Summit Salon ACADEMY KANSAS CITY

CATALOG

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Independence, Missouri 64055
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TABLE OF CONTENTS

Subjects	Page
Staff	3
Association Memberships	3
Mission Statement	3
Holidays	4
Class Start Dates	4
Facilities and Equipment	5
Policies and Procedures	5
Statement of Non-Discrimination	6
No Weapons	6
Drug Free School	6
Campus Safety and Security	6
Student Housing and Transportation	6
Student Parking	6
Phones	7
Lockers	7
Front Desk	7
Student Salon	7
Personal Services	7
Clean Up Duties	8
Professionalism	8
Apparel Code	8
Time Clock	9
Hours	9
No Call/No Shows	9
Attendance, Tardies and Absences	10
Leave of Absence	10
Disciplinary Procedure	11
Student Conduct/Withdrawal/Term Policy	11
Withdrawal/Termination Procedures	11
Release of Student Information	12
Student Files and Privacy Rights	12
Financial Aid	13
Student Payment Plan & Late Payment Policy	13
Standards of Progress, Advising, Grading	14
Satisfactory Academic Progress	15-16
Refund Policy	17-18
Return of Title IV Financial Aid	19
Employment Assistance (Placement)	20
State Examination	20
Voter Registration Information	20
Emergency Response and Evacuation	20
Complaint Procedure	20
Veteran Benefits and Transition	21
Enrollment Requirements	21
Re-Enrollment Requirements	22
Transfer Students	23

Subjects	Page
Cosmetology Course	**23**
Course Description	23
Pivot Point - Summit FUSE	24
Educational Objectives	25
Tuition and Fees	25
Textbooks	25
Curriculum	26
Graduation Requirements	26
O*Net Link	26
Barber Crossover	**27**
Course Description	27
Educational Objectives	27
Tuition and Fees	27
Curriculum	27
Graduation Requirements	28
O*Net Link	28
Esthetics Course	**29**
Course Description	29-30
Educational Objectives	31
Tuition and Fees	31
Textbooks	31
Curriculum	32
Graduation Requirements	32
O*Net Link	32
Nail Technology	**33**
Course Description	33
Educational Objectives	33
Tuition and Fees	33
Curriculum	33
Graduation Requirements	34
O*Net Link	34
Instructor Training Course	**35**
Course Description	35
Educational Objectives	35
Tuition and Fees	35
Curriculum	35
Graduation Requirements	36
O*Net Link	36

STAFF	POSITION
Jason York	Owner/Director
Evelyn Foster	Director of Education
Kimberly Frazee	Financial Aid Director
Ginger West	Admissions Director
Tonia Harris	Front Desk Coordinator
Beth Hartley	Esthetics Educator
Michaela Vann	Esthetics Educator
Shelly Seelen	Esthetics Educator
Sarah Piccinini	Esthetics/Cosmetology Educator
Ashley Beauchamp	Cosmetology Educator Manager FT
LaCrisha Bell	Cosmetology Educator
Shelbi Raya	Cosmetology Educator
Lisa Steinhauser	Cosmetology Educator
Victoria James	Cosmetology Educator
Francee Detel	Nail Educator

This Academy is licensed by the Missouri State Board of Cosmetology and Barber Examiners, PO Box 1062, 3605 Missouri Blvd., Jefferson City, MO 65102, (573) 751-1052. The license is always on display in the Business Office.

The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the U. S. Department of Education as the national accrediting agency for cosmetology schools, referred to as NACCAS. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600 and Summit Salon Academy Kansas City has full accreditation through NACCAS.

Summit Salon Academy Kansas City is an approved CIDESCO (Comite International D'Esthetique et de Cosmetologie) accredited training center for Esthetics (US209-1). CIDESCO, Waidstrasse 4a, 8037 Zurich, Switzerland. +41 44 448 22 00

ASSOCIATION MEMBERSHIPS

The Academy maintains memberships in:
Missouri Association of Cosmetology Schools
American Association of Cosmetology Schools
Professional Beauty Association

MISSION STATEMENT

Summit Salon Academy Kansas City prepares students for successful careers in the beauty industry by elevating the industry one artist at a time. Our mission is to provide advanced technical training, leadership development, and performance-based business education that equips graduates for employment as Cosmetologists, Estheticians, Barbers, Nail Technicians, or Instructors. We believe students are the future of the industry and challenge them daily with one question: "What difference will you make in the world?" Through superior education, intelligent communication, and hands-on experience, we inspire confidence, creativity, and a commitment to leave the beauty industry better than we found it.

HOLIDAYS
(No classes)

The Academy is closed on the following holidays:
Memorial Day Weekend
Juneteenth (June 19)
Independence Day (July 4)
Labor Day Weekend
Thanksgiving Break (Thurs-Friday-Saturday)
Winter Break (Dec 24-Jan 1)
The Academy closes, as necessary, due to severe weather or unforeseen circumstances.

CLASS STARTING DATES

FULL-TIME COSMETOLOGY
Monday – Friday | 9:00 A.M. – 4:30 P.M.
Student License: 1,500 HRS | 35 HRS/WEEK
43 WEEKS (11 MONTHS)
Instructor License: 600 HRS | 35 HRS/WEEK
18 WEEKS (5 MONTHS)

2026
December 14th
2027
March 8th
May 17th
July 26th
October 4th
December 13th

PART-TIME COSMETOLOGY
Monday – Friday | 9:00 A.M. – 2:00 P.M.
Student License: 1,500 HRS | 25 HRS/WEEK
60 WEEKS (15 MONTHS)
Instructor License: 600 HRS | 25 HRS/WEEK
24 WEEKS (6 MONTHS)

2026
December 14th
2027
March 8th
May 17th
July 26th
October 4th
December 13th

FULL-TIME ESTHETICS
Monday – Friday | 9:00 A.M. – 4:30 P.M.
Student License: 750 HRS | 35 HRS/WEEK
22 WEEKS (6 MONTHS)
Instructor License: 600 HRS | 35 HRS/WEEK
18 WEEKS (5 MONTHS)

2026
December 14th
2027
February 22nd
April 19th
June 14th
August 9th
October 4th
November 29th

PART-TIME ESTHETICS
Monday – Friday | 9:00 A.M. – 2:00 P.M.
Student License: 750 HRS | 25 HRS/WEEK
30 WEEKS (8 MONTHS)
Instructor License: 600 HRS | 25 HRS/WEEK
24 WEEKS (6 MONTHS)

2026

2027
February 22nd
August 9th

BARBER CROSSOVER
Monday – Thursday | 1:00 P.M. – 5:00 P.M.
Fridays 9:00 A.M – 4:30 P.M
Student License: 45 HRS | 23 HRS/WEEK
2 WEEKS

2026

2027
Rolling Enrollment

NAIL TECHNOLOGY
Monday – Friday | 9:00 A.M. – 4:30 P.M.
Student License: 400 HRS | 35 HRS/WEEK
12 WEEKS (3 MONTHS)

2026

2027
January 4th
March 29th
June 21st
September 13th
December 6th

INSTRUCTOR TRAINING
Classes start on the same date as Cosmetology or Esthetics basic training.

FACILITIES AND EQUIPMENT

The Academy is located in Independence, MO on 23rd Street; east of Crysler and west of Noland Road. Main roads are close by with easy access to interstates and all the metropolitan area. The campus occupies 15,000 square feet on two levels and can accommodate up to 220 students. It has access for handicapped clients with handicapped parking spaces and sidewalks. Both men and women's rest rooms are handicapped accessible. The Academy is equipped with audio/visual equipment such as laptop computers and projectors, TVs, whiteboards, posters, etc. All student records, grades and services are maintained on a backed-up computer system with hard copies kept in individual files.

POLICIES AND PROCEDURES

Welcome to Summit Salon Academy Kansas City, we are glad you chose our school. We are proud of our programs, which will promote your success. It is our intent to maintain a professional atmosphere to help you develop professional habits. These policies deal with the rules that are necessary for the smooth delivery of your education and ultimately your development as a professional. It is important that you demonstrate your professional knowledge through your own appearance. Close care must be given to personal hygiene due to close contact with guests and other students. All rules and regulations of the State Board of Cosmetology must be adhered to. If you have any questions about any of the policies or procedures, please ask any staff member about them. These Policies and Procedures are subject to change as the need arises. Students will be notified of changes as they occur.

*Summit Salon Academy Kansas City may also be referred to in this catalog as 'SSAKC'.

