

AGENDA

CONNECTICUT EXAMINING BOARD FOR BARBERS, HAIRDRESSERS AND COSMETICIANS

Monday, April 27, 2020 at 9:30 AM
Department of Public Health
410 Capitol Avenue, Hartford, CT
Third Floor Hearing Room

CALL TO ORDER

I. Minutes

Review and approval of the minutes from January 27, 2020.

II. New Business

A. School Approval

- Branford Academy of Hair & Cosmetology – Bridgeport, CT
- SoNo Academy – South Norwalk, CT

B. Memorandum of Decision

- Luiciana DeRosa (Unlicensed) – Petition No. 2018-1414

ADJOURN

**This meeting will be held by telephone conference.
The call in number for the meeting is 1-877-653-5974. The passcode is 10619990.**

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

A meeting of the **Connecticut Board for Barbers, Hairdressers and Cosmeticians** was held on Monday, January 27, 2020 at the Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut, in the third floor Hearing Room.

BOARD MEMBERS PRESENT: Francine Austin – *via telephone*
Donald P. Carrozzella, H/C – *via telephone*
Linda Duncan – *via telephone*
Raymond J. Mastrangelo, M.B – *via telephone*
Joe Mazzoccoli, M.B – *via telephone*

BOARD MEMBERS PRESENT: Peter Aiello, M.B.

The meeting was called to order at 9:30 a.m.

I. MINUTES

The minutes of the November 25, 2019 meeting were reviewed. Mr. Mazzoccoli, made a motion, seconded by Mr. Carrozzella, that the minutes be approved. The motion passed.

II. New Business

School Approval

- Bravado Academy – New London, CT
Mr. Carrozzella made a motion, second by Ms. Duncan, recommending approval of a change of location for Bravado Academy. The motion passed.

III. ADJOURNMENT

The meeting was adjourned at 10:30 a.m. on a motion by Mr. Mazzoccoli, seconded by Mr. Mastrangelo.

Respectively submitted,
Joe Mazzoccoli

Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians

From: [Manna, Frank](#)
To: [Kardys, Jeffrey](#)
Subject: FW: Letter of Intent
Date: Wednesday, April 01, 2020 2:22:46 PM

Jeff, can you please add The Branford Academy of Hair and Cosmetology as a new location to the April 27, 2020 board meeting agenda for barbers, hairdressers and cosmeticians.

Frank

Frank Manna, Jr.

License and Applications Analyst
Practitioner Licensing and Investigations Section
State of Connecticut Department of Public Health
410 Capitol Avenue, MS# 12APP
PO Box 340308
Hartford, CT 06134
860-509-8126 📞 **Phone**
860-707-1930 (Fax) 📠

- Let us know how we are doing: [Survey](#)"

<https://www.surveymonkey.com/r/Y7D822D>

Website: ct.gov/dph/licensing

📧 E-mail: frank.manna@ct.gov

On-Line License Portal: <https://www.elicense.ct.gov/Default.aspx>

Office Policies: <http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389534>



From: D.Leonardi <dleonardi77@gmail.com>
Sent: Thursday, March 5, 2020 4:30 PM
To: Manna, Frank <Frank.Manna@ct.gov>
Subject: Letter of Intent

Good afternoon,
The Branford Academy of Hair & Cosmetology 251 W. Main St Branford Ct.06405 203.315.2985 is seeking to open a branch campus located at 1450 Barnum Ave Bridgeport Ct. 06610 203.870.0941. At this location, we will be teaching our Barber & Cosmetology curriculum as we do in our Branford campus. Listed are our instructors & license numbers:

Diana Leonardi 040603 5161
Dequan Gormany. 005421. 051576
Joseph Suvak 066190
Elizabeth Sheffield 45073
Jazmin Lopez. 061406

Alicia Pascheralis. 057897
Paola Domena. 66207

Attached are the documentations requested for our Bridgeport location. Should you need any further information, please feel free to request.

Diana Leonardi

Head of School
Branford Academy of Hair & Cosmetology
203.315.2985
www.branfordacademy.com
school code 041-288

Confidentiality Notice: This electronic communication and any attachments hereto contain confidential information from the Branford Academy of Hair & Cosmetology. This information is only for use by the intended recipient and use by any other party is not authorized. If you are not the intended recipient, or believe that you have received this electronic communication in error, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this communication or its attachments is strictly prohibited. If you have received this electronic communication in error, please delete it from your system and notify us immediately by telephone at (203) 315.2985 or by reply electronic mail to the person from whom this message was received, Thank You.

Applicant profile

Recommended Start Date: _____ / _____ / _____

Days - Full time Days- Part-time

Part-time Evening

Pre-Enrollment Receipt of Information:

The written information concerning the following topics was received prior to signing my enrollment agreement.

___ School Catalog

___ most recent annual report statistics

___ Certification or Licensing requirements of the jurisdiction for which training is provided

___ State Licensing Disclaimer

___ Rationale for program that exceeds the State required length.

Student Signature _____

Admissions Rep _____

Date _____

Branford Academy Enrollment Application

Please complete and submit the entire 3-page application. Incomplete applications will be returned to you and will delay the decision on your acceptance.

Name: _____

Last name _____

Mailing address: _____

Telephone: _____

E-mail: _____

Gender: Male. Female _____

Nearest Relative: _____

Number & street _____

City _____ State _____ Zip _____

Have you ever been convicted of a felony? Yes No If yes, explain:

Which best describes your application status New applicant Former Branford Academy student Transfer

If transfer, from where? _____

Why are you transferring ?

How many hours do you currently have? _____

When would you like to begin classes? _____

Which program are you interested in? Cosmetology Esthetics Barber Make up

Which campus location would you like to attend? Branford Bridgeport

full-time student part-time student

Which schedule are you interested in? Days Evenings

Do you have reliable transportation? Yes No

Do you work? __ Yes __ No

If yes, name & address of employer

List the last high school you attended and your status when you left (i.e. Grad, GED, Withdrew).

List all other educational institutions you have or are attending.

Have you been suspended or dismissed from any cosmetology school or college for academic, attendance or disciplinary reasons? __Yes __No

If yes,

explain: _____

To provide you the best education, please let us know if you have an IEP or Special Education plan so we can make accommodations for your State Board Exam. __Yes __No

Answer the following questions in 3 or 4 sentences.

1.) Why will you be a great student at our school?

2.) What obstacles might prevent you from achieving excellent attendance and excellent academic performance?

3.) How did you hear about Branford Academy?

4.) What traits do you have that will help you succeed in this industry?

5.) What are your long-term career goals?

6.) Why did you choose Branford Academy?

Admission Policy

All prospective students must complete an Admissions Application and return it to the campus location of their choice.

All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.

Incomplete applications will not be considered for review.

Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager.

Submitting an application does not guarantee admission.

Prospective students will be notified by Email of approval or denial of admission.

Branford Academy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

Branford Academy teaches all courses in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.

I certify that to the best of my knowledge, the information given in this application is true. I understand that any omission or misrepresentation of facts will be cause for refusal of admission, cancellation of application, or dismissal from Branford Academy if later discovered. I further understand that, if I am approved and accepted into the program, it is MY RESPONSIBILITY to arrange for ALL ADMISSION CREDENTIALS (diploma, official transcripts, down payment, state ID & financials etc.) to be received by the Admissions Office AT THE TIME OF MY ENROLLMENT.

Applicant Signature: _____

For Office Use Only:

Date application received: _____

Application fee paid _____

Enrollment Agreement Cosmetology

The Branford Academy of Hair & Cosmetology

This Document, once signed by both parties, becomes a binding contract between student and The Branford Academy of Hair and Cosmetology. If legal action is taken to enforce this contract or collect unpaid charges, the student will be responsible for all legal fees involved.

Student Profile

Class Start Date _____ Social Security Number _____

Birthday ____/____/____ Driver License _____

Name _____

Address _____

City _____ CT _____

Telephone _____ Cell _____

Course Information Cosmetology

New Cosmetology Student (1500 hours) _____
 Transfer Student (Less then 1500) _____

_____ Full Time: Tuesday through Friday 9a.m. to 5p.m. & Saturday 9am to 4pm **34 hours / 44 weeks**

_____ 3/4 Time: Tuesday through Saturday 9a.m to 3p.m. **27.5 hours/55 weeks**

_____ Part Time Tuesday through Saturday 9am - 1pm **20 hours/75 weeks**

Tuition Agreements

Application fee **\$30.00** _____
 Registration Fee **\$150.00** _____
 Tuition of **\$ 165550.00** _____
 Supplies* optional **\$3350.00** _____
 Lab Fees **\$1800.00** _____
 Total due to school \$ _____
 Termination fee/ withdrawal fee \$ 150.00 _____

*Please Note: The calculated length of your course is: _____ scheduled hours starting and ending on the dates below. This time frame allows you _____ hours of personal time. If you **do not** complete the course by the course ending day hours, the current tuition rate per hour of \$20.00 will be charged for each hour of additional instruction time needed to complete your course. **The Minimum Settlement and Cancellation Policy are detailed on page 3 of this contract. ** Please read it carefully.**

**Actual amount of federal student aid will vary depending on eligibility determined by the FEDERAL Application for Student Aid. Any balance not paid by financial aid must be paid by the student. This holds true if the amount of student aid is less than the amount given above. Final eligibility and availability of financial aid funds can not always be determined at the time of enrollment. A separate Financial Aid award sheet will show you the breakdown of your Financial Aid. The Branford Academy will release the affidavit of hours only after all financial commitments have been achieved.

Additional Expenses
 A \$65.00 cashier's check made payable to Pro-metric for the examination fee. A \$100.00 cashier's check made payable to the Treasurer State of Connecticut for the state licensing fee.

The Branford Academy of Hair & Cosmetology LLC accepts credit cards (Visa, MasterCard, or Discover), cash, checks or Title IV Funding (for those who qualify) in conjunction with TFC Loans as payment. TFC Financing or private payments are mandatory.

*I _____, am enrolled as a student at The Branford Academy of Hair and Cosmetology and agree to make regular payments, payable at the office of the school. If a payment is not made within a week after it is due, the unpaid balance shall immediately become payable and attendance may be held in abeyance at the option of the school directors. I further agree that I will obey all rules and regulations of the school as described on the reverse of this contract. Disregard of any school rules can be cause for termination. All courses are taught in **ENGLISH**.*

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

Director-School Official

Anticipated Graduation Date ____/____/____

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of 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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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 scheduled hours.

**PERCENT OF SCHEDULED TIME:
ENROLLED TO TOTAL COURSE
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%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

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 this enrollment agreement.

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

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs.**

If the Academy is permanently closed or no longer offering instruction, after a student has enrolled, the student shall be entitled to a pro-rated refund.

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control. The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Cost over Contract: If a student fails to complete the program in the time allowed as contracted, an additional time period of 140 for Cosmetology, 50 for Barbering & 45 for Esthetics clock hours will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours and if applicable, an extension by the school due to official medical leave of absence, the hours made up after graduation date will be charged at the rate of \$20.00 per hour:

School Rules and Regulations

1. Students **MUST** obey all rules of personal hygiene and sanitation at all times. Courtesy to staff, fellow students and clients is required at all times.
2. It is mandatory for students to wear required uniform—**ALL BLACK** or black Branford Academy shirt, black dress pants **NO SWEAT PANTS**, black skirt (knee length). Black shoes or black sneakers. Black Branford Academy apron. If you are out of uniform by not wearing the Branford Academy shirt or are wearing anything that covers the Branford Academy shirt, you will receive a warning slip. After you receive three warnings, you will be put on a three day suspension. (Academy sweat shirts are permitted)
- 2a. Items **NOT PERMITTED:** Jeans, tank tops, halter tops, or any top showing your midriff. Shorts or skirts shorter than your Branford Academy apron. No Open toe shoes, sandals or sneakers showing a logo or Uggs of any type.. If you are wearing any of the above articles of clothing you will be sent home for the day).
3. Hair and makeup must be done prior to arriving to school. Remember, fashion, creativity and beauty is the profession you are entering. If you want the part, act and look the part. Keep in mind; this is the prelude to your **FUTURE.....** This is your opportunity to express to the administration, the type of salon/spa you wish to seek employment with.
4. Smoking is prohibited in the Academy. If a student is found smoking in the school they will be clocked out & sent home.
5. Upon your arrival for the first day of class, your palm of your right hand will be registered in our system. Each student is required to clock in and out by scanning their palm each day. If you do not scan in you will not receive credit for that time. If a student is late or absent, the Academy must be notified by 15 minutes after their scheduled time to be in school (Morning students must contact the Academy by 9:15am and evening students must contact by 5:15pm)
6. Each student is required to be on time every day they are scheduled to be in school. If a student is late for class, they will not be able to clock in until the following hour. Clock in times for full time/part time day students is 9:00am.. You will be able to clock in at 10:00am or 1:00 pm. . Evening students are expected to be clocked in at 5:00 pm. Final swipe time is 6:00pm, nothing later. . The only accepted excuse for mandatory Saturday classes is a funeral. All other excuses are not acceptable. Students need to attend classes when they are scheduled to attend.
- 6b. **If you forget to clock out at the end of the day, You will loose that time. Corrections will not be made. Students MUST clock in and out each day when you enter school, for your lunch break & at the end of the day when you leave. Failure to do so will result in loss of hours.**
- 7a. If any student misses or fails a test given on a specific test day, they cannot perform services of the chapter until they pass the theory test.
- 7b. If a student misses or fails a test, that student will not be able to receive a service or perform a service on any other student or model until the test is a passing grade.
- 7c. Make up test are given every Friday morning at 9am (Thursday for evening students) each student has two weeks to make up the test they are missing, if they do not make up their test within the two week time period they will be put on a three day suspension and will have to make up the test when they return.
8. Absences due to illness for more than 3 days must be accompanied by a physician's note. You will not be able to return to school without a physician's note.
9. Consumption of food or drink in cutting area or class rooms is not permitted. You are provided a lunch room and eating area. 10. No gum chewing on the clinic floor.
11. No foul language to a teacher, staff member, fellow student or customer. If foul language is heard, you will be given an oral warning. On the third warning, you will be asked to go home and put on a three day suspension.
12. Acts of any insubordination (disobedient or bad behavior) to any staff member of the Branford Academy will result in suspension and possible termination.

13. Personal phone calls are NOT permitted. NO CELL PHONES. If you are using your cell phone it will be taken away from you. If you are continually found using your cell phone, you will receive warning slips. After three warning slips, you will be placed on a three day suspension.

14. Damage to Academy property must be replaced by the responsible person.

15. Each student is responsible for their own equipment, supplies, and books. If a student doesn't bring their books or equipment to school, they will be sent home for the day. If books or equipment are lost or stolen, they need to be replaced by the student. Please LOCK your wheel-a-about and lockers. If any items are left out in any school area after a student departs from school for the day, the item will be thrown away. Please put your belongings away.

16. Students must maintain ALL financial commitments to Branford Academy. Failure to maintain financial commitments will result in suspension from the school. The Branford Academy will not release an affidavit of hours until all financial commitments have been met.

17. Students are NOT allowed behind the front desk or dispensary area. Students are not allowed to answer the school phone or use the cash register.

18. Teachers only will administer chemicals to students for application.

19. Any student who refuses a customer or mannequin work will be sent home for that day.

20. Each student will have a sanitation duty. If sanitation is not done, you will receive a warning; on the third warning you will receive a three day suspension.

21. Each student is required to participate in all school events, if in violation (there are NO exceptions) you will receive a three day suspension.

22. If a student needs to make up hours, it is necessary to fill out a "permission slip" to make up hours. Please, try to fill this out in advance, have it approved and then signed off with appropriate teacher. Day students are allowed to make up missed hours on **SATURDAY 9am-2pm ONLY**. Evening students are allowed to attend classes on **FRIDAY 9am-2pm** only. Day Esthetic students are allowed to make up time on **Thursday evenings 4-9pm ONLY**. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic or with a teacher for theory.**

23. Students are allowed to make up 5 hours upon filling out a REQUEST form in advance. All students are allowed to make up a MAXIMUM of 5 hours per week, no matter the program enrolled in or schedule elected. Forms must be filled out and submitted to your assigned teacher for signature. All forms must be signed by an instructor with the exact time a student departs for the day. Adjustments will be entered ONLY if the form is filled out correctly and signed by instructors. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic.**

24. If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on a 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.

25. Absolutely NO earbuds in your ears either in class or on the clinic floor.

26. Drug / Alcohol use:

The illicit use, transfer, possession, and/or sale of illegal drugs or alcohol are prohibited in and around the campus grounds. Any student suspected of drug or alcohol abuse will be reported to the police & referred to an appropriate community agency(s) for necessary treatment, at their own expense. Branford Academy of Hair & Cosmetology has a Zero tolerance Policy.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____ Anticipated Graduation Date _____

Sanitation Duties

Sanitation Duties assigned by the instructors are to be clean and sanitized, assigned areas must be inspected by instructors before any student is allowed to punch out. We must maintain a clean work area in the school.

Breaks and Lunch

Student breaks and lunch will be given at the instructor's discretion. Students must clock out and back in for a lunch break. 10 minute breaks are not required to punch out for.

Disciplinary Procedures

Branford Academy of Hair & Cosmetology reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited too, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours.

Additional Disciplinary Procedures will be enforced for the following reasons.

1. Branford Academy of Hair & Cosmetology may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog.
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Clients.
- e. Failure to follow established rules as stated in this catalog list on pages and that was signed by you.

Permanent Dismissal can result from any of the following reasons.

1. Being on the Branford Academy of Hair & Cosmetology grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person)
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

1st offense: verbal / written warning (re Advisory Form)

2nd offense: written warning with a 1 Day Suspension.

3rd offense: written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges as they apply.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Policy Changes:

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, policies, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

FAILURE TO ABIDE BY THESE RULES AND REGULATIONS ARE CAUSE FOR TERMINATION. ADDITIONS, OMISSIONS, AND CORRECTIONS TO THESE RULES & REGULATIONS ARE POSTED ON THE SCHOOL BULLETIN BOARD.

REQUIREMENTS FOR GRADUATION: A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field. Upon successful completion the student will be awarded a Certificate of completion. The Branford Academy will release the affidavit of hours **ONLY** after all financial commitments have been achieved.

The Branford Academy cannot guarantee employment but will do all possible to assist individuals in finding employment upon graduation and thereafter. Students are informed verbally of The Branford Academy's Employment Program. We are your employment agency. Records are maintained on student employment status. Area salons are encouraged to come to the school to for interviews and call school when in need of an employee. Job shadow interviews are set up for students in their last 200 hours of school. Job opportunities are posted on the school bulletin board. Graduates are encouraged to call the school for the latest job opportunities.

There are no licensing requirements for Esthetics in the State of Connecticut. .

The State of Connecticut Department of Higher Education requires each student to complete _____ clocked hours to complete the _____ course.

Student and Academy have herein set out a complete description of services the Academy is to furnish and for which the student is to pay. Such description as to class and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the student by the Academy.

1. Student agrees to attend classes regularly as scheduled and as may appear on all such bulletins and notices, to prepare all lessons and perform all duties incident thereto and to abide by all rules of the Academy as may now exist, or as may be changed or come into existence from time to time, which are detailed in the most recent edition of the Academy's Student Handbook/Catalog.
2. All financial commitments must be met before the school will release any information about student hours, whether it is for state licenses or transferring to another school. If a student has a balance with the school, it **MUST** be paid in full within 30 of the last day of attendance. After 30 days the student's ledger card will be sent to a collection agency and may incur additional fees.
3. Students may be expelled or suspended for violation of any of these or the rules listed below.
Additional Rules & Regulations for the Academy

*Approved textbooks and equipment must be obtained from the Academy's office. No borrowing of books or equipment is allowed.

* Students must obey all rules regarding personal hygiene and sanitation. Students without uniforms or wearing soiled uniforms will not be permitted in to class.

*Students are not permitted to gossip or cause discord or disrupt classroom activities at any time - doing so may be grounds for termination of enrollment.

* Student's telephone calls are permitted **ONLY** during assigned break times (except for emergencies) out of the building. ***Students will be charged extra for instruction time needed (if any) to successfully completed and receive a passing grade on all sections of the final examination.**

4. Upon the successful completion of the course, the student may register for employment assistance and the Academy will use its best efforts to successfully place the student. However, the student is advised that the law prohibits any school, college, etc. from guaranteeing placement as inducement to enter said college.

BOTH PARTIES, BY SIGNING, ACKNOWLEDGE THEY HAVE READ THE CONTRACT AND HAVE RECEIVED A COPY OF THE CONTRACT AND THE SCHOOL CATALOG.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Branford Academy of Hair & Cosmetology

Catalog

“The Branford Advantage” Cosmetology 1500 hour program

**Branford Academy of Hair & Cosmetology
251 W. Main St Branford, Building 2, Suite 10
CT 06405**

** Accredited School

**Branford Academy of Hair & Cosmetology
1450 Barnum Ave, Bridgeport CT 06615**

** Unaccredited School

203.315.2985

**www.BranfordAcademy.com
Director@branfordacademy.com**

Date of Publication **September 19 2019-2021**

Table of Contents

Table of Contents

Welcome.....	Pg 4
Mission Statement.....	Pg 4
Ownership.....	Pg 4
Faculty.....	Pg 4
Facility + Equipment.....	Pg 5
School Hours.....	Pg 5
Approvals, Accreditation and Affiliation.....	Pg 5
Non Discrimination Policy.....	Pg 5
Admission Requirements.....	Pg 5
Transfer Students	Pg5
State Licensing Disclaimer.	Pg 6
Important Facts.....	Pg 6
Licensing requirements.....	Pg 6
Industry requirements.....	Pg 6
Occupations Available.....	Pg 6
Annual Performance Statistics.....	Pg 7
Course Outlines - Cosmetology, Barbering, Esthetics, Nails & Eye Lash	Pg 7-15
Satisfactory Academic Progress Policy (SAP).....	Pg 16
Evaluations Periods.....	Pg 16
Attendance Progress Evaluations.....	Pg 16
Maximum Time Frame.....	Pg 17
Academic Progress Evaluations.....	Pg 17
Grading Scale.....	Pg 17
Determination of Progress.....	Pg 17-18
Warning.....	Pg 18
Probation.....	Pg 18
Reestablishment of SAP.....	Pg 18
Interruptions- Course Incomplete's- Withdrawals.....	Pg 18
Appeal Procedure.....	Pg 19
Transfer hours.....	Pg 19
Graduation Requirements.....	Pg 19
Employment Assistance Policy.....	Pg 19
Drug Free Campus + Workplace Policy.....	Pg 19
School Advisor.....	Pg 19

Family Education Rights and Privacy Act (FERPA).....	Pg 20
Policy for Non Disclosure of Non Public Personal Information.....	Pg 20
Release of Information Authorization Form.....	Pg 20
Campus Crime + Security Policy.....	Pg 20
Photo release + Consent	Pg 21
Release of Liability Policy.....	Pg 21
Grievance Policy	Pg 22
Grievance Form	Pg 23
Program Schedules.....	Pg 23
Program Start dates	Pg 23
Holidays/Closings.....	Pg 23
Rules + Regulations.....	Pg 24-25
Sanitation Duties	Pg 25
Disciplinary Procedures	Pg 25
Policy Change	Pg 26
Tuition + Fees.....	Pg 26
Other Expenses.....	Pg 26
Method of Payment.....	Pg 26
Registration Fee.....	Pg 26
Termination Fee.....	Pg 26
Returned Check Fee.....	Pg 26
Transcript Fee.....	Pg 26
Refund Policy.....	Pg 26
Cost over Contract.....	Pg 27
Information about Financial Aid.....	Pg 27
Opt out forms	Pg28-33
Opt IN & Kit List forms	Pg 34-39
Authorization page	Pg 40

Welcome to the Branford Academy of Hair & Cosmetology

All courses are taught in English

Branford Academy of Hair & Cosmetology is referred to in this catalog as also Branford Academy.

