



ROGERS

ACADEMY OF BEAUTY

STUDENT CATALOG JUNE 2022

2375 EAST STATE ROUTE 69 PRESCOTT, ARIZONA 86301

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WWW.ROGERSACADEMYOFBEAUTY.COM

TABLE OF CONTENTS

| | |
|--|----|
| About Rogers Academy..... | 7 |
| Ownership..... | 7 |
| Our Mission..... | 7 |
| Our Commitment..... | 7 |
| Licensing and Membership Associations..... | 7 |
| School Locations..... | 8 |
| Admissions | 9 |
| Admissions Requirements | 9 |
| Veterans Affairs | 10 |
| Postponement of a Start Date | 10 |
| Student Orientation | 10 |
| Transfer Students | 11 |
| Re-Enrollment Policy | 12 |
| Americans With Disabilities Act (ADA) | 12 |
| Student Financial Assistance | 13 |
| General Information | 13 |
| Payment Methods | 13 |
| In House Financing | 13 |
| Veterans Educational Benefits | 14 |
| Ability-to-Benefit Policy | 14 |
| Student Accounts & Financial Policies | 15 |
| Three-Day Cancellation Policy | 15 |
| Payment Schedules | 15 |

Overtime Charges 15

Collections Policy 15

Refund Policy 16

Termination of Enrollment 17

Program Information and Course Outlines..... 18

 General Information 18

 Cosmetology Program 19

 Esthetics Program 23

 Student Instructor Program 26

Facility and General Information 28

 Facility Description and Operations 28

 Administrative Hours 28

 School Hours 29

 Observation of Holidays 29

Standards of Conduct 30

 General School Policies 30

 Personal Items 30

 Professionalism 30

 Professional Dress Code 31

 Time Clock Requirements 32

 Calling Out & Late Attendance 32

 Mandatory Attendance 33

 Make Up Hours 33

 Requesting Out 34

 Class Participation and Assignments 34

Retail and Student Retail Discount 34

Final Examinations 34

Sanitation Maintenance 35

Student Break Room 35

Parking 35

Student Personal Services 35

Weapons 36

COVID-19 Exposure Plan 36

Client Relations and Rules 38

Disciplinary Policies 39

Student Advice & Counseling 40

Attendance & Academic Policies 41

 Leave of Absence 41

 Withdrawals 42

 Phase 1 Attendance Policy 42

 Grading 42

 Student Advisory Assistance 42

 Satisfactory Academic Progress Policy 43

 Attendance Progress Evaluations 44

 Maximum Timeframe 44

 Academic Progress Evaluations 45

 Determination of Progress Status 45

 Warning 46

 Probation 46

 Re-Establishment of Satisfactory Academic Progress 46

 Interruptions, Course Incompletes, Withdrawals 46

| | |
|---|-----------|
| Appeal Procedure..... | 47 |
| Noncredit, Remedial Courses, Repetitions | 47 |
| Transfer Hours | 47 |
| Access to SAP Results | 47 |
| Academic Grading Procedures and Progress Evaluations | 48 |
| Re-Entry Students | 48 |
| Other School Policies | 49 |
| Course Length | 49 |
| Withdrawal and Termination Policy Regarding Kit Items..... | 49 |
| Copyright Infringement Policy..... | 49 |
| Employment Assistance | 50 |
| Family Educational Rights and Privacy Act (FERPA) Policy..... | 50 |
| Housing | 51 |
| Student Grievance Policy | 51 |
| Binding Arbitration and Class Action Waiver Agreement | 52 |
| Career & Industry Information | 53 |
| Career Opportunities | 54 |
| Physical Demands of the Profession | 54 |
| Safety Requirements for Profession | 55 |
| Consumer Disclosures | 56 |
| Annual Security Report and Campus Crime Statistics | 56 |
| Institutional Outcomes | 56 |
| Student Right-To-Know | 56 |
| Sexual Harassment Policy | 57 |
| OSHA | 57 |
| Voter Registration | 57 |

Basic Requirements for a Safe Workplace 57

Catalog Addenda 60

Start Dates Cosmetology 60

Start Dates Esthetics 61

Tuition & Fees by Program 62

Staff Listing 63

OWNERSHIP

Rogers Academy of Beauty, hereinafter known as "Rogers Academy", is owned by Rogers Academy LLC. The officers of the school are Sheri Rogers, President and Darrin Rogers, Chief Financial Officer.

OUR MISSION

Rogers Academy of Beauty's mission is to offer a unique educational experience for students, by inspiring creativity with innovation and ingenuity.

OUR COMMITMENT

At Rogers Academy of Beauty, we are committed to providing you with the education needed for a successful career in the beauty industry. Our professional learning environment, with a low teacher to student ratio, provides our students with more personalized attention. Our instructors maintain current knowledge and training in cosmetology, nail care, and aesthetics fields to provide solid education to our students. Our ultimate commitment is to prepare students for licensure and give them the needed skills for the workplace.

LICENSING AND MEMBERSHIP ASSOCIATIONS

Rogers Academy of Beauty is approved and is licensed to operate by the Arizona State Board of Cosmetology and a proud member of the American Association of Cosmetology Schools (AACCS).

Arizona State Board of Cosmetology

1740 W. Adams, #4400

Phoenix, AZ 85007

303-862-3001

www.azboc.gov

American Association of Cosmetology Schools

480 Union Blvd.

Box 149

West Islip, NY 11795

480-281-0431

www.beautyschools.org

Rogers Academy of Beauty is not currently an accredited institution.

Approval for the school to offers veteran's educational benefits has been granted by the Arizona State Approving Agency.

SCHOOL LOCATIONS

PRESCOTT, AZ

2375 E. State Route 69

Prescott, AZ 86301

928-848-9929

ADMISSIONS

ADMISSIONS REQUIREMENTS

Rogers Academy of Beauty conducts admission of students without regard to race, color, gender, sexual orientation, disability, religion, financial status, national or ethnic origin, or age in admissions or any other activity. Applicants will not be denied based on any of the forgoing items, however applicants must meet all requirements specified for admission. Rogers Academy of Beauty does not recruit or enroll prospective students currently enrolled, attending, or admitted to another school in a similar program of study.

Applicants must meet the following requirements prior to being accepted for admission

- Provide evidence of completion of one of the following educational requirements:
 - High School Diploma
 - General Equivalency Diploma (GED)
 - College Academic Transcript showing attainment of an associates degree*
 - Meet the Ability-to-Benefit requirements
- Complete a student application form
- Provide a copy of state or US Government issued photo identification
- Provide a copy of Social Security Card
- Provide copy of Arizona drivers license, birth certificate or passport for proof of citizenship
- Pay \$100 application fee (non-refundable)
- Complete an enrollment agreement

Rogers Academy is not currently accredited by a nationally accredited association and does not accept federal financial aid.

**Foreign high school diplomas/college transcripts used to meet education requirements must be translated to English, evaluated to show equivalency of a high school diploma attained in the United States, and any associated fees are at the applicant's expense. Rogers Academy will provide applicants detailed information and instructions, if applicable.*

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as appropriate.

Rogers Academy reserves the right to waive admission fees for all previously enrolled students as per re-entry policy and procedure.

VETERAN AFFAIRS

Rogers Academy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 30, 31, 33, 35, and 1606 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' " (VA) website- eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Rogers Academy ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under all chapters.

Rogers Academy of Beauty reserved the right to deny admission to any applicant who Rogers Academy, on the basis of background, record, statements, and conduct during the admissions process, determines to not be qualified to succeed in (or benefit from) the academic program for which admission is requested. All courses at Rogers Academy are taught only in English.

POSTPONEMENT OF A START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement sets forth:

- Whether the postponement is for the convenience of the school or of the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.
- If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 45 days of the deadline in accordance with the school's refund policy.

STUDENT ORIENTATION

All incoming students must attend orientation at the start of the program. The exact date and time will be provided at the time of acceptance. The student orientation is designed to provide new students information about the School Policies, Standards of Conduct, course structure, student progression, and student assessment.

TRANSFER STUDENTS

In addition to the completion of the standard entrance requirements, students who have attended other cosmetology, barbering, nail or esthetics training programs are required to provide official documentation of hours attended, as well as, the date of withdraw in order to transfer credit to Rogers Academy of Beauty.

