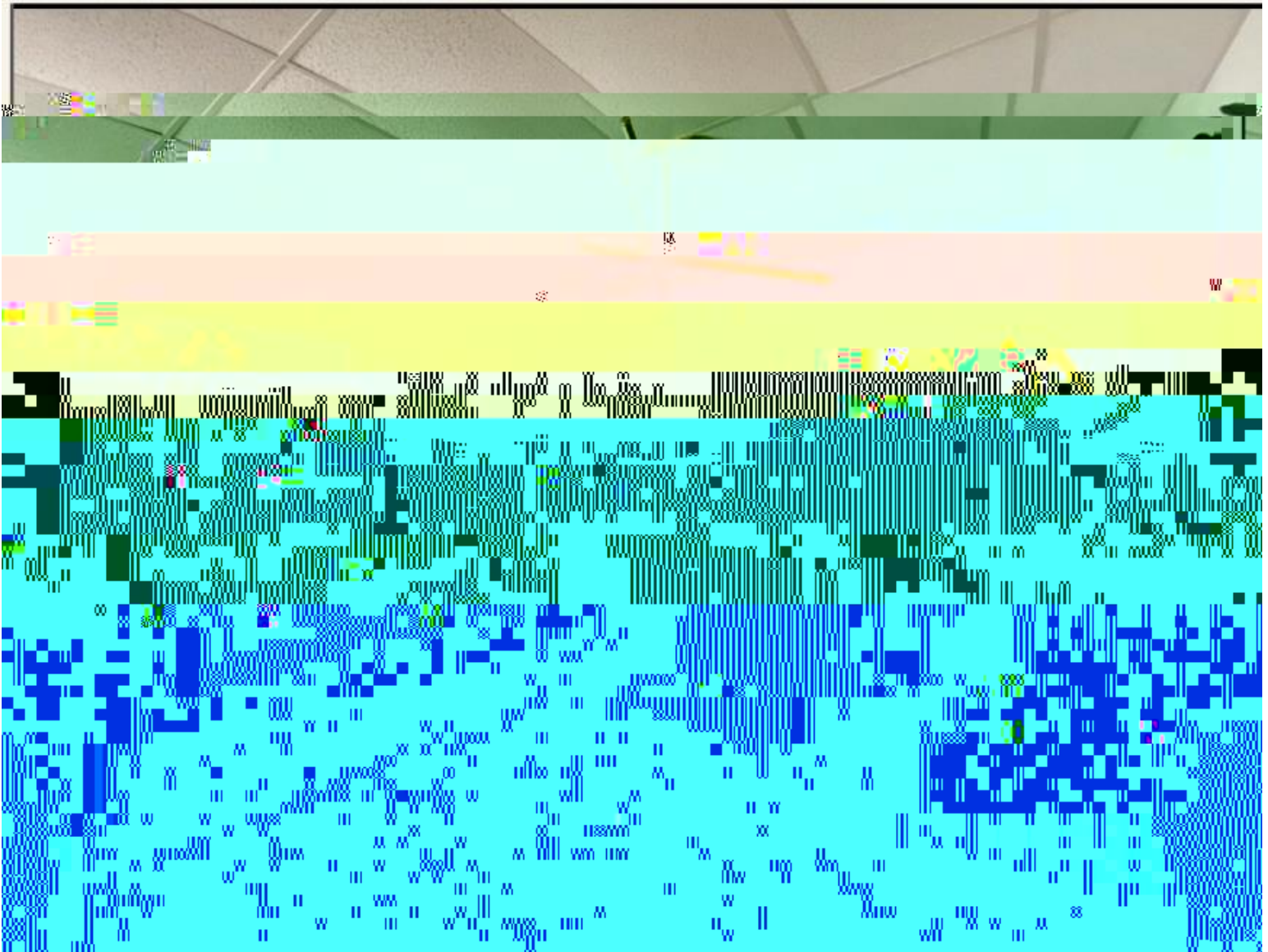


2024 STUDENT CATALOG



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- o Students with foreign transcripts must have evidence that verification of the student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Personal Identification: The student's identification for example, but not limited to a State Issued Driver's License or State Issued ID.
- Enrollment Agreement: A fully executed (signed and dated) at time of enrollment. Summit Salon Academy maintains the original copy of the Enrollment Agreement and the student will receive a copy of the fully executed Enrollment Agreement.
- Registration Fee: To be paid in full at time of enrollment.