Branford Academy of Hair & Cosmetology is dedicated to providing OUR students a quality education using the latest technology available. Branford Academy's curriculum utilizes the Milady Standard Text and supplement materials.

Branford Academy is committed to creating a professional atmosphere where there is synergy, excitement and teamwork.

Branford Academy invites you to our facility to meet with our staff and experience the career training of your choice, whether in cosmetology, barbering, nail technology or skincare. Now is the time for change to enter an exciting, creative industry!

Mission Statement

Branford Academy of Hair & Cosmetology brings world class education and training to the Connecticut Shoreline, offering a comprehensive, progressive education in the basics of Hairdressing and Cosmetology, in a salon atmosphere. The owner, faculty and staff strive to maintain the level of excellence which makes our cosmetology program among the best available. The Academy furnishes students with the necessary training to become cosmetologists, manicurists, pedicurists, platform artists, make-up artists, salon owners, managers, colorists, manufacturer representatives and cosmetology instructors.

Branford Academy's time-tested education program continually ensures its students receive that most contemporary methods and tools, while instilling in every student the commitment to develop the proper skills to succeed.

Branford Academy of Hair & Cosmetology Ownership

Diana Leonardi legally owns and controls Branford Academy of Hair & Cosmetology which is recognized by the State of Connecticut Department of Education, NACCAS & Department of Education.

Branford Academy of Hair & Cosmetology Faculty <u>Branford</u> Campus			Branford Academy of Hair & Cosmetology Faculty <u>Bridgeport</u> Campus Non Accredited		
<i>Department</i>	<i>Staff Member</i>	<i>Title</i>	<i>Department</i>	<i>Staff Member</i>	<i>Title</i>
Administration:	Diana Leonardi	Owner/ School Director	Administration:	Diana Leonardi	Owner/ School Director
	Ann Lynch	Book Keeping		Ann Lynch	Book Keeping
	Tracy Casiero Melissa Hay	Admissions Admissions			Director of Admissions
	Jazmin Lopez	Financial Aid			Director of Clinical Education
Education	Joseph Suvak	Cosmetology Instructor	Education	Joseph Suvak	Cosmetology Instructor
	Dequan Gormany	Cosmetology/ Barber Instructor			Cosmetology/ Barber Instructor
	Paola Domena	Esthetic Instructor			Esthetic Instructor
	Alicia Pascheralis	Cosmetology Instructor			Cosmetology Instructor
	Elizabeth Sheffield	Cosmetology Instructor			Cosmetology Instructor
	Alicia Pascheralis	Cosmetology			

Facility + Equipment

Branford Academy of Hair & Cosmetology is located at 251 W. Main St Building 2 Suite 10, Branford CT 06405. The Branford facility is conveniently located off Rte 1 with full access to Northeast Transportation (New Haven's City Bus System). 1450 Barnum Ave Bridgeport, Ct 06551 (**non accredited**) is located off interstate 95 Exit 31. Both locations are fully equipped to meet all the demands of today's salon. The facility includes private classrooms, client reception and work areas, management offices, student lounge and equipment. It is handicapped accessible, ADA (American Disabilities Act) compliant, and offers ample free parking. There is no housing available to students.

School Hours

Branford Campus is open Monday - Thursday: 9:00AM - 9:00PM, Friday 9:00AM - 4:00PM & Saturday: 9:00AM - 3:00 PM

Bridgeport Campus (non accredited) is open Tuesday - Saturday 9:00AM-5:00PM

Students are **NOT required** to attend school on **Spring Break April 13 - 18**

Memorial Day, the week of July 4th, Labor Day week August 31 - September 8, Veterans Day, Thanksgiving Day, and Black Friday, December 24 - January 2nd

Approvals, Accreditation and Affiliation

Branford Academy is approved by the State of CT Dept. of Health Services, 410 Capitol Ave. Hartford, CT. 06134 Phone: 860-509-7569, and is accredited by National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street Alexandria, VA 22314 Phone: 703-600-7600 and Approved by the Office of Higher Education State of Connecticut 450 Columbus Blvd, Suite 707 Hartford, CT 06105 860-947-1816

MILITARY SPOUSES

The Office of Higher Education and the State Approving Agency have approved Branford Academy of Hair & Cosmetology programs for the training of veterans. Veterans, children of veterans, and spouses of veterans seeking educational assistance for training provided by the VA should apply to the Veteran's Office located within our Financial Aid department for application procedures and qualifications.

Branford Academy, its staff and/or faculty are members of:

- Chamber of Commerce
- American Association of Cosmetology Schools
- Cosmetology Educators Association

Non Discrimination Policy

Branford Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

Admission Requirements

Branford Academy admits as regular students those that have met the following requirements for enrollment:

- For all accredited course, an applicant must be at least 18 years of age. All prospective students must complete an Admissions Application, **\$30.00** non refundable fee is charged, and return it to the campus location of their choice.
- All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by Email of approval or denial of admission.
- Branford Academy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.
- Branford Academy teaches all courses in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration. The applicant shall receive and review the school catalog, and be given a tour of the facility.
- **Provide Verification Documentation:** Copy of High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, and driver's license or birth certificate. **Branford Academy does not accept** A/T/B students.

Transfer Students will be accepted provided:

- The above admissions requirements are completed
- An official transcript of hours earned from the previous school is received and does not exceed 5 years prior to the date of application for admission to **Branford Academy of Hair & Cosmetology**

- A transfer student must attend a minimum of 300 hours at **Branford Academy of Hair & Cosmetology**
- Student was not terminated from the previous school due to drug/ alcohol and/or unprofessional conduct

Reentry Students will be accepted provided:

- Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements with the Financial Aid officer.
- Previous tuition payments will be credited to the students balance
- Reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- Pay the **\$150.00** Non-refundable registration fee

State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Department of Health to deny licensure. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Branford Academy is not responsible for students denied licensure. Students who are not US residents or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

Important Facts about Branford Academy of Hair & Cosmetology Programs.

Branford Academy of Hair & Cosmetology offers programs in Cosmetology, Barbering, Esthetics, Eyelash Extensions and Makeup Artistry. **All programs are taught in English.**

Licensing requirements:

Cosmetology, Esthetics & Barbering are clock hour programs which prepare the student for Licensing.

The State of CT requires a student to have completed the eighth grade, the required hours of instruction from a CT state approved curriculum and passed the CT State Board Written Exam with a minimum score of 70% in order to obtain a Cosmetology / Barbers license.

Reference to state regulations: www.ct.gov/dpl

Cosmetology requires 1500 clock hours. Barbering requires 1000 clock hours. Esthetic 600 clocked hours

Currently the State of CT does not require licensing for Esthetics, Nail Technology or Makeup Artistry.

All of our **Cosmetology** programs are offered in a Day schedule (full or part-time) and Evening schedule. Esthetics & Barbering programs are full or part time day programs.

Industry Requirements:

According to CT Job & Career Connection the average statewide annual income for these occupations
Cosmetologists/Hairdressers
www.bls.gov/oes/current/oes395012.htm. Standard Occupational Classification Code (SOC) 39-5012.00.
<http://www.onetonline.org/link/summary/39-5012.00>

Aestheticians
www.bls.gov/oes/current/oes395094.htm
Standard Occupational Classification Code (SOC) 39-5094.00
<http://www.onetonline.org/link/summary/39-5094.00>

Barber
<https://www.bls.gov/oes/current/oes395011.htm>
Standard Occupational Code
<https://www.onetonline.org/link/summary/39-5011.00>

Cosmetology 1500 Full time 34 hrs per week, 3/4 time 27.5 per week, part time 22 per week
Barber 1000 Full time 27,5 hours per week Part time 22 hours per week
Esthetics Full time 25 hours per week. Part time 16 hours per week

Hygiene: It is important for cosmetologists/barbers to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist / barber's job to help others look as attractive as possible; therefore it is important for the cosmetologist/barber to have a neat, clean appearance. Most people would not want to go into a salon/barber shop and have someone do their hair or make-up, which clearly doesn't take care of their own hair and make-up. Cosmetologist/Barbers' physical appearances are walking references to their skill ability.

In terms of cleanliness, refined personal hygiene is crucial for Cosmetologists/Barbers. Cosmetologists/Barbers regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

Body Positioning: Cosmetologists/Barbers are required to stand about 75 percent of the time. Cosmetologists/Barbers must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when washing a client's hair or administering a facial. The back experiences significant stress during the course of a cosmetologist's day. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as cosmetologists/Barbers because they will not be able to perform tasks accurately.

Steady Hands: A cosmetologist/Barber's hands are frequently exposed to water and cleansing. Cosmetologists/Barbers work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the cosmetologist/Barber must have the ability to control their hands and fingers at all times, including holding the hand very steady while cutting hair, applying makeup or other beauty treatments. A cosmetologist/Barber who cannot hold their hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

Allergies: Cosmetologists/Barbers are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology/barbering due to their adverse physical reactions to the tools of the trade.

Using Tools: Cosmetology/Barbering tools can cause cuts and other injuries, so it's important that a cosmetologist have reasonably good vision so she can handle the tools safely. Dexterity to grasp scissors, razors and small make-up tools is important.

Occupations available:

For licensed professionals jobs include Salon/ Spa/Barbershop ownership or management, Full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/ Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors
Other areas include: Hair, Nail or Makeup artistry for Film ,Theater, Photography studio or Department store, Product manufacturer Marketing or Educational Support Representative, Manicurist, Skin care specialist.

Annual Performance Statistics

Branford Academy of Hair & Cosmetology performance statistics for the calendar year 2018 reported:

Completion	Licensure	Placement
71.43%	100%	75%

No crimes or incidents were reported by, or to Branford Academy of Hair & Cosmetology

Course Outline...

Course: COSMETOLOGY

Program / Course Description: The Primary purpose of the Cosmetology course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

Course Goals/ Objectives:

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
2. To prepare students to work in a professional salon/spa.
3. To develop employer/employee relationships and effective communication skills

Instructional Methods:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry.

Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented

through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

References:

Students follow *Milady's Standard of Cosmetology*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

State of CT. Curriculum / Units of Instruction:

1. The total curriculum shall not be less than **1500 hours of instruction**
2. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but on a mannequin only.

The remaining thirteen hundred (1300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

MINIMUM REQUIRED INSTRUCTION HOURS

<u>Content Area</u>	<u>Theory Hours</u>	<u>Clinic Hours</u>
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	200
Business & Professional Relations	10	10
Hair Care & Treatment	20	200
Skin Care, Facial, Make-up, Shaving	15	80
Manicuring	15	40
Hair Shaping & Styling	75	750
State Laws for Barbers & Hairdressers and EEOC Guidelines	5	0
TOTAL HOURS	200	1300

Orientation 4 hrs

I. **Sanitation and Hygiene**..... 35 hrs

A. Hygiene and good grooming

1. Personal Hygiene
2. Good Grooming

B. Sanitation Procedures

1. Definition
2. Importance
3. Methods of Sanitation
4. Chemistry as Applied

II. **Anatomy and Physiology**..... 15 hrs

A. Dermatology

1. Structure of the Skin
2. Functions of the Skin
3. Conditions of the Skin
4. Disorders of the Skin

B. Trichology

1. Structure of Hair
2. Composition of Hair
3. Blood and Nerve Supply
4. Growth and Regeneration
5. Color, Texture, Elasticity, Porosity
6. Conditions and Disorders

C. Nails

1. Structure and Composition
2. Growth and Regeneration
3. Nail Irregularities

III. **Chemical Procedures**..... 230 hrs

A. Hair Coloring and Lightening 1. Purpose and effects

2. Materials and Supplies
3. Classification (types)
4. Safety Measures
5. Procedures
6. Corrective Measures
7. Fillers

B. Removal of Artificial Color 9. Special Effects

10. Chemistry as Applied

B. Chemical Waving

- 1. Purpose and Effect
- 2. Material and Supplies
- 3. Scalp and Hair Analysis a. Hair Porosity
- b. Hair Texture c. Hair Elasticity d. Hair Density e. Hair Length
- 4. Classifications (types) of Products
- 5. Safety Measures
- 6. Procedures
- 7. Special Hair Problems B. Chemistry as Applied

C. Chemical Hair Relaxing

- 1. Purpose and Effect
- 2. Material and Supplies ,Scalp and Hair Analysis a. Hair Porosity
- b. Hair Texture , Hair Elasticity, Hair Length e. Hair Density
- 4. Classifications (types) of Products 5. Safety Measures
- 6. Procedures
- 7. Special Problems
- 8. Chemistry as Applied

IV. Business & Professional Relations..... 20 hrs

- A. Professional Attitude & Salesmanship
 - 1. Personality
 - 2. Salesmanship
 - 3. Client Relationships
- B. Telephone Techniques Salon Management
 - 1. Business Practices
 - 2. Employer-Employee Relations
 - 3. Salon Development
 - 4. Professional Ethics
 - 5. Public Relations
- C. Safety Measures
- 4. Facial Cosmetics
- 5. Special Problems
- 6. Eyebrow Arching
- 7. Lash and Brow Tinting
- 8. Shaving
- 9. Beard and Mustache Grooming

VII. Manicuring55 hrs

- A. Purpose an effect
- B. Preparation
- C. Equipment, Supplies and Implements
- D. Procedures for Manicuring

VIII. Hair Shaping and Styling.....825 Hrs

- A. Hair shaping
 - 1. Purpose and Effect
 - 2. Materials, Supplies and Implements
 - 3. Fundamentals
 - 4. Use of Implements
 - 5. Designing and Procedures
 - a. Traditional Barber Styles (fine Taper)
 - b. Contemporary Styles
 - 6. Safety Measures
- B. Hairstyling

- 1. Pertaining to shop clients
- 2. Pertaining to shop operators
- 3. Equipment
- 4. Materials
- 5. Precautions to Various Services Including Hair Straightening
- 6. Precautions for Electrical Devices

V. Hair Care and Treatment..... 220 hrs

- A. Shampoos and Rinses
 - 1. Purpose and Effect
 - 2. Materials and Supplies
 - 3. Types of Shampoos
 - 4. Rinses
 - 5. Procedures
 - 6. Chemistry as Applied
- B. Scalp and Hair Care
 - 1. Purpose and Effects
 - 2. Materials and Supplies
 - 3. Junctions of Nerves, Muscles, and Blood
 - 4. Procedures
 - 5. Safety Measures
 - 6. Chemistry as Applied

VI. Skin Care, Facials, Make-up, Shaving..... 95 hrs

- A. Facials and Makeup
 - 1. Purpose and Effect of Massage Movements
 - 2. Implements and Supplies
 - 3. Functions of the Nerves and Muscles
 - Procedures in Giving a Plain Facial.
 - 1. Purpose and Effect
 - 2. Materials and Supplies
 - 3. Finger waving and Shaping
 - 4. Curl Formation
 - a. Pin curls
 - b. Rollers
 - 5. Comb out techniques
- C. Thermal Techniques
 - 1. Hair and Scalp Analysis
 - 2. Materials, Supplies and Implements
 - 3. Hair Pressing
 - 4. Thermal Curling
 - 5. Thermal Waving
 - 6. Safety Measures
- D. Care and Styling of Wigs
 - 1. Types of Wigs
 - 2. Cleaning and Conditioning
 - 3. Fitting and Adjusting
 - 4. Styling
 - 5. Safety Measures

VIII. State Laws 5 Hrs

State Laws, Rules and Regulations concerning Hairdressing, Barbering and EEOC Guidelines for Employment

Week V: Basics of Chemistry, Nail Product Chemistry, Tips-Wraps-No Lite Gel

Week VI: Acrylic Nail Enhancements, Seeking Employment, Resume

Week VII: UV Gels, Creative Touch, Clinic

Week VIII: Basics of Electricity, Electric Filing, On the Job, Portfolio Development

Week IX Business and employment

Week X Final Exams

Course outline Eyelash Extensions

Are you creative? Do you have an eye for the future? This 50 Hour, hands on individual eyelash extension course will give you the knowledge and techniques to take your talents to another level.

The program cost is Application fee \$30.00 \$150.00 registration fee, \$700.00 kit, \$2700.00 Tuition. Totaling \$3525.00

After a deposit of \$580.00 weekly payments are \$535.00 for 6.25 weeks. No Interest. 6.25 week program, 50 hours

1. The total curriculum shall not be less than 50 hours of instruction. \$3525.00

2. The first 20 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 50 hours but supervised practice on a clinic floor cannot.

3. The remaining 30 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

What will you learn :

- Introduction to Eyelash Extensions
- Sanitation and Safety Procedures
- Tools and Supplies
- Eye Prepping
- Individual Extension Application
- Eyelash care and Maintenance
- Refilling Lash Extensions
- lash extension removal

- Booking and Pricing

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Communication

Week II: Infection Control, Anatomy + Physiology of the eyes

Week III: Applications & Practicals

Week IV: Full set of extensions

Week V: Refills of extensions

Week VI Final exams

Satisfactory Academic Progress Policy (SAP)

The following SAP policy applies to all Title IV and Non-Title IV students. In order to be considered to be in SAP all students regardless of their program and/or attendance schedule must meet Branford Academy's policy regarding academics and attendance at the time of official progress evaluations. Unofficial reviews of progress are not used when determining the student's official satisfactory progress but will be used to advise the student toward meeting the standard by the time of official review. Various components of the satisfactory progress policy may differ by program type and/or as identified in this policy. The SAP policy is issued to students prior to enrollment via the student catalog.

SAP Attendance Requirements

Attendance will be monitored at least monthly in order to determine unofficial withdrawals and in order to provide advising to students who may be progressing below the standards set forth by the school.

All absences other than those covered by an approved leave of absence or official closure/holiday periods shall be recorded as such and shall be used in the determination of the student's cumulative attendance average and satisfactory progress status.

According to state requirements students are required to complete all hours as mandated for the program or as required by the school whichever is greater. There are no official excused absences. Therefore, students who are absent must make up the hours missed.

Qualified students enrolled to use their VA benefits will not have their enrollment certified to the VA if they have violated the following school's SAP policy. After one evaluation period of not meeting the SAP requirement, VA students will be placed on academic warning. If the VA student is not in compliance after the next evaluation period, he or she will be placed on academic probation. If the VA student is still out of compliance with the SAP policy after this period, they will not be certified to use their VA benefits for the subsequent term(s). Students may appeal the decision and continue training at the school, but they would not be certified to use their VA benefits.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows. Actual hours of:

Cosmetology: 450, 900 & 1200, 1500 (1st academic year 900 hours 2nd academic year 600 hours)

Barbering: 450, 900, 1000 (1st academic year 900 hours 2nd academic year 100 hours)

Esthetics: 300,600 (1 academic year 600 hours)

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program. The Branford Academy of Hair & Cosmetology's minimum satisfactory progress standards for official determination are:

* 75% cumulative theory and practical

* 70% Attendance

Attendance Progress Evaluations:

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed

Time Clock Procedures

To Clock In/Out

1. Scan your right hand on the Biometric time & attendance scanner. Once you hear your name you are clocked in. If you hear "student not found" repeat until you hear your name.

1. Day students may clock in any time before 9:00am a.m. At 9:00am a.m., begin receiving hours.

2. Evening students may clock in any time before 5:00 p.m. At 5:00 p.m., begin receiving hours. Unless student is making up hours, at which point the student may receive hours prior to 5:00pm.

3. For all students clocking in on Saturday, clock in anytime before 9 a.m. At 9 a.m., begin receiving hours.

4. Students cannot collect any hours if they do not scan in by their prescribed clock-in deadline.

Clock out Times

1. Please follow the same procedure as clocking in.
2. Students must clock out for lunch breaks and whenever leaving School premises.
3. Students may not earn hours beyond their scheduled dismissal time, unless they have signed up for make-up hours.

Clocking Hours

All students in clock hour programs scheduled for 5 1/2 or more hours per day must clock four times per day: in for the day, out for lunch (dinner), in from lunch (dinner), and out for the day.

All students in programs scheduled for 5 or less hours per day must clock twice per day: in for the day and out for the day.

NOTE: All students are required to follow these rules, or they face not receiving clock hours for the day. In addition, the following rules apply to all Branford Academy students:

1. Students who do not clock in properly/clock out properly may not receive those hours that are not properly documented. Missed punch sheet available in educator office and requires educator initials.
2. Student misuse or abuse of the clocks, or any other computer equipment may result in a suspension and possible termination from School.
3. Students must be in full uniform when clocking in for the day and clocking out for the day. When students are "on-duty" clocking hours, students must be in full uniform and ready for School.
4. A student who feels there is a discrepancy in their clock hours should make an appointment with the Dean of Students to review those clock hours no later than 30 days after the clock hours are posted.

Tardies

Students are allowed to punch in up to 15 minutes after their scheduled start time and may be considered late/tardy. Any student showing up after those 15 minutes may wait till 10:00am. Later than 10:00am students are not be allowed to clock in for the day. We expect our students to allow ample time for travel, traffic, weather conditions, car troubles and alarm not working.

Maximum Time Frame:

The maximum time which does not exceed 143% of the course length allowed for students to complete each program at satisfactory academic progress is stated below: The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 70% of scheduled hours. If a student exceeds the maximum time frame, they will be withdrawn from their chosen program.

Branford Academy requires students to progress through their program toward graduation within a set and standard timeframe. Based upon the school's requirement for 70% attendance, the maximum timeframe during which students are to complete any Program is 143 percent of the published Program length. This quantitative measure of progress will be reviewed at 450, 900 and 1200 hour checkpoints for cosmetology and 300 hour checkpoint for esthetics and 450 & 900 for barbering. If at any time it is determined that a student is unable to complete the program within the maximum established timeframe, the student will be deemed to be in unsatisfactory progress and therefore may be terminated from the program.

Maximum timeframes for each program are:

Cosmetology 1500 hrs: 2145 scheduled hours

Esthetics 600 hrs: 858 scheduled hours

Barbering 1000hrs 1430 scheduled hours

Any student who falls below 70% attendance is advised that he/she may be in jeopardy of not completing within maximum timeframe. A student in this situation must increase his/her cumulative attendance average immediately. Failure to increase the attendance rate by the next evaluation period (as applicable) may result in termination from the program. Please note students receiving Veterans benefits will be terminated from the program at this point and may appeal in accordance with Branford Academy's appeal policy after the termination has been processed.