STATEMENT OF NON-DISCRIMINATION

The Academy practices no discrimination on the basis of sex, age, color, race, ethnic origin, or religion in its admissions, instruction, or graduation policies.

NO WEAPONS

The Academy prohibits bringing any weapon or anything that could be used as a weapon onto the Academy property. No student or non-student, including visitors, shall possess, use, or distribute a weapon when in and around a campus location. The Academy will act to enforce this policy and to discipline or take appropriate action against any student, employee or member of the public who violates this policy. A "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No person shall use articles designed for other purposes (i.e., belts, toys, combs, pencils, files, scissors, razors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. Any student who does not follow this policy may be suspended or terminated.

DRUG FREE SCHOOL

The Summit Salon Academy Kansas City has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on its property or as part of any of its activities, including lunch. During enrollment, this policy is explained, students receive a copy and sign to acknowledge a willingness to comply. The Academy provides students and staff with names, addresses and phone numbers of treatment facilities. The Academy reserves the right to require random drug or alcohol testing of students and/or staff should the need arise.

CAMPUS SAFETYAND SECURITY

http://ope.ed.gov/security/

The Campus Safety and Security Data Analysis Cutting Tool is supplied by the Office of Postsecondary Education of the U.S. Department of Education. Click on "Get Data for One Institution/Campus" for information. Our Title IX Sexual Misconduct Policy can be found on our web site at: https://summitsalonacademykc.com/wp-content/uploads/2024/04/SSAKC_Sexual_Misconduct_Policy-Title_IX_Policy_7-28-22_New_Branding.pdf



STUDENT HOUSING AND TRANSPORTATION

The Academy has available a phone number for Apartment Search in the area. The staff will be happy to assist the student, as much as possible with housing information. For students without their own vehicle, the Kansas City Metro Bus Line travels through Independence. Taxi and Uber services are available. Transportation costs per five-day week for commuting students will vary, approximately, from $10.00 for a student living in Independence to $45.00 for a student driving a longer distance.

STUDENT PARKING

Student parking is anywhere on campus, excluding the front parking lot, which includes the first 3 parking spots on the North side as you enter the lot off 23rd Street. These parking spots are reserved for our guests.

PHONES

Students are called to the business phone for emergencies only. Calls or messages for students are screened by a staff member prior to interrupting a class or guest service.

Cell phones may be used in the student salon for the purpose of taking guest photos for social media. Cell phones are allowed in the student lounge and should always be on vibrate. NO calls or texting in class or in the student salon. Students may not leave class to make or receive cell phone calls or texts unless it is an emergency.

LOCKERS

Lockers are provided for students' own equipment and personal property. Keep notebooks and books in lockers when not in use. Lockers and kits may be inspected at any time. Purses should be kept locked up. The school is not responsible for any lost or stolen articles. Tools/iPad/books lost or damaged must be replaced at the student's expense. Students are responsible for shared Academy equipment and their own personal property. No equipment or supplies may be taken from the Academy at any time and may result in suspension time if it happens. Your license is only good at the Academy. You cannot legally perform services outside of the Academy. [20CSR 2090-11.010 Sanitation (2) G]

FRONT DESK

The front desk is a place of business. Making appointments for guests, checking the appointments you have for the day or selling products to your guest are the only reasons for you to be at the desk. Please do not hang out and get in the way of guests needing to do business.

STUDENT SALON

Your time in the Student Salon is meant to prepare you for building a clientele in your future salon or spa. Guests are your responsibility. We expect you to be on time, every day, ready to learn through classroom study and practical work. Students may not move appointments because they do not want to do a service. A student who refuses to do a guest must clock out and go home. A student may only be excused from providing a service to a guest by providing a specific Doctor's note which includes a reason for the exclusion. Religious/cultural accommodation will be allowed for predetermined special circumstances. Students must charge **all** guests for **all** services performed. Failure to do so is considered theft. If it is determined that the failure to charge for services is intentional, the student may be suspended. If pricing adjustments need to be made, please ask a staff member to do it.

When students are not giving a service to a patron, they are to be fulfilling requirements on their project sheets and/or practicing on each other. Project sheets provide the student's practical grade. Any student who gets behind on project sheets or makeup tests may not receive personal services until projects and/or tests are caught up.

PERSONAL SERVICES

Students are allowed personal services at discounted student pricing. **Student services MUST be scheduled and must be paid for in advance** as well as approved by your educator. Any changes to the initial service must be made in the computer system. Failure to pay for services or retail products is considered theft. If a student is involved in a theft, they may be suspended, and disciplinary procedures will be initiated. **Because of OSHA laws and requirements, only products chosen by the Academy with the required Safety Data Sheets (SDS) can be used on customers or students.**

CLEAN UP DUTIES

Keeping the Academy clean is part of the training in how to keep a Beauty Salon or Spa clean and presentable to the public. State Law requires that students spend a designated amount of time performing sanitation and sterilization and is accounted for on the Time Sheet. Therefore, students are assigned a cleanup job to be performed daily for their full enrollment time. Personal work areas must be cleaned and kept neatly arranged during and after a service is completed. All equipment/products are to be cleaned and placed back in storage areas.

PROFESSIONALISM

Students are expected to follow all Academy policies, as they deal with the professional development of the student, which leads to a highly successful career in our industry. Students are expected to participate in all classroom and clinic activities. A student may only be excused from participating in class by providing a specific Doctor's note which includes a reason for the exclusion. (Religious/cultural accommodations will be allowed for predetermined special circumstances.) Violations of policies may result in disciplinary action, suspension and/or termination. Time missed for suspensions will be counted as absent. Students are expected to be friendly, to show respect and consideration for others.

Eating and drinking are permitted in the lounge only. No eating/drinking on the student salon or in the classroom. Smoking is permitted outside and only on the West side of the building.

APPAREL CODE

The Academy apparel is solid black scrubs for all programs. Your scrubs must be completely black with **no logos, colored designs, or branding** outside of the Academy name. All students must wear black aprons over their black scrubs while performing services, except for nail students, as aprons are not required for their work. A name badge is provided and is to be always worn. If it is lost, the student must pay for a replacement badge. Academy branded clothing is allowed to be worn. Clean, scuff-free shoes are required, and open-toed shoes are not allowed. A black, gray, white, or combo of those colors under shirt, can be worn under your scrub top. Scrubs must be in good condition, clean and wrinkle-free and fit properly.

The following items cannot be worn: Hooded sweatshirts over or under your scrub top, low cut tops, and biker shorts. If makeup is worn, it must be applied prior to entering the Academy. The student clocks in for the day in full dress code with hair and make-up finished. Hair must be clean, dry, and finished in a style. No hats or caps. Hair accessories are acceptable. Head wraps must be black, white or gray in color. Be creative with jewelry.

Any student not meeting dress code requirements (as determined by the staff) will not be allowed to earn future hours. Absence time will be counted and documented in the student file. If there is a second violation the student will be sent to the Academy Director to have a conversation about their commitment to the program. The Director has the right to dismiss or suspend a student for not following the Academy policy. Remember: When in doubt: dress UP, not DOWN!

Fingernails - (Male and Female) All student's nails should be kept manicured and presentable to the public. Nails are to be kept at a manageable length so all services can be performed without interference. CIDESCO requires that Estheticians "Fingernails should be kept clean and short to allow easy cleaning. Nail enamel should not be worn." [CIDESCO Hygiene Guidelines; Section 3.2 General Hygiene]

TIME CLOCK

It is the **responsibility of the student** to successfully time in and out at the appropriate times (arrival, lunch out, lunch in, exit). Each student may time only him or herself IN and OUT. A student is allowed a 30 min lunch each day and must clock out for this lunch as well as notify the front desk to block them out for their lunch. If a student is on the clock, they are available for guest services and to help with anything an instructor needs. Failure to time in and out for the day, break in and out for lunch, or leave campus while clocked in could result in not receiving credit for those hours and possible suspension time.

It is the student's responsibility to review their FAME mobile student app daily and to notify their educator of any time discrepancies. Hours are available for verification and correction for one week (unless the student is absent for that week.) After the available week the hours are posted and may not be changed. Violations of attendance policies may result in a write up, suspension or termination. Also, to qualify for CIDESCO, the student must graduate from our esthetics program with a minimum 85% GPA and minimum 85% attendance averages. To graduate from the Academy, you must have a minimum GPA of 80% and a minimum attendance average of 75%.