Transferring students will be evaluated for knowledge of techniques and practical application. A maximum of 800 hours for Cosmetology, and a maximum of 300 hours for Aesthetics training will be credited. Hours from previous training may be applied; however, the School requires all transfers to attend Phase 1 education in full before transferring to the clinic floor. In cases that a student has been out of program for more than 5 years, Rogers Academy reserves the right to deny any transfer of previous hours in any of the above mentioned programs.

Transferring students will be placed within the existing training courses and training time will be adjusted accordingly. The School reserves the right to accept or deny any percentage of the hours transferring from any school. Considerations will include the actual time accrued, the relevancy of the training to the course being practical evaluation. Rogers Academy does not accept prior experiential learning as credit into their educational programs. Rogers Academy will not make any adjustments to recognize a Student's prior education once the Student begins their training at Rogers Academy.

Students wishing to transfer out of Rogers Academy of Beauty may request (in writing) any and all current records regarding hours earned and academic achievement.

Notice Regarding the Transferability of Credits and Credentials:

The transferability of credits you earn at Rogers Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution you seek to transfer.

If the diploma or credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution meets your educational goals. This may included contacting your institution to which you may seek to transfer after attending Rogers Academy of Beauty to determine if your credits or diploma will transfer.

Rogers Academy does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Rogers Academy has not entered into any Articulation or Transfer Agreements with any other third-party institutions for instruction.

RE-ENROLLMENT POLICY

All students who were previously terminated by the school or withdrew voluntarily, are required to wait a minimum of thirty (30) days before applying for re-admission. An Applicant for re-entry will be required to meet with the Executive Director to determine if the Re-Entry will be approved. Approval is based upon the reason for the original termination, the time since the termination, and any changes that have taken place that will now enable the student to be successful.

Re-Entry is not guaranteed and is subject to the approval of the Executive Director.

AMERICANS WITH DISABILITIES ACT (ADA)

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Rogers Academy will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

The Executive Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. You may request academic adjustments or auxiliary aids at any time.

Any qualified individual with a disability requesting accommodation or auxiliary aid or service should follow this procedure:

- Notify the Executive Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. Documentation confirming the need for accommodation may be request by the Executive Director.
- The Executive Director will respond within two weeks of receiving the request.
- If you would like to request reconsideration of the decision regarding your request, please contact the Executive Director within one week of the date of the response. Please provide a statement of why and who you think the response should be modified.

STUDENT FINANCIAL ASSISTANCE

GENERAL INFORMATION

Rogers Academy of Beauty is not currently accredited with any national accreditation association. Rogers Academy does accept VA educational benefits, Department of Arizona Vocational Rehabilitation financing and is affiliated with the Northern Arizona Council of Governments (NACOG) for our cosmetology and esthetics programs upon proof of eligibility. Rogers Academy also offers in house financial loan programs.

PAYMENT METHODS

Rogers Academy of Beauty requires its students to pay for their education within 12-months from the date of completion. The payment period is interest free. Although financial aid may be available, the student is responsible for all balances due to the school. Available payment methods are cash, debit, credit card, money order, or check and shall be paid at the front desk.

Any required down payment shall be due by the Friday prior to the student's scheduled start date. Payment schedules, if applicable, will be set for the 1st of each month following the student's scheduled start date. All overtime hour charges are due upon graduation, and a diploma will not be awarded until all debts are paid. Any amount due is to be paid in full to the School upon graduation, or completion of training. In the event of termination of enrollment or cessation of training, any amount due to the School is agreed to be paid in full within thirty (30) days from the date of termination. If unpaid balances are not paid within thirty (30) days the outstanding balance will be turned over to a third party collection agency.

IN HOUSE FINANCING

Rogers Academy offers an in house financing program that can be used with a co-signer. Rogers Academy allows twelve (12) months after completion of program to pay off the in house financing with 0% interest. Any tuition remaining after the twelve (12) months will result in a 21.99% interest added to the amount loaned upon completion of the program. Any payments more than sixty (60) days late will be considered in default and will be referred to a third party collection agency.

Rogers Academy accepts scholarships awarded to students through outside entities as payment toward the student's program costs. Rogers Academy may sometimes offer scholarships to potential students. Anytime a scholarship is available, rules for how to apply, amounts awarded, and the entire scholarship process will be issued. Eligible students are encouraged to apply. Any student awarded the scholarship will owe the total of full tuition should that student choose to withdraw from the program offered at scholarship pricing.

VETERANS EDUCATIONAL BENEFITS

Rogers Academy of Beauty is proud to serve our military veterans and their dependents as they pursue their educational goals. We are certified by the Department of Veteran's Affairs to accept educational benefits. Rogers Academy permit any covered individual to attend or participate in the course of education during the period beginning not the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 30, 31, 33, 35 and 1606 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website- eBenefits, or a VAF 28-1905 form from chapter 31 authorization purposes) and ending on an earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. Ninety (90) days after the date of institution certified tuition and fees following the receipt of the certificate of eligibility.

Rogers Academy ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under all chapters.

ABILITY-TO-BENEFIT POLICY

Students must be 18 years of age or older and pass the Wonderlic test of 18 points or higher or 16 years of age with 10 minimum high school credits with 2 being English and also pass the Wonderlic test of 18 points or higher.

FINANCIAL POLICIES

THREE-DAY CANCELLATION POLICY

If a Student is denied for training by the School, the Student will receive 100% refund on all monies paid less the application fee. If the Student, or Guarantor if the Student is a minor, provides written notice of cancellation within three (3) days (excluding Sunday, Monday and Federal/State Holidays) of executing this agreement, the Student will be entitled to a 100% refund of all monies paid less the application fee. If the Student, or Guarantor if Student is a minor, cancels this agreement after three (3) days (excluding Sunday, Monday or Federal/State Holidays) of executing this agreement, but prior to beginning training, the Student will be entitled to a 100% refund of all monies paid less for the application fee. No later than 30 days of receiving the notice of cancellation, the School shall provide the 100% refund.

PAYMENT SCHEDULES

Payment schedules, if applicable, will be set for the 1st of each month following the student's scheduled start date. Any payment received after the 10th of each month will result in a \$50 late fee.

OVERTIME CHARGES

Any student who does not complete their program hours by their contract end date is subject to a \$20 per hour fee until the program hours are completed. All overtime hour charges are due upon graduation, and a diploma will not be awarded nor any paperwork sent to Arizona State Board of Cosmetology until all debts are paid. No penalty will be charged for medical reasons with a valid doctor's note given for each absence. Bereavement for the immediate family, or court appearances with enough documentation will be excused. **Overtime charges cannot be certified for VA Educational Benefits.**

COLLECTIONS POLICY

If the student fails to make the required payments to the school upon termination of the program, Rogers Academy may use third party representation to collect funds owed to the school. This collection process will adhere to the following guidelines:

- Collection procedures will reflect good taste and sound, ethical business practices.

- Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
- If the promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation or settlement policy of the institution.

REFUND POLICY

Refunds will be made within 45 days after the school has determined that the student has withdrawn from class, whether officially or unofficially. Enrollment time is defined as the time elapsed between the actual starting date and the buyer’s last day of physical attendance in the school. The refund is based on the postmark on the written notification submitted to the Academy or date the written notification was delivered to the school administration in person. Cancellation or termination date is determined by the postmark on written notification or the date notice of cancellation is delivered to the school administration in person. Charges for books, tools, and supplies are non-refundable after being issued to a student. The school will assess a termination and withdrawal fee of \$150.00.

Any sums paid to Rogers Academy shall be subject to the following refund policy:

| Percentage of Actual Hours Completed to Total Hours of Program | Percentage of Total Tuition Owed to the School |
|---|---|
| 0.01% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 50% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

If a school is permanently closed or no longer offers instruction after the buyer has enrolled the buyer is entitled to a refund on a pro-rata basis for any student transferring to another school based on the hours accepted by the receiving school or a full refund of all monies paid. If a course is cancelled subsequent to a buyer's enrollment, and before instruction in the program or course has begun, the school shall at its option provide completion of the course or provide a full refund of all monies paid.

In the 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.

Rogers Academy of Beauty Veterans refund policy complies with 38 CFR §21.4255. In the event the veteran or eligible person fails to enter the course, withdraws or is dismissed at any time prior to completion, any unused portion of the tuition, fees and other charges will be refunded. Any amount in excess of \$10 of the application/registration fee is subject to proration. The amount charged will not exceed the exact pro-rate portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of number of days in the course. Refunds are made within 45 days of the last date of the student's attendance.

