher Academy for a specific period of time. Please view our website for more information and the forms needed or you may contact the Admissions Leader. International students will be charged an additional \$100.00 for handling and processing fees.

### **CLASS SCHEDULE AND ATTENDANCE**

#### *Cosmetology*

- 1500 clock hours
- Approximately 42- 46 Weeks (Depending on rate of attendance)
- 45 minute lunch break on scheduled class days
- Weeks 1-20 Monday-Friday
- Weeks 21-46 Tuesday-Saturday

At Eric Fisher Academy it is our goal to provide a lunch for all students on the salon floor. With the variety of services performed & variable time it takes to complete a service, Eric Fisher Academy cannot guarantee a full lunch break. Eric Fisher Academy does its best to show our students what a real salon floor experience will be like. From time to time and in some situations, students may get 10-15 minutes between appointments.

	10 weeks	10 weeks	10 weeks	10 weeks
Salon Hours	Launch (Mon.-Fri.)	Fresh Talents (Mon.-Fri.)	Salon Life (T-Sat)	Thrive (T-Sat)
Monday (9-5)	Class (9-5)	Class (9-5) 6 weeks Salon Floor (9-5) 4 weeks	OFF	OFF
Tuesday (9-8)	Class (9-5)	Salon Floor (12-8)	Salon Floor (9-5)	Class (9-5)
Wednesday (9-8)	Class (9-5)	Salon Floor (9-5)	Class (9-5)	Salon Floor (12-8)
Thursday (9-8)	Class (9-5)	Class (9-5)	Salon Floor (12-8)	Salon Floor (9-5)
Friday (9-5)	Class (9-5)	Class (9-5)	Salon Floor (9-5)	Salon Floor (9-5)
Saturday (9-5)	OFF	OFF	Salon Floor (9-5)	Salon Floor (9-5)

#### Cosmetology Part-Time Program

- 1500 clock hours
- Approximately 75 weeks-83 weeks (Depending on the rate of attendance)
- Weeks 1-83 Monday-Thursday

	19 weeks	19 weeks	19 weeks	19 weeks
Salon Hours	Launch (Mon-Thur.)	Fresh Talents (Mon-Thur.)	Salon Life (Mon-Thur.)	Thrive (Mon-Thur.)
Monday (5-10)	Class (5-10)	Salon Floor (5-10)	Salon Floor (5-10)	Class (5-10)
Tuesday (5-10)	Class (5-10)	Salon Floor (5-10)	Class (5-10)	Salon Floor (5-10)
Wednesday (5-10)	Class (5-10)	Class (5-10)	Salon Floor (5-10)	Salon Floor (5-10)
Thursday (5-10)	Class (5-10)	Class (5-10)	Salon Floor (5-10)	Salon Floor (5-10)

#### Esthetics

- 1000 clock hours
- Approximately 28-33 weeks (Depending on rate of attendance)
- 45 minute lunch break
- Weeks 1-18 Monday through Friday
- Weeks 19-33 Tuesday through Saturday

	9 weeks	9 weeks	9 weeks
	Skin Sense (Mon.-Fri.)	Skintelligence (Mon.-Fri.)	Specialist (Tues-Sat)
<b>MONDAY</b>	Class (9-5)	Spa (9-5)	Off
<b>TUESDAY</b>	Class (9-5)	Class (9-5)	Spa (9-5)
<b>WEDNESDAY</b>	Class (9-5)	Class (9-5)	Spa (12-8)
<b>THURSDAY</b>	Class (9-5)	Spa (12-8)	Class (9-5)
<b>FRIDAY</b>	Class (9-5)	Class (9-5)	Spa (9-5)
<b>SATURDAY</b>	Off	Off	Spa (9-5)

#### ATTENDANCE

Daily attendance is critical for student success. Eighty percent attendance is required for the student to remain in Satisfactory Academic Progress (see Attendance Progress Evaluations on page 24). A minimum of ninety percent attendance is required to avoid extra instructional charges (see Additional Payment Terms & Extra Instructional Charges on page 26). Unauthorized Saturday absences are restricted as follows:

- Cosmetology students may not miss more than three Saturdays in the program
- Esthetic students may not miss more than three Saturdays in the program

## HOLIDAYS & ACADEMY BREAKS

Eric Fisher Academy is closed on the following major holidays:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Christmas Day

Eric Fisher Academy will be closed the week of Independence Day and the week between Christmas and New Year's Day.

## CLOCK IN & CLOCK OUT

Students may scan in starting at 8:45 a.m. or 11:45 a.m. (if schedule is 12-8) and must scan out for lunch. The time clock will lock at 9:01 a.m. Students must see Student Services to get scanned in. Students are considered late from 9:01 a.m. to 9:15 a.m. or from 12:01 p.m. to 12:15 p.m. (if schedule is 12-8), anyone who arrives after 9:15 or 12:15 will be sent home for the day. Students who are enrolled in the Cosmetology Part-time program may start scanning in at 4:45 p.m. Students are considered late from 5:01 p.m. to 5:15 p.m. Anyone who arrives after 5:15 will be sent home for the day. Students may scan in 15 minutes prior to their scheduled time of return from lunch to prepare for class or guests. Students must clock out anytime they leave the Eric Fisher Academy premises. If a student must leave Eric Fisher Academy for any reason, other than a lunch break, they must complete a Schedule Change Form and have it signed by the Student Services Coordinator. See attendance procedures for additional scan in and scan out information.

## CONSUMER INFORMATION

### CAMPUS PERFORMANCE STATISTICS

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. It is the goal of Eric Fisher Academy to achieve the following rates: Completion: 50%; Licensure: 70%; Placement 60%. For the 2018 NACCAS Annual Report, Eric Fisher Academy achieved the following performance statistic:

Graduation:	77.22 %
Placement:	75.41 %
Licensure:	93.27 %

### CONSUMER INFORMATION AND CAMPUS SECURITY REPORT AND STATISTICS

The Eric Fisher Academy Security Report and Consumer Information can be located in the Administrative area of the school. It is also included on the Eric Fisher Academy website. To view the report please visit our website, [https://ericfisheracademy.com/wp-content/uploads/2019/01/Consumer\\_Info\\_2018.pdf](https://ericfisheracademy.com/wp-content/uploads/2019/01/Consumer_Info_2018.pdf) and <https://ericfisheracademy.com/wp-content/uploads/2019/12/Eric-Fisher-Academy-2019-Annual-Security-Report-Published-12-12-2019.pdf>.

### CAMPUS SAFETY PROCEDURES

Exit maps are located in each classroom and gathering space at Eric Fisher Academy. Periodic fire drills, tornado drills, and lockdown drills are performed at the school. To view any of these plans and procedures please see our website, <https://ericfisheracademy.com/wp-content/uploads/2019/12/Eric-Fisher-Academy-2019-Annual-Security-Report-Published-12-12-2019.pdf> for the Student Resource Binder in the Student Library, or the Financial Aid Leader.

## ACADEMICS

### STUDENT ACADEMIC ADVISING

Students are advised regarding progress and achievement on a monthly basis. Regular progress evaluations include advisement regarding the Student's progress in attendance, theory, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

## ERIC FISHER ACADEMY CURRICULUM

### PROGRAM OUTLINES

All programs offered by Eric Fisher Academy follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the catalog.