HOURS

Students need to be in the building ready to go by 9:00am. School is dismissed at 4:30pm (full-time day program) 2:00pm (part-time day program). Students may not leave the premises without permission and without timing out. Students are allowed a 15-minute break in the morning and 15 minutes again in the afternoon (daytime program). Students are required to take a 30-minute lunch when attending a 7-hour school day. If a student will be late, or absent, they must call or text **816-252-4247 before 9:00am.** The Academy requires the student to fill out a Leave Early Form, found at the front desk, and then hand it to their educator. This request must be signed by an Educator. Approval is based on the student's previous attendance. If a student is absent without notice for 2 weeks, the Academy is required by the State Board of Cosmetology and Barber Examiners to terminate the student's enrollment. [20CSR2085-12.010 (9)(C)1.] If a student misses too many hours of educational training, the student may be terminated.

NO CALL/NO SHOWS

If the student does not call or text on or before 9:00am, they will be recorded as a "No Call/No Show." After 3 "No Call/No Shows" a **written warning** will occur and become part of the student's permanent file. After 6 "No Call/No Shows" a **second written warning** will occur AND the student could be suspended for one day. Absent time would count. After 9 "No Call/No Shows" the student will receive a third written warning, and their enrollment could be **terminated.** (The student may re-enroll after 3 months.) The student must provide phone records (in a timely manner) if there is a dispute about a "No Call/No Show" finding.

ATTENDANCE, TARDIES ANDABSENCES

Students are expected to be in attendance every day to fully take advantage of the education for which they enrolled. The minimum attendance average, to maintain Satisfactory Academic Progress and for financial aid students to remain eligible for financial aid, is 75%. Per the US Department of Education, students must complete within 1 1/3 times the length of their course (Maximum Time Frame). It is the responsibility of the student to time in and out at the appropriate times. If an error occurs, the student is given limited opportunity to correct it. Each student may time only him or herself IN and OUT. Habitual or serious violations of attendance policies may result in suspension and/ or termination. If a student is absent without notice for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment, as is required by the State Board of Cosmetology and Barber Examiners. If a student misses too many hours of educational training, the student may be terminated.

LEAVE OFABSENCE POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course/program of study that has been approved by the Academy. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption instead of being counted as a withdrawal, which would then require the Academy to perform a withdrawal calculation. The Academy will not assess the student any additional charges as a result of the LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the Academy with no loss of SAP if the student was making SAP when the student left.

To qualify for an authorized LOA:

- The student must follow the Academy's Leave of Absence Policy when requesting an LOA.
- A student may apply for a leave of absence on a form supplied by the Academy.
- There must be reasonable expectations that the student will return from the LOA.
- The LOA must be requested and approved in writing according to the Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- The student is required to list the reason for the LOA.
- The Academy will determine if the reason stated meets the criteria for an LOA
- The LOA must be dated and signed by the student.
- The Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
    a) The institution documents the reason for its decision;
    b) The institution collects the request from the student at a later date; and
    c) The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

A student granted an LOA in accordance with the Academy's policy is not considered to have withdrawn, and no refund calculation is required at that time. A student may be granted a LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control

A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student. Changes to the contract period on the enrollment agreement must be acknowledged by an addendum and must be signed and dated by all parties. The day the student returns from a LOA, the student is required to inform the financial aid/education office of their return. If the student does not return from an approved LOA, at the expiration of the LOA, the withdrawal date for the purpose of calculating a refund is always the last date of attendance.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. If the student is receiving federal funds, no federal aid loan payments will be disbursed during the LOA. If the student takes an unapproved LOA or does not return from the LOA on the return date stated on the LOA documentation, the student will be dropped from the Academy and the student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

GROUNDS FOR TERMINATION/DISCIPLINARY PROCEDURE

Improper conduct or failure to follow school policies and procedures, whether written or verbal, may result in suspension, dismissal, or termination. Absent time from a suspension will count.

1. Any conduct which disrupts the teaching or administrative activities of the Academy, any defamatory (malicious, injurious to reputation or false) remarks, whether written or verbal, will not be allowed.
2. Violation of school policy or any conduct which disrupts the teaching or administrative activities of the school could result in suspension or termination.
3. If absent 14 calendar days with no notice, I understand that my enrollment will be terminated.
4. Any disruption of clinic services may cause immediate suspension.
5. Any student refusing to participate in required school activities may be suspended or terminated.
4. If a student violates school policies a counseling sheet may be written on the student by a Staff member. A copy of the counseling sheet is given to the student.
5. After three counseling sheets have been written the student will be suspended. S/He will have 5 school days to write a letter to the Academy requesting that s/he be allowed to return.
6. The Academy will respond, within 5 school days, with an appointment for the student and their spouse and parents.
7. A discussion will also be held by the Director and Instructors or Staff.
8. The student will be notified of the decision made within 5 school days. The decision is final.
9. If the student is allowed to return, the Academy will give him/her a date to return.
10. If the student is terminated s/he must take care of any outstanding balance owed to the Academy, and the paperwork needed to terminate.
11. Mitigating circumstances may be considered on any disciplinary decisions.
12. The Academy reserves the right to modify the rules and policies whenever necessary, and that I will be advised of any such modifications.

STUDENTCONDUCT / WITHDRAWAL / TERMINATION POLICY

Students may be suspended or terminated from school if they violate the policies and procedures. All Policies and Procedures published within this catalog are explained thoroughly to students. If a student's conduct or grades do not meet the rules, regulations, or requirements of the Academy, a meeting will be held with the student. The student is given an opportunity and reasonable time to correct the problem. If the student does not correct his/her individual shortcoming, she/he may be terminated. If an account must be turned over to a collections firm, the student will be charged the collection fees. Additionally, if the Academy retains counsel to assist in enforcing or defending any disputes arising out of or related to the Academy, Academy shall recover its reasonable costs, expenses and attorney fees associated with such dispute. If a student is absent without notice for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment.

WITHDRAWAL/ TERMINATION PROCEDURES

If a student withdraws from the Academy they must:

1. Notify the Academy Administrative Staff of intent to withdraw.
2. Make an appointment with the Financial Aid Officer for an Exit Interview to complete paperwork needed to withdraw.
3. Return all equipment, tools, and textbooks to the Academy until final determinations are made (if they were purchased through the Academy).
4. Complete Time Sheets, Student Survey and turn in Project Sheets.
5. Agree to a monthly payment plan if s/he owes money to the Academy. The Academy will:

a. Calculate the Return to Title IV of Financial Aid Funds, if applicable.
b. Complete a Termination Computation and set up a monthly payment plan, if applicable.
c. Return the student license to MO State Board along with a completed Termination form.
(If the student owes the Academy money, the State Board is notified of non-payment of contractual fees.)
STATE LAW 329.040 #17 "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination..."
d. Return all equipment, tools, and textbooks to the student if no monies are owed to the Academy.
e. Provide the student with copies of all calculations and termination paperwork.

RELEASE OF STUDENT INFORMATION

Information from files of any student will not be released without the written consent of said student (or Parent/ Guardian of a dependent minor) which must include the date, the purpose of the disclosure, what information may be released and to whom.

STUDENT FILES AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Except for the special conditions described below, a student (or Parent/Guardian of a dependent minor) must provide a signed and dated written consent before the Academy may disclose information from the student's records. The consent must state the purpose of the disclosure, specify the records that may be disclosed and identify to whom the disclosure may be made. The Academy does not publish a directory of student information.

Student files are the property of the Academy. However, students have the right to inspect and review education records maintained by the Academy. The Academy may charge a fee for copies. Student files are maintained for a minimum of ten years.

FERPA regulations list several conditions under which personally identifiable information may be disclosed from a student's education record without the student's written consent. They include, but are not limited to:

a. School officials with legitimate educational interest.
b. Accrediting organizations.
c. Licensing Boards or Certificate granting agencies.
d. Specified officials for audit or evaluation purposes.
e. In connection with financial aid the student has received or applied for, if the information is needed to determine the amount of aid, conditions for the aid, student's eligibility for the aid, or to enforce the terms or conditions of the aid.
f. To comply with a judicial order or lawfully issued subpoena.
g. Other schools to which a student is transferring.
h. To employees of the US Dept. of Education (USDE), Office of the Inspector General, and other federal, state, and local education authorities in connection with financial aid and for the enforcement of laws and regulations relating to aid.
i. To authorized representatives of USDE to evaluate financial aid procedures using student information provided by schools selected for the study.
j. To the Department of Homeland Security on an F, J, or M non-immigrant student in compliance with SEVIS. (Student and Exchange Visitor Information System)
k. To the U. S. Attorney General or his designee in response to an *ex parte* order in connection with the investigation of a crime of terrorism. An *ex parte* order is an order issued by a court without notice to the adverse party. The school is not required to record the disclosure of information from the student's education record or notify the student's education record or the student.
l. Appropriate officials in cases of health and safety emergencies.

m. To the parents if the student is a dependent student under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns and parents may obtain the student's

n. education records. Parents do not have the right to amend or provide consent for the release of such records if the student is over 18. A Parent or Guardian may have access to the student's file if the student is a dependent minor.