Academic Progress Evaluations:

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

Grading Scale

✓ **Academics**

75 - 100 = Satisfactory
0 - 74 = Unsatisfactory / Failing

✓ **Practical / Lab**

75 - 100 = Satisfactory
0 - 74 = Unsatisfactory / Failing

Determination of Progress:

Students meeting the minimum requirements for academics (75%) and attendance (70%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory progress may have their Title IV funding (if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Academic counseling sessions with students are provided ongoing as needed.

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student becomes ineligible for Title IV funds. A student may be placed on

Financial Aid Probation if he/she appeals the decision and it prevails, as applicable.

Probation:

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

Re-Establishment of Satisfactory Academic Progress:

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

Reentry Students will be accepted provided:

- Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements with the Financial Aid officer.

Interruptions, Course Incomplete's, Withdrawals:

Leave of Absence Policy

The Branford Academy will only grant a Leave of Absence for special circumstances only. All other reasons a student is not able to attend school will be treated like a withdrawal. Only under special circumstance will a LOA be granted. The head of school will determine the need. If granted, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be pre-approved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Branford Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Branford Academy will document the reason for this decision and will collect the written leave of absence when the student returns to class. Branford Academy would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class. A student is eligible for a total of 180 days leave of absence during a 12 month period at Branford Academy. The minimum length of an LOA is 14 days. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state a student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. A LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students on a LOA **will not be assessed additional tuition charges while on their LOA**. A student on a LOA is NOT considered withdrawn and no refund calculations will be done while on a LOA. The student enrollment contract will be extended for the same number of days taken and maximum time frame in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A student granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken

in the LOA and will not be included in the student's cumulative attendance percentage calculation.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Branford Academy of Hair & Cosmetology.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School.

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Incomplete's, Repetitions and Noncredit, Remedial Courses:

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

Transfer Policy Hours:

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

Graduation Requirements:

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field. Upon successful completion the student will be awarded a Diploma / Certificate of completion. The Branford Academy will release the affidavit of hours ONLY after all financial commitments have been achieved.

Employment Assistance Policy:

While Branford Academy of Cosmetology **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Branford Academy of Hair & Cosmetology maintains a relationship with professionals and potential employers of Branford Academy graduates. Job referrals are made known to interested graduates as available. A Criminal background may prohibit a student / Graduate from obtaining employment.

Drug-Free Campus and Workplace Policy:

The Branford Academy of Hair & Cosmetology is committed to providing a school environment free of the abuse of and the illegal use of alcohol and other drugs. In order to promote a safe, efficient educational and work environment, the Drug-Free Campus and Workplace Policy Statement has been adopted to supplement existing policies, practices and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state, and federal laws. This policy statement is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989.

Standards of Conduct:

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on school property or at any school activity. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any school activity.

Disciplinary Sanction:

The school will impose sanctions (consistent with local, state, and Federal Law) upon all employees and students who violate these standards of conduct.

Such sanction may include but are not limited to:

Referral for prosecution, probation, suspension or expulsion.

School Advisor: Students are provided with academic advising and additional assistance as necessary. A school advisor is any member of the school staff, and is available for advising on any matter that may inhibit a student's ability to complete their program. Or if they just want to talk!

A school advisor is available during the student's school hours and is there to answer any questions, comments or concerns a student may be having. If an issue arises that needs additional assistance, an advisor will refer the student to an appropriate official within (or outside the school) in order to create a plan of action, or solution that will help them complete their training and career goals.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/guardians to review the records. Schools may charge a fee for copies.
- Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or

parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.

Branford Academy of Cosmetology complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office
US Dept of Education
400 Maryland Ave, SW
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

Policy for Non Disclosure of Non Public Personal Information:

Nonpublic information is collected about you when you apply to attend Branford Academy of Hair & Cosmetology and/or when you apply for federal or private educational grants or loans. This information includes: Your name, address, social security number, financial assets, and bank name and account number.

This information is not disclosed by Branford Academy of Hair & Cosmetology to any person or institution except to the United States Department of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law. Access to student records is restricted to designated employees.

A fee of \$10.00 may be charged for requested copies provided of the records.

Release of Information- Authorization Form

I understand that I have the right to gain access to my records according to the schools access to files policy (FERPA) by making an appointment with the appropriate school official. I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____
to have access to the following information:

Student Signature

Date

Note: This form will be used each time Branford Academy wants or has a need to release information from the student file to a third party.

Campus Crime and Security Policy:

According to a federal law known as the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act", our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'" The law defines "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who has significant responsibility for student and campus activities. Similarly, a faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant

responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.

We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property. We are required to disclose statistics for

offenses that occur on campus, in or on non campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Our school has a responsibility to notify its community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the police department.

Branford Academy of Cosmetology shall request on an annual basis, a crime statistics report from local and state law enforcement agencies. This report shall be disclosed and maintained.

Security of Student records:

1. Academic and financial records are kept in locked cabinets in locked offices available to authorized personnel only.
2. There are separate file cabinets for education and financial records.
3. Students can request a review and copy of their personal records from authorized school personnel only.

Photo Release & Consent

I understand and authorize **Branford Academy of Hair & Cosmetology**, its agents, successors, assigns, subareas, subsidiaries and/or affiliates to use and publish all photos supplied to say organization(s) of me in any or all of its publicity, illustration, advertising, and web content without limitation. Said Picture(s) / photograph(s) may be used with or without using my name. I agree that I will not be compensated for use of said items.

If I prefer not to have any photos published of me, I will supply, in writing, a statement as such, which shall be placed in my file.

Release of Liability Policy:

I agree to release from liability and hold harmless **Branford Academy of Hair & Cosmetology**, its employees or agents from any and all liability for personal injuries (including death), property losses or damage in connection with any activity or accommodations incurred from any off premise school event or activity. I further agree to abide by all the rules and regulations required by Branford Academy.

Student Grievance Procedure:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without

merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines **the specific steps of the complaint process.**

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's State licensing agency and/or the school's accrediting agency.

Office Higher Education 450 Columbus Blvd. Hartford, CT 06103 (860) 947-1816
- NACCAS 3015 Colvin St Alexandria, VA 22314 (703) 600-7600

Student Grievance Form

NAME _____

ADDRESS _____

SOCIAL SECURITY # _____

TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

_____/_____/_____
Date

Program Schedules:

Day full time programs include 1 Hour lunch break. Part time programs include 1/2 hour lunch break. Evening program is a 10 minute break. The maximum time frame in which a student must complete the Cosmetology/Barbering/Esthetics program is 143% of the program length based on 100% attendance.

Program Start Dates/days & hours

Class Stars Branford Campus	CLASS START'S Bridgeport, NON Accredited	Branford Campus	Bridgeport Campus NON ACCREDITED
All Courses	All Courses	Cosmetology 1500 hours	Cosmetology 1500 Hours
August 3 2020	August 4 2020	FT Monday - Thursday 9-5 Friday 9-4. 34 hr/ week	FT Tuesday - Saturday 9-5 . 35hr/week
September 14 2020	September 15 2020	3/4 time Monday - Friday 9-3. 27.5 hr/ week 0r	3/4 time Tuesday - Saturday 9-3. 27.5 hr/week 0r
October 5 2020	October 6 2020	Monday - Friday 9-1 Saturday 9-3 26 hr/week	Tuesday - Friday 9-1 Saturday 9-3 22 hr/ week
November 2 2020	November 3 2020	1/2 time Monday - Thursday 5pm -9 Saturday 9-3 22 hr/week	
December 7 2020	December 8 2020		
January 4 2021	January 5 2021	Barbering 1000Hours	Barbering. 1000Hours
February 1 2021	February 2 2021	FT Monday - Friday 9-3 27.5 hr/ week	Tuesday -Saturday 9-3 27.5 hr/week
March 1 2021	March 2 2021	1/2 time Monday - Thursday 5pm -9 Saturday 9-3 22hr/week	
April 5 2021	April 6 2021		
October 7 2019		Esthetics. 600 Hours	Esthetics. 600 Hours
November 4 2019	November 5 2019	FT Monday - Friday 9-2. 25 hr/week	FT Tuesday - Saturday 9-2. 25 hr/week
December 2 2019	December 3 2019	1/2 time Monday - Thursday 5 -9	
January 6 2020	January 7 2020		
February , 3 2020	February 4 2020	Nail Tech. 100 Hours	
March 2 2020	March 2 2020	Mon & Wed 5pm-9pm 8 hr/wk	
April 6 2020	April 7 2020		
May 4 2020	May 5 2020		
June 1 2020	June 2 2020		
July 13 2020	July14 2020		

Holidays/ Closings Holidays: Spring Break April 13 - 18 Memorial Day, the week of July 4th, Labor Day week August 31 - September 8, Veterans Day, Thanksgiving Day, and Black Friday, December 24 - January 2nd

School closings/delay announcements: Watch Channel 8 TV <https://www.wtnh.com> Early Warning Network or Channel 8 www.wtnh.com & Diana BA Leonardi via FaceBook

Rules and Regulations

School Rules and Regulations

1. Students MUST obey all rules of personal hygiene and sanitation at all times. Courtesy to staff, fellow students and clients is required at all times.
2. It is mandatory for students to wear required uniform – **ALL BLACK** or black Branford Academy shirt, black dress pants **NO SWEAT PANTS**, black skirt (knee length). Black shoes or black sneakers. Black Branford Academy apron. If you are out of uniform by not wearing the Branford Academy shirt or are wearing anything that covers the Branford Academy shirt, you will receive a warning slip. After you receive three warnings, you will be put on a three day suspension. (Academy sweat shirts are permitted)
- 2a. Items **NOT PERMITTED**: Jeans, tank tops, halter tops, or any top showing your midriff. Shorts or skirts shorter than your Branford Academy apron. No Open toe shoes, sandals or sneakers showing a logo or Uggs of any type.. If you are wearing any of the above articles of clothing you will be sent home for the day).
3. **Hair and makeup must be done prior to arriving to school. Remember, fashion, creativity and beauty is the profession you are entering. If you want the part, act and look the part. Keep in mind; this is the prelude to your FUTURE.....This is your opportunity to express to the administration, the type of salon/spa you wish to seek employment with.**
4. Smoking is prohibited in the Academy. If a student is found smoking in the school they will be clocked out & sent home.
5. Upon your arrival for the first day of class, your palm of your right hand will be registered in our system. Each student is required to clock in and out by scanning their palm each day. If you do not scan in you will not receive credit for that time. If a student is late or absent, the Academy must be notified by 15 minutes after their scheduled time to be in school (Morning students must contact the Academy by 9:15am and evening students must contact by 5:15pm
6. Each student is required to be on time every day they are scheduled to be in school. If a student is late for class, they will not be able to clock in until the following hour. Clock in times for full time/part time day students is 9:00am.. You will be able to clock in at 10:00am or 1:00 pm. . Evening students are expected to be clocked in at 5:00 pm. Final swipe time is 6:00pm, nothing later. . The only accepted excuse for Saturday classes is a funeral. All other excuses are not acceptable. Students need to attend classes when they are scheduled to attend.
- 6b. If you forget to clock out at the end of the day, You will loose that time. Corrections will not be made. Students MUST clock in and out each day when you enter school, for your lunch break & at the end of the day when you leave. Failure to do so will result in loss of hours.**
- 7a. If any student misses or fails a test given on a specific test day, they cannot perform services of the chapter until they pass the theory test.
- 7b. If a student misses or fails a test, that student will not be able to receive a service or perform a service on any other student or model until the test is a passing grade.
- 7c. When receiving a hair service, the student receiving the service MUST be clocked out. There is a fee associated with receiving services in the clinic.
- 7d. Make up test are given every Friday morning at 9am (Thursday for evening students) each student has two weeks to make up the test they are missing, if they do not make up their test within the two week time period they will be put on a three day suspension and will have to make up the test when they return.
8. Absences due to illness for more than 3 days must be accompanied by a physician's note. You will not be able to return to school without a physician's note.
9. Consumption of food or drink in cutting area or class rooms is not permitted. You are provided a lunch room and eating area.
10. No gum chewing on the clinic floor.
11. No foul language to a teacher, staff member, fellow student or customer. If foul language is heard, you will be given an oral warning. On the third warning, you will be asked to go home and put on a three day suspension.
12. Acts of any insubordination (disobedient or bad behavior) to any staff member of the Branford Academy will result in suspension and possible termination.
13. Personal phone calls are NOT permitted. **NO CELL PHONES**. If you are using your cell phone it will be taken away from you. If you are continually found using your cell phone, you will receive warning slips. After three warning slips, you will be placed on a three day suspension.
14. Damage to Academy property must be replaced by the responsible person.
15. Each student is responsible for their own equipment, supplies, and books. If a student doesn't bring their books or equipment to school, they will be sent home for the day. If books or equipment are lost or stolen, they need to be replaced by the student. Please **LOCK** your wheel-a-about and lockers. If any items are left out in any school area after a student departs from school for the day, the item will be thrown away. Please put your belongings away.
16. Students must maintain ALL financial commitments to Branford Academy. Failure to maintain financial commitments will result in suspension from the school. The Branford Academy will not release an affidavit of hours until all financial commitments have been met.
17. Students are NOT allowed behind the front desk or dispensary area. Students are not allowed to answer the school phone or use the cash register.
18. Teachers only will administer chemicals to students for application.
19. Any student who refuses a customer or mannequin work will be sent home for that day.

20. Each student will have a sanitation duty. If sanitation is not done, you will receive a warning; on the third warning you will receive a three day suspension.
21. Each student is required to participate in all school events, if in violation (there are NO exceptions) you will receive a three day suspension.
22. If a student needs to make up hours, it is necessary to fill out a "permission slip" to make up hours. Please, try to fill this out in advance, have it approved and then signed off with appropriate teacher. Day students are allowed to make up missed hours on **SATURDAY 9am-2pm ONLY**. Evening students are allowed to attend classes on **FRIDAY 9am-2pm only**. Day Esthetic students are allowed to make up time on **Thursday evenings 4-9pm ONLY**. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic or with a teacher for theory.**
23. Students are allowed to make up 5 hours upon filling out a REQUEST form in advance. All students are allowed to make up a MAXIMUM of 5 hours per week, no matter the program enrolled in or schedule elected. Forms must be filled out and submitted to your assigned teacher for signature. All forms must be signed by an instructor with the exact time a student departs for the day. Adjustments will be entered ONLY if the form is filled out correctly and signed by instructors. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic.**
24. If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on a 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.
25. Absolutely NO earbuds in your ears either in class or on the clinic floor.
26. If a student leaves any items after departing for the day, the items left will be thrown out. Take your things with you at the end of each day or place in your locker.
27. Every Friday, the student refrigerator will be emptied & items left thrown away. Take your things home.
28. If a student goes on a break and is longer than the 10 minutes allowed, the student will be clocked out of the system until they return to the school and clock back in.
29. If a student arrives to school at 10am, they are NOT provided an 11:00am break. Please wait till your lunch break.
- 30. Drug / Alcohol use:**
The illicit use, transfer, possession, and/or sale of illegal drugs or alcohol are prohibited in and around the campus grounds. Any student suspected of drug or alcohol abuse will be reported to the police & referred to an appropriate community agency(s) for necessary treatment, at their own expense. Branford Academy of Hair & Cosmetology has a Zero tolerance Policy.

Sanitation Duties:

Sanitation Duties assigned by the instructors are to be clean and sanitized, assigned areas must be inspected by instructors before any student is allowed to punch out. We must maintain a clean work area in the school.

Breaks and Lunch

Student breaks and lunch will be given at the instructor's discretion. Students must sign out and back in for a lunch break. 10 minute breaks are not required to punch out for.

If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.

Disciplinary Procedures

Branford Academy of Hair & Cosmetology reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited to, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours.

Additional Disciplinary Procedures will be enforced for the following reasons.

1. Branford Academy of Hair & Cosmetology may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog.
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Clients.
- e. Failure to follow established rules as stated in this catalog list on pages and that was signed by you.

Permanent Dismissal can result from any of the following reasons.

1. Being on the Branford Academy of Hair & Cosmetology grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person)
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

- 1st offense:** verbal / written warning (re Advisory Form)
- 2nd offense:** written warning with a 1 Day Suspension.
- 3rd offense:** written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges as they apply.

Policy Changes:

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, policies, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

Tuition and Fees:

Program	Tuition	App Fee	Registration Fee	Books/Kit	Lab Fees	National Certification Test	TOTAL COSTS
Cosmetology	\$16,550.00	30.00 Non Refundable	\$150.00 Non Refundable	\$3350.00	\$1,800.00		\$21880.00
Barbering	\$7920.00	30.00 Non Refundable	\$150.00 Non Refundable	\$1850.00	\$1000.00		\$11750.00
Esthetics	\$7390.00	30.00 Non Refundable	\$150.00 Non Refundable	\$2079.00	\$1,800.00	\$644.00	\$11893.00
Nail Tech	\$2700.00	30.00 Non Refundable	150.00 Non Refundable	\$830.00			\$3710.00
Eyelash	2700.00	30.00 Non Refundable	150.00 Non Refundable	700.00			\$3580.00

Note: Registration fee is due at signing of contract agreement or, an arrangement made with the business office for payments

Other expenses to be incurred by the Cosmetology / Barber student are:

- State Board Exam \$65.00
- State Licensing Fee \$100.00

Esthetics. CPR certificate & liability insurance.

Method of Payment:

Please contact the school's Financial Aid Office for payment options. The student can make full payment at time of enrollment agreement, or Pay the Non-refundable registration fee at time of signing agreement with balance paid prior to start date, or Pay the Non-refundable registration fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies.

The school accepts **cash, check, money order, credit card** (a 3% charge will be added to any school payments using credit/debit cards). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs**

Registration Fee (\$ 150.00 Non-refundable)

A Non-refundable registration fee is payable upon execution of a signed enrollment agreement. Non Refundable.

WITHDRAWAL Fee is \$150.00

Canceled Check Fee \$40.00

REFUND POLICY – NOTICE OF CANCELLATION

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall

occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. A Should a student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. A student cancels his/her enrollment after three business days of signing the contract but **prior** to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00. A student notifies the institution of his/her withdrawal in writing. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the last physical day of attendance.

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

**PERCENT OF SCHEDULED TIME:
ENROLLED TO TOTAL COURSE
SHALL RECEIVE/RETAIN**

0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

*In addition to equipment/Books, termination fee, registration fee & application fee. If student withdrawals in academic year 2, all academic year 1 tuition charges will be added to this calculation. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. 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 this enrollment agreement.

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

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs**

Cost over Contract:

If a student fails to complete the program in the time allowed as contracted, an additional time period of 140 for Cosmetology, 50 for Barbering & 45 for Esthetics clock hours will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours and if applicable, an extension by the school due to official medical leave of absence, the hours made up after graduation date will be charged at the rate of \$20.00 per hour:

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

Federal Pell Grant: The Federal Pell Grant Program provides financial assistance to students that meets financial need set by the federal government. They are available to students who demonstrate financial need, based on a federal formula and who have not already received a Bachelor's degree. Grants do not have to be repaid.

Federal Direct Loan Program: *Subsidized Federal Direct Loan Subsidized Federal Direct Loans has a variable interest rate. Eligibility is based on financial need. This is a loan that must be paid back. If you are eligible, you may borrow once per academic year as long as all the required paperwork has been completed. The federal government pays the interest on a Subsidized Federal Direct Loan while you attend school, during the grace period (first six months after you leave school) and during periods of deferment.

Your first payment is due six months after you leave school. *Unsubsidized Federal Direct Loan Unsubsidized Federal Direct Loans has a variable interest rate. This is a loan that must be paid back. You are responsible for the interest that accrues on the Unsubsidized Loan while you are in school and during your grace period. Your first payment is due six months after you leave school unless you choose to pay the interest on this loan while you are in school.

Federal Direct Plus Loan (Parent Loan): These loans are borrowed by the parents of dependent students. The PLUS loan has a variable interest rate. The parent starts paying on the PLUS loan within 60 days after the loan is fully disbursed. Our approved VA locations participate in VA Educational Benefits Programs Branford Academy of Cosmetology honors servicemen and women of the armed forces by participating in a military scholarship and military benefits designed for active and inactive service members and their families. Our training programs can help prepare you for civilian life after the military. Eligible students also can apply for other military benefits and federal loans. Branford Academy of Hair & Cosmetology campuses are approved for veterans' benefits programs, including the Military Spouse Career Advancement Account (MyCAA) and the Montgomery GI Bill-Active Duty (Chapter 30), [click here](#) for a listing of campuses approved for military benefits. Additional financial aid is available to those who qualify. Students desiring information regarding the various aids available should contact the Financial Aid office at the school location they wish to attend. You can get more information about the different Federal Student Aid Programs by visiting FAFSA. www.fafsa.ed.gov Branford Academy of Cosmetology Pin # 041288

Treatment of Title IV Aid When a Student Withdraws

The law specifies how Branford Academy of Hair & Cosmetology must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Branford Academy of Hair & Cosmetology and/or you. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with Branford Academy). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Branford Academy must return this amount even if it didn't keep this amount of your Title IV program funds.

If Branford Academy is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Branford Academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from Branford Academy of Hair & Cosmetology's institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Branford Academy may also charge you for any Title IV program funds that it was required to return.

If you don't already know Branford Academy's institutional refund policy, you should ask for a copy and we will also provide you with the requirements and procedures for officially withdrawing.

If you have questions about the federal refund process, please contact our financial aid office at 203-315-2985

Branford Academy of Hair & Cosmetology
251 W. Main St
Branford CT, 06405

OPT OUR FORM 1

Student Kit- Cosmetology

Note: Kit items are subject to change. Total value \$3946.93

1	City Lights Large Tote	48.95	2	Female Mannequins	150.00
1	Set Milady Books	375.00	1	Male Mannequin	90.00
1	Salon Fundamental Books.	275.00	2	Academy Shirts	54.00
1	Spray bottle	1.00	1	Vent Brush	2.00
1	Curling Iron Babyliss	36.95	1	Clipper / Trimmer set Andis	81.57
1	Box Styling combs	15.00	3	Round brushes	30.00
1	Flat Iron. Babyliss	96.04	1	Brush Set	50.00
1	Blow Dryer. Babyliss	96.04	1	Hair Extension Kit with certificate	1000.00
1	Teasing Brush	1.00	1	Keratin Treatment Certificate.	1000.00
1	Tail Combs	10.00	1	Haircutting Set:	500.00
1	Hair Clips	2.00		Scissors	
1	1 box of reusable gloves	3.72		Texturizes	
1	Salon Chic Apron	7.85	1	ScalpMaster Style Cape	7.45
1	Scalp Master Style Cape.	6.68	1	Scalp Master Chemical Cape.	6.68

Student Kit- Cosmetology

Note: Kit items are subject to change. Total value \$3946.93

Students are responsible to purchase a **Branford Academy of Hair and Cosmetology** Kit at an additional cost from tuition. This is an option. If a student does not purchase a kit from the school. They are responsible to have the exact items. No substitutes. You can purchase through Amazon.com

I, _____ elect ***not*** to participate in this method of obtaining my books and supplies from Branford Academy of Hair & Cosmetology & I am responsible for purchasing my books, kit & supplies on my own.