**COSMETOLOGY** - divided into four phases of study consisting of 10 weeks each for the Cosmetology full time program and 19 weeks each for the Cosmetology part time program:

**Launch:** In the introductory level of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

**Fresh Talent:** During this vital level of training, Students will develop and customize their skills to meet the needs of clients. They will perform skills in the client service center and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, guest speakers, and hands-on practice.

**Salon Life:** In this level of training, Students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Salon and Spa Professionals. During this level, Students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of this level will prepare them for immediate success and will dramatically improve their opportunities for employment upon graduation. The education is provided through interactive lecture, demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

**Thrive:** In this essential level of training, Students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

After program completion, the Graduate begins an important relationship with the Eric Fisher Academy Alumni Association. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of the goals established in Launch while enjoying success in an exciting career in the Salon or Spa environment.

**ESTHETICS** – divided into three phases of study consisting of 9 weeks each:

**Skin Sense:** In the introductory level of training, Students will begin by learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Further into the phase students will experience advanced training on exfoliations, extractions, microdermabrasion, chemical resurfacing, and Alpha Hydroxy Acids, and make up studio. In addition, students will focus on various equipment used in advanced skin treatments, hands-on practice, portfolio, and competency skills evaluation.

**Skintelligence:** In this level of training, the students will continue training at a more advanced level. Advanced skincare treatments are continued as a hands-on learning tool, and students will be required to test over skills learned. Testing will be over theory and practical skills on medical aesthetics, holistic practices, advanced makeup techniques, anatomy and physiology, as well as further preparing for their state board examination. Guest speaker demonstrations are incorporated throughout this phase.

**Specialist:** In this level of training, students will focus on retailing, guest services, skin care products, and state board exam preparation. The education is provided through demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials.



## REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models, or clients. The requirements listed by category are the *minimum* experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Contract. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will check one block on the Practical Grade Record form for each project completed in the applicable category. A block will not be checked if the skill performed is considered satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. The criteria are explained to students and used uniformly when giving practical grades.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

### **COSMETOLOGY: 1500 HOURS – 42-46 WEEKS (DEPENDING ON RATE OF ATTENDANCE)**

#### **PART-TIME COSMETOLOGY PROGRAM: 1500 HOURS- 76 WEEKS- 83 WEEKS (DEPENDING ON RATE OF ATTENDANCE)**

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's authentic beauty.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

<b>HOURS</b>	<b>SUBJECT - UNIT</b>
<b>50</b>	<b>STUDENT NEEDS and ORIENTATION:</b> School rules and regulations; school tour; dress code; course requirements; clinic floor procedure and student specific needs.
	<b>SCIENTIFIC CONCEPTS (115 HOURS)</b>
<b>40</b>	<b>SANITATION:</b> Personal, public, methods, chemistry, safety precautions, first aid; Infection control; products, tools, and equipment use and safety
<b>35</b>	<b>HAIR AND SCALP:</b> Structure; composition; blood, nerve, muscle supply and function; growth and regeneration; analysis; conditions and disorders
<b>20</b>	<b>SKIN:</b> Structure, function, blood and nerve supply and function, conditions, disorders
<b>20</b>	<b>NAILS:</b> Structure, composition, growth and regeneration, irregular
	<b>PHYSICAL SERVICES (400 HOURS)</b>
<b>35</b>	<b>SCALP AND HAIR CARE:</b> Purpose and effects; materials and supplies; types of scalp treatments; procedures; safety measures; related chemistry
<b>35</b>	<b>SHAMPOO AND RINSES:</b> Purpose and effects; materials and supplies; types of shampoos and rinses; procedures; safety measures; related chemistry; client protection
<b>150</b>	<b>FACIALS AND MAKEUP:</b> Purpose and effects of massage movements; materials, implements, and supplies; facial nerves and muscles; procedures; related chemistry; effects of makeup; hair removal; eyebrow arching; lash and brow tinting; safety procedures

180	<b>MANICURING:</b> Artificial nails – purpose and effects; equipment, supplies, and implements; procedures; related chemistry; safety precautions <b>CHEMICAL SERVICES (450 HOURS)</b>
175	<b>HAIRCOLORING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; classification and types; color selection; procedures; corrective measures; fillers and conditioners; removal of artificial color; special effects; related chemistry; safety precautions
150	<b>CHEMICAL WAVING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special effects; special hair problems; related chemistry; safety measures
125	<b>CHEMICAL HAIR RELAXING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special hair problems; related chemistry; safety measures <b>HAIR DESIGNING (360 HOURS)</b>
150	<b>HAIR SHAPING:</b> Purpose and effects; materials, supplies, implements; techniques; use of implements; designing; safety measures
125	<b>HAIR STYLING:</b> Purpose and effects; materials and supplies; finger waving and shaping; curl formation; comb-out techniques
75	<b>THERMAL TECHNIQUES:</b> Hair and scalp analysis; materials, supplies, and implements; hair pressing; thermal curling and waving; safety measures
10	<b>CARE AND STYLING OF HAIR PIECES</b>
75	<b>BUSINESS PRACTICES:</b> Management practices; salon development; insurance; client records; salesmanship; compensation packages and payroll deductions; effective communications and human relations; professional ethics
50	<b>STATE LAWS:</b> State Law; rules and regulations; licensing and certification requirements
1500	<b>TOTAL</b>

#### **COSMETOLOGY PROGRAM PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS**

100	<b>SCIENTIFIC CONCEPTS</b> <b>INFECTION CONTROL:</b> The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
	<b>PHYSICAL SERVICES</b>
100	<b>SHAMPOOING:</b> Patron Protection (draping), shampooing, scalp treatments, conditioning rinses, temporary color rinses, hot oil treatments.
15	<b>FACIALS AND MAKEUP:</b> Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
15	<b>MANICURING:</b> Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, polishing.
	<b>CHEMICAL SERVICES</b>
50	<b>HAIR COLORING:</b> Semi-permanent color, tints, toners (25), Highlighting frosts, bleaches (25), tipping, dimensional hair coloring, other forms of creative hair coloring and mixing.
50	<b>CHEMICAL REFORMATION:</b> All forms of chemically reforming the hair including permanent waving (25) or chemically relaxing (25) the hair.
	<b>HAIR DESIGNING</b>
100	<b>HAIR SHAPING:</b> All forms of sectioning and/or removing length or bulk from the hair using professional implements including razors (25), scissors (75), clippers, or thinning shears.
150	<b>WET HAIR STYLING:</b> Purpose and effects, Materials and supplies, finger waving and shaping, curl formation, pin curl sets (50); sets with rollers (50), comb outs (50), and braids.
100	<b>THERMAL TECHNIQUES:</b> Materials, supplies, implements, blow drying (50), curling iron (50), air waving hot combing, hair pressing, thermal waving, and hair pieces.
680	<b>TOTAL</b>