FINANCIAL AID

Guidelines to apply for financial aid can be found on the Academy website: https://summitsalonacademykc.com/financial-aid under the Consumer Information tab. The Academy uses 900 hours as an academic year.

The student must be making Satisfactory Academic Progress to be eligible for the scheduled disbursements. Qualifications for satisfactory progress at periodic check points are as follows: the student's grade point average must be at least 80% and their attendance average must be at least 75%.

The Academy participates in the following Title IV Financial Aid programs (for those who qualify): Federal Direct Student Loans (subsidized and unsubsidized), Federal Direct Plus Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Vocational Rehabilitation Program and VA Benefits.

The frequencies by which disbursements can be expected are as follows:

Cosmetology	Eligible for	Esthetics
From 1 to 450 hours	1st disbursement	From 1 to 350 hours
From 451 to 900 hours	2nd disbursement	From 351 to 750 hours
From 901 to 1200 hours	3rd disbursement (if applicable)	
From 1201 to 1500 hours	4th disbursement (if applicable)	

Instructor Training	Eligible for
From 1 to 300 hours	1st disbursement
From 301 to 600 hours	2nd disbursement

Methods of payment may include cash, credit/debit card, money order, check, Title IV funds*, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made any time after signing the Enrollment Agreement.
* If the student qualifies for Title IV Financial Aid (Pell Grant and/or Student Loan), payments are made in accordance with current Government regulations and policies. If the Financial Aid is less than the required cost of the course, the student will pay the balance in monthly installments. If the Student becomes ineligible for Financial Aid, (or any other type of anticipated funding) during the enrollment period, the balance owed will become due in monthly payments. The Academy may, at its option and without notice, prevent me from attending class until any unpaid balance is satisfied.

STUDENT PAYMENT PLAN & LATE PAYMENT POLICY

Students enrolled under a payment arrangement are responsible for making all monthly payments on or before the scheduled due date.

A 10-day grace period will be provided. Payments not received by the 10th calendar day of the month will be assessed a $25 late fee. Late fee will increase $10 per month for every month balance is carried by Summit Salon Academy Kansas City.

Students with past due balances are encouraged to communicate with the Financial Aid Director immediately to discuss payment arrangements. Failure to remain current on payment obligations may result in administrative action, including but not limited to:

- Additional late fees
- Inability to receive transcripts or official documents
- Temporary interruption of attendance privileges/possible termination as permitted by academy policy and applicable regulations.

Summit Salon Academy Kansas City understands that unexpected financial hardships may occur and encourages proactive communication before accounts become delinquent.

Returned payments due to insufficient funds may be subject to an additional returned payment fee.

STANDARDS OF PROGRESS, ADVISING AND GRADING

Grade records are kept for each student. Students are graded on written (theory) and practical work. Written tests are given over the theory subjects as they are covered. Tests occur approximately once a week.

Students are given the opportunity to improve their scores. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course. Each completed project is initialed by an Educator. Designated projects must be graded before the project can be signed off. The student is given a grade on each completed Project Sheet. Students receive two copies of an evaluation report monthly, defining attendance, grade point average, services completed, and chapter scores. One copy must be signed, returned, and placed in the student's file. Students are assigned to an Educator for advising and to turn in weekly Time Sheets. Students are advised by any staff member, as necessary, regarding grades, attitude, attendance, and appearance.

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing – 79.9% and below**

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students, whether enrolled full-time or part-time and is provided to enrollees via the catalog prior to signing the Enrollment Agreement.

1. In order for all students to "maintain satisfactory academic progress" and remain eligible for financial aid, they must:

   A) Maintain a cumulative attendance average of 75% of the clock hours for which they contracted.
   B) Maintain a cumulative, combined written and practical grade average of 80%.

Tests are given over the theory subjects as they are covered. Tests occur approximately once a week. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course. Each completed project is initialed by an Educator. Designated projects must be graded before the project can be initialed. The student is given a grade on each completed Project Sheet. Eighty percent is passing on both the written and practical scores.

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing - 79 and below**

2. Maximum Time Frame
   Students must complete their course within 1.33 times the length of the course in order to remain eligible for financial aid. A student who does not complete within the Maximum Time Frame may be terminated. The maximum time to complete each course for Satisfactory Academic Progress is stated below:

Course	**Length**	**Time Allowed** ***Scheduled Hours***
Cosmetology	(Full time, 35 hrs/wk) - 1,500 hours	1995
Esthetics	(Full time, 35 hrs/wk) - 750 hours	997.50
Instructor Training	(Full time, 35 hrs/wk) - 600 hours	798
Nail Technology	(Full time, 35 hrs/wk) - 400 hours	532
Barber Crossover	(Part time, 23 hrs/wk) – 45 hours	59.85

3. Students meeting satisfactory academic progress requirements at evaluation check points* are considered to be making satisfactory progress, and meeting the maximum time frame requirement, until the next evaluation. The Academy operates all programs according to a 900-clock hour academic year over 26 academic weeks of instruction. Students receive written notification of their status after reaching each evaluation check point.

***Evaluation Check Points**
Scheduled time is what the student could have earned by a specific time frame. Actual time is what the student has completed (not counting absent time). Students are evaluated on the following actual hours once the associated minimum weeks have also been completed. All evaluations are completed withing seven school business days following the established evaluation periods:

Cosmetology Students are evaluated at 450 hours/13 weeks, 900 hours/26 weeks, and 1200 hours/35 weeks.

Esthetics Students are evaluated at 375 hours/11 weeks

Nail Technology Students are evaluated at 200 hours/6 weeks

Instructor Training Students are evaluated at 300 hours/9 weeks

Barber Crossover Students are evaluated at 22.5 hours/1 week.

4. A student who has returned from an interruption in their training (ex. Leave of Absence or termination and re-enrollment) shall be placed in the same satisfactory academic progress status as prior to their interruption. The course completion time will be extended, if applicable. (A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken on leave.) Course incompletes, withdrawals, repetitions, and non-credit remedial courses do not apply to this institution and have no effect upon satisfactory academic progress standards.
5. A student whose satisfactory academic progress percentage falls below the required minimum, the student is notified in writing and is placed in a WARNING status until the next evaluation. Students may re-establish satisfactory academic progress and Title IV aid, if applicable, by improving cumulative test scores and/or improving cumulative attendance to meet the minimum academic and/or attendance requirements by the end of the warning period, probationary period, or period where the student has been deemed not making satisfactory academic progress. A student placed on warning may still receive any Title IV funds that s/he may be eligible for. If the student meets the requirements at the next evaluation, s/he is considered to be making satisfactory progress once again.
6. Failure to raise the averages to the required level(s) by the next evaluation means the student is not making satisfactory academic progress and is not eligible for Title IV Financial Aid assistance. The student will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
7. If the institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning period and determines that satisfactory progress standards can be met by the end of the subsequent evaluation period, a student may qualify for PROBATION in order to have Title IV Financial Aid funds reinstated. The institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institutes satisfactory academic progress requirements by a specific point within the maximum time frame established for that student. In order to qualify, a student must prevail upon APPEAL of a negative progress determination. To prevail upon appeal, the student must: a) provide a written appeal of the negative progress determination within 5 school days and b) provide a plan that details how s/he will be able to meet satisfactory academic progress by the end of the next evaluation period. Students may only make an appeal for these reasons: a) death of a close relative, b) serious injury or illness of the student, or c) other allowable special circumstances. The written appeal must include the reason the student failed to make satisfactory academic progress, any documentation supporting this reason and what has changed that will allow the student to achieve satisfactory academic progress by the next evaluation.
8. An appeal hearing will take place within ten (10) days of receipt of the written appeal. The Academy will determine if the student can meet satisfactory academic progress standards by the next evaluation. A decision on the appeal will be made within three (3) school days and will be communicated to the student in writing. This decision will be final.
9. Successfully prevailing upon appeal will result in a status of PROBATION which allows Title IV Financial Aid to be immediately reinstated.
10. If the student fails to prevail upon appeal s/he will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
11. Appeal documents and decisions are kept in the student financial aid file.
12. A student 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. A student who is progressing according to his/her specific academic plan will be considered making satisfactory academic progress and is eligible for financial aid.
13. Transfer hours are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours. Transfer hours are evaluated by the midpoint of contracted hours or by the above stated check points, whichever comes first.