TERMINATION OF ENROLLMENT

The School may terminate the student's enrollment when:

- The student notifies the school of their withdrawal from school. If the Student is of minor age notice of termination must be made by Guarantor.
- If the student fails to notify school of withdrawal, the school may terminate after ten (10) consecutive calendar days of non-attendance. The school monitors student clock hour attendance at least every seven (7) days.
- The student fails to return from a Leave of Absence (LOA) on the scheduled date of return. The date of withdrawal shall be the earlier of the scheduled date of return or the date the student notifies the school that they will not be returning from the LOA.
- The student fails an academic or attendance probation
- The student violates the schools rules and regulations

In the event of a termination in enrollment, all amounts due to the School is agreed to be paid in full within thirty (30) days. No payment arrangements will be honored.

PROGRAM INFORMATION AND COURSE OUTLINES

| PROGRAM | CLOCK HOURS | FULL TIME OR PART TIME | EXPECTED COMPLETION TIME | DAYS | TIME | HOURS PER WEEK |
|---------------------------|-------------|---|--------------------------|---|-----------------|---------------------|
| COSMETOLOGIST | 1500 | Full Time | 43 Weeks | Tuesday-Saturday | 8:30AM - 4:00PM | 35 |
| COSMETOLOGIST | 1500 | Part Time (Full Time for the first 10 weeks) | 65 Weeks | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 8:30AM - 4:00PM | 21 |
| ESTHETICIAN | 600 | Full Time | 19 Weeks | Tuesday -Saturday | 8:30AM - 4:00PM | 35 |
| ESTHETICIAN | 600 | Part Time (Full Time for the first 5 weeks) | 29 Weeks | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 8:30AM - 4:00PM | 21 |
| STUDENT INSTRUCTOR | 350 | Customized Schedule | Customized Schedule | Customized Schedule | 8:30AM - 4:00PM | Customized Schedule |

CURRICULUM

Rogers Academy of Beauty follow the guidelines specified by the Arizona State Board of Cosmetology. A detailed listing of the areas of instruction is included in the course outline for each program.

GRADING SCALE

Rogers Academy requires a minimum passing grade of 75% or higher on theory and practical work. Students are graded on a combination of written exams, assignments, participation and attendance on the following scale:

| PERCENTAGE | GRADE |
|------------|--------------------|
| 93-100% | Excellent |
| 85-92% | Very Good |
| 75-84% | Satisfactory |
| 0-74% | Below Satisfactory |

INSTRUCTIONAL METHODS

Instruction is delivered through a combination of interactive theory and practical classroom instruction, including presentations, videos and learning activities, as well as, hands on learning in the student salon and spa.

TEXTBOOKS AND REFERENCE MATERIALS

Rogers Academy of Beauty uses the Milady series of textbooks. In addition, numerous technical books and videos are available in the student library.

COSMETOLOGY PROGRAM

COURSE DESCRIPTION

The cosmetology program covers basic concepts of cosmetology and state board principles.

Topics Include:

- Shampooing
- Conditioning
- Haircutting
- Hairstyling
- Chemical texture services
- Tinting
- Lightening
- Manicuring
- Pedicuring
- Artificial Nails
- Facials
- Skin Care
- Makeup application
- Hair Removal
- Electricity & Light Therapy
- State Board Laws
- Rules & Regulations
- Business Knowledge
- Disinfection
- Safe work practices

Upon completion, students should be able to demonstrate basic knowledge and concepts of cosmetology, and obtain an entry-level position in the beauty industry.

COURSE OBJECTIVES

The cosmetology program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.
- Practical Skills: Haircutting, coloring, chemical texturizing, hairstyling, nail services and esthetics service
- Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

ADVANCEMENT

The cosmetology program has two Phases. Students will be advance to the next Phase according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

| PHASE | PART TIME OR FULL TIME | SCHEDULE | Weeks/Hours |
|----------------|------------------------|---|---------------------|
| PHASE 1 | Full Time | Tuesday-Saturday | 10 Weeks 350 Hours |
| PHASE 2 | Full Time | Tuesday-Saturday | 33 Weeks 1150 Hours |
| PHASE 1 | Part Time | Tuesday-Saturday | 10 Weeks 350 Hours |
| PHASE 2 | Part Time | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 55 Weeks 1150 Hours |

GRADUATION REQUIREMENTS

To graduate and receive a diploma, students must meet the following requirements:

- Achieve a passing score of at least 75% on all written examinations
- Complete a minimum of 1500 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Rogers Academy of Beauty diploma in cosmetology. Upon graduation, successful completion of the Arizona State Board of Cosmetology examination is required to obtain a license to practice.

LICENSURE REQUIREMENTS

To receive your cosmetology license in Arizona, you must:

- Graduate from a school of cosmetology with a minimum of 1500 hours
- Complete application and pay all fees associated
- Pass a written examination administered by the Arizona State Board of Cosmetology

Costs related to taking the Arizona State Board examination and for state licensure are the responsibility of the student.

Cosmetology Program Areas of Instruction

| | |
|-----------------------|---|
| Introduction | History of Cosmetology, Overview of Curriculum and Arizona Cosmetology Laws & Rules |
| General Sciences | <p>Personal, Client & Salon Safety</p> <ul style="list-style-type: none"> - Sanitation procedures - Disinfection and sterilization methods and procedures - Health risks to the cosmetologist - First aid <p>General Anatomy, Physiology, Histology, and Morphology</p> <ul style="list-style-type: none"> - Human immune system - Anatomy, physiology, and histology of the human body, including skin and nails - Properties of the hair, skin, and scalp - Analysis of the hair, skin, and scalp <p>Diseases & Disorders of the Hair, Skin, Nails & Scalp</p> <ul style="list-style-type: none"> - Bacteriology - Sanitation and sterilization - Decontamination and infection control <p>Science of Cosmetology, Basic Esthetics, and Nail Technology Chemistry & Product Pharmacology for Cosmetology, Basic Esthetics, & Nail Technology Electricity and Light Therapy</p> |
| Practical Application | <p>Implements, Tools and Equipment for Cosmetology, Basic Esthetics and Nail Technology</p> <p>Haircutting</p> <ul style="list-style-type: none"> - Draping - Clipper variations - Razor cutting - Scissor cutting <p>Hairstyling</p> <ul style="list-style-type: none"> - Wet and thermal styling - Hair coloring - Permanent waving - Chemical hair relaxation - Thermal hair straightening - Braiding <p>Skin Care</p> <ul style="list-style-type: none"> - Treatment of the skin (manual and mechanical) - Masks - Application of makeup - Waxing - Facials <p>Nail Care</p> <ul style="list-style-type: none"> - Natural manicures and pedicures - Artificial nail techniques - Hand and foot massage techniques |
| | Cosmetology Examination Review |

ESTHETICS PROGRAM

COURSE DESCRIPTION

The esthetics program covers basic concepts of esthetics and state board principles.

Topics Include:

- Facials
- Skin Care
- Makeup Application
- Hair Removal
- Body Spa Modalities
- Exfoliation Modalities
- Massage
- State Board Laws
- Rules & Regulations
- Business Knowledge
- Disinfection
- Safe Work Practices

Upon completion, students should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry-level position in the beauty industry.

COURSE OBJECTIVES

The esthetics program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.
- Practical Skills: Demonstrate proficiency in delivering esthetics services to include facials, clinical therapies, hair removal, and body treatments.
- Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

ADVANCEMENT

The esthetics program has two Phases. Students will be advance to the next Phase according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

| PHASE | PARTTIME OR FULL TIME | SCHEDULE | Weeks/Hours |
|---------|-----------------------|--|--------------------|
| PHASE 1 | Full Time | Tuesday-Saturday | 5 Weeks 175 Hours |
| PHASE 2 | Full Time | Tuesday-Saturday | 13 Weeks 425 Hours |
| PHASE 1 | Part Time | Tuesday-Saturday | 5 Weeks 175 Hours |
| PHASE 2 | Part Time | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 21 Weeks 425 Hours |

GRADUATION REQUIREMENTS

To graduate and receive a diploma, students must meet the following requirements:

- Achieve a passing score of at least 75% on all written examinations
- Complete a minimum of 600 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Rogers Academy of Beauty diploma in esthetics. Upon graduation, successful completion of the Arizona State Board of Cosmetology examination is required to obtain a license to practice.