**ESTHETICS: 1000 HOURS – 28-33 WEEKS (DEPENDING ON RATE OF ATTENDANCE)****DESCRIPTION:**

The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including skin analysis and consultation, skin treatments, advanced skin treatments, temporary hair removal and make-up.
5. Perform the basic analytical skills to determine the proper skin treatment, hair removal or makeup for the client's authentic beauty.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

<b>HOURS</b>	<b>SUBJECT - UNIT</b>
<b>60</b>	<b>INFECTION CONTROL:</b> Public hygiene; sanitation, disinfection, sterilization, public health; methods and procedures Universal precaution; cross contamination, and blood borne pathogens
<b>200</b>	<b>SKIN ANATOMY AND PHYSIOLOGY:</b> Histology of the skin: cells, tissues, nerves Dermatology: structure of the skin and glands; functions of the skin and glands; conditions of the skin and glands; characteristics of the skin Nutrition: Nourishment of the skin; healthful diet Structure and function of human system: skeletal; muscular; nervous; circulatory Pharmacology Cosmetic Chemistry
<b>120</b>	<b>SKIN ANALYSIS AND CONSULTATION:</b> Skin types and conditions Precautionary and safety measures Health screening Consultation, post consultation and home care Skin analysis equipment
<b>240</b>	<b>SKIN TREATMENTS:</b> Cleansing techniques, exfoliation; mechanical, chemical resurfacing and Alpha Hydroxy Acids, extractions without lancet, conditioning, masque therapy, protection, massage, basic facial equipment and safety, including steamer
<b>140</b>	<b>ADVANCED SKIN TREATMENTS:</b> Advanced exfoliation; extractions using a lancet, microdermabrasion, LED (theory only), chemical exfoliation: resurfacing and Alpha Hydroxy Acid's, microcurrent and other electrical treatments, Equipment for advanced skin treatments; Microdermabrasion, Galvantic, High Frequency
<b>40</b>	<b>TEMPORARY HAIR REMOVAL:</b> Tweezing, waxing, depilatories, sugaring, threading (theory only), precautions, photo epilation (theory only)
<b>40</b>	<b>BODY TREATMENTS:</b> Back, body wraps, body exfoliation, hydrotherapy (theory only)
<b>60</b>	<b>MAKEUP:</b> Purpose and effects; supplies and implements; preparation; procedures; law of color, color theory, facial profiling, selection and use, consultation, services, photo shoot, safety measures
<b>30</b>	<b>BUSINESS PRACTICES, LAW AND PREPARATION:</b> Management practices; salon development insurance; client records; salesmanship; job search, resume building, compensation packages, and payroll deductions; effective communications and human relations; professional ethics, budgeting
<b>20</b>	<b>STATE LAW:</b> Learn about the Kansas State Board of Cosmetology which governs the Cosmetology industry and the Kansas State law requirements

<b>50</b>	<b>STUDENT SPECIFIC NEEDS:</b> Review of Kansas State Board requirements and Kansas State Board testing preparation
<b>1000</b>	<b>TOTAL</b>

### ESTHETICS PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS

<b>50</b>	<b>INFECTION CONTROL:</b> The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Public hygiene; sanitation, disinfection, sterilization, public health; methods; procedures Universal precaution; cross contamination, and blood borne pathogens
<b>40</b>	<b>SKIN ANALYSIS AND CONSULTATION:</b> Skin types and conditions Contraindications and safety measures Consultation, post consultation and home care
<b>80</b>	<b>SKIN TREATMENTS:</b> Cleansing techniques, exfoliation; mechanical; chemical - Gessner's and AHA's, extractions without lancet, conditioning, masque therapy, protection, massage
<b>10</b>	<b>BODY TREATMENTS:</b> Back, body wraps, body exfoliation
<b>45</b>	<b>ADVANCED SKIN TREATMENTS:</b> Advanced exfoliation; extractions using a lancet, microdermabrasion, chemical exfoliation: Gessner's and AHA's, microcurrent and other electrical treatments
<b>50</b>	<b>TEMPORARY HAIR REMOVAL / 40 FACIAL 10 BODY:</b> Tweezing, waxing, depilatories, sugaring, contraindications
<b>25</b>	<b>MAKEUP:</b> Purpose and effects; preparation; procedures; facial profiling, selection, and use of makeup products, client consultation, services, photo shoot, safety measures, eye brow and eye lash service
<b>300</b>	<b>TOTAL</b>

### INSTRUCTOR TRAINING COURSE OUTLINE: 300 HOURS plus 1 Year Experience – 8 to 16 weeks based on schedule 450 HOURS - 12 to 24 weeks based on schedule

**DESCRIPTION:** The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an Instructor or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

<b>HOURS</b>		<b>SUBJECT/UNIT</b>
<b><u>300</u></b>	<b><u>450</u></b>	
<b>20</b>	<b>30</b>	<b>The Professional Teacher</b> The Teacher: Personality; technical knowledge; teacher's characteristics; Teachers as professionals

		Preparation for Teaching: Planning the course; preparing lesson plans; steps of Teaching
		Steps of teaching: Preparation; presentation; application; testing
40	60	<b>Student Motivation and Learning</b> Laws governing learning processes; student motivation; student participation; student personalities; individual differences
150	225	<b>Methods, Management, and Materials</b> Methods, procedures, and techniques of teaching: Lectures, demonstrations, practice activities, questioning techniques, results, special situations Classroom management: physical environment, administrative duties, student discipline, class supervision, classroom routine, corrective measures Teaching materials: audio-visual aids, value of teaching aids, correct usage, Miscellaneous teaching materials (textbooks, workbooks, reference books, creative aids)
60	90	<b>Testing and Evaluation</b> Testing: purpose, performance test, written tests, standardized tests
30	45	<b>Evaluation</b> General student abilities; student achievement, teacher evaluation
300	450	<b>TOTAL</b>

### INSTRUCTOR PRACTICAL REQUIREMENTS

Student Instructors purchase an Instructor in Training Kit from Eric Fisher Academy. They will have available a cosmetology or esthetics textbook needed to student teach. During the course of study, the student instructor will be required to complete the following:

1. Completion of Pivot Points Mindful Teacher book and tests.
2. Completion of Independent Student Teaching in Theory Classroom and Laboratory.

### GRADUATION AND STATE LICENSURE

#### GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Complete all required hours
- Maintain an cumulative GPA of 80%

Upon completion of the program of study and all graduation requirements, an Eric Fisher Academy Diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to schedule the required examination and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

#### LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist or esthetician who submits proof that he is at least 17 years of age; has an education equivalent to the completion of an approved high school; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the examination conducted by the Board to determine his/her fitness to receive a license.

Any person is eligible to receive a license as an Instructor who submits proof that he is at least 17 years of age; has an education equivalent to the completion of a four year high school; has completed an instructor program of 450 clock hours or 300 hours with one years of verified work experience in the applicable discipline; has paid the required fees and has passed the examination conducted by the Board. Instructors in the State of Kansas must obtain twenty clock hours of continuing education every two year's for license renewal.

### BEAUTY INDUSTRY CAREERS

#### CAREER CONSIDERATIONS

The school feels that Students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction

- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business
- Complete the course of study and pass the applicable state licensing examination

In addition, applicants and Students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon)

## **CAREER OPPORTUNITIES**

Welcome to the world of cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation.