Student Signature: _____ Date: _____

Date of Receipt: _____ Received By: _____

Bursar Office Receipt: _____ Account Credited by: _____

OPT IN Form 2

Student Kit- Cosmetology

Note: Kit items are subject to change. Total value \$3946.93

Students are responsible to purchase a **Branford Academy of Hair and Cosmetology** Kit at an additional cost from tuition. This is an option. If a student does not purchase a kit from the school. They are responsible to have the exact items. No substitutes. You can purchase through Amazon.com

I, _____ elect ***to*** obtain my books and supplies from Branford Academy of Hair & Cosmetology.

Student Signature: _____ Date: _____

Date of Receipt: _____ Received By: _____

Bursar Office Receipt: _____ Account reflected by: _____

date _____

PRE ENROLLMENT
Acknowledgement and Receipt
251 W. Main St B2S6 Branford Ct 06405

Signature on this receipt acknowledges that you have received and reviewed a copy of the following items upon receipt of this catalog, **prior** to signing an enrollment agreement:

- _____ School Catalog
- _____ Course Outline
- _____ Student kit list
- _____ Satisfactory Academic Progress Policy
- _____ Most recent Annual statistics regarding completion, licensure, and placement
- _____ Industry Requirements regarding state licensure
- _____ Drug Free Campus Policy
- _____ Family Education Rights and Privacy Act Policy
- _____ Release of Liability Policy
- _____ Photo Release and Consent
- _____ Student Grievance Policy

The Branford Academy's official annual report rates for the year 2017 are:

	Current Year
1. Completion / Graduation	71.43%
2. Pass State board Exam	100%
3. Job Placement	75%

Please sign, date and return this receipt to the school office.

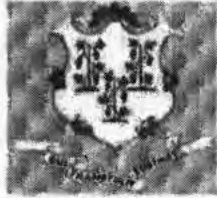
I understand that, by signing this statement I am indicating that I have received and reviewed a copy of this Catalog, understand, and will abide by all of its contents. A copy of this statement will become a permanent part of my student file.

_____/_____/_____
Date (Received + Reviewed)

Students Signature

*Financial Aid available to those who qualify

Department of Public Safety
Division of Fire, Emergency & Building Services
Office of State Fire Marshal



STATE OF CONNECTICUT

On January 28, 2020, the Bridgeport Office of the Fire Marshal conducted an inspection of:

Branford Academy
1450 Barnum Ave
Bridgeport, CT 06610

The purpose of this inspection was to determine the degree of compliance with the Fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by section 29-305 of the statutes. This facility was evaluated as:

Business occupancy as classified by the Connecticut Fire Safety Code.

As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.
Certificate of Approval recommended.
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. (See attached information).
Certificate of Approval recommended.
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approval plan of correction was submitted. (See attached information).
Certificate of Approval NOT recommended.
- IV. Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from court through our Town Attorney for the purpose of closing or restricting usage of this facility by the public.
Certificate of Approval NOT recommended.


Henry Polite - Fire Marshal

01/28/2020

Certificate Date

ZONING OFFICER APPROVAL

(Complete a separate form for each location, including branches, classroom sites and student housing.)

Complete this page as evidence that the school facility meets all applicable zoning requirements for the municipality in which it is located. NOTE: a new zoning approval is not needed if the branch location, classroom site or student housing has been previously approved by the local zoning officer. Attach a copy of prior approval.

DENNIS Buckley Zoning Officer
Name of zoning officer Position

has reviewed the plans of Brantford Hair & Cosmetology
name of school

located at 1450 Barnum Avenue Bridgeport CT 06610
complete location address (not mail address)

Description of all areas/rooms approved at the above address (including dormitory areas where applicable):

on 01 / 21 / 20 and found the facility to be in compliance with all applicable zoning requirements and has obtained a Zoning Permit from the local Zoning Office for the above facility. If no Zoning Permit is required for the above facility, check here and sign below.

Comments, if any: Administrative Review - renovations in process

SIGNED: Dennis Buckley
Local Zoning Enforcement Officer

TOWN: Bridgeport

DATE: 01/21/2020

(NOTE: Zoning Officer may substitute their own departmental form in favor of this form.)

Office of Higher Education
Postsecondary Career Schools
450 Columbus Boulevard, Suite 707
Hartford, CT 06103

- GENERAL NOTES:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES (IBC) AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 6. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 10. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.

- PERMIT REQUIREMENTS:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES (IBC) AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 6. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 10. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.

- EXISTING CONDITIONS:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES (IBC) AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 6. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 10. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.

- EXISTING FIRST FLOOR PLAN:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES (IBC) AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 6. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
 8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT AREAS AT ALL TIMES.
 10. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL AUTHORITIES.



H1 EXISTING FIRST FLOOR PLAN
10' = 1'-0"

AREA: 7,100 Gross Square Feet (GSF)
10' = 1'-0"

H2 EXISTING FIRST FLOOR CEILING PLAN
10' = 1'-0"

PERMIT REVIEW SET

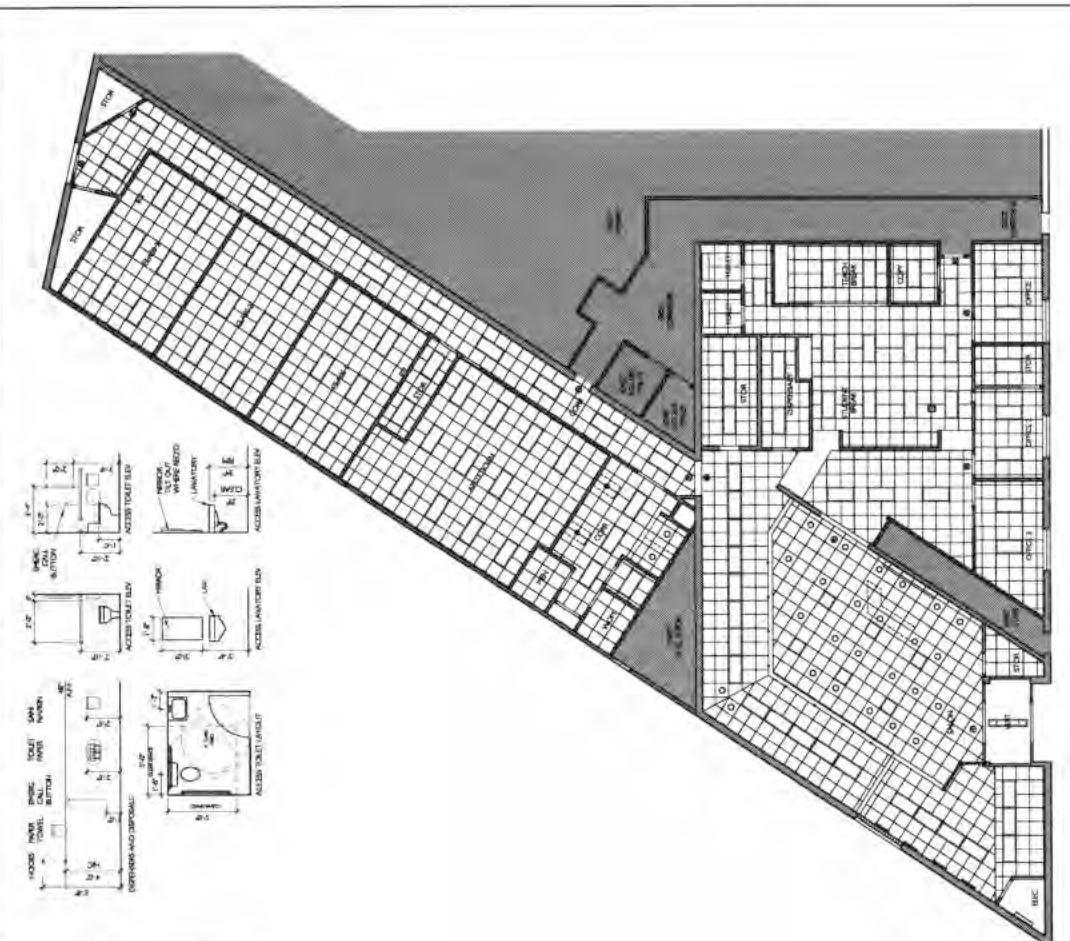
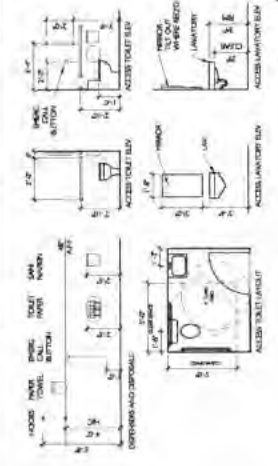
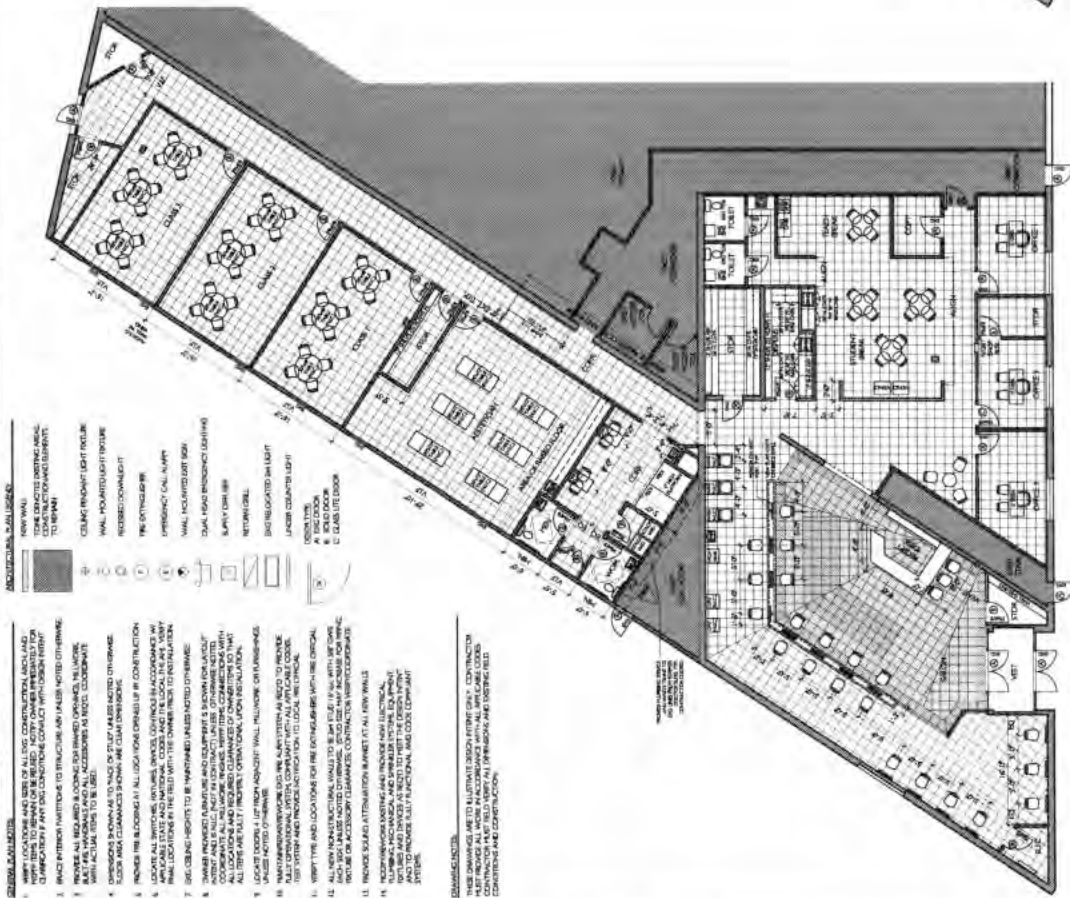
TENANT FIT-OUT
1470 Barium Ave
Bridgewater, CT

DRAWING: EXISTING PLANS
PROJECT: DESIGN DOCUMENTS

DATE: 05-11-18
SCALE: 1/8" = 1'-0"

EX-1-0

- GENERAL NOTES:**
1. VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING STRUCTURE AND UTILITIES BEFORE COMMENCING CONSTRUCTION. VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING STRUCTURE AND UTILITIES BEFORE COMMENCING CONSTRUCTION.
 2. BRACK EXISTING PARTITIONS TO STRUCTURAL AND FINISH NOTED OTHERWISE.
 3. PROVIDE ALL REQUIRED JOISTING FOR FINISHED CEILING, INCLUDING ALL JOISTING AND BRACING. PROVIDE ALL JOISTING AND BRACING FOR FINISHED CEILING, INCLUDING ALL JOISTING AND BRACING FOR FINISHED CEILING.
 4. DIMENSIONS IN PARENTS TO MATCH TO FINISH UNLESS NOTED OTHERWISE. DIMENSIONS IN PARENTS TO MATCH TO FINISH UNLESS NOTED OTHERWISE.
 5. PROVIDE THE BUILDING TO ALL LOCAL CODES AND REGULATIONS. PROVIDE THE BUILDING TO ALL LOCAL CODES AND REGULATIONS.
 6. LOCATE ALL STRUCTURAL MEMBERS AND UTILITIES TO BE REMOVED OR MODIFIED BY THIS CONSTRUCTION. LOCATE ALL STRUCTURAL MEMBERS AND UTILITIES TO BE REMOVED OR MODIFIED BY THIS CONSTRUCTION.
 7. STRUCTURE HEIGHTS TO BE MATCHED UNLESS NOTED OTHERWISE. STRUCTURE HEIGHTS TO BE MATCHED UNLESS NOTED OTHERWISE.
 8. FINISH FLOORING, CEILING, AND EQUIPMENT IS SHOWN FOR LAYOUT. FINISH FLOORING, CEILING, AND EQUIPMENT IS SHOWN FOR LAYOUT.
 9. COORDINATE ALL UTILITIES AND EQUIPMENT WITH OTHER CONTRACTORS. COORDINATE ALL UTILITIES AND EQUIPMENT WITH OTHER CONTRACTORS.
 10. ALL STRUCTURAL AND FINISH PARTITIONS SHALL BE CONSTRUCTED WITH ALL TYPES AND MATERIALS AS NOTED ON THIS PLAN. ALL TYPES AND MATERIALS AS NOTED ON THIS PLAN.
 11. LOCATE DOORS TO ALL ROOMS AND OFFICES. LOCATE DOORS TO ALL ROOMS AND OFFICES.
 12. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 13. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 14. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 15. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 16. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 17. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 18. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 19. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.
 20. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN. PROVIDE ALL FINISHES AND MATERIALS AS NOTED ON THIS PLAN.



AREA: 7,100 Gross Square Feet (GSF)

PROPOSED FIRST FLOOR CEILING PLAN

PROPOSED FIRST FLOOR PLAN

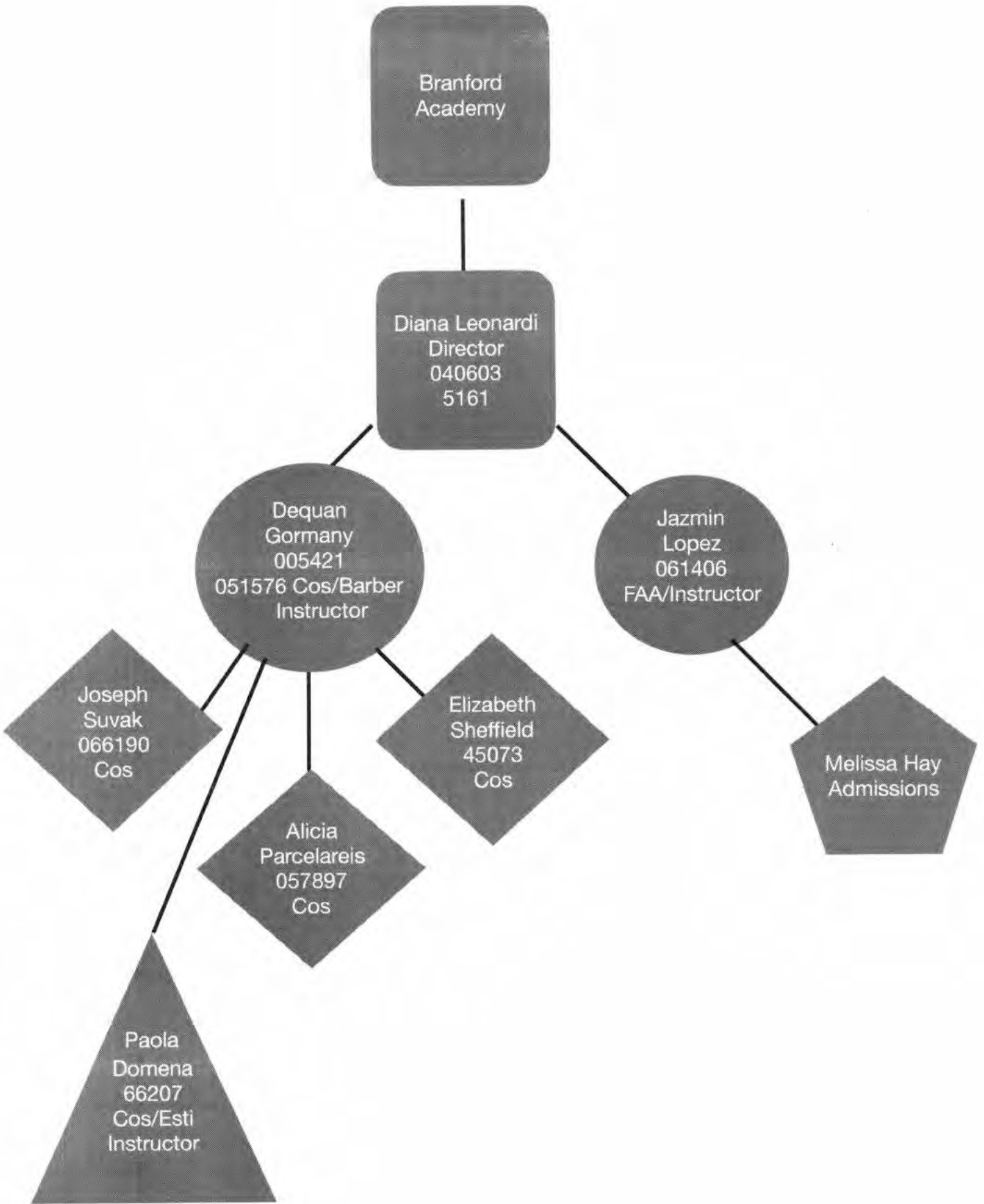
PERMIT REVIEW SET

TENANT FIT-OUT
1470 Barnum Ave
Burlington, CT

DRAWING: PROPOSED PLANS
NAME: DESIGN DOCUMENTS

DATE: 08/11/17
SCALE: AS SHOWN
SHEET: 1/1

AI-0





State of Connecticut

Lookup Detail View

Name

Name
DIANA B LEONARDI

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	40603	04/30/2020	09/08/1988	DIANA B. LEONARDI	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:10:40 AM



State of Connecticut

Lookup Detail View

Name

Name
DIANA B LEONARDI

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	5161	04/30/2021	09/13/2017	DIANA B LEONARDI	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:10:55 AM



State of Connecticut

Lookup Detail View

Name

Name
DEQUAN L GORMANY

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	51576	08/31/2020	04/03/2002	Dequan Gormany	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:02 AM



State of Connecticut

Lookup Detail View

Name

Name
DEQUAN L GORMANY

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	5421	08/31/2020	06/10/2019	DEQUAN L GORMANY	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:11 AM



State of Connecticut

Lookup Detail View

Name

Name
JAZMIN LOPEZ

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	61406	06/30/2020	03/04/2013	JAZMIN LOPEZ	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:56 AM



State of Connecticut

Lookup Detail View

Name

Name
JOSEPH SUVAK

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	66190	09/30/2021	05/22/2018	JOSEPH SUVAK	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:13:44 AM



State of Connecticut

Lookup Detail View

Name

Name
ALICIA M PASCHALERIS

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	57897	04/30/2021	06/23/2009	Alicia M. Paschaleris	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:16:11 AM



State of Connecticut

Lookup Detail View

Name

Name
PAOLA DOMENA VAZQUEZ

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	66207	07/31/2021	05/31/2018	PAOLA DOMENA VAZQUEZ	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:17:40 AM

Applicant profile

Recommended Start Date: _____ / _____ / _____

Days - Full time Days- Part-time

Part-time Evening

Pre-Enrollment Receipt of Information:

The written information concerning the following topics was received prior to signing my enrollment agreement.

___ School Catalog

___ most recent annual report statistics

___ Certification or Licensing requirements of the jurisdiction for which training is provided

___ State Licensing Disclaimer

___ Rationale for program that exceeds the State required length.

StudentSignature _____

Admissions Rep _____

Date _____

Branford Academy Enrollment Application

Please complete and submit the entire 3-page application. Incomplete applications will be returned to you and will delay the decision on your acceptance.

Name: _____

Last name _____

Mailing address: _____

Telephone: _____

E-mail: _____

Gender: Male. Female _____

Nearest Relative: _____

Number & street _____

City _____ State _____ Zip _____

Have you ever been convicted of a felony? Yes No If yes, explain:

Which best describes your application status New applicant Former Branford Academy student Transfer

If transfer, from where? _____

Why are you transferring ?

How many hours do you currently have? _____

When would you like to begin classes? _____

Which program are you interested in? Cosmetology Esthetics Barber Make up

Which campus location would you like to attend? Branford Bridgeport

full-time student part-time student

Which schedule are you interested in? Days Evenings

Do you have reliable transportation? Yes No

Do you work?__ Yes __ No

If yes, name & address of employer

List the last high school you attended and your status when you left (i.e. Grad, GED, Withdrew).

List all other educational institutions you have or are attending.

Have you been suspended or dismissed from any cosmetology school or college for academic, attendance or disciplinary reasons? __Yes __No

If yes,

explain:_____

To provide you the best education, please let us know if you have an IEP or Special Education plan so we can make accommodations for your State Board Exam. __Yes __No

Answer the following questions in 3 or 4 sentences.

1.) Why will you be a great student at our school?

2.) What obstacles might prevent you from achieving excellent attendance and excellent academic performance?

3.) How did you hear about Branford Academy?

4.) What traits do you have that will help you succeed in this industry?

5.) What are your long-term career goals?

6.) Why did you choose Branford Academy?

Admission Policy

All prospective students must complete an Admissions Application and return it to the campus location of their choice.

All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.

Incomplete applications will not be considered for review.

Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager.

Submitting an application does not guarantee admission.