LICENSURE REQUIREMENTS

To receive your esthetics license in Arizona, you must:

- Graduate from a school of esthetics with a minimum of 600 hours
- Complete application and pay all fees associated
- Pass a written examination administered by the Arizona State Board of Cosmetology

Costs related to taking the Arizona State Board examination and for state licensure are the responsibility of the student.

Esthetics Program Areas of Instruction

| | |
|-----------------------|---|
| Introduction | <p>History of Esthetics, Overview of Curriculum and Arizona Cosmetology Laws & Rules</p> |
| General Sciences | <p>Personal, Client & Salon Safety</p> <ul style="list-style-type: none"> - Sanitation procedures - Disinfection and sterilization methods and procedures - Health risks to the esthetician - First aid <p>General Anatomy, Physiology, Histology, and Morphology</p> <ul style="list-style-type: none"> - Human immune system - Anatomy, physiology, and histology of the human body - The aging process and its damage to the skin - Analysis of the skin <p>Diseases & Disorders of the Skin</p> <ul style="list-style-type: none"> - Bacteriology - Sanitation and sterilization - Decontamination and infection control <p>Science of Esthetics Chemistry & Product Pharmacology for Esthetics & Cosmetics Electricity and Light Therapy</p> |
| Practical Application | <p>Implements, Tools and Equipment for Estheticians</p> <ul style="list-style-type: none"> - High frequency - Heat lamps - Galvanic current <p>Advanced Mechanical & Electrical Devices (Including Instruction on Use)</p> <ul style="list-style-type: none"> - Sanding and microdermabrasion techniques - Devices equipped with a brush to cleanse the skin - Devices that apply a mixture of steam and ozone to the skin - Devices that spray water and other liquids on the skin <p>Facials and Advanced Facials (Manual & Mechanical)</p> <p>Chemical Exfoliation</p> <ul style="list-style-type: none"> - Chemical exfoliation procedure - Pre-exfoliation consultation - Post-exfoliation treatments - Reactions <p>Body Spa Modalities</p> <ul style="list-style-type: none"> - Scrubs, masks, wraps and various body treatments <p>Other Services & Techniques</p> <ul style="list-style-type: none"> - Hot stone therapy, aroma therapy, paraffin - Massage to the face and neck - Waxing - Makeup Application |
| | <p>Esthetics Examination Review</p> |

STUDENT INSTRUCTOR PROGRAM

COURSE DESCRIPTION

The student instructor program covers basic concepts of instruction in the beauty school industry. Topics include: Laws, rules and regulations, and theory and practical skills pertaining to teaching in the beauty education environment. Upon completion, students should be able to demonstrate basic knowledge and concepts of instruction, and obtain entry-level positions in the beauty education industry.

COURSE OBJECTIVES

The student instructor program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.
- Practical Skills: Demonstrate proficiency in developing and delivering curriculum.
- Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

ADVANCEMENT

The student instructor program has one phase. Students will be advance to the next Phase according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

| PHASE | PART TIME OR FULL TIME | SCHEDULE | Weeks/Hours |
|----------------|-------------------------------|--|--------------------|
| PHASE 1 | Full Time | Tuesday-Saturday 8:30 am to 4:00 pm | 10 WEEKS |
| PHASE 1 | Part Time | Customized Schedule | 17 WEEKS |

GRADUATION REQUIREMENTS

To graduate and receive a diploma, students must meet the following requirements:

- Achieve a passing score of at least 75% on all written examinations
- Complete a minimum of 350 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Rogers Academy of Beauty diploma in instruction. Upon graduation, successful completion of the Arizona State Board of Cosmetology examination is required to obtain a license to practice.

LICENSURE REQUIREMENTS

To receive your instructor license in Arizona, you must:

- Graduate from a school of cosmetology or esthetics with a minimum of 350 hours
- Complete application and pay all fees associated
- Pass a written examination administered by the Arizona State Board of Cosmetology

Costs related to taking the Arizona State Board examination and for state licensure are the responsibility of the student.

| | |
|-----------------------|---|
| Introduction | Orientation, Overview of the Curriculum & Arizona Cosmetology Laws and Rules |
| General Sciences | Theory, Preparation & Practice Curriculum Development This includes: <ul style="list-style-type: none"> - Developing and using educational aids - Practical and written presentation principles - Classroom management evaluation, assessment and remediation methods - Diversity in learning including cultural differences - Methods of teaching - Professional development including ethics - Alternative learning |
| Practical Application | <ul style="list-style-type: none"> - Primary focus outside instructor theory training is classroom management, curriculum implementation, and student salon oversight under the supervision of a licensed instructor - Provides demonstration of theory and practical lessons throughout programs in Phase 1 & 2 - Aid licensed instructor during daily practical instruction - Aid license instructor on student salon floor |
| | Instructor Examination Review |

FACILITY DESCRIPTION AND OPERATIONS

The school is equipped with state-of-the-art tools in an atmosphere designed to train in a setting like modern salons and spas. The central student salon floor is large, well lit, and arranged for the high traffic and variety that students experience as they train and work with real clients. Student spas are designed for low traffic, lower lighting, and are designed to emulate that of a professional spa environment where students can practice their craft. The reception area is that of a professional salon where students are trained to interact with clients in the manner that will be expected in their new career.

Our product dispensary is equipped with a wide variety of current chemicals, products and tools used in today's beauty industry. Students become familiar with the types of products and the differences associated with the chemicals of their new trade. The school utilizes a variety of equipment, including but not limited to styling stations, manicure stations, pedicure stations, shampoo basins, hooded dryer chairs, hydraulic salon chairs, esthetics treatment rooms, facial steamers, hydraulic esthetic beds, magnifying lamps, various skin care machines, wax pots, etc. Student lounge area includes a refrigerator, sink, microwave, Keurig coffee machine, and vending machine.

The school strongly encourages students to participate as fully as possible during training. In addition to hands on, intensive training, the school provides opportunities for advancing students to compete with each other, and at nationally recognized competitions. All of this is designed to expose students to the types of events they can expect in the exciting world of cosmetology and esthetics. All students are encouraged to participate in outside continuing education and trade shows as well.

Administrative offices, including Admissions & Financial Aid, are located on site.

Rogers Academy of Beauty conducts both class and clinic practice year-round.

ADMINISTRATIVE HOURS

The administrative offices are open Tuesday through Saturday from 8:30AM to 4:30PM.

SCHOOL HOURS

Instructional hours are as follows:

| PROGRAM | PART TIME OR FULL TIME | DAYS | TIME |
|---------------------------|------------------------|--|-----------------|
| COSMETOLOGY | Full Time | Tuesday-Saturday | 8:30AM - 4:00PM |
| COSMETOLOGY | Part Time | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 8:30AM - 4:00PM |
| ESTHETICS | Full Time | Tuesday-Saturday | 8:30AM - 4:00PM |
| ESTHETICS | Part Time | Tuesday, Wednesday & Saturday or Thursday, Friday & Saturday | 8:30AM - 4:00PM |
| STUDENT INSTRUCTOR | Customized Schedule | Customized Schedule | 8:30AM - 4:00PM |

OBSERVATION OF HOLIDAYS 2022

The school observes several holidays. The school will generally be closed for both classes and clinic services on the following days:

| MONTH | HOLIDAY |
|---------------|---|
| January 2022 | New Years Day January 1 |
| May 2022 | Memorial Day May 31 |
| July 2022 | Independence Day July 5 |
| November 2022 | Thanksgiving Day November 24 & 25 |
| December 2022 | Christmas Break December 24 |

In the event of severe weather or snowfall, students should call the School number regarding school closure or a delayed schedule. Rogers Academy reserves the right to close additional days without posted notice. School closures will result in an extension of the student's contract end date.

STANDARDS OF CONDUCT

Students are expected to follow and adhere to the rules and regulations of Rogers Academy of Beauty in order to successfully advance with their training. Students, who violate these rules, interfere with the training of others, are obscene, or otherwise disrupt school operations are subject to termination. This includes the use of alcohol and/or any other behavior modifying drugs, illegal or legal.

The purpose of rules and regulations is to have a coordinated establishment such that students have a safe and consistent atmosphere in which to study and practice their craft. The School reserves the right to change these rules at any time. Proposals, additions, deletions, or changes will be posted.

GENERAL SCHOOL RULES

PERSONAL ITEMS

Rogers Academy is not to be held responsible for any lost or stolen property. All students are provided a locker to keep valuable and personal items. Replacements will not be given for lost or stolen property.