### **COSMETOLOGY**

*Professional Stylist*

*Skin Care Specialist*

*Makeup Technician*

*Nail Technician*

*Platform Artist*

*Product Representative*

*Salon Owner or Manager*

*State Board Member/Examiner*

### **ESTHETICS**

*Skin Care Specialist*

*Makeup Technician*

*Product Representative*

*Salon Owner*

*Salon Manager*

*Platform Artist*

*Theatrical Makeup Artist*

*Aroma therapist*

*Retail Specialist*

### **INSTRUCTOR**

*Private School Instructor*

*Public School Instructor*

*Product Representative*

*Director of Education*

*School Administrator*

*Platform Artist*

*Board Member/Examiner*

*School Owner/Manager*

*Education Consultant*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

## **JOB DEMAND**

According to the 2018 Occupational Outlook Handbook published by the U. S. Bureau of Labor Statistics, employment is projected to grow 13 percent for hairdressers, hairstylists, and cosmetologists and 14 percent for skincare specialists from 2016 to 2026, faster than the average for all occupations. "Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade." Personal appearance workers will grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. This growth will probably come from an increasing population, which will lead to greater demand for basic hair services. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists. Continued growth in the number full service spas and nail salons will also generate numerous job openings for manicurists, pedicurists, and skin care specialists. See <http://www.bls.gov/ooH/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>.

The opportunities are endless for the dedicated individual who is willing to work hard, arrive for work on time every day with a positive attitude and provide positively outrageous customer service.

## **INCOMPLETE ENROLLMENTS**

### **WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork and attend an exit interview
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by Administration

Upon completion of the withdrawal requirements, the school will submit to the Kansas State Board of Cosmetology the student's name, the apprentice license number, the student's date of birth, and the student's social security number. If a student that has not attended scheduled classes for 14 consecutive calendar days, the student will be unofficially withdrawn from the program. The student will be notified in writing of this withdrawal.

### **TRANSFER POLICY**

Eric Fisher Academy does not recruit students already attending or admitted to another school offering a similar program of study. We will accept transfer students due to relocation and other extenuating circumstances. Students wishing to transfer to the school will enter the program level as deemed appropriate by Eric Fisher Academy. If applicable, the school may recognize credit for all or part of the applicant's previous training provided it is recognized by the Kansas Board of Cosmetology. Transfer Students must comply with the class level assigned and comply with the SAP policy (see page 24). In addition, such Students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program of study at the time of enrollment plus the applicable registration fee. The following requirements must be met by students who transfer to Eric Fisher Academy from another cosmetology school:

1. Certified transcript of hours earned and requirements previously on file with State Board.
2. Time elapsed between transfer will be considered in determining if student will be accepted.
3. Submit to a scholastic evaluation as stated above.
4. Must complete a minimum of 1125 Cosmetology hours or 750 Esthetics hours of training at Eric Fisher Academy.
5. Meet all standard admissions requirements.
6. Pay for the pro rata tuition for the contracted hours.

When a student requests a transfer from part-time to full-time, or full-time to part-time, there will be a \$50 charge. Each additional change will be a \$50.00 charge. Money will be due on effective date of change.

### **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Academy closure.

Any Monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by Eric Fisher Academy. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment within three business days of signing the enrollment agreement. In this case all monies collected by Eric Fisher Academy shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to Eric Fisher Academy less the application fee in the amount of \$100 or \$200 for International Students.
4. A student notifies Eric Fisher Academy of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies Eric Fisher Academy that he/she will not be returning. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies Eric Fisher Academy that the student will not be returning.
6. A student is expelled by Eric Fisher Academy. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).

- 7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to Eric Fisher Academy administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by Eric Fisher Academy applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If a course and/or program is canceled subsequent to a student's enrollment, and before instructions in the course or program has begun, the school shall at its option: provide a full refund of all monies paid or provide completion of the course and/or program. If permanently closed or no longer offering instruction after a student has enrolled, Eric Fisher Academy will provide a pro rata refund of tuition to the student. If the course is cancelled subsequent to a student's enrollment, Eric Fisher Academy shall provide a full refund of monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR completion of the course OR provide a full refund of all monies paid. Eric Fisher Academy does not have pre-arranged teach out agreement with another institution.
- Students who withdraw or terminate prior to course completion will not be charged a cancellation or administrative fee. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at Eric Fisher Academy (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal and are non-refundable. All fees are identified in the catalog and in the enrollment agreement.
- Eric Fisher Academy makes a reasonable attempt to negotiate payment plans on past due invoices. In the event it becomes necessary, accounts in arrears greater than 90 days will be turned over to an outside collection agency, which comply with the cancellation and settlement policy of Eric Fisher Academy.

**RETURN TO TITLE IV POLICY**

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and applicable returns by the school shall be paid first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional Student financial assistance programs; and last to the Student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the Student. If the Student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. For a full R2T4 policy see the Financial Aid Office at Eric Fisher Academy.

**RETURNABLE AND NON-RETURNABLE KIT ITEMS**

All items that have been received and opened from the student's kit will be non-returnable due to sanitation and health reasons. Any items not received or used, as well as any fees accessed, but not used at the time of the withdrawal will be deducted from the student's withdrawal calculation. The iPad will be non-returnable due to security reason. Books may be returned in good condition and unwritten in. Returnable items must be returned within 20 days of the withdrawal date.



## RE-ENTRY POLICY

Former Students of Eric Fisher Academy who wish to re-enter, must request in writing approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Tuition and fees will remain the same if the student re-enters within 180 days of the withdrawal date. The student will be required to pay a \$500 re-entry fee and also go before members of the disciplinary board explaining what has changed and why he/she should be allowed to return to the program. It is up to the disciplinary board's discretion to possibly waive the re-entry fee. The \$500 must be paid at the student's expense before returning to class. If a student wishes to re-enter after 180 days, they will be charged for tuition rates current at the time of re-entry.

Re-entry Students must provide their full and complete kit as required for the course of study or purchase a new one.

## LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) due to such things as prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a Student's program of study. LOA refers to the specific time period during an ongoing program when a Student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. Eric Fisher Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the Student. An Enrollment Agreement Addendum will be completed upon return from the LOA to extend the ending date by the applicable number of days. There must be a reasonable expectation that the student will return from the LOA. Eric Fisher Academy may not assess the student any additional institutional charges as a result of the LOA. No re-entry fee will be charged if the Student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. All approved leaves will be scheduled to begin on the first class day after the Student's last physical day of attendance prior to beginning the Leave.