Prospective students will be notified by Email of approval or denial of admission.

Branford Academy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

Branford Academy teaches all courses in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.

I certify that to the best of my knowledge, the information given in this application is true. I understand that any omission or misrepresentation of facts will be cause for refusal of admission, cancellation of application, or dismissal from Branford Academy if later discovered.

I further understand that, if I am approved and accepted into the program, it is MY RESPONSIBILITY to arrange for ALL ADMISSION CREDENTIALS (diploma, official transcripts, down payment, state ID & financials etc.) to be received by the Admissions Office AT THE TIME OF MY ENROLLMENT.

Applicant Signature: _____

For Office Use Only:

Date application received: _____

Application fee paid _____

Enrollment Agreement Barbering ***The Branford Academy of Hair and Cosmetology***

This Document, once signed by both parties, becomes a binding contract between student and The Branford Academy of Hair and Cosmetology. If legal action is taken to enforce this contract or collect unpaid charges, the student will be responsible for all legal fees involved.

Student Profile

Class Start Date _____ - _____ - _____ Social Security Number _____ - _____ - _____

Birthday _____ / _____ / _____ Driver License _____

Name _____

Address _____

City, State, Zip Code _____ CT _____

Telephone _____ Cell _____

Course Information

Barbering 1000 hours _____

New Registration _____

Transhere _____

Tuition Agreements

Application fee **\$30.00** _____

Registration Fee **\$150.00** _____

Tuition of **\$7920.00** _____

Lab Fee **\$ 1800.00** _____

*Cost of books **\$275.00** Optional _____

*Cost of Kit **\$1575.00 (Optional)** _____

Total of \$ _____

Termination/ withdrawal fee **\$ 150.00** _____

Course Schedule:
Barbering

_____ Full Time: Tuesday through
Saturday 9a.m to 3p.m.
27.5 hours/36 weeks

_____ Part Time Tuesday through
Saturday 9am - 1pm
20 hours/50 weeks

****Please Note:** The calculated length of your course is: _____ scheduled hours starting and ending on the dates below. This time frame allows you _____ hours of personal time. If you **do not** complete the course by the course ending day hours, the current tuition rate per hour of \$20.00 will be charged for each hour of additional instruction time needed to complete your course. **The Minimum Settlement and Cancellation Policy are detailed on page 3 of this contract. ** Please read it carefully.**

****Actual amount of federal student aid will vary depending on eligibility determined by the FEDERAL Application for Student Aid. Any balance not paid by financial aid must be paid by the student. This holds true if the amount of student aid is less than the amount given above. Final eligibility and availability of financial aid funds can not always be determined at the time of enrollment. A separate Financial Aid award sheet will show you the breakdown of your Financial Aid.**

The Branford Academy will release the affidavit of hours only after all financial commitments have been achieved. **Additional Expenses** A \$65.00 cashier's check made payable to Prometric for the examination fee. A \$100.00 cashier's check made payable to the Treasurer State of Connecticut for the state licensing fee.

The Branford Academy of Hair & Cosmetology LLC accepts credit cards (Visa, MasterCard, or Discover a 3% processing fee will be applied), cash, checks or Title IV Funding (for those who qualify) in conjunction with TFC Loans as payment. TFC Financing or private payments are mandatory.

*I _____, am enrolled as a student at The Branford Academy of Hair and Cosmetology and agree to make regular payments, payable at the office of the school. If a payment is not made within a week after it is due, the unpaid balance shall immediately become payable and attendance may be held in abeyance at the option of the school directors. I further agree that I will obey all rules and regulations of the school as described on the reverse of this contract. Disregard of any school rules can be cause for termination. All courses are taught in **ENGLISH**.*

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____ Director-School Official

Anticipated Graduation Date _____ / _____ / _____

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of 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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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 scheduled hours.

**PERCENT OF SCHEDULED TIME:
ENROLLED TO TOTAL COURSE
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%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

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 this enrollment agreement.

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

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs.**

If the Academy is permanently closed or no longer offering instruction, after a student has enrolled, the student shall be entitled to a pro-rated refund.

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control. The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Cost over Contract: If a student fails to complete the program in the time allowed as contracted, an additional time period of 140 for Cosmetology, 50 for Barbering & 45 for Esthetics clock hours will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours and if applicable, an extension by the school due to official medical leave of absence, the hours made up after graduation date will be charged at the rate of \$20.00 per hour:

School Rules and Regulations

1. Students **MUST** obey all rules of personal hygiene and sanitation at all times. Courtesy to staff, fellow students and clients is required at all times.
2. It is mandatory for students to wear required uniform—**ALL BLACK** or black Branford Academy shirt, black dress pants **NO SWEAT PANTS**, black skirt (knee length). Black shoes or black sneakers. Black Branford Academy apron. If you are out of uniform by not wearing the Branford Academy shirt or are wearing anything that covers the Branford Academy shirt, you will receive a warning slip. After you receive three warnings, you will be put on a three day suspension. (Academy sweat shirts are permitted)
- 2a. Items **NOT PERMITTED:** Jeans, tank tops, halter tops, or any top showing your midriff. Shorts or skirts shorter than your Branford Academy apron. No Open toe shoes, sandals or sneakers showing a logo or Uggs of any type.. If you are wearing any of the above articles of clothing you will be sent home for the day).
3. Hair and makeup must be done prior to arriving to school. Remember, fashion, creativity and beauty is the profession you are entering. If you want the part, act and look the part. Keep in mind; this is the prelude to your **FUTURE.....**This is your opportunity to express to the administration, the type of salon/spa you wish to seek employment with.
4. Smoking is prohibited in the Academy. If a student is found smoking in the school they will be clocked out & sent home.
5. Upon your arrival for the first day of class, your palm of your right hand will be registered in our system. Each student is required to clock in and out by scanning their palm each day. If you do not scan in you will not receive credit for that time. If a student is late or absent, the Academy must be notified by 15 minutes after their scheduled time to be in school (Morning students must contact the Academy by 9:15am and evening students must contact by 5:15pm
6. Each student is required to be on time every day they are scheduled to be in school. If a student is late for class, they will not be able to clock in until the following hour. Clock in times for full time/part time day students is 9:00am.. You will be able to clock in at 10:00am or 1:00 pm. . Evening students are expected to be clocked in at 5:00 pm. Final swipe time is 6:00pm, nothing later. . The only accepted excuse for mandatory Saturday classes is a funeral. All other excuses are not acceptable. Students need to attend classes when they are scheduled to attend.
- 6b. **If you forget to clock out at the end of the day, You will loose that time. Corrections will not be made. Students MUST clock in and out each day when you enter school, for your lunch break & at the end of the day when you leave. Failure to do so will result in loss of hours.**
- 7a. If any student misses or fails a test given on a specific test day, they cannot perform services of the chapter until they pass the theory test.
- 7b. If a student misses or fails a test, that student will not be able to receive a service or perform a service on any other student or model until the test is a passing grade.
- 7c. Make up test are given every Friday morning at 9am (Thursday for evening students) each student has two weeks to make up the test they are missing, if they do not make up their test within the two week time period they will be put on a three day suspension and will have to make up the test when they return.
8. Absences due to illness for more than 3 days must be accompanied by a physician's note. You will not be able to return to school without a physician's note.
9. Consumption of food or drink in cutting area or class rooms is not permitted. You are provided a lunch room and eating area. 10. No gum chewing on the clinic floor.
11. No foul language to a teacher, staff member, fellow student or customer. If foul language is heard, you will be given an oral warning. On the third warning, you will be asked to go home and put on a three day suspension.
12. Acts of any insubordination (disobedient or bad behavior) to any staff member of the Branford Academy will result in suspension and possible termination.

13. Personal phone calls are NOT permitted. NO CELL PHONES. If you are using your cell phone it will be taken away from you. If you are continually found using your cell phone, you will receive warning slips. After three warning slips, you will be placed on a three day suspension.

14. Damage to Academy property must be replaced by the responsible person.

15. Each student is responsible for their own equipment, supplies, and books. If a student doesn't bring their books or equipment to school, they will be sent home for the day. If books or equipment are lost or stolen, they need to be replaced by the student. Please LOCK your wheel-a-about and lockers. If any items are left out in any school area after a student departs from school for the day, the item will be thrown away. Please put your belongings away.

16. Students must maintain ALL financial commitments to Branford Academy. Failure to maintain financial commitments will result in suspension from the school. The Branford Academy will not release an affidavit of hours until all financial commitments have been met.

17. Students are NOT allowed behind the front desk or dispensary area. Students are not allowed to answer the school phone or use the cash register.

18. Teachers only will administer chemicals to students for application.

19. Any student who refuses a customer or mannequin work will be sent home for that day.

20. Each student will have a sanitation duty. If sanitation is not done, you will receive a warning; on the third warning you will receive a three day suspension.

21. Each student is required to participate in all school events, if in violation (there are NO exceptions) you will receive a three day suspension.

22. If a student needs to make up hours, it is necessary to fill out a "permission slip" to make up hours. Please, try to fill this out in advance, have it approved and then signed off with appropriate teacher. Day students are allowed to make up missed hours on **SATURDAY 9am-2pm ONLY**. Evening students are allowed to attend classes on **FRIDAY 9am-2pm** only. Day Esthetic students are allowed to make up time on **Thursday** evenings **4-9pm ONLY**. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic or with a teacher for theory.**

23. Students are allowed to make up 5 hours upon filling out a REQUEST form in advance. All students are allowed to make up a MAXIMUM of 5 hours per week, no matter the program enrolled in or schedule elected. Forms must be filled out and submitted to your assigned teacher for signature. All forms must be signed by an instructor with the exact time a student departs for the day. Adjustments will be entered ONLY if the form is filled out correctly and signed by instructors. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic.**

24. If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on a 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.

25. Absolutely NO earbuds in your ears either in class or on the clinic floor.

26. Drug / Alcohol use:

The illicit use, transfer, possession, and/or sale of illegal drugs or alcohol are prohibited in and around the campus grounds. Any student suspected of drug or alcohol abuse will be reported to the police & referred to an appropriate community agency(s) for necessary treatment, at their own expense. Branford Academy of Hair & Cosmetology has a Zero tolerance Policy.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____ Anticipated Graduation Date _____

Sanitation Duties

Sanitation Duties assigned by the instructors are to be clean and sanitized, assigned areas must be inspected by instructors before any student is allowed to punch out. We must maintain a clean work area in the school.

Breaks and Lunch

Student breaks and lunch will be given at the instructor's discretion. Students must clock out and back in for a lunch break. 10 minute breaks are not required to punch out for.

Disciplinary Procedures

Branford Academy of Hair & Cosmetology reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited too, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours.

Additional Disciplinary Procedures will be enforced for the following reasons.

1. Branford Academy of Hair & Cosmetology may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog.
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Clients.
- e. Failure to follow established rules as stated in this catalog list on pages and that was signed by you.

Permanent Dismissal can result from any of the following reasons.

1. Being on the Branford Academy of Hair & Cosmetology grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person)
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

1st offense: verbal / written warning (re Advisory Form)

2nd offense: written warning with a 1 Day Suspension.

3rd offense: written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges as they apply.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Policy Changes:

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, policies, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

FAILURE TO ABIDE BY THESE RULES AND REGULATIONS ARE CAUSE FOR TERMINATION. ADDITIONS, OMISSIONS, AND CORRECTIONS TO THESE RULES & REGULATIONS ARE POSTED ON THE SCHOOL BULLETIN BOARD.

REQUIREMENTS FOR GRADUATION: A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field. Upon successful completion the student will be awarded a Certificate of completion. The Branford Academy will release the affidavit of hours **ONLY** after all financial commitments have been achieved.

The Branford Academy cannot guarantee employment but will do all possible to assist individuals in finding employment upon graduation and thereafter. Students are informed verbally of The Branford Academy's Employment Program. We are your employment agency. Records are maintained on student employment status. Area salons are encouraged to come to the school to for interviews and call school when in need of an employee. Job shadow interviews are set up for students in their last 200 hours of school. Job opportunities are posted on the school bulletin board. Graduates are encouraged to call the school for the latest job opportunities.

There are no licensing requirements for Esthetics in the State of Connecticut. .

The State of Connecticut Department of Higher Education requires each student to complete _____ clocked hours to complete the _____ course.

Student and Academy have herein set out a complete description of services the Academy is to furnish and for which the student is to pay. Such description as to class and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the student by the Academy.

1. Student agrees to attend classes regularly as scheduled and as may appear on all such bulletins and notices, to prepare all lessons and perform all duties incident thereto and to abide by all rules of the Academy as may now exist, or as may be changed or come into existence from time to time, which are detailed in the most recent edition of the Academy's Student Handbook/Catalog.
2. All financial commitments must be met before the school will release any information about student hours, whether it is for state licenses or transferring to another school. If a student has a balance with the school, it **MUST** be paid in full within 30 of the last day of attendance. After 30 days the student's ledger card will be sent to a collection agency and may incur additional fees.
3. Students may be expelled or suspended for violation of any of these or the rules listed below.
Additional Rules & Regulations for the Academy

*Approved textbooks and equipment must be obtained from the Academy's office. No borrowing of books or equipment is allowed.
* Students must obey all rules regarding personal hygiene and sanitation. Students without uniforms or wearing soiled uniforms will not be permitted in to class.

*Students are not permitted to gossip or cause discord or disrupt classroom activities at any time – doing so may be grounds for termination of enrollment.
* Student's telephone calls are permitted **ONLY** during assigned break times (except for emergencies) out of the building. ***Students will be charged extra for instruction time needed (if any) to successfully completed and receive a passing grade on all sections of the final examination.**

4. Upon the successful completion of the course, the student may register for employment assistance and the Academy will use its best efforts to successfully place the student. However, the student is advised that the law prohibits any school, college, etc. from guaranteeing placement as inducement to enter said college.

BOTH PARTIES, BY SIGNING, ACKNOWLEDGE THEY HAVE READ THE CONTRACT AND HAVE RECEIVED A COPY OF THE CONTRACT AND THE SCHOOL CATALOG.

Date _____ Signature _____

The Branford Academy admits, Diana Leonardi, agrees to furnish said student with its regular course of instruction as mentioned in this contract.

Acceptance Date _____

School Official _____

Anticipated Graduation Date _____

Branford Academy of Hair & Cosmetology

Catalog

“The Branford Advantage”

Barbering 1000 hour program

**Branford Academy of Hair & Cosmetology
251 W. Main St Branford, Building 2, Suite 10
CT 06405**

**** Accredited School**

**Branford Academy of Hair & Cosmetology
1450 Barnum Ave, Bridgeport CT 06615**

**** Unaccredited School**

203.315.2985

www.BranfordAcademy.com

Director@branfordacademy.com

Date of Publication September 19 2019-2021

Table of Contents

Welcome.....	Pg 4
Mission Statement.....	Pg 4
Ownership.....	Pg 4
Faculty.....	Pg 4
Facility + Equipment.....	Pg 5
School Hours.....	Pg 5
Approvals, Accreditation and Affiliation.....	Pg 5
Non Discrimination Policy.....	Pg 5
Admission Requirements.....	Pg 5
Transfer Students	Pg5
State Licensing Disclaimer.	Pg 6
Important Facts.....	Pg 6
Licensing requirements.....	Pg 6
Industry requirements.....	Pg 6
Occupations Available.....	Pg 6
Annual Performance Statistics.....	Pg 7
Course Outlines - Cosmetology, Barbering, Esthetics, Nails & Eye Lash	Pg 7-15
Satisfactory Academic Progress Policy (SAP).....	Pg 16
Evaluations Periods.....	Pg 16
Attendance Progress Evaluations.....	Pg 16
Maximum Time Frame.....	Pg 17
Academic Progress Evaluations.....	Pg 17
Grading Scale.....	Pg 17
Determination of Progress.....	Pg 17-18
Warning.....	Pg 18
Probation.....	Pg 18
Reestablishment of SAP.....	Pg 18
Interruptions- Course Incomplete's- Withdrawals.....	Pg 18
Appeal Procedure.....	Pg 19
Transfer hours.....	Pg 19
Graduation Requirements.....	Pg 19
Employment Assistance Policy.....	Pg 19
Drug Free Campus + Workplace Policy.....	Pg 19
School Advisor.....	Pg 19

Family Education Rights and Privacy Act (FERPA).....	Pg 20
--	-------

Policy for Non Disclosure of Non Public Personal Information.....	Pg 20
Release of Information Authorization Form.....	Pg 20
Campus Crime + Security Policy.....	Pg 20
Photo release + Consent	Pg 21
Release of Liability Policy.....	Pg 21
Grievance Policy	Pg 22
Grievance Form	Pg 23
Program Schedules.....	Pg 23
Program Start dates	Pg 23
Holidays/Closings.....	Pg 23
Rules + Regulations.....	Pg 24-25
Sanitation Duties	Pg 25
Disciplinary Procedures	Pg 25
Policy Change	Pg 26
Tuition + Fees.....	Pg 26
Other Expenses.....	Pg 26
Method of Payment.....	Pg 26
Registration Fee.....	Pg 26
Termination Fee.....	Pg 26
Returned Check Fee.....	Pg 26
Transcript Fee.....	Pg 26
Refund Policy.....	Pg 26
Cost over Contract.....	Pg 27
Information about Financial Aid.....	Pg 27
Opt out forms	Pg28-33
Opt IN & Kit List forms	Pg 34-39
Authorization page	Pg 40

Welcome to the Branford Academy of Hair & Cosmetology

All courses are taught in English

Branford Academy of Hair & Cosmetology is referred to in this catalog as also Branford Academy.

Branford Academy of Hair & Cosmetology is dedicated to providing OUR students a quality education using the latest technology available. Branford Academy's curriculum utilizes the Milady Standard Text and supplement materials.

Branford Academy is committed to creating a professional atmosphere where there is synergy, excitement and teamwork.

Branford Academy invites you to our facility to meet with our staff and experience the career training of your choice, whether in cosmetology, barbering, nail technology or skincare. Now is the time for change to enter an exciting, creative industry!

Mission Statement

Branford Academy of Hair & Cosmetology brings world class education and training to the Connecticut Shoreline, offering a comprehensive, progressive education in the basics of Hairdressing and Cosmetology, in a salon atmosphere. The owner, faculty and staff strive to maintain the level of excellence which makes our cosmetology program among the best available. The Academy furnishes students with the necessary training to become cosmetologists, manicurists, pedicurists, platform artists, make-up artists, salon owners, managers, colorists, manufacturer representatives and cosmetology instructors.

Branford Academy's time-tested education program continually ensures its students receive that most contemporary methods and tools, while instilling in every student the commitment to develop the proper skills to succeed.

Branford Academy of Hair & Cosmetology Ownership

Diana Leonardi legally owns and controls Branford Academy of Hair & Cosmetology which is recognized by the State of Connecticut Department of Education, NACCAS & Department of Education.

Branford Academy of Hair & Cosmetology Faculty <u>Branford</u> Campus			Branford Academy of Hair & Cosmetology Faculty <u>Bridgeport</u> Campus Non Accredited		
<i>Department</i>	<i>Staff Member</i>	<i>Title</i>	<i>Department</i>	<i>Staff Member</i>	<i>Title</i>
Administration:	Diana Leonardi	Owner/ School Director	Administration:	Diana Leonardi	Owner/ School Director
	Ann Lynch	Book Keeping		Ann Lynch	Book Keeping
	Tracy Casiero Melissa Hay	Admissions Admissions			Director of Admissions
	Jazmin Lopez	Financial Aid			Director of Clinical Education
Education	Joseph Suvak	Cosmetology Instructor	Education	Joseph Suvak	Cosmetology Instructor
	Dequan Gormany	Cosmetology/ Barber Instructor			Cosmetology/ Barber Instructor
	Paola Domena	Esthetic Instructor			Esthetic Instructor
	Alicia Pascheralis	Cosmetology Instructor			Cosmetology Instructor
	Elizabeth Sheffield	Cosmetology Instructor			Cosmetology Instructor
	Alicia Pascheralis	Cosmetology			

Facility + Equipment

Branford Academy of Hair & Cosmetology is located at 251 W. Main St Building 2 Suite 10, Branford CT 06405. The Branford facility is conveniently located off Rte 1 with full access to Northeast Transportation (New Haven's City Bus System). 1450 Barnum Ave Bridgeport, Ct 06551 (**non accredited**) is located off Interstate 95 Exit 31. Both locations are fully equipped to meet all the demands of today's salon. The facility includes private classrooms, client reception and work areas, management offices, student lounge and equipment. It is handicapped accessible, ADA (American Disabilities Act) compliant, and offers ample free parking. There is no housing available to students.

School Hours

Branford Campus is open Monday - Thursday: 9:00AM – 9:00PM, Friday 9:00AM – 4:00PM & Saturday: 9:00AM – 3:00 PM

Bridgeport Campus (non accredited) is open Tuesday - Saturday 9:00AM-5:00PM

Students are **NOT required** to attend school on **Spring Break April 13 - 18**

Memorial Day, the week of July 4th, Labor Day week August 31 - September 8, Veterans Day, Thanksgiving Day, and Black Friday, December 24 - January 2nd

Approvals, Accreditation and Affiliation

Branford Academy is approved by the State of CT Dept. of Health Services, 410 Capitol Ave. Hartford, CT. 06134 Phone: 860-509-7569, and is accredited by National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street Alexandria, VA 22314 Phone: 703-600-7600 and Approved by the Office of Higher Education State of Connecticut 450 Columbus Blvd, Suite 707 Hartford, CT 06105 860-947-1816

MILITARY SPOUSES

The Office of Higher Education and the State Approving Agency have approved Branford Academy of Hair & Cosmetology programs for the training of veterans. Veterans, children of veterans, and spouses of veterans seeking educational assistance for training provided by the VA should apply to the Veteran's Office located within our Financial Aid department for application procedures and qualifications.

Branford Academy, its staff and/or faculty are members of:

- Chamber of Commerce
- American Association of Cosmetology Schools
- Cosmetology Educators Association

Non Discrimination Policy

Branford Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

Admission Requirements

Branford Academy admits as regular students those that have met the following requirements for enrollment:

- For all accredited course, an applicant must be at least 18 years of age. All prospective students must complete an Admissions Application, **\$30.00** non refundable fee is charged, and return it to the campus location of their choice.
- All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by Email of approval or denial of admission.
- Branford Academy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.
- Branford Academy teaches all courses in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration. The applicant shall receive and review the school catalog, and be given a tour of the facility.
- **Provide Verification Documentation:** Copy of High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, and driver's license or birth certificate. **Branford Academy does not accept** AIB students.

Transfer Students will be accepted provided:

- The above admissions requirements are completed
- An official transcript of hours earned from the previous school is received and does not exceed 5 years prior to the date of application for admission to **Branford Academy of Hair & Cosmetology**
- A transfer student must attend a minimum of 300 hours at **Branford Academy of Hair & Cosmetology**
- Student was not terminated from the previous school due to drug/ alcohol and/or unprofessional conduct
- **Reentry Students** will be accepted provided:
 - Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements' with the Financial Aid officer.
 - Previous tuition payments will be credited to the students balance
 - Reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
 - Pay the **\$150.00** Non-refundable registration fee

State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Department of Health to deny licensure. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Branford Academy is not responsible for students denied licensure. Students who are not US residents or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

Important Facts about Branford Academy of Hair & Cosmetology Programs.