REFUND POLICY

The following policy will apply to ALL terminations for any reason, by either party, including student or Academy decision, course cancellation or Academy closure. Any monies due the applicant or student shall be refunded within 30 calendar days of official cancellation or termination. The date of a withdrawal, whether officially or unofficially, shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate or the date a student is terminated by the Academy or the date it is determined that a student does not return after the expiration of a Leave of Absence or the date it is determined that a student has withdrawn without notification. (If a student is absent without notice, for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment, as is required by the State Board of Cosmetology and Barber Examiners. Refunds are calculated based on the student's last date of attendance and actual hours. Unofficial withdrawals will be determined by the institution by monitoring attendance daily.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the Academy is entitled to a refund, within 30 days, of all money paid, except for the $100 application fee.

2. A student (or in the case of a minor student, his or her parent or legal guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has started training, all money collected by the Academy shall be refunded within 30 days, except the $100 application fee.

3. A student cancels after three business days of signing, but prior to entering class, all monies will be refunded within 30 days, except for the $100 application fee.

4. A student notifies the institution of his/her withdrawal.

5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.

7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on actual hours:

PERCENT OF ACTUAL TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The Academy's refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order:

1. To Federal Direct Student Loans (unsubsidized then subsidized)
2. To a Federal Direct Plus Loan
3. To the Pell Grant
4. To the Supplemental Grant (SEOG)
5. To other Title IV Aid
6. To other Financial Aid
7. To the Student

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 calendar days of a determination that a student has withdrawn, whether officially or unofficially. 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.

If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR
- completion of the course/program.

If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- provide completion of the course OR
- participate in a Teach-Out Agreement OR
- provide a full refund of all monies paid

If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- a pro rata refund of tuition to the student OR
- participate in a Teach Out Agreement.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

If the terminating Student has opted to purchase textbooks and equipment from the Academy, they may not be removed from the premises until all money owed to the Academy has been paid. Textbooks, tools and equipment are non-returnable and non-refundable. A student who purchases textbooks and equipment elsewhere may remove them.

If an account must be turned over to a collections firm, the student will be charged all collection fees incurred. Additionally, if the Academy retains counsel to assist in enforcing or defending any disputes arising out of or related to the Academy, Academy shall recover its reasonable costs, expenses and attorney fees associated with such dispute.

The Enrollment Agreement signed prior to starting class constitutes a legal, binding contract even when Financial Aid funds do not cover the amount owed by the student.

RETURN OF TITLE IV FINANCIAL AID

Federal regulations require the return of portions of Title IV financial aid "unearned" by students who withdraw from classes or are terminated by the Academy. If the hours scheduled to be completed by the student on his or her last date of attendance are less than 60 percent of the program hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total program hours in the payment period. The amount of financial aid awarded is multiplied by this percentage and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded.

If 60 percent or more of the hours were scheduled to be completed, the student is considered to have earned 100 percent of the aid awarded for the period. There may be a gap between what the Academy may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Because of this, the student may be required to repay some of the funds received in addition to the amount the Academy must return.
The Academy's refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order:

1. To the unsubsidized Federal Direct Student Loan
2. To the subsidized Federal Direct Student Loan
3. To the Federal Direct Plus Loan
4. To the Pell Grant
5. To Supplemental Grant (SEOG)
6. To other Title IV Aid
7. To other financial aid
8. To the Student

All refunds are made within 30 days of formal termination, cancellation by the student or determination by the Academy that the student has withdrawn without notification.

Direct Loan refunds are deposited back to the appropriate bank account, the Academy's third-party servicer is notified, who then notifies the Department of Education that those funds are available for retrieval and the borrower's account is adjusted accordingly. The student receives documentation at their Exit Interview.

If it is determined that a withdrawn/terminated student qualifies for a post withdrawal loan disbursement, the Academy will notify the student in writing with the amount and type of financial aid loan disbursement. The withdrawn/ terminated student is given a choice of accepting all the funds, accepting a portion of the funds, or declining all the funds and requesting that the Academy return the balance to the appropriate financial aid source. If the student does not respond within 14 days, the funds are returned to the original source. If an overpayment of Pell Grant funds occurs after a student's termination, the student will be informed in writing, within 30 days, and must make repayment arrangements of the Pell overpayment within 45 days. Upon receipt of the repayment, the Academy will forward the funds to the Department of Education. If the student fails to make repayment arrangements, the Academy will refer the student to the Department of Education. The student will lose eligibility for additional Title IV funds.

The date of withdrawal/termination shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate, or the date a student is terminated by the Academy, or the date it is determined that a student does not return after the expiration of a Leave of Absence, or the date it is determined that a student has withdrawn without notification.

EMPLOYMENT ASSISTANCE (PLACEMENT)

The Academy provides access to information about salons and spas that are in need of an employee. It is recommended that each student visit salons and spas while they are attending school.

It is possible for students to have their place of employment secured before graduation. Students are given instruction on preparations of a resume, good business practices, and successful employment. The Academy cannot make any guarantees of employment or salary upon graduation. The Academy does not advertise job placement rates to attract prospective students. The Academy hosts a Career Fair to assist students in finding employment in the industry.

Students have the opportunity to visit and interview with salons and spas when certain criteria has been met within their perspective program.

STATE EXAMINATION

After completion of the training, graduates take a state examination required by the Missouri State Board of Cosmetology and Barber Examiners to qualify for a Missouri professional license. The Academy prepares the student for their state exams. The examination fee is $150 (theory is $90/practical is $60), payable by credit or debit card to Prov (the testing company administering the exam) when registering for the exam on-line. Graduates are responsible for purchasing any supplies needed to take their exam. The state examination, for the Cosmetology, Nails and Esthetics courses, consists of a practical skills test and a written test. The state examination for the Instructor Training course consists of a written test, lesson plans and observed demonstrations of teaching. Upon successfully passing the State Board of Cosmetology and Barber Examiners exam Instructors must pay $30 to receive their initial professional license. Cosmetologists and Estheticians will receive their initial license with no extra fees. STATE LAW 329.040 #17 “All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination….”

VOTER REGISTRATION

Students may visit this web site to register to vote if they live in Missouri and meet the age requirement.

EMERGENCY RESPONSE and EVACUATION PROCEDURES

Staff and students should immediately notify the Academy Director or Office Manager in the event of a significant emergency or dangerous situation. Upon confirmation of the situation an announcement may be made over the intercom giving directions for student, staff, and client conduct.

In case of fire: notify staff (who will call 9-1-1), evacuate the building to a safe distance for roll to be taken.
In case of tornado: proceed to the downstairs classroom until safe. Roll will be taken.
In case of unforeseen emergency: notify the Director, Office Manager, or Instructor (who will determine necessary action)

COMPLAINT PROCEDURE

The Academy will process any complaint, by any person, which sets forth facts reasonably suggesting that an individual may be in violation of the Academy’s Policies and Procedures. Complaints may not be limited to the written Policies and Procedures. The complaint shall be filed, in writing, with the Director and signed by the complainant. It should include supporting evidence such as a date, names, or brief description of the incident. Receipt of the complaint shall be acknowledged within 10 calendar days; appropriate action will be decided, and the complainant will be notified within 5 business days. The Academy has a No Refund policy on services.
The Academy may redo a service if a client is unhappy with the results. This provides a learning situation for the student.