## STUDENT SUPPORT SERVICES

### LIFE SKILLS

Because of our relationships with salons, including the Eric Fisher Salon, and the understanding of what it really takes to succeed we focus on life skill educational programs. We have developed programs; methods and techniques that will help guide you through life. Some of our life skills include:

Chair-side manner	Business Best Practice Methods
Etiquette Training	Portfolio Building
Time management	Resume Writing
Effective communication guidelines	Developing your style
Ergonomic Hair Cutting and Posture	Developing Personal Authenticity
Confidence and Self-Esteem	Legendary customer service

### BUSINESS SKILLS

Having a good understanding of business will help ensure your success as a stylist or skin care professional in a salon or spa. It will also be essential if you want to start and build your own business. Some of our business skills include:

- Prosper U Business Curriculum
- Building your business – Best Practice Methods
- Building your client base
- How to enhance and increase your income
- Legendary Customer Service Techniques
- 90 Days to a Lifetime of Big Earnings

Career guidance – there are so many opportunities in this industry we strive to advise our students on all differ aspects that are achievable and available within your reach.

Career help – our relationship with the Eric Fisher Salon allows you to come in to the salon and watch their Tuesday night workshops and ask questions.

## **EMPLOYMENT ASSISTANCE**

While Eric Fisher Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings, inviting salons/spas in for demos, and career days. During career day we invite salon and spa owners to speak on a panel about specific topics. Our students have the opportunity to ask questions at the end. They also participate in "speed interviewing"; the students have a mock interview with each salon/spa, and then have the opportunity at the end to visit more with each salon/spa. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The school encourages qualified Students to obtain salon sponsors to mentor them throughout their program. This is an excellent opportunity for the Student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease. Eric Fisher Academy encourages students to take their clients with them to a salon/spa once they graduate.

## **STUDENT ADVISING**

Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to Students as it is needed. The administration office has a list of agencies for referral if a Student needs other assistance such as drug/alcohol, domestic violence, abuse, etc.

## **PRIVACY POLICY AND FILE ACCESS**

In compliance with the Family Educational Rights and Privacy Act of 1974 Eric Fisher Academy follows policies that:

- a) guarantee each Student (or parent/guardian if the Student is a dependent minor) access to that Student's records;
- b) require written consent from the Student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) "Directory information" is not published by Eric Fisher Academy;
- d) provide and permit access to Student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school makes its Student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

## **HOUSING**

Eric Fisher Academy does not provide institutional housing for attending Students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

## **TRANSPORTATION AND PARKING**

There is ample parking in a safe well-lit area east of Eric Fisher Academy. Public transportation is available through Wichita Transit. To inquire about public transportation visit <http://www.wichitagov.org/City Offices/Transit> or call 316-265-7221.

## **CAREER KITS**

Career kits are prepared for the students enrolled at Eric Fisher Academy. Students need to inventory and label their kit. If there are any challenges, the student needs to contact their Learning Leader to resolve the challenge. If anything needs repaired at the time the student receives their kit, items will be sent to the proper vendor for repair. Each student is responsible for having their complete kit available and for having all its contents maintained during school hours. If any items are missing or damaged in their Career Kit, the student will be required to replace the items within 24 hours for product and 72 hours for tools. Your career kit is not intended for personal use. Eric Fisher Academy is not responsible for lost, missing or stolen items. Students are responsible for sending in warranty cards upon receipt of student kit. EFA guarantees the student kit for 30 days after receipt. After the 30-day warranty period the student needs to send the item back to the manufacturer for repair.

## **LOCKERS AND WORKSTATIONS**

Students are responsible for all their belonging. Personal belongings and professional tools and supplies must be stored at Eric Fisher Academy in a designated locker. If a student leaves a program by transfer, withdrawal, or extended leave of absence, they are required to take all of their belongings with them. Items left in the locker and/or

workstation will be disposed of after five school days in order to provide space for other incoming students. Eric Fisher Academy will provide locks for the lockers which must be returned upon program completion. Eric Fisher Academy is not responsible for lost, missing, or stolen items. There is a \$10.00 fee for each replaced lock.

### **STUDENT LOUNGE AREA**

A student lounge is located within Eric Fisher Academy for students to enjoy their breaks and lunch. Fresh Market vending machines, sinks, microwaves, and refrigerators are provided to help students prepare their lunches. Students are responsible for maintaining the cleanliness of the student lounge.

### **STUDENT ENTRANCE TO ACADEMY**

Students enter and exit the school through the team entrance located on the east side of the building. This entrance is secured with a magnetic lock during business hours that requires an entrance code. This code is given to students upon orientation and changed periodically though out the program.

### **GUEST EDUCATION**

During the programs of study, students can expect to benefit from special guest speakers scheduled to help students see the possibilities of a future career in cosmetology or related disciplines. From world champions, session stylists, educational directors, famous makeup artists, and more, we promise to deliver exciting and current education.

### **CAREER CENTER**

The Career Center will provide resources for students to learn more about their area of study, assist them with student research and projects. DVDs, videos, trade magazines, books and other resources are available for student use. DVDs and CDs may be checked out and must be returned within three business days. Books and magazines can be viewed on Eric Fisher Academy premises but not checked out of Eric Fisher Academy. This area will also include postings of area job opportunities. Internet access is available for school and educational purposes only.

### **PERSONAL PRODUCTS AND SERVICES**

Eric Fisher Academy encourages students to bring forth their true authentic beauty image through services. Actively enrolled students will receive a 60% discount on all services, 40% discount on MUD make-up products, 20% discount on Boutique items and 40% discount on other retail products at Eric Fisher Academy, and a 25% discount on retail products at the Eric Fisher Salons. Students should remember that guest clients will be considered first when scheduling student services.

### **DRUG ABUSE PREVENTION**

Eric Fisher Academy promotes a drug-free learning environment. If Eric Fisher Academy becomes aware of a substance abuse issue with a student, the student will be advised of substance abuse prevention programs in the area and prevention numbers to contact. Eric Fisher Academy will periodically have a drug prevention guest speaker visit Eric Fisher Academy.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drug) at the Eric Fisher Academy campus or while engaged in the course curriculum is strictly prohibited. Eric Fisher Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Eric Fisher Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of Eric Fisher Academy or violates the law.

Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Learning Leader immediately so that Eric Fisher Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from the program. For more information about the Drug and Alcohol Abuse prevention you can visit our website or a copy is kept in the Student Resource Binder located in the student library.

### **NOTICE OF NON-DISCRIMINATION**

Eric Fisher Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training. This training will occur during New Student Orientation class. Eric Fisher Academy will offer free in-house education and prevention from the local police department or other certified trainer at least annually. School policy prohibits harassment or discrimination based on race, religion, creed, color, ethnic 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 School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

If as a student you believe that you have experienced or witnessed harassment or sexual violence, notify your Title IX Coordinator as soon as possible after the incident.

*Eric Fisher Academy*  
*Student Title IX Coordinator*  
**Erin Sutton, Assistant Director**  
**6727 W. Central**  
**Wichita, KS**  
**316-440-5555 ext 315**  
[esutton@ericfisheracademy.com](mailto:esutton@ericfisheracademy.com)

*Additional Staff with Title IX Training*  
**Stephenie Dugan, Academy Director**  
**6727 W. Central**  
**Wichita, KS**  
**316-440-5555 ext 301**  
[sdugan@ericfisheracademy.com](mailto:sdugan@ericfisheracademy.com)

## **OSHA**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During Orientation the Student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are informed of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in Eric Fisher Academy Color Bar area.