Branford Academy of Hair & Cosmetology offers programs in Cosmetology, Barbering, Esthetics, Eyelash Extensions and Makeup Artistry: **All programs are taught in English.**

Licensing requirements:

Cosmetology, Esthetics & Barbering are clock hour programs which prepare the student for Licensing.

The State of CT requires a student to have completed the eighth grade, the required hours of instruction from a CT state approved curriculum and passed the CT State Board Written Exam with a minimum score of 70% in order to obtain a Cosmetology / Barbers license.

Reference to state regulations: www.ct.gov/dph

Cosmetology requires 1500 clock hours. Barbering requires 1000 clock hours. Esthetic 600 clocked hours

Currently the State of CT does not require licensing for Esthetics, Nail Technology or Makeup Artistry.

All **of our Cosmetology** programs are offered in a Day schedule (full or part-time) and Evening schedule. Esthetics & Barbering programs are full or part time day programs.

Industry Requirements:

According to CT Job & Career Connection the average statewide annual income for these occupations
Cosmetologists/Hairdressers
www.bls.gov/oes/current/oes395012.htm Standard Occupational Classification Code (SOC) 39-5012.00
<http://www.onetonline.org/link/summary/39-5012.00>

Aestheticians
www.bls.gov/oes/current/oes395094.htm
Standard Occupational Classification Code (SOC) 39-5094.00
<http://www.onetonline.org/link/summary/39-5094.00>

Barber
<https://www.bls.gov/oes/current/oes395011.htm>
Standard Occupational Code
<https://www.onetonline.org/link/summary/39-5011.00>

Cosmetology 1500 Full time 34 hrs per week, 3/4 time 27.5 per week, part time 22 per week

Barber 1000 Full time 27.5 hours per week Part time 22 hours per week

Esthetics Full time 25 hours per week. Part time 16 hours per week

Hygiene: It is important for cosmetologists/barbers to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist / barber's job to help others look as attractive as possible; therefore it is important for the cosmetologist/barber to have a neat, clean appearance. Most people would not want to go into a salon/barber shop and have someone do their hair or make-up, which clearly doesn't take care of their own hair and make-up. Cosmetologist/Barbers' physical appearances are walking references to their skill ability.

In terms of cleanliness, refined personal hygiene is crucial for Cosmetologists/Barbers. Cosmetologists/Barbers regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

Body Positioning: Cosmetologists/Barbers are required to stand about 75 percent of the time. Cosmetologists/Barbers must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when washing a client's hair or administering a facial. The back experiences significant stress during the course of a cosmetologist's day. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as cosmetologists/Barbers because they will not be able to perform tasks accurately.

Steady Hands: A cosmetologist/Barber's hands are frequently exposed to water and cleansing. Cosmetologists/Barbers work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the cosmetologist/Barber must have the ability to control their hands and fingers at all times, including holding the hand very steady while cutting hair, applying makeup or other beauty treatments. A cosmetologist/Barber who cannot hold their hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

Allergies: Cosmetologists/Barbers are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology/barbering due to their adverse physical reactions to the tools of the trade.

Using Tools: Cosmetology/Barbering tools can cause cuts and other injuries, so it's important that a cosmetologist have reasonably good vision so she can handle the tools safely. Dexterity to grasp scissors, razors and small make-up tools is important.

Occupations available:

For licensed professionals jobs include Salon/ Spa/Barbershop ownership or management, Full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/ Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors
Other areas include: Hair, Nail or Makeup artistry for Film ,Theater, Photography studio or Department store, Product manufacturer Marketing or Educational Support Representative, Manicurist, Skin care specialist.

Annual Performance Statistics

Branford Academy of Hair & Cosmetology performance statistics for the calendar year 2018 reported:

Completion	Licensure	Placement
71.43%	100%	75%

Course Outline...

Course: BARBERING

Program / Course Description: The Primary purpose of the Barbering course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

Course Goals/ Objectives:

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
2. To prepare students to work in a professional barbershop /salon
3. To develop employer/employee relationships and effective communication skills

Instructional Methods:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

References:

Students follow *Milady's Standard of Professional Barbering*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

State Of CT. Curriculum / Units of Instruction:

The total curriculum shall not be less than one thousand (1,000) hours of instruction.
 The first one hundred fifty (150) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first one hundred fifty (150) hours but supervised practice on a clinic floor cannot.
 The remaining eight hundred fifty (850) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.
 Instructor Qualifications/Teacher to Student Ratios:

Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g, barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

MINIMUM REQUIRED INSTRUCTION HOURS

<u>Content Area</u>	<u>Theory/Classroom Hours</u>	<u>Clinic Hours</u>
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	100
Business & Professional Relations	10	10
Hair Care & Treatment	10	50
Skin Care, Facial, Manicuring	15	30
Hair Shaping (20) Styling (10) Shaving (20)	50	640
State Laws for Barbers & Hairdressers and EEOC Guidelines	5	0
TOTAL HOURS:	150	850

Barbering Curriculum

Orientation	4 hrs
I. Sanitation and Hygiene	
A. Hygiene and good grooming	
1. Personal hygiene	
2. Good grooming	
B. Sanitation Procedures	
1. Definition	
2. Importance	
3. Methods of sanitation	
4. Related chemistry	
C. Universal Precautions/Infection Control	
1. Blood Borne Pathogens	
2. Infectious Diseases (e.g, HIV, Hepatitis C)	35hrs

II. Anatomy and Physiology

- A. Properties and disorders of the skin
 - 1. Structure, composition and function
 - 2. Blood supply, nerves and muscle function
 - 3. Growth and regeneration
 - 4. Conditions, diseases and disorders
 - 5. Irregularities
 - B. Properties and disorders of the hair and scalp
 - 1. Structure, composition and function
 - 2. Blood supply, nerves and muscle function
 - 3. Growth and regeneration
 - 4. Color, texture, elasticity, density and porosity
 - 5. Conditions, diseases and disorders
 - 6. Analysis
 - 7. Irregularities
- 15hrs

III. Chemical Procedures

- A. Hair Coloring and Lightening
 - 1. Purpose and results
 - 2. Materials, Implements and supplies
 - 3. Classifications

- 4. Scalp and hair analysis
- 5. Safety measures
- 6. Procedures
- 7. Corrective measures
- 8. Fillers
- 9. Removal of artificial color
- 10. Special effects
- 11. Related chemistry
- B. Chemical Waving
 - 1. Purpose and results
 - 2. Materials, implements and supplies
 - 3. Scalp and hair analysis
 - 4. Classifications (types) of products
 - 5. Safety measures
 - 6. Procedures
 - 7. Corrective measures
 - 8. Special effects
 - 9. Special hair problems
 - 10. Related chemistry
- C. Chemical Hair Relaxing
 - 1. Purpose and results
 - 2. Materials, implements and supplies
 - 3. Scalp and hair analysis
 - 4. Classifications (types) of products
 - 5. Safety measures
 - 6. Procedures
 - 7. Special hair problems
 - 8. Related chemistry130

IV. Hair Care and Treatment

- A. Shampoos and Rinses
 - 1. Purpose and results
 - 2. Materials and supplies
 - 3. Types of shampoos/rinses
 - 4. Procedures
 - 5. Related chemistry
- B. Scalp and Hair Care
 - 1. Purpose and results
 - 2. Materials and supplies
 - 3. Massage
 - 4. Procedures
 - 5. Safety measures
 - 6. Related chemistry60hrs

V. Skin Care/Facials and Manicuring

- A. Skin Care/Facials
 - 1. Purposes and effect of massage movements
 - 2. Implements and supplies
 - 3. Function of nerves and muscles
 - 4. Procedure in giving a plain facial
 - 5. Special problems
- B. Manicuring
 - 1. Purpose and results
 - 2. Preparation
 - 3. Equipment, implements and supplies
 - 4. Procedures 45hrs

VI. Hair Cutting, Styling and Shaving

- A. Hair Cutting

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Use of implements
- 4. Haircutting theory
- 5. Techniques, designing and procedures
 - a. Traditional barber styles (fine taper)
 - b. Contemporary styles
- 6. Safety measures
- B. Hair Styling/Care and Care/Styling of Wigs
 - 1. Purpose and results
 - 2. Materials, implements and supplies
 - 3. Use of implements
 - 4. Finishing techniques
 - 5. Thermal Techniques
 - a. Hair and scalp analysis
 - b. Materials, implements and supplies
 - c. Hair pressing
 - d. Thermal curling
 - e. Thermal waving
 - 6. Care and Styling of Wigs
 - a. Types of Wigs
 - b. Cleaning and conditioning
 - c. Fitting and adjusting
 - d. Styling
 - 7. Safety measures
- C. Shaving
 - 1. General precautions and safety precautions of shaving
 - 2. Standard shaving positions and strokes
 - 3. Fundamentals of shaving the head neck and face
 - 4. Beard and mustache grooming690hrs

VII. Business and Professional Relations

- A. Professional attitude/ethics and salesmanship
 - 1. Personality
 - 2. Salesmanship
 - 3. Patron relations
 - 4. Telephone techniques
 - A. Salon management
 - 1. Business practices
 - 2. Employer-employee relations
 - 3. Salon development
 - 4. Professional ethics
 - 5. Public relations
- C. Safety Measures/Client protection
 - 1. Pertaining to shop patrons
 - 2. Pertaining to shop operators
 - 3. Equipment
 - 4. Materials
 - 5. Precautions relative to various services including hair straightening
 - 6. Precautions for electrical devices20

VIII. State laws

Rules and Regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment. 5 hrs

BARBER PROGRAM

Clinic Services to be performed by student

Service Type	Min Required	Service Type	Min Required
Wet Styling (Sculpting, Roller sets, Finger waves, Wraps)	10	Braiding	5
Thermal Styling (Blow Drying /Curling Iron / Flat Iron/ Pressing)	20	Shaves (15) / Beard Design (10)	15
Haircuts	50	Facials	1
Hair Color (Semi / Demi / Permanent)	15	Perms	1
Hair Lightening (Double Process)	2	Relaxers	1
Dimensional (Foiling /Cap/ Etc)	5	Manicures	1

Week V: Basics of Chemistry, Nail Product Chemistry, Tips-Wraps-No Lite Gel
Week VI: Acrylic Nail Enhancements, Seeking Employment, Resume
Week VII: UV Gels, Creative Touch, Clinic
Week VIII: Basics of Electricity, Electric Filing, On the Job, Portfolio Development
Week IX Business and employment
Week X Final Exams

Course outline Eyelash Extensions

Are you creative? Do you have an eye for the future? This 50 Hour, hands on individual eyelash extension course will give you the knowledge and techniques to take your talents to another level.

The program cost is Application fee \$30.00 \$150.00 registration fee, \$700.00 kit, \$2700.00 Tuition, Totaling \$3525.00

After a deposit of \$580.00 weekly payments are \$535.00 for 6.25 weeks, No Interest. 6.25 week program, 50 hours

1. The total curriculum shall not be less than 50 hours of instruction. \$3525.00

2. The first 20 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 50 hours but supervised practice on a clinic floor cannot.

3. The remaining 30 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

What will you learn :

- Introduction to Eyelash Extensions
- Sanitation and Safety Procedures
- Tools and Supplies
- Eye Prepping
- Individual Extension Application
- Eyelash care and Maintenance
- Refilling Lash Extensions
- lash extension removal

- Booking and Pricing

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Communication

Week II: Infection Control, Anatomy + Physiology of the eyes

Week III: Applications & Practicals

Week IV: Full set of extensions

Week V: Refills of extensions

Week VI Final exams

Satisfactory Academic Progress Policy (SAP)

The following SAP policy applies to all Title IV and Non-Title IV students. In order to be considered to be in SAP all students regardless of their program and/or attendance schedule must meet Branford Academy's policy regarding academics and attendance at the time of official progress evaluations. Unofficial reviews of progress are not used when determining the student's official satisfactory progress but will be used to advise the student toward meeting the standard by the time of official review. Various components of the satisfactory progress policy may differ by program type and/or as identified in this policy. The SAP policy is issued to students prior to enrollment via the student catalog.

SAP Attendance Requirements

Attendance will be monitored at least monthly in order to determine unofficial withdrawals and in order to provide advising to students who may be progressing below the standards set forth by the school.

All absences other than those covered by an approved leave of absence or official closure/holiday periods shall be recorded as such and shall be used in the determination of the student's cumulative attendance average and satisfactory progress status.

According to state requirements students are required to complete all hours as mandated for the program or as required by the school whichever is greater. There are no official excused absences. Therefore, students who are absent must make up the hours missed.

Qualified students enrolled to use their VA benefits will not have their enrollment certified to the VA if they have violated the following school's SAP policy. After one evaluation period of not meeting the SAP requirement, VA students will be placed on academic warning. If the VA student is not in compliance after the next evaluation period, he or she will be placed on academic probation. If the VA student is still out of compliance with the SAP policy after this period, they will not be certified to use their VA benefits for the subsequent term(s). Students may appeal the decision and continue training at the school, but they would not be certified to use their VA benefits.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows. Actual hours of:

Cosmetology: 450, 900 & 1200, 1500 (1st academic year 900 hours 2nd academic year 600 hours)

Barbering: 450, 900, 1000 (1st academic year 900 hours 2nd academic year 100 hours)

Esthetics: 300,600 (1 academic year 600 hours)

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program. The Branford Academy of Hair & Cosmetology's minimum satisfactory progress standards for official determination are:

- * 75% cumulative theory and practical
- * 70% Attendance

Attendance Progress Evaluations:

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed

Time Clock Procedures

To Clock In/Out

1. Scan your right hand on the Biometric time & attendance scanner. Once you hear your name you are clocked in. If you hear "student not found" repeat until you hear your name.

1. Day students may clock in any time before 9:00am a.m. At 9:00am a.m., begin receiving hours.

2. Evening students may clock in any time before 5:00 p.m. At 5:00 p.m., begin receiving hours. Unless student is making up hours, at which point the student may receive hours prior to 5:00pm.

3. For all students clocking in on Saturday, clock in anytime before 9 a.m. At 9 a.m., begin receiving hours.

4. Students cannot collect any hours if they do not scan in by their prescribed clock-in deadline.

Clock out Times

1. Please follow the same procedure as clocking in.
2. Students must clock out for lunch breaks and whenever leaving School premises.
3. Students may not earn hours beyond their scheduled dismissal time, unless they have signed up for make-up hours.

Clocking Hours

All students in clock hour programs scheduled for 5 1/2 or more hours per day must clock four times per day: in for the day, out for lunch (dinner), in from lunch (dinner), and out for the day.

All students in programs scheduled for 5 or less hours per day must clock twice per day: in for the day and out for the day.

NOTE: All students are required to follow these rules, or they face not receiving clock hours for the day. In addition, the following rules apply to all Branford Academy students:

1. Students who do not clock in properly/clock out properly may not receive those hours that are not properly documented. Missed punch sheet available in educator office and requires educator initials.
2. Student misuse or abuse of the clocks, or any other computer equipment may result in a suspension and possible termination from School.
3. Students must be in full uniform when clocking in for the day and clocking out for the day. When students are "on-duty" clocking hours, students must be in full uniform and ready for School.
4. A student who feels there is a discrepancy in their clock hours should make an appointment with the Dean of Students to review those clock hours no later than 30 days after the clock hours are posted.

Tardies

Students are allowed to punch in up to 15 minutes after their scheduled start time and may be considered late/tardy. Any student showing up after those 15 minutes may wait till 10:00am. Later than 10:00am students are not be allowed to clock in for the day. We expect our students to allow ample time for travel, traffic, weather conditions, car troubles and alarm not working.

Maximum Time Frame:

The maximum time which does not exceed 143% of the course length allowed for students to complete each program at satisfactory academic progress is stated below; The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 70% of scheduled hours. If a student exceeds the maximum time frame, they will be withdrawn from their chosen program.

Branford Academy requires students to progress through their program toward graduation within a set and standard timeframe. Based upon the school's requirement for 70% attendance, the maximum timeframe during which students are to complete any Program is 143 percent of the published Program length. This quantitative measure of progress will be reviewed at 450, 900 and 1200 hour checkpoints for cosmetology and 300 hour checkpoint for esthetics and 450 & 900 for barbering. If at any time it is determined that a student is unable to complete the program within the maximum established timeframe, the student will be deemed to be in unsatisfactory progress and therefore may be terminated from the program.

Maximum timeframes for each program are:

Cosmetology 1500 hrs: 2145 scheduled hours

Esthetics 600 hrs: 858 scheduled hours

Barbering 1000hrs 1430 scheduled hours

Any student who falls below 70% attendance is advised that he/she may be in jeopardy of not completing within maximum timeframe. A student in this situation must increase his/her cumulative attendance average immediately. Failure to increase the attendance rate by the next evaluation period (as applicable) may result in termination from the program. Please note students receiving Veterans benefits will be terminated from the program at this point and may appeal in accordance with Branford Academy's appeal policy after the termination has been processed.

Academic Progress Evaluations:

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

Grading Scale

✓ **Academics**

75 - 100 = Satisfactory
0 - 74 = Unsatisfactory / Failing

✓ **Practical / Lab**

75 - 100 = Satisfactory
0 - 74 = Unsatisfactory / Failing

Determination of Progress:

Students meeting the minimum requirements for academics (75%) and attendance (70%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory progress may have their Title IV funding (if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Academic counseling sessions with students are provided ongoing as needed.

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student becomes ineligible for Title IV funds. A student may be placed on

Financial Aid Probation if he/she appeals the decision and it prevails, as applicable.

Probation:

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

Re-Establishment of Satisfactory Academic Progress:

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

Reentry Students will be accepted provided:

- Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements with the Financial Aid officer.

Interruptions, Course Incomplete's, Withdrawals:

Leave of Absence Policy

The Branford Academy will only grant a Leave of Absence for special circumstances only. All other reasons a student is not able to attend school will be treated like a withdrawal. Only under special circumstance will a LOA be granted. The head of school will determine the need. If granted, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be pre-approved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Branford Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Branford Academy will document the reason for this decision and will collect the written leave of absence when the student returns to class. Branford Academy would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class. A student is eligible for a total of 180 days leave of absence during a 12 month period at Branford Academy. The minimum length of an LOA is 14 days. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state a student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. A LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students on a LOA **will not be assessed additional tuition charges while on their LOA.** A student on a LOA is NOT considered withdrawn and no refund calculations will be done while on a LOA. The student enrollment contract will be extended for the same number of days taken and maximum time frame in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A student granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken

in the LOA and will not be included in the student's cumulative attendance percentage calculation.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Branford Academy of Hair & Cosmetology.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School.

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Incomplete's, Retentions and Noncredit, Remedial Courses:

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

Transfer Policy Hours:

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

Graduation Requirements:

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field. Upon successful completion the student will be awarded a Diploma / Certificate of completion. The Branford Academy will release the affidavit of hours ONLY after all financial commitments have been achieved.

Employment Assistance Policy:

While Branford Academy of Cosmetology **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Branford Academy of Hair & Cosmetology maintains a relationship with professionals and potential employers of Branford Academy graduates. Job referrals are made known to interested graduates as available. A Criminal background may prohibit a student / Graduate from obtaining employment.

Drug-Free Campus and Workplace Policy:

The Branford Academy of Hair & Cosmetology is committed to providing a school environment free of the abuse of and the illegal use of alcohol and other drugs. In order to promote a safe, efficient educational and work environment, the Drug-Free Campus and Workplace Policy Statement has been adopted to supplement existing policies, practices and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state, and federal laws. This policy statement is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989.

Standards of Conduct:

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on school property or at any school activity. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any school activity.

Disciplinary Sanction:

The school will impose sanctions (consistent with local, state, and Federal Law) upon all employees and students who violate these standards of conduct. Such sanction may include but are not limited to:
Referral for prosecution, probation, suspension or expulsion.

School Advisor: Students are provided with academic advising and additional assistance as necessary. A school advisor is any member of the school staff, and is available for advising on any matter that may inhibit a student's ability to complete their program. Or if they just want to talk!
A school advisor is available during the student's school hours and is there to answer any questions, comments or concerns a student may be having. If an issue arises that needs additional assistance, an advisor will refer the student to an appropriate official within (or outside the school) in order to create a plan of action, or solution that will help them complete their training and career goals.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
 • Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/guardians to review the records. Schools may charge a fee for copies.
 • Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or

parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
 • Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 -School officials with legitimate educational interest;
 -Other schools to which a student is transferring;
 -Specified officials for audit or evaluation purposes;
 -Appropriate parties in connection with financial aid to a student;
 -Organizations conducting certain studies for or on behalf of the school;
 -Accrediting organizations;
 -To comply with a judicial order or lawfully issued subpoena;
 -Appropriate officials in cases of health and safety emergencies; and
 -State and local authorities, within a juvenile justice system, pursuant to specific State law.
 Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.
 Branford Academy of Cosmetology complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:
 Family Policy of Compliance Office
 US Dept of Education
 400 Maryland Ave, SW
 Washington, DC 20202-5901
 Questions regarding this policy should be referred to the School Director.

Policy for Non Disclosure of Non Public Personal Information:

Nonpublic information is collected about you when you apply to attend Branford Academy of Hair & Cosmetology and/or when you apply for federal or private educational grants or loans. This information includes: Your name, address, social security number, financial assets, and bank name and account number.
 This information is not disclosed by Branford Academy of Hair & Cosmetology to any person or institution except to the United States Department of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law.
 Access to student records is restricted to designated employees.

A fee of \$10.00 may be charged for requested copies provided of the records.

Release of Information- Authorization Form

I understand that I have the right to gain access to my records according to the schools access to files policy (FERPA) by making an appointment with the appropriate school official. I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____
to have access to the following information:

Student Signature

_____/_____/_____
Date

Note: This form will be used each time Branford Academy wants or has a need to release information from the student file to a third party.

Campus Crime and Security Policy:

According to a federal law known as the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act", our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'" The law defines "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who has significant responsibility for student and campus activities. Similarly, a faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant

responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.
 The criminal offenses for which we are required to disclose statistics are: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.
 We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/ destruction/vandalism of property. We are required to disclose statistics for

offenses that occur on campus, in or on non campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Our school has a responsibility to notify its community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the police department.

Branford Academy of Cosmetology shall request on an annual basis, a crime statistics report from local and state law enforcement agencies. This report shall be disclosed and maintained.

Security of Student records:

1. Academic and financial records are kept in locked cabinets in locked offices available to authorized personnel only.
2. There are separate file cabinets for education and financial records.
3. Students can request a review and copy of their personal records from authorized school personnel only.