PROFESSIONALISM

Students are expected to be courteous and respectful to all clients, fellow students, and instructors at all times. This includes respectful and professional conduct, language and manner at all times. Profane, rude, disrespectful behavior and gossip will not be tolerated. The use of derogatory language toward a fellow student, client or staff member will not be tolerated and will result in the student being suspended immediately and the day following. Continuation of this behavior may result in termination.

Behavior that inhibits the training of other students will not be tolerated, and the student will be counseled and may be suspended or terminated at the discretion of the Executive Director.

All students must participate in all school activities while they are clocked in. This includes, but not limited to:

- Laundry duties
- End of day cleaning duties

- Providing services to clients
- Helping with clients of other students to finish in a timely manner
- Scheduled classes
- Dress up days and holiday festivities

All students must bring all required items to school needed for daily training. Borrowing equipment is not recommended at any time.

Students may only eat and drink in the designated break room or outside break areas. Food and drink are not permitted on the clinic floor or classrooms at any time. Smoking and vaping may only be used 20 feet from any entrance. Gum chewing is prohibited while providing services to clients.

Unless receiving a service, no other persons may be anywhere in the school other than the waiting area.

At the end of the day, all items must be stored away and not left out. Mannequins must go on the mannequin rack and all tools must be stored in roll-a-bouts. Any items left out at the end of the day will be placed in lost and found and must be retrieved from an instructor.

PROFESSIONAL DRESS CODE

The student dress code at Rogers Academy has been developed to provide an easy to follow, consistent, and professional school, salon, and spa environment. Students are expected to arrive to class in the appropriate attire with hair done and presentable facial appearance. If a student is out of dress code, they will be asked to clock out and clock back in when they can conform to the dress code. If they have forgotten their name tag, they will be asked to purchase a new one or clock out for the day.

All Students

- All visible clothing must be solid back in color and not contain slogans or other writing.
- White shirts are acceptable.
- Excess display of skill are prohibited. (e.g. low-cut shirts, visible underarms, midriff, very short skirts, etc.)
- Black athletic leggings are permitted as long as they are not sheer or see-through.
- School issued name tags must be worn at all times.
- Shoes must be closed toe and closed back. Sandals, flip-flops, and slippers are not permitted.

- Fashion hats and Rogers Academy branded hats are acceptable. Beanies are permitted with only branded logos with no slogans.
- Any clothing worn beneath regular clothing, which is visible at any time, must be solid black in color.
- Students are expected to maintain high standards of personal hygiene (e.g. daily showers and shaves, teeth brushed, hair clean and groomed upon arrival to school, and fingernails clean).
- Official Rogers Academy shirts may be worn with your choice of blue jeans. Blue jeans must be free of holes or tatters. Jeans must not rise above mid-calf.

Cosmetology Students

- The school issued apron is expected to be worn during practical instruction or when performing services.

Esthetician Students

- School issued scrub top must be worn at all times.
- Any clothing worn beneath student scrubs, which is visible at any time, must be solid black in color.

TIME CLOCK REQUIREMENTS

The school tracks student hours using an biometric time clock. Students must clock in upon entering the school and clock out when leaving the school each day in order to receive credit for hours accumulated.

- If a student is here for at least 5 hours on any given day, they are provided a 30 minute lunch period and must clock out.
- The student is provided two 10 minute breaks during their day. When leaving campus for a break, students must sign out at the front desk or clock out.
- If a student misses a lunch clock in or out, or forget to clock out for lunch entirely, you will have 1 hour deducted from their day.

CALLING OUT AND LATE ATTENDANCE

In the event that a student will be tardy or absent, a student must contact the attendance line **(928) 848-9929** prior to 8:15 am. Please leave a detailed message. Failure to contact the school before that time is considered a No Call No Show (NCNS). A NCNS is not tolerated and will result in suspension of the current school day and the following day.

If a student has called in that they will be late, they must clock in no later than 9:30 am Tuesday through Friday and 9:00 am on Saturdays. If a student clocks in later than those times, the student will be suspended for the current school day.

Any absence from school, including prearranged absences, will affect a student's attendance percentage. Rogers Academy provides students with days added to their contracted hours to be absent for emergencies.

MANDATORY ATTENDANCE

While the expectation of students is to attend each day of their training, the following are considered mandatory attendance days.

- Saturdays: All programs are expected to be in attendance all Saturdays
- Holidays: The scheduled days immediately before and after a school administered holiday

Students may pre-arrange to be absent for any mandatory attendance day with at least one (1) weeks notice from the day requesting to be absent. If a student calls out on a mandatory day, they will be suspended for the current school day and the day following.

If a student is ill enough to require a doctors visit on a mandatory attendance day, they can bring their doctors note or paperwork to school the following day and they will be excused from suspension. Doctors notes do not excuse attendance hours and will still count against their attendance percentage.

MAKE UP HOURS

Rogers Academy may provide limited availability for students to make up hours. Students may stay late on their own time from 4:00PM to 4:30PM every day. Students must be on time that day to be able to take advantage of this opportunity. If a student is late, they are unable to stay to obtain extra hours.

REQUESTING OUT

Students are permitted to request out days when they know they will be absent on a day in the future. Students must request absences at least one week in advance. Any absence will count towards the student's attendance percentage regardless of the reason.

Any student on Attendance Warning will be required to meet with the Education or Executive Director in order to be approved a request out.

CLASS PARTICIPATION AND ASSIGNMENTS

Students must be occupied during entire school hours, in either practice or study of theory, as per curriculum. Students are required to accept all assignments given to them. Refusal to accept an assignment may result in being sent home for the day. All assignments are required to be turned in on a designated date made by the instructor. Failure to turn in assignments will result in the student not being allowed to take the test for that class. Any missed tests from either failure to turn in assignments or missing days are required to be made up by the end of the month in order to maintain grade point average.

Any missed tests and assignments will result in the grade of a "0". Students on the clinic floor are required to turn in their monthly State Board Readiness sheet or this will result in a "0". This will affect your GPA and may result in counseling.

RETAIL AND STUDENT RETAIL DISCOUNT

All students should know current pricing of services and retail. Students will receive a 40% discount on all salon retail products. Uniform items are not discounted.

FINAL EXAMINATIONS

Written final examinations are scheduled for all students nearing completion of their training. In the event that a student fails any portion of their written test, they will be required to retake it until a passing grade is obtained. If a student fails to attend their scheduled test, they must schedule their re-take of their written. No Arizona State Board of Cosmetology paperwork will be filed until a passing grade is obtained.

Students are required to complete all assignments prior to being permitted to take their Final Written Exam.

SANITATION MAINTENANCE

Each student is fully responsible for the cleanliness of their own styling station and work area. Students found with deficient equipment or unsanitary conditions are subject to executive counseling. Work areas are subject to random inspection.

STUDENT BREAK ROOM

Students are provided with a student break area as well as sufficient lunch and two 10 minute breaks. Eating, drinking, smoking, or any other physical distractions are never permitted on the clinic floor.

PARKING

We provide student parking in an adjacent lot shared with Calvary Church. There is also extended parking up Holiday Drive to the left.

STUDENT PERSONAL SERVICES

Students may receive personal services in the student salon on Tuesday of every week. All client procedures must be followed when performing or receiving personal services including the issuance of a ticket by the front desk prior to the start of any service.

Public clients will always be given first priority for service operations. Personal services for students will not be allowed to interfere with class schedules, required assignments or assigned public client services.

Personal services are intended to increase knowledge of the services from the client's point of view; therefore, personal services are only to be administered during the student's regularly scheduled school hours.

Students will receive 50% off of the regular salon prices. Extra product is not discounted.

Students are never permitted to receive personal services on days they have requested off. Part time students are not permitted to come in on the days they are not scheduled to receive personal services.

Please remember that students polishing their own nails or styling their own hair are considered receiving personal services and must comply with this rule.

WEAPONS

Rogers Academy is a weapon-free environment. Firearms, pocket knives, tasers, explosives and any other implement or object deemed to be a danger to another person is strictly prohibited. Anyone discovered to be carrying a weapon, regardless if the owner of the weapon has a permit to carry or not, may be terminated from the program.

COVID-19 EXPOSURE PLAN & COMMUNITY GUIDELINES

Safety to our campus community is our priority, and with that it is critical that we adhere to safety and sanitation guidelines to mitigate the spread of COVID-19. By following safety guidelines, developed in accordance with guidelines from the Centers of Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA), we feel that our team and community will be able to do an even better job of protecting themselves and their clients.