If a complainant wishes to take a complaint further, after exhausting the process through the Academy, the complainant may file a complaint on a form supplied by the Missouri State Board of Cosmetology. Information on filing the form may be found at this link: http://pr.mo.gov/boards/cosmetology/ConsumerComplaintGuide.pdf
The complaint form may be found at this link: http://pr.mo.gov/boards/cosmetology/COSMOcomplaintform.pdf

VETERANS BENEFITS AND TRANSITION

Per Section 103 of Public Law (PL) 115-407, Veterans Benefits and Transition Act of 2018 an individual can attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Summit Salon Academy Kansas City 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 Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

ENROLLMENT REQUIREMENTS

- Have a personal interview with a school official.
- Pass an entrance exam.
- Complete an enrollment form (supplied through the Missouri State Board of Cosmetology and Barber Examiners).
- Provide proof of age - Birth Certificate or Driver's License or US Passport.
- Must be 17 years of age by their start date.
- Provide proof of US civil issued birth certificate, copy of US Passport, copy of alien registration card or copy of naturalization/citizenship certificate
- Provide a valid high school transcript or GED certificate showing 12th grade completion.
- In the case of foreign credentials, an evaluation and translation must be performed by Educational Credential Educators. This shall demonstrate equivalence to a U.S. High School Diploma.
- Provide two or more-character references.
- Provide a $100 non-refundable application fee.
- Provide Missouri Board of Cosmetology and Barber Examiners processing fee of $37
- Sign an Enrollment Agreement with Summit Salon Academy Kansas City.

Summit Salon Academy Kansas City does not guarantee acceptance.

Cosmetology
Classes start on Mondays.
- The Missouri State Board of Cosmetology and Barber Examiners requires 1500 hours for the Cosmetology Course.

Esthetics
Classes start on Mondays.
- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 750 hours for the Esthetics Course.

Instructor Training
Classes start on the same date as Cosmetology or Esthetics basic training.
- The Missouri State Board of Cosmetology and Barber Examiners requires 600 hours for the Instructor Course.

Enrollees must also:
- Provide proof of a current Missouri Cosmetology or Esthetics license.

Nail Technology
Classes start on Mondays
- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 400 hours for the Nail Technology Course.

Barber Crossover
Classes start on Mondays
- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 45 hours for the Barber Crossover Program.

Reciprocity
SSAKC has determined and met the program requirements for the state of Missouri, and we cannot guarantee any hours received at SSAKC will transfer to any other state. All training and education takes place in the state of Missouri and has been evaluated/approved by the state of Missouri. We do not offer any classes as distance learning. SSAKC has reviewed the state requirements for our programs, which may be available to you by request, the website, or on our student board.

RE-ENROLLMENT REQUIREMENTS

1. Students re-enrolling will pay a $100 application fee, and $37.00 State Board of Cosmetology and Barber Examiners processing fee at time of re-enrollment.
2. Students who voluntarily terminate may apply for re-admission; this will be managed on a case-by-case basis.
3. Students terminated due to a policy infraction may apply for re-admission after 6 months; this will be managed on a case-by-case basis.
4. Students who are terminated due to a loss of financial aid may apply for re-admission on a self-pay basis at any time.
5. Re-admitted students must be current on payments of any balance due to the Academy prior to being considered for re-admission. Students who were participating in financial aid may re-apply to determine current eligibility.
6. If a student's account was turned over to collections – the total amount due to the collections firm must be paid before the student may be re-admitted.
7. Students re-admitted after 6 months will be charged at the current tuition rate for the necessary hours remaining for program completion. Those re-admitted in less than 6 months will be charged the same rate that applied when they terminated.
8. Any missing books or equipment must be replaced at the student's expense prior to re-admission.
9. The Academy, at its own discretion, may request the student to complete a practical evaluation prior to re-admission.
10. Re-Admission, under any circumstance, is not guaranteed. The student will only be re-admitted after approval from the re-enrollment committee which is made up of staff members.
11. Re-admitted students must sign a new Academy Enrollment Agreement.

Summit Salon Academy Kansas City does not guarantee acceptance.

TRANSFER STUDENTS

- If an applicant wishes to enroll with hours previously earned at another school, the Academy retains the option of accepting up to 75% of those hours. There is NO guarantee that transfer hours will be accepted.
- The applicant must request a breakdown of total hours from the State Board of Cosmetology and Barber Examiners, or the previous school, to be provided to Summit Salon Academy Kansas City prior to enrollment.
- If hours were earned in another state, the applicant is responsible for providing proof from the Missouri State Board of Cosmetology and Barber Examiners that those hours will be accepted by Missouri.
- The Academy does not recruit students already attending or admitted to another school offering a similar program of study.
- If a balance is owed to another institution in the State of Missouri that balance will need to be paid in full before Student is enrolled.

Summit Salon Academy Kansas City does not guarantee acceptance.

COSMETOLOGY 1500 HOURS

COURSE DESCRIPTION – Cosmetology FT and PT

This Cosmetology Course is 1500 hours as required by Missouri State Law. Full-Time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break equaling a 35-hours per week. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m., equaling 25-hours per week. This course is taught in English and is organized into 3 Phases of instruction.

Phase 1 (1-10 weeks FT/1-14 weeks PT): Students will gain theoretical and practical knowledge as applied to Pivot Point Fundamentals: Cosmetology which includes Life Skills, Long Hair, Hair Design, Science (Microbiology, Client-Centered Design, Infection Control, Trichology, Hair Care Product Knowledge), Sculpture (Sculpture Theory, Tools and Essentials, Skills, Service, Sculpt the basic forms), Perm and Relaxer (Theory, Products, Essentials, Service) and Color (Theory, Design, Identifying Existing Hair Color, Non-Oxidative Color Products, Oxidative Color Products, Skills, Service).

Phase 2 (11-20 weeks FT/15-35 weeks PT): Student will gain theoretical and practical knowledge which consists of theory, workshops, and practical training on the Student Salon Floor. Classes in this Phase cover the topics of Wigs/ Hair Additions, Electricity, Skin, Makeup, Waxing, Nails, Artificial Nails, Anatomy and Physiology, Business, and State-Law. Workshops will be all inclusive of these mentioned topics of study.

Phase 3 (21-43 weeks FT/36-60 weeks PT): Students will be on the Student Salon Floor for the remainder of their study. Students will engage in self-study over topics and skills including but not limited to; Missouri State Board testing pertinent to the industry. Students will be required to complete hands-on workshops when not with guests. Over the final weeks students will spend perfecting their skills and getting all remaining requirements completed for graduation.

The Pivot Point course books, through FUSE, are available for our graduates to use for up to 2 years from their start date.

Education Delivered Through Summit FUSE and Pivot Point Cosmetology Fundamentals
Gone are the days of lengthy chapters that are extremely difficult to fit into your customized curriculum flow. Fundamentals (Pivot Point) is structured in small, modularized lessons. This modular approach offers more flexibility, as it relates to curriculum planning and placing the necessary lessons within a program's learning path.

This program consists of 13 areas of study, containing 106 theory lessons and 68 workshops.
When incorporating Fundamentals into FUSE, the student experience comes to life. Each of these small modules can be placed within the student's learning path and assigned to a class. Within the modules are multiple activities that will:

- Allow for collaboration
- Inspire deeper thinking
- Provide support for multiple learning styles
- Reinforce need-to-know information
- Earn points for completed modules

Education Built for You: The Connected Learner
You are part of a new generation not defined by age. You want your information fast, you want to co-create education, and you learn best through collaborative efforts within a community. The Summit FUSE allows you to take more control over your education.

Not All Online Learning Platforms are Created Equal!
You have never seen anything like Summit FUSE before. It is easy to use and contains all the features necessary to capture your attention, inspire creativity and allow you to share your experiences with your peers.

Your educational learning environment is designed specifically for the beauty industry—the only one of its kind. Summit FUSE is not just another cookie-cutter learning management system, like so many others. This robust, multi-faceted system approaches learning through four key dimensions—educational content, customization, communication, and gamification! It will guide you to one of the best beauty educational experiences out there.

- **Show the World Who You Are**—Personalize your profile to let others know who you are, what inspires you and show off all your work.

- **Become Part of a Community**—You will have access to your classmates, and so much more; you will be in touch with everyone who is connected to your organization. Network, share and inspire!

- **Not Connected? No Problem**—Study anytime, anywhere, our downloadable e-books and study guide do not need an Internet connection for you to access (once downloaded), they are at no additional cost to you!

- **Organized Learning, Bit by Bit**—Lessons have been carefully segmented into smaller sections to provide you with the most pertinent information necessary, when you need it. Whether you are in the classroom, or somewhere else brushing up on your skills, you can access videos, eBooks, study tools, interactive activities, collaborative peer-driven exercises, and fun, engaging assignments.