## **STUDENTS WITH SPECIAL CIRCUMSTANCES**

Eric Fisher Academy is committed to providing accommodations for enrolled and admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). If a student does not have documentation of a disability or learning difficulty, they may still request accommodations in writing. It is the responsibility of the student to seek available assistance at Eric Fisher Academy and to request reasonable accommodations.

After students submit the required documentation, a member of Administration and an Education Leader will meet with the student to discuss reasonable accommodations that are available to the student. Requested accommodations which compromise the essential elements of the course of study may not be reasonable. Students will then be encouraged to seek assistance prior to the start of their course of study. It is up to the discretion of Eric Fisher Academy to determine if accommodations can be met. For more information about Eric Fisher Academy's ADA policy you can visit our website or a copy is kept in the Student resource binder located in the student library.

## **HANDICAP POLICY**

Eric Fisher Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for programs offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator.

## **COPYRIGHT INFRINGEMENT POLICY**

It is the policy of Eric Fisher Academy, Inc. to comply with all copyright laws and to not exceed the bounds of permissible copying under the fair use doctrine. Unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject users to civil and criminal liabilities. All faculty, staff, and students are expected to comply with this policy, with state and federal law, and with the terms of applicable contracts and

license agreement(s) in reproducing copyrighted materials. The complete Eric Fisher Academy Copyright Infringement Policy can be found in the Student Resource Binder, located in the Student Library.

### **INTERNET GUIDELINES**

The Internet is intended for school related use only. The following personal use of the Internet are prohibited: solicitation, shopping, gambling, blogging, instant messaging, visiting websites containing pornographic/sexually explicit material, and Social networking.

### **IPAD POLICY**

All iPads issued remain property of the Eric Fisher Academy student. Eric Fisher Academy reserves the right to search a student's iPad to ensure compliance with the Acceptable Use Policy. In the event of loss, stolen, or broken completion of all class work remains the responsibility of the student. Eric Fisher Academy is not responsible for the loss of any personal files which may be deleted. Students are responsible for the full cost of the iPad. If student drops or is terminated from the program before all funds are received, they will be required to pay for the iPad or return in good condition. Students will receive Eric Fisher Academy Student iPad Acceptable Use Policy during orientation for more details.

## **STANDARDS OF PROFESSIONALISM**

### **MESSAGE FROM OUR FOUNDER**

At the Eric Fisher Academy our mission is to prepare you for greatness in career and life through outstanding instruction, high standards and insightful learning. We will immerse you in a learning environment and prepare you for an extraordinary career. With that being our goal, the culture of our environment must be optimum for hassle free learning. We have created certain rules and regulations to ensure success. Reading, understanding, following them helps strengthen our core purpose of personal growth. Signing off on this information acknowledges that you understand and will abide by this contract.

Behavior that is negative or adversely impacts the Eric Fisher Academy culture jeopardizes our positive standards of learning. Violation of local, state or federal law will not be tolerated and will end in dismissal. To ensure success our guidelines must be followed. Proper student conduct is vitally important. Corrective action will be taken for disruptive behavior or an infraction of these rules and regulations.

### **CAREER IMAGE AND DRESS CODE**

We are in a fashion and image consulting business. Look great. Be authentic. Your hair, make-up and clothes send a message to the guests that you serve. Remember, you have chosen to be in the beauty industry and must look the part.

- Absolutely no belly, buns, boobs, or back showing.
- All clothing must be clean, pressed and not faded, stained or torn (including aprons).
- Hair must be clean and styled appropriately upon arriving to school. If hair is worn in ponytail it must have hair wrapped around hair tie. If worn in an up-do, braid, or bun it must look like effort was made when styling it. Hair scrunchies are NOT allowed.
- Makeup must be appropriately applied prior to arriving at school (at minimum must have base/foundation, mascara, and cheeks).
- No hats or head covers are allowed.
- Hoodies, sweatshirts, jackets/coats, gloves, or hats are not to be worn in the classroom or the salon area/clinic floor. These items are to be kept in your locker.
- No under garments showing.
- Athletic Tennis shoes are NOT allowed (ex. Anything running, cross training, basketball etc.)

*Aprons:* Eric Fisher Academy apron must be worn at all times. (Aprons must be tied)

*Above the waist attire:* Any article of clothing showing from under the smock or apron must be solid black or an Eric Fisher Academy shirt or product line shirt that Eric Fisher Academy carries (ex. Dermalogica, MUD, or Redken etc.)

*Below the waist attire:* Solid Black jeans, jeggings, slacks, capris, skirts, or Bermuda shorts are allowed (NO GYM ATTIRE IS ALLOWED INCLUDING YOGA PANTS) Skirts and shorts must be at the knee. No frayed edges on pants, capris, skirts or shorts. Jeans and color may be worn on Fridays only. Jeans must not be frayed or ripped, and must have no holes. Leggings are not to be worn as pants, long shirts or dresses must be worn over leggings.

*Footwear:* Colored footwear may be worn. Opened-toed shoes are allowed. No rubber flip flops or rubber slides. Footwear must be clean, polished and professional. Athletic tennis shoes are NOT allowed (ex. Anything running, cross training, basketball etc.); Fashion tennis shoes (ex. Chucks, Converse, Sperry's, Keds, Vans, Toms etc.) are allowed, they must be clean and have no holes.

*Identification Badges:* Name badges (provided by Eric Fisher Academy) must be worn at all times. If the student is unable to locate the permanent name badge within two school days, they must purchase another Eric Fisher Academy name badge for \$10.00 prior to clocking in.

*Accessories:* Jewelry and other accessories may be different colors. Cardigans may be worn and can be different colors

## **STANDARDS OF CONDUCT**

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success. However, violation of any of the standards could result in probation, suspension, or dismissal. All Students agree to:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. A Student is considered **late** if clocking in after 9:00 a.m. or 12:00 p.m. (if students schedule is 12-8) OR 5:00 p.m. (Cosmetology part time program). If the student arrives after 9:15 a.m. or 12:15 p.m. (if students schedule is 12-8), or 5:15 p.m. they are sent home for the day (late arrivals may be granted by administration for special circumstances) to alleviate class and student salon floor disruptions. Excessive tardiness could result in suspension.
3. Complete all assigned theory, practical, clinic assignments or tests in the designated time frames. It is the Student's responsibility to contact the Instructor regarding makeup exams. See Student Services for test retake guidelines.
4. Notify Student Services at least 1 hour before scheduled arrival of absenteeism or late arrival so that proper arrangements can be made to service clients that may be scheduled.
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. All students must clock out when leaving Eric Fisher Academy for any reason (including breaks and lunches).
6. Obtain permission from a staff member to leave the facility for any reason other than lunch time and closing. Always clock out when leaving the facility.
7. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will be sent home.
8. NOT smoke, chew gum, eat or drink except in the designated areas. Smoking is allowed only outside the east side student entrance and butts must be disposed of in the container provided.
9. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the school if you are not returning from lunch.
10. NOT perform any services on clients until student has successfully completed 320 hours and 150 hours in the Cosmetology and Esthetics program respectively.
11. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
12. Follow all state laws and regulations at all times during school.
13. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
14. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
15. Be fair, honest, and never steal; refrain from the willful destruction of property.
16. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a Student Salon/Spa service.
17. Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student Lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
18. Students may have their mobile phones, smart phones, and tablets in the classroom and on the salon floor/spa but they must be placed on "silent at all times. If a call/text must be taken the student must exit the room or the salon floor/spa. If the approved electronic device becomes a disruption to class or interferes with student's

participation the instructor with intervene. Mobile phones can only be used on the salon floor/spa to take before and after pictures.