Photo Release & Consent

I understand and authorize **Branford Academy of Hair & Cosmetology**, its agents, successors, assigns, subareas, subsidiaries and/or affiliates to use and publish all photos supplied to say organization(s) of me in any or all of its publicity, illustration, advertising, and web content without limitation. Said Picture(s) / photograph(s) may be used with or without using my name. I agree that I will not be compensated for use of said items.

If I prefer not to have any photos published of me, I will supply, in writing, a statement as such, which shall be placed in my file.

Release of Liability Policy:

I agree to release from liability and hold harmless **Branford Academy of Hair & Cosmetology**, its employees or agents from any and all liability for personal injuries (including death), property losses or damage in connection with any activity or accommodations incurred from any off premise school event or activity. I further agree to abide by all the rules and regulations required by Branford Academy.

Student Grievance Procedure:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without

merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines **the specific steps of the complaint process.**

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's State licensing agency and/or the school's accrediting agency.

Office Higher Education 450 Columbus Blvd. Hartford, CT 06103 (860) 947-1816
- NACCAS 3015 Colvin St Alexandria, VA 22314 (703) 600-7600

Student Grievance Form

NAME _____

ADDRESS _____

SOCIAL SECURITY # _____

TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

_____/_____/_____
Date

Program Schedules:

Day full time programs include 1 Hour lunch break. Part time programs include 1/2 hour lunch break. Evening program is a 10 minute break. The maximum time frame in which a student must complete the Cosmetology/Barbering/Esthetics program is 143% of the program length based on 100% attendance.

Program Start Dates/days & hours

Class Stars Branford Campus	CLASS STARTS Bridgeport. NON Accredited	Branford Campus	Bridgeport Campus NON ACCREDITED
All Courses	All Courses	Cosmetology 1500 hours	Cosmetology 1500 Hours
August 3 2020	August 4 2020	FT Monday - Thursday 9-5 Friday 9-4. 34 hr/ week	FT Tuesday - Saturday 9-5 . 35hr/week
September 14 2020	September 15 2020	3/4 time Monday - Friday 9-3. 27.5 hr/ week 0r	3/4 time Tuesday - Saturday 9-3. 27.5 hr/week 0r
October 5 2020	October 6 2020	Monday - Friday 9-1 Saturday 9-3 26 hr/week	Tuesday - Friday 9-1 Saturday 9-3 22 hr/ week
November 2 2020	November 3 2020	1/2 time Monday - Thursday 5pm -9 Saturday 9-3 22 hr/week	
December 7 2020	December 8 2020		
January 4 2021	January 5 2021	Barbering 1000Hours	Barbering. 1000Hours
February 1 2021	February 2 2021	FT Monday - Friday 9-3 27.5 hr/ week	Tuesday -Saturday 9-3 27.5 hr/week
March 1 2021	March 2 2021	1/2 time Monday - Thursday 5pm -9 Saturday 9-3 22hr/week	
April 5 2021	April 6 2021		
October 7 2019		Esthetics. 600 Hours	Esthetics, 600 Hours
November 4 2019	November 5 2019	FT Monday - Friday 9-2. 25 hr/week	FT Tuesday - Saturday 9-2. 25 hr/week
December 2 2019	December 3 2019	1/2 time Monday - Thursday 5 -9	
January 6 2020	January 7 2020		
February , 3 2020	February 4 2020	Nail Tech. 100 Hours	
March 2 2020	March 2 2020	Mon & Wed 5pm-9pm 8 hr/wk	
April 6 2020	April 7 2020		
May 4 2020	May 5 2020		
June 1 2020	June 2 2020		
July 13 2020	July14 2020		

Holidays/ Closings Holidays: Spring Break April 13 - 18 Memorial Day, the week of July 4th, Labor Day week August 31 - September 8, Veterans Day, Thanksgiving Day, and Black Friday, December 24 - January 2nd

School closings/delay announcements: Watch Channel 8 TV <https://www.wtnh.com> Early Warning Network or Channel 8 www.wtnh.com & Diana BA Leonardi via FaceBook

Rules and Regulations

School Rules and Regulations

1. Students MUST obey all rules of personal hygiene and sanitation at all times. Courtesy to staff, fellow students and clients is required at all times.
2. It is mandatory for students to wear required uniform —**ALL BLACK** or black Branford Academy shirt, black dress pants **NO SWEAT PANTS**, black skirt (knee length). Black shoes or black sneakers. Black Branford Academy apron. If you are out of uniform by not wearing the Branford Academy shirt or are wearing anything that covers the Branford Academy shirt, you will receive a warning slip. After you receive three warnings, you will be put on a three day suspension. (Academy sweat shirts are permitted)
- 2a. Items **NOT PERMITTED**: Jeans, tank tops, halter tops, or any top showing your midriff. Shorts or skirts shorter than your Branford Academy apron. No Open toe shoes, sandals or sneakers showing a logo or Uggs of any type.. If you are wearing any of the above articles of clothing you will be sent home for the day).
3. Hair and makeup must be done prior to arriving to school. Remember, fashion, creativity and beauty is the profession you are entering. If you want the part, act and look the part. Keep in mind; this is the prelude to your **FUTURE.....**This is your opportunity to express to the administration, the type of salon/spa you wish to seek employment with.
4. Smoking is prohibited in the Academy. If a student is found smoking in the school they will be clocked out & sent home.
5. Upon your arrival for the first day of class, your palm of your right hand will be registered in our system. Each student is required to clock in and out by scanning their palm each day. If you do not scan in you will not receive credit for that time. If a student is late or absent, the Academy must be notified by 15 minutes after their scheduled time to be in school (Morning students must contact the Academy by 9:15am and evening students must contact by 5:15pm
6. Each student is required to be on time every day they are scheduled to be in school. If a student is late for class, they will not be able to clock in until the following hour. Clock in times for full time/part time day students is 9:00am.. You will be able to clock in at 10:00am or 1:00 pm. . Evening students are expected to be clocked in at 5:00 pm. Final swipe time is 6:00pm, nothing later. . The only accepted excuse for Saturday classes is a funeral. All other excuses are not acceptable. Students need to attend classes when they are scheduled to attend.
- 6b. **If you forget to clock out at the end of the day, You will loose that time. Corrections will not be made. Students MUST clock in and out each day when you enter school, for your lunch break & at the end of the day when you leave. Failure to do so will result in loss of hours.**
- 7a. If any student misses or fails a test given on a specific test day, they cannot perform services of the chapter until they pass the theory test.
- 7b. If a student misses or fails a test, that student will not be able to receive a service or perform a service on any other student or model until the test is a passing grade.
- 7c. When receiving a hair service, the student receiving the service **MUST** be clocked out. There is a fee associated with receiving services in the clinic.
- 7d. Make up test are given every Friday morning at 9am (Thursday for evening students) each student has two weeks to make up the test they are missing, if they do not make up their test within the two week time period they will be put on a three day suspension and will have to make up the test when they return.
8. Absences due to illness for more than 3 days must be accompanied by a physician's note. You will not be able to return to school without a physician's note.
9. Consumption of food or drink in cutting area or class rooms is not permitted. You are provided a lunch room and eating area.
10. No gum chewing on the clinic floor.
11. No foul language to a teacher, staff member, fellow student or customer. If foul language is heard, you will be given an oral warning. On the third warning, you will be asked to go home and put on a three day suspension.
12. Acts of any insubordination (disobedient or bad behavior) to any staff member of the Branford Academy will result in suspension and possible termination.
13. Personal phone calls are **NOT** permitted. **NO CELL PHONES**. If you are using your cell phone it will be taken away from you. If you are continually found using your cell phone, you will receive warning slips. After three warning slips, you will be placed on a three day suspension.
14. Damage to Academy property must be replaced by the responsible person.
15. Each student is responsible for their own equipment, supplies, and books. If a student doesn't bring their books or equipment to school, they will be sent home for the day. If books or equipment are lost or stolen, they need to be replaced by the student. Please **LOCK** your wheel-a-about and lockers. If any items are left out in any school area after a student departs from school for the day, the item will be thrown away. Please put your belongings away.
16. Students must maintain **ALL** financial commitments to Branford Academy. Failure to maintain financial commitments will result in suspension from the school. The Branford Academy will not release an affidavit of hours until all financial commitments have been met.
17. Students are **NOT** allowed behind the front desk or dispensary area. Students are not allowed to answer the school phone or use the cash register.
18. Teachers only will administer chemicals to students for application.
19. Any student who refuses a customer or mannequin work will be sent home for that day.

20. Each student will have a sanitation duty. If sanitation is not done, you will receive a warning; on the third warning you will receive a three day suspension.
21. Each student is required to participate in all school events, if in violation (there are NO exceptions) you will receive a three day suspension.
22. If a student needs to make up hours, it is necessary to fill out a "permission slip" to make up hours. Please, try to fill this out in advance, have it approved and then signed off with appropriate teacher. Day students are allowed to make up missed hours on **SATURDAY 9am-2pm ONLY**. Evening students are allowed to attend classes on **FRIDAY 9am-2pm only**. Day Esthetic students are allowed to make up time on **Thursday evenings 4-9pm ONLY**. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic or with a teacher for theory.**
23. Students are allowed to make up 5 hours upon filling out a REQUEST form in advance. All students are allowed to make up a MAXIMUM of 5 hours per week, no matter the program enrolled in or schedule elected. Forms must be filled out and submitted to your assigned teacher for signature. All forms must be signed by an instructor with the exact time a student departs for the day. Adjustments will be entered ONLY if the form is filled out correctly and signed by instructors. **Students outside their schedule will not receive credit for the hours outside your schedule unless you are working on a guest in our school clinic.**
24. If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on a 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.
25. Absolutely NO earbuds in your ears either in class or on the clinic floor.
26. If a student leaves any items after departing for the day, the items left will be thrown out. Take your things with you at the end of each day or place in your locker.
27. Every Friday, the student refrigerator will be emptied & items left thrown away. Take your things home.
28. If a student goes on a break and is longer than the 10 minutes allowed, the student will be clocked out of the system until they return to the school and clock back in.
29. If a student arrives to school at 10am, they are NOT provided an 11:00am break. Please wait till your lunch break.

30. Drug / Alcohol use:

The illicit use, transfer, possession, and/or sale of illegal drugs or alcohol are prohibited in and around the campus grounds. Any student suspected of drug or alcohol abuse will be reported to the police & referred to an appropriate community agency(s) for necessary treatment, at their own expense. Branford Academy of Hair & Cosmetology has a Zero tolerance Policy.

Sanitation Duties:

Sanitation Duties assigned by the instructors are to be clean and sanitized, assigned areas must be inspected by instructors before any student is allowed to punch out. We must maintain a clean work area in the school.

Breaks and Lunch

Student breaks and lunch will be given at the instructor's discretion. Students must sign out and back in for a lunch break. 10 minute breaks are not required to punch out for.

If in violation of any of these rules you will receive a written warning slip on the third warning you will be put on a three day suspension that will go against your contract. Students will be put on 30 day probation if they are in violation of any of the above rules and regulations. If there are additional violations of these rules during this period, the student will be terminated. If the student completes the probation without additional problems then the student will be returned to good standing unless they violate a rule or regulation again.

Disciplinary Procedures

Branford Academy of Hair & Cosmetology reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited to, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours.

Additional Disciplinary Procedures will be enforced for the following reasons.

1. Branford Academy of Hair & Cosmetology may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog.
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Clients.
- e. Failure to follow established rules as stated in this catalog list on pages and that was signed by you.

Permanent Dismissal can result from any of the following reasons.

1. Being on the Branford Academy of Hair & Cosmetology grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person).
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

- 1st offense:** verbal / written warning (re Advisory Form)
- 2nd offense:** written warning with a 1 Day Suspension.
- 3rd offense:** written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges as they apply.

Policy Changes:

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, policies, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

Tuition and Fees:

Program	Tuition	App Fee	Registration Fee	Books/ Kit	Lab Fees	National Certification Test	TOTAL COSTS
Cosmetology	\$16,550.00	30.00 Non Refundable	\$150.00 Non Refundable	\$3350.00	\$1,800.00		\$21880.00
Barbering	\$7920.00	30.00 Non Refundable	\$150.00 Non Refundable	\$1850.00	\$1000.00		\$11750.00
Esthetics	\$7390.00	30.00 Non Refundable	\$150.00 Non Refundable	\$2079.00	\$1,800.00	\$644.00	\$11893.00
Nail Tech	\$2700.00	30.00 Non Refundable	150.00 Non Refundable	\$830.00			\$3710.00
Eyelash	2700.00	30.00 Non Refundable	150.00 Non Refundable	700.00			\$3580.00

Note: Registration fee is due at signing of contract agreement or, an arrangement made with the business office for payments

Other expenses to be incurred by the Cosmetology / Barber student are:

- State Board Exam \$65.00
- State Licensing Fee \$100.00

Esthetics, CPR certificate & liability insurance.

Method of Payment:

Please contact the school's Financial Aid Office for payment options. The student can make full payment at time of enrollment agreement, or Pay the Non-refundable registration fee at time of signing agreement with balance paid prior to start date, or Pay the Non-refundable registration fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies.

The school accepts **cash, check, money order, credit card** (a 3% charge will be added to any school payments using credit/debit cards). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs**

Registration Fee (\$ 150.00 Non-refundable)

A Non-refundable registration fee is payable upon execution of a signed enrollment agreement. Non Refundable.

WITHDRAWAL Fee is \$150.00

Canceled Check Fee \$40.00

REFUND POLICY – NOTICE OF CANCELLATION

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall

occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. A Should a student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. A student cancels his/her enrollment after three business days of signing the contract but **prior** to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00. A student notifies the institution of his/her withdrawal in writing. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the last physical day of attendance.

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

**PERCENT OF SCHEDULED TIME:
ENROLLED TO TOTAL COURSE
SHALL RECEIVE/RETAIN**

0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

*In addition to equipment/Books, termination fee, registration fee & application fee. If student withdrawals in academic year 2, all academic year 1 tuition charges will be added to this calculation. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. 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 this enrollment agreement.

- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
 - After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
 - If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
 - If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
- After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

***The School is currently eligible to participate in federal Title IV Financial Aid Programs**

Cost over Contract:

If a student fails to complete the program in the time allowed as contracted, an additional time period of 140 for Cosmetology, 50 for Barbering & 45 for Esthetics clock hours will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours and if applicable, an extension by the school due to official medical leave of absence, the hours made up after graduation date will be charged at the rate of \$20.00 per hour; The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

Federal Pell Grant: The Federal Pell Grant Program provides financial assistance to students that meets financial need set by the federal government. They are available to students who demonstrate financial need, based on a federal formula and who have not already received a Bachelor's degree. Grants do not have to be repaid.

Federal Direct Loan Program: *Subsidized Federal Direct Loan Subsidized Federal Direct Loans has a variable interest rate. Eligibility is based on financial need. This is a loan that must be paid back. If you are eligible, you may borrow once per academic year as long as all the required paperwork has been completed. The federal government pays the interest on a Subsidized Federal Direct Loan while you attend school, during the grace period (first six months after you leave school) and during periods of deferment. Your first payment is due six months after you leave school. *Unsubsidized Federal Direct Loan Unsubsidized Federal Direct Loans has a variable interest rate. This is a loan that must be paid back. You are responsible for the interest that accrues on the Unsubsidized Loan while you are in school and during your grace period. Your first payment is due six months after you leave school unless you choose to pay the interest on this loan while you are in school. Federal Direct Plus Loan (Parent Loan): These loans are borrowed by the parents of dependent students. The PLUS loan has a variable interest rate. The parent starts paying on the PLUS loan within 60 days after the loan is fully disbursed. Our approved VA locations participate in VA Educational Benefits Programs Branford Academy of Cosmetology honors servicemen and women of the armed forces by participating in a military scholarship and military benefits designed for active and inactive service members and their families. Our training programs can help prepare you for civilian life after the military. Eligible students also can apply for other military benefits and federal loans. Branford Academy of Hair & Cosmetology campuses are approved for veterans' benefits programs, including the Military Spouse Career Advancement Account (MyCAA) and the Montgomery GI Bill-Active Duty (Chapter 30), [click here](#) for a listing of campuses approved for military benefits. Additional financial aid is available to those who qualify. Students desiring information regarding the various aids available should contact the Financial Aid office at the school location they wish to attend. You can get more information about the different Federal Student Aid Programs by visiting FAFSA. www.fafsa.ed.gov Branford Academy of Cosmetology Pin # 041288

Treatment of Title IV Aid When a Student Withdraws

The law specifies how Branford Academy of Hair & Cosmetology must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Branford Academy of Hair & Cosmetology and/or you. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with Branford Academy). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Branford Academy must return this amount even if it didn't keep this amount of your Title IV program funds.

If Branford Academy is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Branford Academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from Branford Academy of Hair & Cosmetology's institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Branford Academy may also charge you for any Title IV program funds that it was required to return.

If you don't already know Branford Academy's institutional refund policy, you should ask for a copy and we will also provide you with the requirements and procedures for officially withdrawing.

If you have questions about the federal refund process, please contact our financial aid office at 203-315-2985
Branford Academy of Hair & Cosmetology
251 W. Main St
Branford CT, 06405

OPT OUT FORM 1
Student Kit- Barbering

Note: Kit items are subject to change. Total value \$1749.97

Students are responsible to purchase a Branford Academy Kit at an additional cost from the tuition.
Note: Kit items are subject to change.

1	City Lights Large Tote	48.95	1	Boar Brush	15.00
1	Cutting Cloth	7.65	3	Celebrity Mannikins (1Female/2 Male)	285.00
1	Spray bottle	1.28	1	Andis Clipper / Trimmer set	127.89
1	Flat Iron. babyliss	96.04	1	Shark Fin Scissors. Set.	500.00
1	Blow Dryer babyliss	96.04		Texturizes	
1	Barber Taper Comb	12.00		Feather Razor	
1 bx	Aristocrat Combs	1.45	1	Shaving Razor	45.00
1 pkg	Butterfly clamps	5.00	1	Milady Standard Text Bundle:	275.00
2	Academy T shirts	54.00	1	Brush set.	36.00
1	Scalp Master Barber Jacket w/ logo	18.36	1	Timer	2.73
1	Soft n Style gloves	3.72	1	Applicator bottle	.63
1	Scalp Master Brush Set	22.19	1	Babyliss Titanium Marcel Iron.	96.04

Student Kit- Barbering

Note: Kit items are subject to change. Total value \$14749.997

Students are responsible to purchase a **Branford Academy of Hair and Cosmetology** Kit at an additional cost from tuition. This is an option. If a student does not purchase a kit from the school. They are responsible to have the exact items. No substitutes. You can purchase through Amazon.com

I, _____ elect **not** to participate in this method of obtaining my books and supplies from Branford Academy of Hair & Cosmetology & I am responsible for purchasing my books, kit & supplies on my own.

Student Signature: _____ Date: _____

Date of Receipt: _____ Received By: _____

Bursar Office Receipt: _____ Account Credited by: _____

Student Kit- Barbering
OPT IN Form 2

Note: Kit items are subject to change. Total value \$1749.97

Students are responsible to purchase a **Branford Academy of Hair and Cosmetology** Kit at an additional cost from tuition. This is an option. If a student does not purchase a kit from the school. They are responsible to have the exact items. No substitutes. You can purchase through Amazon.com

I, _____ elect **to** obtain my books and supplies from Branford Academy of Hair & Cosmetology.

Student Signature: _____ Date: _____

Date of Receipt: _____ Received By: _____

Bursar Office Receipt: _____ Account reflected by: _____

Date _____

PRE ENROLLMENT
Acknowledgement and Receipt
251 W. Main St B2S6 Branford Ct 06405

Signature on this receipt acknowledges that you have received and reviewed a copy of the following items upon receipt of this catalog, **prior** to signing an enrollment agreement:

- _____ School Catalog
- _____ Course Outline
- _____ Student kit list
- _____ Satisfactory Academic Progress Policy
- _____ Most recent Annual statistics regarding completion, licensure, and placement
- _____ Industry Requirements regarding state licensure
- _____ Drug Free Campus Policy
- _____ Family Education Rights and Privacy Act Policy
- _____ Release of Liability Policy
- _____ Photo Release and Consent
- _____ Student Grievance Policy

The Branford Academy's official annual report rates for the year 2017 are:

	Current Year
1. Completion / Graduation	71.43%
2. Pass State board Exam	100%
3. Job Placement	75%

Please sign, date and return this receipt to the school office.

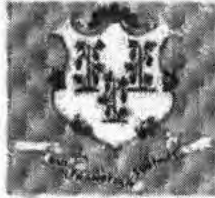
I understand that, by signing this statement I am indicating that I have received and reviewed a copy of this Catalog, understand, and will abide by all of its contents. A copy of this statement will become a permanent part of my student file.

_____/_____/_____
Date (Received + Reviewed)

Students Signature

*Financial Aid available to those who qualify

Department of Public Safety
Division of Fire, Emergency & Building Services
Office of State Fire Marshal



STATE OF CONNECTICUT

On January 28, 2020, the Bridgeport Office of the Fire Marshal conducted an inspection of:


Branford Academy
1450 Barnum Ave
Bridgeport, CT 06610

The purpose of this inspection was to determine the degree of compliance with the Fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by section 29-305 of the statutes. This facility was evaluated as:

Business occupancy as classified by the Connecticut Fire Safety Code.

As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.
Certificate of Approval recommended.
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. (See attached information).
Certificate of Approval recommended.
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approval plan of correction was submitted. (See attached information).
Certificate of Approval NOT recommended.
- IV. Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from court through our Town Attorney for the purpose of closing or restricting usage of this facility by the public.
Certificate of Approval NOT recommended.


Henry Polite - Fire Marshal

01/28/2020

Certificate Date

ZONING OFFICER APPROVAL

(Complete a separate form for each location, including branches, classroom sites and student housing.)

Complete this page as evidence that the school facility meets all applicable zoning requirements for the municipality in which it is located. NOTE: a new zoning approval is not needed if the branch location, classroom site or student housing has been previously approved by the local zoning officer. Attach a copy of prior approval.

DENNIS BUCKLEY Zoning Officer
Name of zoning officer Position

has reviewed the plans of Brantford Hair & Cosmetology
name of school

located at 450 Barnum Avenue Bridgeport CT 06610
complete location address (not mail address)

Description of all areas/rooms approved at the above address (including dormitory areas where applicable):

on 01 / 21 / 20 and found the facility to be in compliance with all applicable zoning requirements and has obtained a Zoning Permit from the local Zoning Office for the above facility. If no Zoning Permit is required for the above facility, check here and sign below.

Comments, if any: Administrative Review - renovations in process

SIGNED: Dennis Buckley
Local Zoning Enforcement Officer

TOWN: Bridgeport

DATE: 01 / 21 / 2020

(NOTE: Zoning Officer may substitute their own departmental form in favor of this form.)