All Rogers Academy students are expected to adhere to the following recommended guidelines:

- Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow. Discard used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Disinfect frequently used items and surfaces as much as possible.

- Avoid using other people’s phones, desks, offices, and other work tools and equipment when possible. If necessary, clean and disinfect them before and after use.

ROGERS ACADEMY OF BEAUTY EXPOSURE PLAN

- Possible Exposure: If a student or staff member has possibly been exposed and is undergoing self-quarantine and/or testing (i.e., out of an abundance of caution/fear, exhibits any type of symptoms, etc.)
- Direct Exposure: In the event a student or staff member is confirmed with COVID-19, we will notify those identified as having been in close contact, per local Health Department guidance, and encourage them to begin self-quarantine for 5 days, and/or be tested for the virus if directed to do so by a healthcare professional.
- Positive Test Results: Any positive COVID-19 test results must be immediately reported to the campus administration for proper notification of those possibly exposed and to give the on-site staff the chance to disinfect all areas in which the individual may have been in while at the campus.
- Temporary Closing of On-Site Training: The school may choose to close on-site training, and switch to online training, for up-to two weeks to those populations of students or employees that have been identified as directly exposed.

| TYPE OF EXPOSURE | HOW LONG BEFORE RETURNING TO CAMPUS |
|----------------------------------|---|
| Possible Exposure - No test | 3 Days (72 hours) without symptoms (without fever-reducing medication) |
| Possible Exposure- Negative test | Upon receiving results |
| Direct Exposure- No test | 5 days (Self-Quarantine) from date of exposure |
| Direct Exposure- Negative test | 3 Days (72 hours) from date of exposure and no symptoms (without fever reducing medication) |
| Confirmed Case | 3 Days (72 hours) since resolution of fever (without fever-reducing medication) and improved respiratory symptoms (cough, difficulty breathing, etc.) AND at least 5 days since symptoms first appeared. |

Students acknowledge that despite the rules that the school is requiring all students and staff to follow, there is some risk of being exposed to the coronavirus, as there is with any other illness, and agree to accept that risk.

CLIENT RELATIONS AND RULES

- Students are required to treat guests, other students and staff with respect at all times. This includes professional and respectful conduct, language and manner at all times. The use of derogatory language and gossiping will not be tolerated.
- Students are required to accept any client. Exceptions will only be permitted by an instructor or the Education Director due to contraindications discovered during consultation. In the event that a student violates this requirement without permission or creates a negative scene on the student salon floor, the student will immediately be dismissed for the day. Repeat infractions may result in temporary or permanent suspension of training. If a student is not feeling well, and does not want to accept a client, that student must clock out and go home and lose the remaining credit hours for that day.
- Students are required to wash their hands prior to serving each client. All students are expected to maintain a neat and clean presentation of themselves and their work area.
- Students are expected to protect their clients, personal possessions and clothing at all times. Students are required to use clean tools and materials for any procedures for each client.
- Every service performed by a student must have a ticket issued by the front desk and be inspected and cleared by an instructor. This includes outside guests, models, and student personal services.
- Unless receiving services, personal visitors are not allowed. This includes friends and relatives.
- Unless an emergency occurs, students will not be permitted to leave class or interrupt the service of a client to take a phone call. Cellular phones and all other personal electronic devices must be turned off or silenced at the time that a student clocks in for training.
- Students, under no circumstance, shall give out their personal phone number or receive the personal phone number of a client. We want to protect our students, so we ask you to keep your relationship with your clients strictly professional.

- Students are required to perform monitor duties when assigned. Upon completion, the task will be inspected by an instructor prior to the student leaving at the end of the day.

DISCIPLINARY POLICIES

Rogers Academy's Administration reserves the right, at its sole discretion, to suspend or terminate any Student for insubordination, refusal to cooperate with Faculty or School Administration, inability to follow instructions or schedules, failing to observe the Grievance Policy and Procedure, failure to observe the Standards of Conduct, or in any situation where the Administration feels that the Student's continued attendance jeopardizes the learning environment and educational mission of the Academy. Disruption of an Education Institution is a crime in the State of Arizona.

Any infraction of the Standards of Conduct, General Policies, or the Enrollment Agreement could result in any of the following disciplinary actions:

SUSPENSION

Enrollment may be immediately suspended at the discretion of the School Administration for up to three days for violation of the Standards of Conduct or General Policies. Students may receive in-house suspension at the discretion of the Administration.

PROBATION

A student may be placed on probation for a specified time for violating the Standards of Conduct or General Policies or Rules of the Academy. If the Student does not correct the problem, the Student will be placed on a second probation. If the problem is not corrected during the second probationary period, the Student may be suspended for three days or dismissed permanently 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 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-conformance with the school's Satisfactory Academic Progress Policy

- An action which causes or could cause bodily harm to a client, student or employee of the school
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs of any kind
- Being under the influence of any drugs or alcohol while on campus
- Immoral or improper conduct
- Theft or willful destruction of school or student property

STUDENT ADVICE & COUNSELING

Rogers Academy of Beauty Staff members are available for discussion and to advise students. When a student actively pursues advice from staff member regarding personal issues, a recommendation will be offered to seek a licensed counselor. A list of counselors and resources will be provided to the student to seek out the professional by choice. Where possible, the school will cooperate with students about issues that relate to their success in the program. Rogers Academy does not provide physiological assessment or counseling to Students in any manner or capacity.

ATTENDANCE AND ACADEMIC POLICIES

LEAVE OF ABSENCE

Rogers Academy recognized that students may have a compelling reason they are unable to attend school and are entitled to take a Leave of Absence (LOA). Rogers Academy grants LOA's for legitimate reasons; however, no student may exceed a cumulative total of 180 LOA days within their contract. LOA days may be used consecutively or separately depending on the individual circumstances and reasons for the LOA(s).

All LOA requests must be in writing using the LOA Request Form, which includes the student's reason for the LOA and their signature, unless unforeseen circumstances prevent the student from doing so and are subject to school approval. Some legitimate reasons for LOA are medical, (self or immediate family) military duty, and the death of an immediate family member. All requests should have adequate documentation, (i.e., doctor's note, military orders, obituary, etc.) attached to the request.

If unforeseen circumstances prevent the student from requesting the LOA prior to the scheduled start date or submitting the required request form and documentation, the institution will document the reason for its decision to approve the LOA and will collect the signed request from the student upon their return from LOA. If the LOA Request is denied by the Executive Director, the student will be terminated as per normal attendance policies if they stop attending.

Although there may be some scheduling issues upon a student's return from a LOA, the LOA shall not have a negative impact on the training or Satisfactory Academic Progress (SAP) for the student. Returning students will return with the same status as when they left and are expected to maintain SAP or better, as well as, compliance with their Institutional Attendance and Academic requirements.

A Leave of Absence may affect graduation dates, and the student's class schedule. Students are not assessed any additional institutional charges as a result of taking a LOA. A student granted a LOA is not considered withdrawn and no refund calculation is performed as a result of consequences of not returning to school from a Leave of Absence.

The student's contract end date will be extended by the same amount of time that the student is out on LOA and the student's new contract end date will be noted on their addendum to their enrollment agreement.

WITHDRAWALS

Students who withdraw from enrollment prior to course completion must complete all required Arizona State Board of Cosmetology paperwork and immediately pay all charges owed to the Academy for training according to the Enrollment agreement. An Administrative fee of \$150 will be charged for any withdrawal.

PHASE 1 ATTENDANCE POLICY

To successfully complete the Phase 1 period of instruction, a student may not exceed the maximum number of absences during the period of training as follows:

Cosmetology: The maximum number of absences permitted within the first 10 weeks is 35 hours.

Esthetics: The maximum number of absences permitted within the first 5 weeks is 21 hours.

Excused absences (doctor visits, prearranged absences, etc) are still absences counting toward the maximum number of absences. In addition to absences, any missed time including tardies, leaving early, and additional breaks all count toward the maximum absences.

If a student exceeds the maximum absences, they will be expected to repeat Phase 1. Students are not eligible to retake the Phase 1 class more than once.

GRADING

Grades are determined according to the student's ability to demonstrate satisfactorily that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Instructors shall have the final say regarding the grade applied.

STUDENT ADVISORY ASSISTANCE

Instructors conduct advisory sessions with students monthly. This is done either verbally or in written form.