19. Park only in the designated areas for Student parking. Front row parking is ALWAYS reserved for client use. The school does NOT provide parking for its Students.
20. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used.
21. Keep all client analysis and service records up to date and confidential.
22. All personal items (purses, backpacks, etc.) are to be kept in the assigned locker.
23. Students may not, under any circumstances, bring their children to school.
24. Service tips may be accepted but not solicited from guests.
25. Students must follow corrective action plan if they are placed on one.
26. Avoid making statements using social media (Facebook, Instagram, Snapchat Twitter, etc.) that could violate any of Eric Fisher Academy's policies, including discrimination, harassment, or obscene material. Any defamatory statements about Eric Fisher Academy, students, instructors, or employees could result in disciplinary action.
27. Use of drugs and/or alcohol by staff or students on its property or as part of any of its activities is strictly prohibited. For more details see the Drug Abuse Prevention section of the student catalog (p. 19)

### **DISCIPLINARY POLICIES**

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**PROBATION:** A Student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the Student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

**SUSPENSION:** Enrollment may be immediately suspended for up to three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

**DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- \* Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- \* Non-conformance with the state laws and regulations governing schools and students
- \* Non-compliance with the school's Satisfactory Academic Progress Policy
- \* An action that causes or could cause bodily harm to a client, student or employee of the school
- \* Theft
- \* Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- \* Immoral or improper conduct
- \* Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

### **GRIEVANCES**

In accordance with the institution's mission statement, Eric Fisher Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new Student orientations, thereby assuring that all Students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness. Contact the administration office to obtain the designated form and detailed procedures for how to properly register a grievance. Complaints to the Kansas Board of Cosmetology can be emailed to [kboc@kboc.state.ks.us](mailto:kboc@kboc.state.ks.us) or to the Kansas Board of Regents, see the following website for details: [http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy applies to all students, including Title IV Financial Aid recipients and non-Title IV Aid recipients. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students enrolled in a course of more than 600 hours are evaluated in both attendance and academic progress (SAP) at the following intervals: (Evaluation periods are based on actual hours)

Cosmetology students will be evaluated on the following official evaluation schedule: 471.5 hours, 943 hours and 1221.5 hours. Eric Fisher Academy has internal academic checks at 236 hours and 707 hours. A student will be placed on a corrective action plan if their attendance and/or GPA are below an 80%. For the Cosmetology program Academic Year 1 is 1-943 hours and Academic Year 2 is 944-1500 hours

Esthetics students will be evaluated on the following official evaluation schedule: 450 hours and 900 hours. Eric Fisher Academy has internal academic checks at 225 hours and 675 hours. A student will be placed on a corrective action plan if their attendance and/or GPA are below an 80%. For the Esthetics program Academic Year 1 is 1-900 hours and Academic Year 1 is 901-1000 hours. For those students enrolling in the Esthetics program in 2020 they will be evaluated on the following evaluation schedule: 500 hours. Eric Fisher Academy has internal academic checks at 250 hours and 750 hours. A student will be placed on a corrective action plan if their attendance and/or GPA are below an 80%. For the Esthetics program, Academic Year 1 is 1-1000 hours.

Instructor-in-Training students will be evaluated on the following schedule: 300-hour program: 150 hours, 450-hour program: 225 hours

The student's satisfactory academic progress evaluation results are signed by the student and kept in the student file. Students may request to view their SAP evaluation results at any time.

Students enrolled in a course of 600 hours or less are evaluated in both attendance and academic progress (SAP) at least once by the midpoint of the program. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Students can appeal to complete the program over the maximum time frame allowed. The maximum time allowed for students to complete each course at satisfactory progress is 125%, see below:

<b>COURSE</b>	<b>MAXIMUM SCHEDULED HOURS</b>	
COSMETOLOGY –	1500 HOURS	1875
ESTHETICS –	1000 HOURS	1250
INSTRUCTOR –	450 HOURS	562
INSTRUCTOR –	300 HOURS	375

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled hours at Eric Fisher Academy.

### ACADEMIC PROGRESS EVALUATIONS

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical performances required for graduation are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance



does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a cumulative theory grade average of at least 80% and pass a written and practical State Board exam prior to graduation. Students are encouraged to make up failed or missed tests and incomplete assignments.

### **GRADING POLICY**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students are encouraged to make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### **WRITTEN and PRACTICAL**

96 – 100 EXCELLENT

90 – 95 VERY GOOD

85 – 89 EXCEEDS MINIMUM STANDARDS

80 – 84 SATISFACTORY

Below 80 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

Practical tasks on the clinic floor and in the classroom will be graded upon the following criteria, unless otherwise specified. Students may earn either a score of 0 or 100. All practical tasks in the classroom setting will not necessarily be graded.

- Student listens to and follows instructions
- Student demonstrates comprehension/understanding of the relevant procedure and technique
- Student shows adequate progress and growth in the relevant technique

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on a financial aid warning or has prevailed upon appeal resulting in a status of financial aid probation. Eric Fisher Academy is required to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on an SAP financial aid warning and considered to be making satisfactory progress while during the first financial aid warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next official evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress. The student may appeal the SAP determination. See Appeal Procedure below.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the financial aid warning period may be placed on financial aid probation and considered to be making satisfactory progress while during the first financial aid probationary period, if the student appeals the decision, and prevails upon appeal. Eric Fisher Academy will determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the student will be advised in writing on the actions required to attain satisfactory academic progress by the next official evaluation. If at the end of the financial aid probationary period, the student has still not met both attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. All costs of education would be the student's responsibility. Based on the student's circumstance he/she may be allowed to appeal again and be placed on financial aid probation.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract

period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal. The student's refund is calculated based on the student's last date of attendance.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation must be submitted regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will all the achievement of satisfactory academic progress at the next evaluation period. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances. The student must go before members of the disciplinary board on a case-by-case situation, which includes the director, career & academic advisor, and/or educator. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **REINSTATEMENT OF FINANCIAL AID**

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements.

### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

## **COST OF ATTENDANCE & PAYMENT TERMS**

### **PAYMENT TERMS & EXTRA INSTRUCTIONAL CHARGES**

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each has been scheduled for completion within an allotted time frame which provides for a grace period equivalent to 167 hours for the cosmetology program and 111 hours for the esthetics program. For example, in the 1500-hour cosmetology program, the school has added a grace period of approximately 167 hours into the scheduled contract ending date. A total of twenty-four hours from the allotted grace period will be used for school closings due to weather, staff educational training, or an act of God that may cause Eric Fisher Academy to close. An enrollment agreement addendum will be used if more than twenty-four hours of scheduled time are used during a student's time at Eric Fisher Academy. That is the equivalent of a full month of study. Considering that most companies require a minimum of seven years of employment before granting four weeks of vacation time, this is an extremely generous policy. Further, it is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for you. If a student does not graduate by the contract ending date, additional training will be billed at the rate of \$15 per hour until graduation. The student's hours will not be released to the State Board or governing agency until full payment has been received. Students do have the opportunity to make-up hours.