Terms of Re-entry

A student who must withdraw temporarily may re-enter under the following terms:

- o The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- o The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- o The student or student's family member required medical attention that

Cosmetology), \$17.12 (Advanced Esthetics), \$12.19 (Advanced Manicurist) per hour for the remaining hours to fulfill graduation requirements. Any transfer hours must be reviewed by Summit Salon Academy Administration for further consideration before the possibility of being applied towards the applicant's desired program. Tuition balances do not transfer from one school to another. Transfer students will

Good moral character and fitness is valued at Summit Salon Academy and in the cosmetology industry, and

Housing

Contact the Admissions Office concerning questions related to housing

The policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy compliescomplies

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 a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reinstated.

TERMINATION

The Student's enrollment may be terminated by Summit Salon Academy for any of the following reasons: failure to comply with any of Summit Salon Academy rules or policies including but not limited to: insufficient progress; nonpayment of tuition; refusal to follow directions of educators; violation of State or Federal regulations; disruptive behavior; improper conduct; any action which causes or could cause bodily harm to a client, a student or employee of Summit Salon Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by Summit Salon Academy, refunds, if any, will be determined in accordance with Summit Salon Academy Withdrawal and Settlement Policy. Summit Salon Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit

Licensing Requirements

Licensing for

Advanced Cosmetology Program:

Advanced Cosmetology Total Hours (1800)

Students shall be trained in non-clinic and clinic instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; sanitation; safety procedures related to the advanced practice of cosmetology; and Ohio laws and rules which pertain to the regulation of the practice of cosmetology; and elementary service skills.

Advanced Training: The 1800 hour curriculum includes the required preparation for the cosmetology advanced license in Ohio.

Internship: The Student may participate in an internship program allowed under Ohio state law. Up to three hundred and sixty hours may be earned working in a salon atmosphere outside Summit Salon Academy. Once a student becomes eligible for an internship the amount of clock hour credit earned by a student in an internship shall not exceed twenty percent of the total course hours necessary for completion of the specific program. Internship hours are only scheduled on Tuesday, Wednesday or Thursday for a minimum of three hours and a maximum of ten hours per day. Students utilizing VA benefits are not

Advanced Esthetics - \$14,231.00

Registration fee: \$100.00 due at the time of signing the Enrollment Agreement.

Tuition: \$13,098.00

Books and Kit: \$1,133.00

Program Length: 750 Hours

Half-time/ 40 -

Kit: Book bag, Tool Kit, Dermalogica Bag and product, state board testing fees and state board kit, Mirabella make up kit, student wax kit, High Frequency Handheld Tool, uniform, name badge.

References: A comprehensive library is provided in Summit Salon Academy. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement: An 85% grade average in written and practical work is required for graduation. The student

Program Content

Program content (with class and clinic hours)	<u>Class</u>	<u>Clinic</u>
Infection Control Principles & Practices	10	20
Bacteriology		
Dispensary Requirements & Operations		
Anatomy	5	5
Bones, Muscles & Systems		
Nervous System		
Joints & Cartilage		
Ligaments of the Hand, Arm, Foot & Leg		
Massage	5	5
Client Health Issues & Pre-Screening		
Preparation		
Manipulations (Hand, Arm, Feet & Legs)		
Relaxation Treatments		
Nail Care Procedures & Practices	20	35
Safety Precautions		
Basic & Advanced Manicures		
Basic & Advanced Pedicures		
Polish Application Techniques		
Nail Structure		
Diseases, Disorders & Conditions (Hand, Arm, Foot & Leg)		
Chemistry	5	5
Compounds & Mixtures		