Students are provided a copy of their monthly progress report at the end of each month. School staff will also make themselves available upon request for other reasons. In the event that issues arise outside of the expertise or capability of the school, every effort will be made to guide and/or refer students to appropriate resources

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guideline established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

COSMETOLOGY PROGRAM (1500 HOURS)

| EVALUATION PERIODS | FULL TIME | PART TIME |
|-----------------------------|------------------|------------------|
| 450 SCHEDULED HOURS | 13 WEEKS | 15 WEEKS |
| 900 SCHEDULED HOURS | 26 WEEKS | 37 WEEKS |
| 1200 SCHEDULED HOURS | 35 WEEKS | 51 WEEKS |

ESTHETICIAN PROGRAM (600 HOURS)

| EVALUATION PERIOD | FULL TIME | PART TIME |
|----------------------------|------------------|------------------|
| 300 SCHEDULED HOURS | 9 WEEKS | 11 WEEKS |

Transfer Students: Evaluation periods will be based on scheduled contracted hours at this institution.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least a 70% 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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 142% of the course length) allowed for the students to complete each course at satisfactory academic progress is stated below:

| MAXIMUM TIME ALLOWED | | |
|--|--------------|------------------------|
| COURSE | WEEKS | SCHEDULED HOURS |
| COSMETOLOGY 1500 HRS FULL TIME 35 HRS/WK | 61 WEEKS | 2130 |
| COSMETOLOGY 1500 HRS PART TIME 21 HRS/WK (FULL TIME FIRST 10 WKS) | 95 WEEKS | 2130 |
| ESTHETICS 600 HRS FULL TIME 35 HRS/WK | 25 WEEKS | 852 |
| ESTHETICS 600 HOURS PART TIME 21 HRS/WK (FULL TIME FIRST 5 WKS) | 38 WEEKS | 852 |

This institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution’s admission’s policy.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| PERCENTAGE | GRADE |
|--------------|--------------------|
| 93-100 | Excellent |
| 85-92 | Very Good |
| 75-84 | Satisfactory |
| 74 and below | Below Satisfactory |

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 will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student must submit an appeal and may be placed on probation and, if applicable, students will be deemed ineligible to receive Title IV funds and VA Educational Benefits.

PROBATION

Students who fail to meet minimum requirement for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, they will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive VA Educational Benefits and Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress, VA Educational Benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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 and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with the supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ACCESS TO SAP RESULTS

Students receive an electronic copy of their SAP evaluation at each evaluation period, and a copy is stored in their student file. Students receive SAP Warning/Probation notifications via e-mail.

ACADEMIC GRADING PROCEDURES AND PROGRESS EVALUATIONS

The qualitative element use to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning is evaluated after each unit of study. Students must maintain a written grade average of 75% and pass a final written prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Practical assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better. The practical element is a pass or fail entity and will be marked in the system as 100% if passed. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. The student will complete at least three comprehensive practical skill evaluations.

RE-ENTRY STUDENTS

Former students of Rogers Academy who wish to re-enter must request approval from the Academy's Administration. The request will be reviewed, and a decision made with 30 days of the request. Students re-entering within 180 days of their date of termination will enter into the same program from which they dropped and the evaluation points will remain the same as when they left. Students re-entering after 180 days of their date of termination will have their evaluation points calculated based upon the number of hours remaining with the first evaluation occurring no later than the mid-point of the academic year or the total program, whichever occurs first.

OTHER SCHOOL POLICIES

COURSE LENGTH

Each class that begins will have a projected graduation date. Because your training consists of applying your craft while accumulating your hours, the actual graduation date will vary student to student depending on attendance determined by actual hours earned. Students who have transferred from another school, and whose hours have been accepted by the school, will have a projected graduation date based upon the remaining hours needed.

Students not completing their program by the end of their contract term will pay over-contract charges based upon their Enrollment Agreement. If a veteran student exceeds their training time and have incurred over-contract charges, these charges will not be paid by the veteran administration and will be the sole responsibility of the veteran. The veteran administration will only be billed for the approved program length.

WITHDRAWAL AND TERMINATION POLICY REGARDING KIT ITEMS

Following the process of a withdrawal or termination of a student, the Student has 30 business days to return to campus and retrieve their items. Failure to do so in the allotted time frame will result in all items being considered Rogers Academy property. All kits and locker items that have not been retrieved will be disassembled and donated.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes as infringement.

Penalties of copyright infringement include civil or criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

EMPLOYMENT ASSISTANCE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). For a hard copy of Rogers Academy's FERPA policies, please visit the administrative office, or review the School Catalog.

Rogers Academy's FERPA Policy covers important information with regards to the rights provided to student's records. The policy covers important information, including, but not limited to, the following:

- The right to inspect and review the student's educational records within 45 days of the day the school receives the request for access, and records that are exempt and not included as the student's record;
- The right to request an amendment of the student's educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy;
-

- The right to deny consent to disclosures of personally identifiable and directory information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent, such as the Department of Education and Accrediting Agencies (NACCAS);
- The definition of what Avalon Institute has designated as "Directory Information" that may be released without consent to any inquirer;
- Information regarding how students may request additional Personally Identifiable Information be disclosed to a specific individual (in writing, each time);
- Prevention of disclosure of directory information;
- Access without consent, and
- The right to file a complaint about alleged non-compliance with FERPA.

The policy is designed to ensure students' rights by safeguarding our academic and financial records and ensuring only authorized persons to access them. Rogers Academy retains student records for a minimum of 5 years and retains student transcripts indefinitely.

Transcript Requests: All students may obtain a copy of their transcripts by filling out a Transcript Request Form from the Administrative Offices. Once the form is completed and submitted, it will be processed and mailed to the student. The school may charge a reasonable fee when requested to provide official transcripts.

Rogers Academy of Beauty reserves the right to release any information required by state or federal agencies that provide funding.

HOUSING

Rogers Academy does not provide, subsidize, or recommend housing.

STUDENT GRIEVANCE POLICY

We strive to provide a safe and enjoyable environment to educate our students. If a Student has a complaint with another student or staff member, it is first recommended that they try to talk with that person and constructively work out the complaint. After this, if the issue has not been resolved, then it is recommended that they go to their instructor to have the instructor help work out the problem.

Then, if the instructor is unable to help resolve the problem, the Student is referred to the Education Director. The Education Director will then try to help resolve the problem. If none of the Student's efforts are successful, they are then referred to the Executive Director.

An official Student Complaint Form must be completed during any point during the process, but must be submitted within thirty (30) business days of when the incident/topic of the complaint occurred. The school has fourteen (14) business days to respond to any Student Complaint Form that has been submitted and the outcomes shall be documented. Student Complaint Forms are handled by the Executive Director or designee. Once a determination for resolution for the complaint has been made by the School, the Student may appeal the determination if additional information or evidence is presented; however, once a final determination has been made the case is considered closed.

BINDING ARBITRATION AND CLASS ACTION WAIVER AGREEMENT

Pursuant to the Federal Arbitration Act (9 U.S.C. § 1-16), Student and Rogers Academy agree that either party may elect, without the other's consent, to require that any dispute concerning the Student's account be resolved by binding arbitration. The only exception to arbitration of claims is that both the Student and School have the right to pursue a claim in stat court instead of arbitration for claims related to the School's collection of any negative balance or amounts the Student owes Rogers Academy under their Enrollment agreement. The exception applies if the claim is in that court's jurisdiction and proceeds on an individual basis.

Arbitration replaces the right to go to court, including the right to a jury trial and the right to participate in a class-action or similar proceeding. The arbitration must be filed with the American Arbitration Association and must follow their rules and procedures for initiating and pursuing an arbitration.

If the Student or School initiates arbitration, the Student and School agree to notify the other in writing. The arbitration shall be conducted in the same city as the U.S. District Court in the Student's state that is closest to their home address, unless the parties agree to a different location in writing.

Nothing herein shall be deemed to limit or constrain the School's right to obtain provisional remedies such as injunctive relief, attachment, or garnishment by a court having appropriate jurisdiction, provided, however, that the Student or School may elect to arbitrate any dispute related to such provisional remedies.

CAREER AND INDUSTRY INFORMATION

CAREER OPPORTUNITIES

Students interested in a career in cosmetology, esthetics or instruction should:

- Develop finger dexterity and a sense of form and artistry
- Enjoy dealing with the public
- Keep up to date with the latest fashion trends and beauty techniques
- Make a strong commitment to your education
- Be aware that the licensing requirements include two parts: a practical and written exam administered by a State testing facility.