- **Compete**—Like to show off? Well, you can in Summit FUSE! You will get points for almost every action you take. Login, get a point, finish a lesson, get lots of points; the top five in your community are showcased on the leaderboard on the home page for all to see

Ready, Set, Test—Okay, so now you have completed all your lessons, gained tons of practice on the clinic floor and are almost ready for that licensure test, we have got you covered with Exam Ace in Summit FUSE. Exam Ace provides you with lots of tests to get you ready to take your exam. Take them as many times as you want, no need to download apps or go elsewhere!

EDUCATIONAL OBJECTIVES – Cosmetology

At the completion of this course the graduate will be trained to perform standard cosmetology services required in the beauty salon or spa. They will also be qualified to pass the State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional cosmetology license. The knowledge and skills will prepare graduates for work as a hair stylist, hair colorist, salon owner/manager, product demonstrator, manicurist, pedicurist, makeup artist, etc.

TUITION AND FEES - Cosmetology

Tuition		$18,650.00
Textbooks		$266.00
Tech Fee		$80.00
Kit Fee		$2,636.00
	Total	$21,632.00

*Student Application Fee: All enrollees must provide $100.00 to Summit Salon Academy Kansas City for student license and application fee at least 2 weeks prior to starting class. This is a non-refundable fee.

*All enrollees must also pay Missouri Board of Cosmetology and Barber Examiners processing fee of $37.00

INSTRUCTIONAL METHODS

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

TEXTBOOKS - Cosmetology

Pivot Point Cosmetology Fundamentals Digital Textbooks
Pivot Point Cosmetology Fundamentals Study Guide (ISBN 978-1-940593-52-4)

CURRICULUM - Cosmetology

Full-Time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35-hour week. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m. equaling a 25-hour week. Missouri law requires 1,500 hours. This course is taught in English. Students receive certificates of completion for segments of their training as they are earned.

This period is divided approximately as follows:

Subject	Hours
Shampooing of all kinds	40
Hair coloring, bleaches, rinses	130
Hair cutting, shaping	130
Permanent waving, chemical relaxing	125
Hair setting, pin curls, finger waving, thermal curling	225
Comb-outs, hair styling techniques	105
Scalp treatments, scalp diseases	30
Facials, eyebrows, lash dyes, arches, makeup	40
Manicuring, hand and arm massage, pedicuring, foot and leg massage	110
Cosmetic chemistry	25
Salesmanship, shop management	10
Sanitation/Sterilization	30
Anatomy	20
State Law	10
Miscellaneous lectures, test reviews, psychology, motivation, etc. to be defined by the Academy	470
Total	1500

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing - 79 and below**

GRADUATION REQUIREMENTS – Cosmetology

Each student must pass a final exam with a score of at least 90%, successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. Please note: While a student may graduate with an approved payment arrangement, any money owed to the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."

O*Net Link – Cosmetology

http://www.onetcodeconnector.org/ccreport/39-5012.00



BARBER CROSSOVER 45 HOURS

COURSE DESCRIPTION – Barber Crossover

Full-Time attendance in this program is defined as 23 hours per week, 5 days per week, Monday through Thursday, 4 hours per day, 1:00 p.m. to 5:00 p.m. Plus Friday, 7 hours, 9:00 a.m. to 4:30 p.m. with a 30 min lunch. This course is taught to individuals who have already completed Cosmetology training and have obtained a Cosmetology state license but wish to obtain a crossover license to practice barbering. This course is taught in English.

EDUCATIONAL OBJECTIVES – Barber Crossover

At the completion of this course the graduate will have been trained to perform standard barbering services required in the barber shop, salon, or spa. They will also be qualified to pass the MO State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional barber license. The knowledge and skills will prepare graduates for work as an entry level barber.

INSTRUCTIONAL METHODS

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

TUITION AND FEES – Barber Crossover

Tuition		$650.00
Textbooks		$145.00
Tech Fee		$80.00
Kit Fee		$495.00
	Total	$1,370.00

*Student Application Fee: All enrollees must provide $100.00 to Summit Salon Academy Kansas City for student license and application fee at least 2 weeks prior to starting class. This is a non-refundable fee.

*All enrollees must also pay Missouri Board of Cosmetology and Barber Examiners processing fee of $37.00

CURRICULUM – Barber Crossover

This course length is 45 hours. Full-time attendance is defined as four days per week, 23 hours weekly, Monday through Thursday, 1:00 p.m. to 5:00 p.m. Plus Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35-hour week. This course is taught in English.

This period is divided approximately as follows:

Subject	**Hours**
History	5
Shaving	40
Total	45

Grades are recorded as follows:

Satisfactory - 80 and higher **Failing - 79 and below**

GRADUATION REQUIREMENTS – Barber Crossover

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. *Please note: While a student may graduate with an approved payment arrangement, any money owed to the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."*

O*Net Link – Barber Crossover

https://www.onetcodeconnector.org/ccreport/39-5011.00

ESTHETICS 750 HOURS

COURSE DESCRIPTION – Esthetics FT and PT

The Esthetics Course is 750 hours as required by Missouri State Law. Full-Time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30-minute lunch break equaling a 35-hour week. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m., equaling 25-hours per week. This course is taught in English and is organized into 3 Phases of instruction.

CIDESCO (Comite International D'Esthetique et de Cosmetologie) is the international organization for Estheticians who study skin care, full body care, and make-up. This Academy follows a curriculum set forth by CIDESCO which is recognized worldwide. Students are eligible to sit for the international CIDESCO exam after 750 hours if all requirements are met, including maintaining an attendance average of 85% and a GPA of 85%. If all qualifications are met, an exam fee of $380 must be paid in full before you are scheduled for the exam.

The Esthetics course is divided into three phases with student spa training after each phase. There is an additional theory hour every morning to cover the following: Personal Development, Professional Development, and Business Basics; as well as Summit365, exclusive to Summit Salon Academies. We also offer "Beauty as a Business" (BAAB) as part of the course to allow for our students to receive the ultimate in social media marketing. The phases are as follows:

Phase 1 (1-8 weeks FT/1-11 weeks PT): Covers numerous types of facials, basic hair removal, lash/brow tinting, microbiology, first aid and State regulated sanitation standards.
Phase 2 (9-16 weeks FT): Covers electrotherapy, chemical peels, microdermabrasion, dermaplane, microcurrent, body waxing, and various advanced treatments for the face and body.
Phase 2 (12-22 weeks PT): Covers electrotherapy, chemical peels, microdermabrasion, dermaplane, microcurrent, body waxing, various advanced treatments for the face and body, makeup theory and application as well as preparing the student for the final exam, state board prep, and state law. Students will be required to complete hands-on workshops when not with guests. Over the final weeks students will spend perfecting their skills and getting all remaining requirements completed for graduation.
Phase 3 (17-23 weeks FT/23-30 weeks PT): Covers business development and strategy, makeup theory and application, as well as preparing the student for the final exam, state board prep, and state law. Students will be required to complete hands-on workshops when not with guests. Over the final weeks students will spend perfecting their skills and getting all remaining requirements completed for graduation.

The Pivot Point course books, through FUSE, are available for our graduates to use for up to 2 years from their start date.

Education Delivered Through Summit FUSE and Pivot Point Esthetics Fundamentals
Gone are the days of lengthy chapters that are extremely difficult to fit into your customized curriculum flow. Fundamentals (Pivot Point) are structured in small, modularized lessons. This modular approach offers more flexibility, as it relates to curriculum planning and placing the necessary lessons within a program's learning path.

When incorporating Fundamentals into FUSE, the student experience comes to life. Each of these small modules can be placed within the student's learning path and assigned to a class. Within the modules are multiple activities that will:

- Allow for collaboration
- Inspire deeper thinking
- Provide support for multiple learning styles
- Reinforce need-to-know information
- Earn points for completed modules

Education Built for You: The Connected Learner
You are part of a new generation not defined by age. You want your information fast, you want to co-create education, and you learn best through collaborative efforts within a community. The Summit FUSE allows you to take more control over your education.

Not All Online Learning Platforms are Created Equal!
You have never seen anything like Summit FUSE before. It is easy to use and contains all the features necessary to capture your attention, inspire creativity and allow you to share your experiences with your peers.

Your educational learning environment is designed specifically for the beauty industry—the only one of its kind. Summit FUSE is not just another cookie-cutter learning management system, like so many others. This robust, multi-faceted system approaches learning through four key dimensions—educational content, customization, communication, and gamification! It will guide you to one of the best beauty educational experiences out there.

- **Show the World Who You Are**—Personalize your profile to let others know who you are, what inspires you and show off all your work.