Preparation Application Removal Nail Repairs		
Specialized Equipment	5	5
Curing Methods Drills & Advanced Tools Safety & Effects		
Salon Operations & Communication Skills	10	10
Salon Operations & management (Sales, Consultation, Career Development, Professional Image) Communication Skills (Listening Skills, Product & Service Education, Consultation)		
Cosmetology Laws & Rules	9	10
Ohio Administrative Code, Ohio Revised Code, Inspection & Enforcement Continuing Education, Policies & Procedures		
Human Trafficking	1	0
Total	80	120
(Total includes 50 Flexible Learning Hours)	30	20)
Advanced Manicuring Training Hours		
Cosmetology Laws & Rules	20	20
Ohio Revised Codes Statuses Ohio Administrative Rules License & Permit Policy & Procedures Continuing Education Policies & procedures Inspection & Enforcement Policy & Procedures		
Public Health & Safety	16	24
Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety		

Advanced Techniques

8

12

Kit: Book bag, acrylic nail brushes, acrylic nail tip slicer, manicure and pedicure set OPI nail kit, Nail Technology Books and Study Guides, mannequin practice hand, apron and state board kit.

References: A comprehensive library is provided in Summit Salon Academy. Students have regular access and may check out materials for daytime or overnight use.

Levels of Achievement: A minimum of an 85% grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical performance, add on services and retail performance.

Advanced Training: The 300-hour curriculum includes the required preparation for the Advanced Manicurist license in Ohio.

Internship: The Student may participate in an internship program allowed under Ohio state law. Up to sixty hours may be earned working in a salon atmosphere outside SummitSalon.com

REGULATORY INFORMATION

Owners

Summit Salon Academy, 116 W. South Boundary St., Perrysburg, Ohio 43551, phone 419-873-9999 is owned by Integrity Estates, LTD, DBA Summit Salon Academy, a corporation in Ohio owned by Jessica Johnson and Jennifer O'Connor.

Organizations

Summit Salon Academy is licensed by the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123, phone 614-466-3834. Fax 614-644-6880 Online: www.cos.ohio.gov

Accreditation

Summit Salon Academy is accredited by NACCAS (National Accrediting Commission of Career Arts & Sciences, Inc.) 3015 Colvin Street, Alexandria, Virginia 22314. Phone 709-600-7600. And have been approved to receive Federal Title IV funds for students in our Advanced Esthetics & Advanced Cosmetology programs.

Summit Salon Academy's Policy is to follow; Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. All students have the right to review their education records. All requests to inspect the students file will be handled through the Admissions Office. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are

school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement.

Contracts are not sold to a third party at any time. Summit Salon Academy will notify any third parties, including but not limited to; banks, collection agencies, lawyers or other third parties involved in collection correspondence regarding Summit Salon Academy's withdrawal and settlement policy.

The student will be given a copy of the refund calculations, including the R2T4, if applicable, and Summit Salon Academy's Tuition Refund Policy.

Distinctions of Summit Salon Academy

Catalog Insert #1

" Recognized by Redken for Excellence in Educa tion"

Professional edge training in Advanced Cosmetology, Esthetics, and Manicuring

Prepares students for the business climate in today's latest salons and spas by incorporating critical business skills utilizing a system of Performance Goal Setting

Summit Salon Academy curriculum is infused with Redken education

Aids in placement with the primary target being privately owned salons and spas

Class Start Dates

Catalog Insert #2

Advanced Cosmetology- Full time

Monday, March 11, 2024

Monday, June 10, 2024

Monday, September 9, 2024

Monday, December 9, 2024

Advanced Esthetics – Half time

Monday, March 11, 2024

Monday, July 8, 2024

Monday, December

Advanced Manicurist – Part time

Monday, March 11, 2024

Monday, June 10, 2024

Monday, September 9, 2024

Monday, December 9, 2024

Our full-time Advanced Cosmetology and part-time Advanced Manicurist classes begin in March and continue quarterly in June, September and December.

Our half-time Advanced Estheticr

Recognized Holidays

Summit Salon Academy will be closed on the following dates:

Memorial Day

Administrative and Instructional Staff

Catalog Insert #4

Summit Salon Academy Directors:

Jessica Johnson & Jennifer O'Connor

Dean of Students:

Nicole Henson

Administrative Support:

Sabrina Sanchez

Financial Aid Administrator:

Dana Purnif