### **GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, students face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education. Fill out the Financial Aid calculator for complete cost of attendance calculations on our website: <https://www.ericfisheracademy.com/netprice/npcalc.htm>

## **ERIC FISHER ACADEMY ACE GRANT**

Student will complete the following criteria before class start date:

- ◆ Find a salon or spa where the student can shadow 8 hours while attending Eric Fisher Academy
- ◆ Complete the ACE grant application with all required information
- ◆ Obtain two professional letters of reference (cannot be a family member or friend)
- ◆ Write a 500-word essay describing their career goals, how they will achieve them and why they are deserving of the ACE grant.

Requirements while in school and before completing 900 (Esthetics) or 943 (Cosmetology) hours:

- ◆ Maintain an attendance of 95% or above at all times
- ◆ Maintain a GPA of 90% or above at all times
- ◆ Student cannot have any violations resulting in probation or suspension
- ◆ Students who take a leave of absence will be assessed on a case by case basis.
- ◆ Student must shadow a minimum of 8 hours at a salon or spa. Student must track their hours on the provided hour requirement sheet and have the salon or spa sign it.
- ◆ Students requesting to shadow during school hours must have at least 1-week prior approval from student services.
- ◆ **Please Note:** The ACE Grant is awarded to students upon reaching **943 clock hours for cosmetology students and 900 clock hours for esthetic students** and all requirements must be met in order to be eligible for the scholarship.

## **FINANCIAL ASSISTANCE AVAILABLE**

Student tuition may be paid by cash, check, money order, credit card or through financial aid (available to those who qualify) which is defined as assistance that the Student has been or will be awarded from Federal, Institutional, or other scholarship, grant or loan programs. Such programs may require approval of credit history and may require a co-signer.

### **United States Department of Education**

Eric Fisher Academy has approval with the United States Department of Education for its students to apply for financial aid. See the Financial Aid Office to obtain instructions for applying for FASFA (Free Application for Student Financial Aid). Completing the FASFA application will determine your eligibility for Federal Pell Grants and Stafford Student Loans. To complete your FASFA visit <https://studentaid.ed.gov/sa/fafsa>

### **Veterans and MyCAA (Spouses of Military Personnel)**

Eric Fisher Academy has approval with the Department of Veterans Affairs for VA funding and MyCAA (spouses of military personnel). Eric Fisher Academy ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veterans Affairs. See the Financial Aid Office for instructions on applying with the Department of Veteran Affairs. Additional financing may be available through financial institutions or career loan institutions.

**PROGRAM COSTS****COSMETOLOGY – 1500 HOURS**

Application Fee:	\$ 100.00
Books & Kit (tax included):	\$ 2,970.00
Tuition:	<u>\$16,500.00</u>
<b>TOTAL:</b>	<b>\$19,570.00</b>

**ESTHETICS – 1000 HOURS**

Application Fee:	\$ 100.00
Books & Kit: (tax included):	\$2,872.00
Tuition:	<u>\$10,500.00</u>
<b>TOTAL:</b>	<b>\$13,472.00</b>

**INSTRUCTOR – 300 HOURS**

Application Fee:	\$ 100.00
Books (tax included):	\$ 150.00
Tuition:	<u>\$2,500.00</u>
<b>TOTAL:</b>	<b>\$2,750.00</b>

**INSTRUCTOR – 450 HOURS**

Application Fee:	\$ 100.00
Books (tax included):	\$ 150.00
Tuition:	<u>\$3,750.00</u>
<b>TOTAL:</b>	<b>\$4,000.00</b>

**CLASS START DATES**

Eric Fisher Academy Cosmetology Full-time Program is scheduled to start every 10 weeks, Cosmetology Part-time Program is every 19 weeks, and the Esthetics program every 11 weeks. Instructors in training may begin the program at any time.

**COSMETOLOGY FULL-TIME**

February 3, 2020  
 April 13, 2020  
 June 22, 2020  
 September 8, 2020  
 November 16, 2020

**COSMETOLOGY PART-TIME**

March 30, 2020  
 August 17, 2020

**ESTHETICS**

January 27, 2020  
 March 30, 2020  
 June 1, 2020  
 August 10, 2020  
 October 12, 2020  
 December 14, 2020

PROGRAM OFFERINGS AND CLASS START DATES MAY VARY based on class enrollment, staff availability and other considerations. Contact the Admissions Office to verify program offerings and start dates.

## **OWNERSHIP AND LICENSURE**

Eric Fisher Academy is owned by Eric Fisher Academy, Inc, with Eric and Mary Fisher as equal stockholders. The telephone number is (316) 440-5555. Eric Fisher Academy is located at 6727 West Central, Wichita, KS 67212. The campus is licensed by the Kansas State Board of Cosmetology, 714 SW Jackson St., Suite 100, Topeka, KS 66603-3751; [kboc@kboc.state.ks.us](mailto:kboc@kboc.state.ks.us); (785) 296-3155 and the Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612; 785-430-4240. The school is accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), 315 Colvin St. Alexandria, VA 22314, 703-600-7600. The campus is determined eligible by the United States Department of Education to participate in Title IV financial aid programs. All licenses and certifications may be reviewed at the campus during regular business hours. The school administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs offered. NACCAS website: <http://naccas.org/naccas/>

## **ERIC FISHER ACADEMY PERSONNEL**

### **FACULTY AND STAFF**

Eric Fisher, Founder	Katrina Gillenwater, Esthetics Learning Leader
Stephenie Dugan, Director	Kimberly Shriver, Esthetics Learning Leader
Erin Sutton, Assistant Director	Kolene Sugars, Cosmetology Learning Leader
Amy Griffis, Esthetics Learning Leader	Kristen Brownlee, Admissions Leader
Ashley Tatman, Cosmetology Learning Leader	Kyle Pugh, Video Production Artist
Chris Jacks, Marketing Manager	Lynna Cherry, Financial Aid Leader
Christina Franklin, Salon Floor Supervisor	Maisie Martin, Marketing Coordinator
Danielle Carpenter, Cosmetology Learning Leader	Melissa Spierling, Classroom Education Supervisor
Darian Leiker, Admissions Coordinator	Michelle Peck, Career & Academic Advisor
Devon Sechrist, Administrative Coordinator	Nichole Peck, Cosmetology Learning Leader
Georgia Poe, Cosmetology Learning Leader	Paige Johnston, Human Resources Coordinator
Jaime Knoop, Esthetics Learning Leader	Silas Miller, Cosmetology Learning Leader
Jennifer Gonzalez, Human Resources Manager	Stephanie Raney, Esthetics Learning Leader In Training
Jenny Slane, Guest Services Assistant Manager	Treva Brawner, Inventory Coordinator
Jessica Cartwright, Cosmetology Learning Leader	
Jordan Schnoor, Guest Services Representative	