- **Become Part of a Community**—You will have access to your classmates, and so much more; you will be in touch with everyone who is connected to your organization. Network, share and inspire!

- **Not Connected? No Problem**—Study anytime, anywhere, our downloadable e-books and study guide do not need an Internet connection for you to access (once downloaded), they are at no additional cost to you!

- **Organized Learning, Bit by Bit**—Lessons have been carefully segmented into smaller sections to provide you with the most pertinent information necessary, when you need it. Whether you are in the classroom, or somewhere else brushing up on your skills, you can access videos, eBooks, study tools, interactive activities, collaborative peer-driven exercises, and fun, engaging assignments.

- **Compete**—Like to show off? Well, you can in Summit FUSE! You will get points for almost every action you take. Login, get a point, finish a lesson, get lots of points; the top five in your community are showcased on the leaderboard on the home page for all to see.

Ready, Set, Test—Okay, so now you have completed all your lessons, gained tons of practice on the clinic floor and are almost ready for that licensure test, we have got you covered with Exam Ace in Summit FUSE. Exam Ace provides you with lots of tests to get you ready to take your exam. Take them as many times as you want, no need to download apps or go elsewhere!

EDUCATIONAL OBJECTIVES – Esthetics

At the completion of this course the graduate will be qualified to pass the Missouri State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional Esthetician license enabling them to perform esthetic services required in the beauty salon or spa. The student will be able to analyze and treat various skin problems using techniques, machines, and product knowledge. The student will be familiar with facial treatments, make-up applications, microdermabrasion, hair removal techniques, and the business practices of a skin care operation. The student will be knowledgeable in treatments advanced treatments for the face and body, including waxing, lash and brow tint and lamination. The knowledge and skills will prepare graduates for work in the esthetics industry. A CIDESCO license allows for work internationally.

TUITION AND FEES - Esthetics

Tuition		$9,950.00
Textbooks		$392.00
Tech Fee		$80.00
Kit Fee		$2,924.00
	Total	$13,346.00

*Student Application Fee: All enrollees must provide $100.00 to Summit Salon Academy Kansas City for student license and application fee at least 2 weeks prior to starting class. This is a non-refundable fee.

*All enrollees must also pay Missouri Board of Cosmetology and Barber Examiners processing fee of $37.00

INSTRUCTIONAL METHODS

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

TEXTBOOKS - Esthetics

Salon Fundamentals Esthetics Coursebooks (ISBN 978-0-9742723-1-3)
Salon Fundamentals Esthetics Workbook (ISBN 978-0-9742723-7-5)
The Book Dermalogica Professional Grade Skin Care (online only)
Cosmetic Science (978-0-9942286-5-9)
Dermatology (978-0-9942286-6-6)
Anatomy and Physiology (978-0-9942286-4-2)
Electricity (978-0-9942286-7-3)

CURRICULUM – Esthetics

Full-Time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch equaling a 35-hour week. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m., equaling 25-hours per week. This course is taught in English. This period of time is divided approximately as follows:

Subjects	**Hours**
Facials, cleansing, toning, massaging	120
Make-up application - all phases	100
Hair Removal	30
Body treatments, aromatherapy, and wraps	120
Reflexology	35
Cosmetic science, structure, condition, disorders	85
Cosmetic chemistry, products, and ingredients	75
Salon management and salesmanship	55
Sanitation/Sterilization, safety	45
State Law	10
Curriculum to be defined by the school	75
Total	750

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing - 79 and below**

GRADUATION REQUIREMENTS – Esthetics

Each student must pass a final exam with a score of at least 90%, successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. Please note: While a student may graduate with an approved payment arrangement, any money owed to the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."

O*Net Link– Esthetic

http://www.onetcodeconnector.org/ccreport/39-5094.00

NAIL TECHNOLOGY 400 HOURS

COURSE DESCRIPTION – Nail Technology

Full-Time is defined as 35 hours per week, five days per week, Monday through Friday, 9:00 a.m. to 4:30 p.m. This course is taught in English.

EDUCATIONAL OBJECTIVES – Nail Technology

At the completion of this course the graduate will have been trained in all phases of nail care including artificial nail application: acrylics, gel nails, natural nail care: manicuring and pedicuring to include spa services. They will also be qualified to pass the MO State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional manicurist license. The knowledge and skills will prepare graduates for work as an entry level manicurist.

TUITION AND FEES – Nail Technology

Tuition	$4,825.00
Textbooks	$75.00
Tech Fee	$80.00
Kit Fee	$445.00
Total	$5,425.00

*Student Application Fee: All enrollees must provide $100.00 to Summit Salon Academy Kansas City for student license and application fee at least 2 weeks prior to starting class. This is a non-refundable fee.

*All enrollees must also pay Missouri Board of Cosmetology and Barber Examiners processing fee of $37.00

CURRICULUM – Nail Technology

This course length is 400 hours. Full-time attendance is defined as 5 days per week, Monday through Friday, 9:00 a.m. to 4:30 p.m. Will equal a 35-hour week. This course is taught in English.

This period is divided approximately as follows:

Subject	Hours
Manicuring and Pedicuring, Hand/Arm Massage, Treatment of Nails	220
Salesmanship/Shop Management	20
Sanitation and Sterilization	20
State Law	10
Anatomy	10
Study/use/application of certain chemicals	40
Misc. Lectures Tests Review	80
Total	400

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing - 79 and below**

INSTRUCTIONAL METHODS

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

GRADUATION REQUIREMENTS – Nail Technology

Each student must successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. *Please note: While a student may graduate with an approved payment arrangement, any money owed to the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."*

O*Net Link– Nail Technology

https://www.onetcodeconnector.org/ccreport/39-5092.00

INSTRUCTOR TRAINING
600 HOURS

COURSE DESCRIPTION – Instructor Training

Full-Time is defined as 35 hours per week, five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m., equaling 25-hours per week. Time in this course is spent learning the technical skills of teaching the course in which the student holds a professional license. This will include lesson planning, teaching principals, psychology, motivation, classroom training, and practice teaching. This course is taught in English.

EDUCATIONAL OBJECTIVES – Instructor Training

At the completion of this course the graduate will be qualified to pass the MO State Board of Cosmetology and Barber Examiners Instructor exam that pertains to the basic license the student already holds and receive an instructor's license in that specialty. The student will be able to teach that specialty in a cosmetology school and will be familiar with procedures for creating lesson plans and curriculums. Graduates will have the option of instructing in a school, working in a salon or spa, being a product representative, a platform artist, a school owner, or manager.

TUITION AND FEES – Instructor Training

Tuition	$7,460.00
Textbooks	$186.00
Kit Fee	$0 (NA)
Total	$7,646.00

*Student Application Fee: All enrollees must provide $100.00 to Summit Salon Academy Kansas City for student license and application fee at least 2 weeks prior to starting class. This is a non-refundable fee.

*All enrollees must also pay Missouri Board of Cosmetology and Barber Examiners processing fee of $37.00

CURRICULUM – Instructor Training

This course length is 600 hours. Full-Time attendance is defined as five days per week, seven hours per day, Monday through Friday, 9:00 a.m. to 4:30 p.m. with a 30 min lunch break, equaling a 35-hour week. Part-Time attendance is defined as five days per week, five hours per day Monday through Friday from 9:00 a.m. to 2:00 p.m., equaling 25-hours per week. This course is taught in English.

The hours are divided approximately as follows:

Subjects	**Hours**
Teaching principles, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing, and evaluation	200
Psychology, personality in teaching, teacher evaluation, counseling, laws of learning, and speech	50
Business experience or management, classroom management, record keeping, buying, inventory supplies, and State Law	50
Practice teaching in both theory and practical	300
Total	600

Grades are recorded as follows:
Satisfactory - 80 and higher **Failing - 79 and below**

INSTRUCTIONAL METHODS

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

GRADUATION REQUIREMENTS – Instructor Training

Each student must write a lesson plan and successfully teach an assigned theoretical and demonstration class, successfully complete the required number of clock hours required for the program as well as satisfy all academic and financial obligations to the Academy. All financial obligations must be paid in full and/or an approved payment arrangement set up prior to clocking out for the last time. When all obligations are met the student will receive a diploma and appropriate certificates from the Academy. Please note: While a student may graduate with an approved payment arrangement, any money owed to the Academy must be paid before the student's State Board Application is filed. This is in alignment with State Law 329.040 #17: "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination."

O*Net Link – Instructor Training

http://www.onetcodeconnector.org/ccreport/39-5012.00