Students graduating with a Diploma from Rogers Academy can expect to be eligible for entry-level employment in the following careers:

Cosmetology

Standard Occupational Classification 39-5012.00

- Cosmetologist
- Hairdresser
- Hair Stylist
- Makeup Artist
- Manicurist
- Color Specialist
- Haircutting Specialist
- Barber Specialist
- Sales/Product Representative
- Salon Manager/Owner
- Educator

Esthetics

Standard Occupational Classification 39-5094.00

- Aesthetician or Esthetician- Spa, Clinical or Medical
- Facialist
- Lead Esthetician
- Skin Care Specialist/Technician/Therapist
- Spa Technician/Manager/Owner
- Educator
- Sales/Product Representative

Cosmetology & Esthetics Student Instructor

Standard Occupational Classification 25-1194.00

- Cosmetology Educator/Instructor
- Esthetics Educator/Instructor
- Education Consultant
- Sales/Product Representative
- School Director/Owner

PHYSICAL DEMANDS OF THE PROFESSION

Be aware that the work can be arduous and physically demanding.

In a typical work setting, people in this career frequently:

- Stand for long periods of time.
- Repeat the same motions.
- Use hands to handle, control, or feel objects or tools.
- Bend or twist the body when working on client's hair or applying makeup.

It is important for most people in this career to be able to:

- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use hands or fingers to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly, so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- See differences between colors, shades, and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is not as important, but still necessary, for people in this career to be able to:

- Bend, stretch, twist, or reach out.
- Make quick, precise adjustments to machine controls.
- Focus on one source of sound and ignore others.
- See details of objects that are more than a few feet away.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Make fast, repeated movements of fingers, hands, and wrists.

SAFETY REQUIREMENTS FOR PROFESSION

By following safety precautions, you contribute to the health, welfare, and state of the community. Precautions should always be taken with each client:

- Read and follow manufacturer safety recommendations.
- Protect the clients clothing by appropriately draping them.
- Ask the client to remove any jewelry, hair accessories, glasses, etc.
- Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rise eyes with cold water and/or eye wash.
- Wear gloves when dealing with chemicals.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury.
- If you are ever in doubt check with an instructor.

CONSUMER DISCLOSURES

In addition to the School Catalog, the following is a list of information that is available on our institutional website to employees, students, prospective students, and the public at www.rogersacademyofbeauty.com. For more information, or a hardcopy version of any of these disclosures, please visit your school's Administrative Office.

ANNUAL SECURITY REPORT AND CAMPUS CRIME STATISTICS

Pursuant to the Jeanne Clery Act and Higher Education Act of 1965, Rogers Academy has implemented an Annual Security Report (ASR), which is updated annually on October 1, that provides institutional information, including but not limited to: Avalon's Security Policies and Procedures (Emergency Evacuation Procedures, Emergency and Timely Warning Policies, Public Crime Log, etc.), Crime Awareness and Prevention Program, Sexual Assault Awareness Program, and the Annual Crime Statistics Reports. The most recent ASR is available upon request.

INSTITUTIONAL OUTCOMES

To enable you to make a good decision about whether to enroll in one of our programs, Rogers Academy wants you to be aware of the information that has been submitted to the National Accrediting Commission of Career Arts and Sciences (NACCAS) with regards to Institutional Outcomes, such as Completion, Licensure, and Placement; our most recently reported Institutional Outcomes are available for review. Please see attached form for our Institutional Outcome Rates of all programs offered.

STUDENT RIGHT-TO-KNOW

Rogers Academy has provided what is commonly known as the "Student Right-to-Know"; which is the Completion Rate of certificate- or degree-seeking, first-time, undergraduate students that were able to complete the program within 150% of the normal time to complete the program.

SEXUAL HARASSMENT POLICY

Students, Instructors, and Staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in the School's programs or activities, or
- (ii) Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in the School's programs or activities, or
- (iii) Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- (iv) Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities. Should you have reason to believe that you have been Sexually Harassed at the School or any of its activities, you may contact the School's compliance officer direct at 928-848-9929.

OSHA

The United States Department of Labor of the Occupational Safety and Health Administration (OSHA) requires the school to advise its students of the chemicals used in training. Students will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in the school. A notebook containing Material Safety Data Sheets for the chemicals used at the school is available in the administrative office.

VOTER REGISTRATION

If you are not a registered voter and would like to be, you can register at www.sos.state.az.us/election/message.html

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper ventilation

Consumer Disclosures

- Some fumes can be harmful
- Proper use of flammables.
 - Read labels and always follow precautions.
- Designated smoking areas
 - Never smoke or vape or permit clients to smoke or vape while receiving services. Avoid other sources of open flames
- Safe product storage
 - Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperatures.
- Protection during application
 - Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- Proper use of first aid
 - Keep first aid kits available at the front desk or in dispense
- Fire safety
 - Post and review evacuation procedures during new student orientation
- In the event of a fire:
 - Contact fire department (Keep number readily available.) Give name and address of business, nature of fire (what is burning), and name of the person reporting the fire.
 - Evacuate premises by following the planned procedure for the facility
 - Plan alternate exits for use in the even regular routes are block by the fire.
 - Service extinguishers at annually.
- Use of extinguishers
 - Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
 - Pull the pin
 - Aim the nozzle
 - Squeeze the handle
 - Sweep from side to side at base until fire goes out
- Recommended procedures:
 - National Fire Protection Association recommends that you should only stand and fight a fire if all the following are true:
 - Everyone is leaving the premises and fire department has been called.
 - The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)

- You can fight the fire with your back to the escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You know how to operate the extinguisher.

Rogers Academy is equipped with fire alarms, sprinklers and fire extinguishers. Fire drills with safe exit plans will be conducted regularly.

COSMETOLOGY START DATES

| START DATE | FULLTIME CONTRACT END DATE | PARTTIME CONTRACT END DATE |
|------------|-------------------------------|-------------------------------|
| 7/26/2022 | 6/16/2023 | 1/6/2024 |
| 8/30/2022 | 7/22/2023 | 2/10/2024 |
| 10/4/2022 | 8/26/2023 | 3/13/2024 |
| 11/8/2022 | 9/30/2023 | 4/17/2024 |
| 12/13/2022 | 11/2/2023 | 5/18/2024 |

ESTHETICS START DATES

| START DATE | FULLTIME CONTRACT END DATE | PARTTIME CONTRACT END DATE |
|------------|-------------------------------|-------------------------------|
| 7/26/2022 | 12/8/2022 | 2/11/2023 |
| 8/30/2022 | 1/13/2023 | 3/18/2023 |
| 10/4/2022 | 2/17/2023 | 4/22/2023 |
| 11/8/2022 | 3/24/2023 | 5/27/2023 |
| 12/13/2022 | 4/26/2023 | 7/5/2023 |

TUITION AND FEES BY PROGRAM

COSMETOLOGY PROGRAM

| | |
|------------------------------------|----------|
| Tuition | \$16,642 |
| Books & Student Kit | \$2,208 |
| Cash Pay Discount 20% Tuition Cost | |
| Application Fee | \$100 |
| Total Cost | \$18,950 |

ESTHETICS PROGRAM

| | |
|----------------------------------|----------|
| Tuition | \$12,990 |
| Books & Student Kit | \$1,860 |
| Cash Pay Discount 20% Total Cost | |
| Application Fee | \$100 |
| Total Cost | \$14,950 |

STUDENT INSTRUCTOR PROGRAM

| | |
|------------------------------------|---------|
| Cash Pay Discount 20% Tuition Cost | \$4,850 |
| Application Fee | \$100 |
| Total Cost | \$4,950 |

TRANSFER STUDENTS

| | |
|-------------|---------------|
| Cosmetology | \$11 per hour |
| Esthetics | \$22 per hour |

Does not include books and kit

Should the Student require training exceeding the Contract End Date listed on their Enrollment Agreement, the Student will be charged a tuition rate of \$20 per hour for every hour needed to complete training.

STAFF LISTING

ADMINISTRATIVE STAFF

| | |
|-------------------------|------------------|
| President | Sheri Rogers |
| Chief Financial Officer | Darrin Rogers |
| Executive Director | Jesica Patterson |
| School Director | Megan Crissinger |
| Admissions Director | Brent Crissinger |

INSTRUCTIONAL STAFF

| | |
|-----------------------|------------------|
| Director of Education | Sheila Manley |
| Instructor | Lorrie Murphy |
| Instructor | Rachel Baxa |
| Instructor | Megan Crissinger |