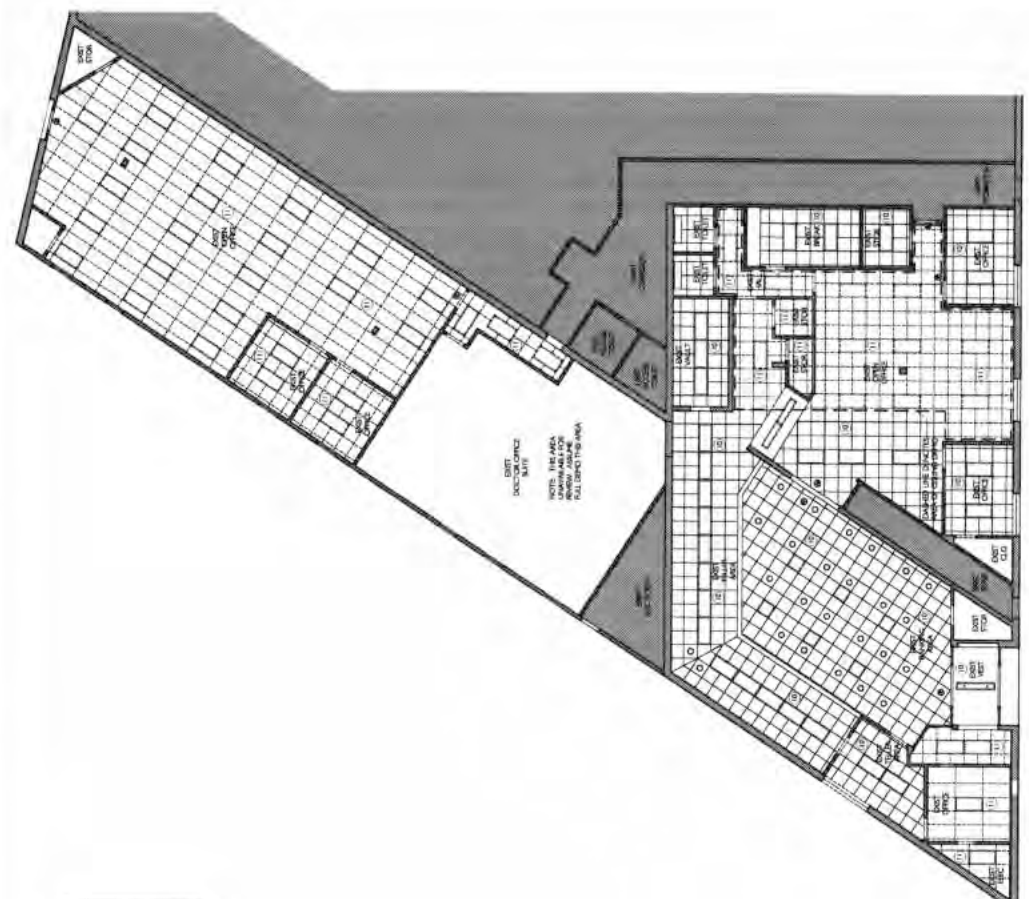
Office of Higher Education
Postsecondary Career Schools
450 Columbus Boulevard, Suite 707
Hartford, CT 06103

GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
2. IT IS THE INTENT OF THIS WORK TO LEAVE EXISTING WORK UNCHANGED UNLESS OTHERWISE NOTED.
3. WORK SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.
10. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BRIDGEPORT, CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, AND ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES.

EXISTING WORK TO BE REMOVED:

- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED
- EXISTING WALL, CEILING AND FLOORING TO BE REMOVED



H1 EXISTING FIRST FLOOR PLAN
10/1/14

AREA: 7,100 Gross Square Feet (GSF)

H2 EXISTING FIRST FLOOR CEILING PLAN
10/1/14

PERMIT REVIEW SET

TENANT FIT-OUT
1470 Barnum Ave
Bridgeport, CT

DATE:	SCALE:	DATE:	SCALE:
10/1/14	AS SHOWN	10/1/14	AS SHOWN
DRAWING:		DESIGN DOCUMENTS	
EXISTING PLANS		EXISTING PLANS	



- GENERAL NOTES:**
1. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 2. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 3. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 4. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 5. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 6. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 7. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 8. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 9. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 10. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 11. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 12. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 13. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 14. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 15. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 16. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 17. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 18. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 19. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.
 20. VERIFY ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.

LEGEND:

- 1. WALL
- 2. DOOR
- 3. WINDOW
- 4. FURNITURE
- 5. LIGHTING
- 6. CEILING
- 7. FLOOR
- 8. STAIR
- 9. ELEVATOR
- 10. MECHANICAL
- 11. ELECTRICAL
- 12. PLUMBING
- 13. FIRE
- 14. GLASS
- 15. GLASS DOOR
- 16. GLASS WALL
- 17. GLASS PARTITION
- 18. GLASS CURTAIN WALL
- 19. GLASS SKYLIGHT
- 20. GLASS ROOF

TENANT FIT-OUT
1470 Barnum Ave.
Bridgeport, CT

PERMIT REVIEW SET

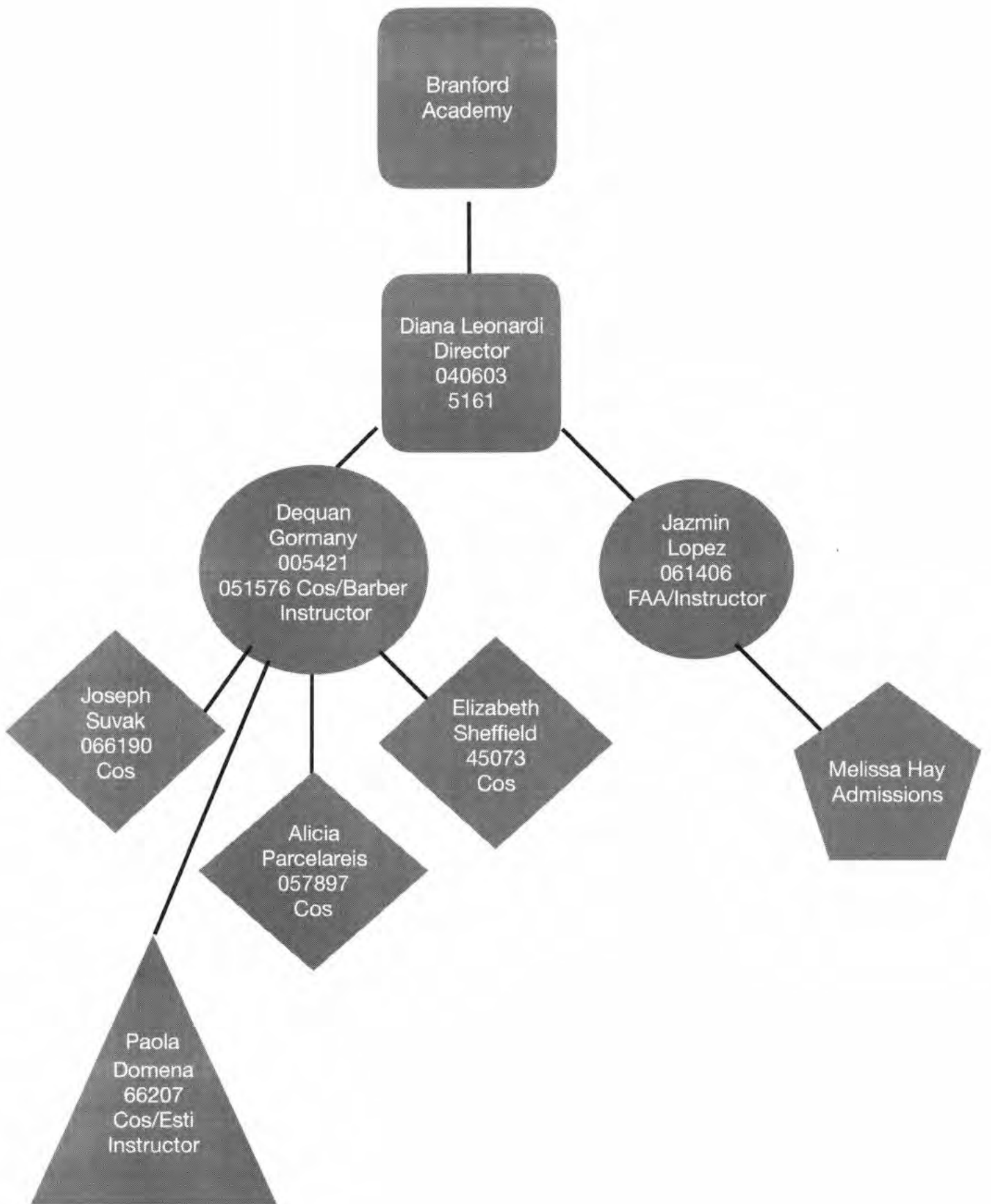
AREA: 7,100 Gross Square Feet (GSF)
1/8" = 1'-0"

PROPOSED FIRST FLOOR CEILING PLAN
1/8" = 1'-0"

PROPOSED PLANS
DESIGN DOCUMENTS

DATE: 05.11.18
SCALE: AS NOTED

SHEET: A1-0





State of Connecticut

Lookup Detail View

Name

Name
DIANA B LEONARDI

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	40603	04/30/2020	09/08/1988	DIANA B. LEONARDI	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:10:40 AM



State of Connecticut

Lookup Detail View

Name

Name
DIANA B LEONARDI

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	5161	04/30/2021	09/13/2017	DIANA B LEONARDI	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:10:55 AM



State of Connecticut

Lookup Detail View

Name

Name
DEQUAN L GORMANY

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	51576	08/31/2020	04/03/2002	Dequan Gormany	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:02 AM



State of Connecticut

Lookup Detail View

Name

Name
DEQUAN L GORMANY

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	5421	08/31/2020	06/10/2019	DEQUAN L GORMANY	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:11 AM



State of Connecticut

Lookup Detail View

Name

Name
JAZMIN LOPEZ

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	61406	06/30/2020	03/04/2013	JAZMIN LOPEZ	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:12:56 AM



State of Connecticut

Lookup Detail View

Name

Name
JOSEPH SUVAK

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	66190	09/30/2021	05/22/2018	JOSEPH SUVAK	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:13:44 AM



State of Connecticut

Lookup Detail View

Name

Name
ALICIA M PASCHALERIS

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	57897	04/30/2021	06/23/2009	Alicia M. Paschaleris	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:16:11 AM



State of Connecticut

Lookup Detail View

Name

Name
PAOLA DOMENA VAZQUEZ

License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	66207	07/31/2021	05/31/2018	PAOLA DOMENA VAZQUEZ	ACTIVE	CURRENT	None

Generated on: 3/4/2020 10:17:40 AM

From: [Manna, Frank](#)
To: [Kardys, Jeffrey](#)
Subject: FW: SoNo Academy relocation
Date: Thursday, April 02, 2020 4:00:50 PM

Jeff, can you please add Sono Academy as a change of location to the April 27, 2020 board meeting agenda for barbers, hairdressers and cosmeticians.

Thank you

Frank

Frank Manna, Jr.

License and Applications Analyst
Practitioner Licensing and Investigations Section
State of Connecticut Department of Public Health
410 Capitol Avenue, MS# 12APP
PO Box 340308
Hartford, CT 06134

860-509-8126  Phone

860-707-1930 (Fax) 

- Let us know how we are doing: [Survey](#)"

<https://www.surveymonkey.com/r/Y7D822D>

Website: ct.gov/dph/licensing

 E-mail: frank.manna@ct.gov

On-Line License Portal: <https://www.elicense.ct.gov/Default.aspx>

Office Policies: <http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389534>



From: Thea Tsiranides <thea@sonoacademy.com>

Sent: Thursday, April 2, 2020 2:46 PM

To: Manna, Frank <Frank.Manna@ct.gov>

Subject: SoNo Academy relocation

Hello Frank,

Please be advised that we would like to change the location of SoNo Academy from

84 North Main St. South Norwalk, CT 06854 to
108 Washington St. South Norwalk, CT 06854

Find attached the application along with the fire marshall form and the floor plan of our new location.

Within State filing 1 attachment you will find the Academy roster along with licences and certificates and resumes.

Within State filing 2 attachment you will find the admissions application, refund policy and copy of our contract.

Within State filing 3 attachment you will find a copy of our catalog.

My apologies for not separating them out of the application, we are closed due to Covid -19 and my computer skills are not as savvy as my Coordinator.

Please let me know if there is anything else you need,

Thea Tsiranides

Office of Higher Education
POSTSECONDARY CAREER SCHOOLS
61 Woodland Street
Hartford, Connecticut 06105
(860) 947-1816

POSTSECONDARY CAREER SCHOOL APPLICATION

Occupational School

Barber or Hairdressing School

INITIAL APPROVAL

RENEWAL OF APPROVAL

NEW BRANCH CAMPUS

NEW ADDITIONAL SITE

CHANGE OF OWNERSHIP

REQUEST FOR REVISION OF AUTHORIZATION

New program/Program Change
Program Tuition Changes

Change of Location for
Main, Branch, or Classroom Site

Change of School Name

School Name: SoNo Academy

School Address: 108 Washington Street

South Norwalk, CT 06854

School Telephone Number: 203 642-3600

Fax Number: 203 642-3602

Name of Contact Person: Thea Tsiranides

Email: thea@sonoacademy.com

Currently approved schools, only, respond: _____

Current Authorization Expires: June 27th, 2021

Year First Authorized as a Private Occupational School: August 27, 2007

Sections 10a-22a through 10a-22x of the Connecticut General Statutes, as amended by Public Act 11-48, require issuance of a certificate of authorization by the Executive Director of the Office of Higher Education before a postsecondary career school may offer instruction. This application outlines the requirements for both initial approval and renewal of approval. When completing the application, refer to the pertinent statutes and regulations.

Office of Higher Education
Postsecondary Career Schools
for Occupational Schools or Barber and Hairdressing Schools
450 Columbus Boulevard, Suite 707, Hartford, CT 06103

If you have any questions after reviewing the instructions and the forms, you may speak to a member of the Postsecondary Career School Staff at (860) 947-1816.

BASIC INSTRUCTIONS

1. Read the application carefully
2. Answer each question/page, even if you must mark "N/A" (Not Applicable)
3. Provide all information as requested.
4. Keep copies of all items submitted.
5. Complete and return all pages of the application. (For existing schools this must be 120 days prior to expiration authorization.)
6. Enclose check for the correct amount indicated on page POSA AP Page 7.
7. Return the completed application to the address indicated above.
8. Please note that all signatures submitted to the Department to the Department must be original.

IMPORTANT: *All applications must be submitted on one-sided sheets of paper. Please do not double side any submissions.*

SPECIFIC ADDITIONAL INSTRUCTIONS

The following are specific additional instructions for completing certain pages. Also review any direction that may be at the top of each form. **NOTE FOR CURRENTLY APPROVED SCHOOLS: DO NOT SUBMIT CHANGES THAT WOULD BE CONSIDERED AS REVISIONS SUBJECT TO THE PROVISIONS IN THE REGULATIONS AND THAT REQUIRE ACTION BY THE EXECUTIVE DIRECTOR OF THE OFFICE OF HIGHER EDUCATION IN THE APPLICATION PACKET FOR RENEWAL OF AUTHORIZATION.** (Submit any revisions separately, e.g.: changes in program curriculum, tuition price, hours of instruction, program name, location offered, etc.)

Name of school (POSA AP Page 7):

Be certain to provide the complete name of the school. If the school is granted authorization the school name will be the name included on the Certificate of Authorization and published in the Office's school directory.

Ownership (POSA AP Pages 7-8):

Disclose the type of ownership of the school (sole proprietorship, partnership, board, association, limited liability company or corporation) and disclose on the form all ownership interests and percentage(s) (if applicable).

Certificate of Incorporation or Certificate of Legal Existence (POSA AP Page 8):

For a school that is owned by a newly-formed corporation or limited partnership, a copy of the Certificate of Incorporation or other business registration (e.g.: Certificate of Authority) that has been issued by the Connecticut Secretary of State must be filed. If the corporation or a Limited Partnership was formed over a year prior to the application, then the school must obtain a "current"(issued within the last year and since any prior filing) Certificate of Legal Existence. These documents can be obtained from the Secretary of the State, attn. Administrative Offices, P.O. Box 150470, Hartford, Connecticut 06115-0470. Requests must be made in writing. For specific information on obtaining these documents call the office of the Secretary of State (860) 509-6212. Requests should be made well in advance of the application due date, since it may take several weeks for a response.

Application Fee (POSA AP Page 7):

The initial application fee should be mailed with the application. There is a fee for a new school, change of ownership, for the addition of a campus branch, and for renewal of authorization for the main campus and any branches. There is no fee for the addition of classroom sites (that is, where less than a full program is offered).

Additional Facilities (POSA AP Page 9):

The school must list all locations other than the main campus address for the school, whether branch campus, additional classroom site, or student housing.

**Office of Higher Education
 Postsecondary Career Schools
 for Occupational Schools or Barber and Hairdressing Schools
 450 Columbus Boulevard, Suite 707, Hartford, CT 06103**

If you have any questions after reviewing the instructions and the forms, you may speak to a member of the Postsecondary Career School Staff at (860) 947-1810.

APPLICATION INSTRUCTIONS

1. Read the application carefully.
2. Answer each question page (you may mark "N/A" (Not Applicable)).
3. Provide all information as requested.
4. Keep copies of all items submitted.
5. Complete and return all pages of the application for existing schools this must be 120 days prior to expiration of authorization.
6. Before check for the correct amount indicated on page POSA AF Page 7.
7. Return the completed application to the address indicated above.
8. Please note that all signatures submitted to the Department to the Department must be original.

IMPORTANT: All applications must be submitted on one-sided sheets of paper. Please do not double side any submissions.

SPECIAL ADDITIONAL SPECIAL ITEMS

The following are specific additional instructions for completing certain pages. Also review any direction that may be at the top of each form. **NOTE FOR CURRENTLY APPROVED SCHOOLS; DO NOT SUBMIT CHANGES THAT WOULD BE CONSIDERED AS REVISIONS SUBJECT TO THE PROVISIONS IN THE REGULATIONS AND THAT REQUIRE ACTION BY THE EXECUTIVE DIRECTOR OR THE OFFICE OF HIGHER EDUCATION IN THE APPLICATION TABLE FOR RENEWAL OR AUTHORIZATION.** (Schools and revisors separately.)

1. Changes in program curriculum, tuition price, hours of instruction, program name, location offered, etc.

Name of School (POSA AF Page 7):

The name to provide the complete name of the school. If the school is granted authorization the school name will be the same included on the Certificate of Authorization and published in the Office's school directory.

Ownership (POSA AF Pages 7-8):

Disclose the type of ownership of the school (sole proprietorship, partnership, board, association, limited liability company or corporation) and disclose on the form all ownership interests and percentages (if applicable).

Certificate of Incorporation or Certificate of Local Existence (POSA AF Page 8):

For a school that is owned by a newly-formed corporation or limited partnership, a copy of the Certificate of Incorporation or other business registration (e.g., Certificate of Authority) that has been issued by the Connecticut Secretary of State must be filed. If the corporation or limited partnership was formed after a year prior to the application, then the school must obtain a "current" license issued within the last year and since any prior filing (Certificate of Legal Existence). These documents can be obtained from the Secretary of the State and Administrative Office, P.O. Box 120470, Hartford, Connecticut 06112-0470. Requests must be made in writing. For specific information on obtaining these documents call the office of the Secretary of State (860) 509-6212. Requests should be made well in advance of the application due date since it may take several weeks for a response.

Application Fee (POSA AF Page 7):

The initial application fee should be mailed with the application. There is a fee for a new school, change of ownership, for the addition of a campus branch, and for renewal of authorization for the main campus and any branches. There is no fee for the addition of classroom sites (that is, where less than a full program is offered).

Additional Locations (POSA AF Page 8):

The school must list all locations other than the main campus address for the school, whether branch campus, additional classroom site, or student housing.

Letter of Credit* (POSA AP Page 10):**

New applicant schools must submit an original Irrevocable Letter of Credit (a copy is not acceptable) with the application or under separate cover to the address provided above. See sample provided on POSA AP Pages 11-12.

*****DO NOT SUBMIT THE DOCUMENT TO THE OFFICE OF THE STATE TREASURER *****

Renewal applicants, who are still required to maintain an Irrevocable Letter of Credit in Accordance with Section 10a-22c of the Connecticut General Statutes, as amended by Public Act 11-48, must submit a copy of their current Letter of Credit with the application or proof from the institution that the Letter has been renewed for an additional uninterrupted period.

Insurance (POSA AP Page 13):

The school must be covered by insurance to at least standard underwriting limits as indicated on the form and in the law. Attach to the form proof that the school is protected by insurance. This must be current (not expired) at the time the application is filed. The school must provide proof of continued coverage as the insurance expiration date is approaching.

Fire Marshal Approval (POSA AP Page 14):

The premises of the school must comply with all local and state fire marshal codes. Use this form for certification by the local fire marshal that the facility is in compliance with laws. The page requires an original signature from the fire marshal. A copy of this page without an original signature is not acceptable. Note: A letter indicating that the facility has been inspected by the local Fire Marshal and is in compliance with the Connecticut Fire Safety Code may be submitted in lieu of this page. The letter must be on official letterhead paper and have the original signature of the Fire Marshal. Note: For schools that have branch campus(es) or additional classroom site(s), a form must be submitted for each location. Note: The form that is filed must be "current"-i.e., - certified within the past year. There is an ongoing requirement to have each facility that is part of the school inspected annually and to submit a "current form each and every year.

Zoning Officer Approval (POSA AP Page 15):

The premises of the school must comply with all local and state zoning codes. Use this form for certification by the local zoning enforcement officer that the facility is in compliance with the laws. This page requires an original signature from the zoning enforcement officer. A copy of this page, without an original signature, is not acceptable.

Note: A letter indicating that the facility has been inspected by the local Zoning Enforcement Officer and is in compliance with the Connecticut Zoning Code may be submitted in lieu of this page. The letter must be on official letterhead paper and have the original signature of the Zoning Enforcement Officer. Note: For schools that have branch campus(es) or additional classroom site(s), a form must be submitted for each location. Note: **Once the original form has been submitted, in subsequent application filings your school may submit a copy of the original unless and until there have been substantial or material changes in the facility. If there are substantial or material changes or for a change of address for a branch or classroom site a new form must be submitted.**

Disclosure of Criminal Record (POSA AP Page 16-17):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. The executive director deny a certificate of authorization if the person who owns or intends to operate a postsecondary career school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the executive director reasonably believes renders the person unsuitable to own and operate a postsecondary career school.

Revocation History (POSA AP Page 18):

The school must disclose the involvement of any school Director, Owner, or Principal who has acted in a similar capacity at a postsecondary career school in Connecticut or another state (if such school would have met the criteria for a postsecondary career school in Connecticut had the school been located in Connecticut) which had its Certificate of

New applicants must submit an original irrevocable letter of credit (a copy is not acceptable) with the application or under separate cover to the address provided above. See sample provided on FOIA AP pages 11-12.

*****DO NOT SUBMIT THE DOCUMENT TO THE OFFICE OF THE STATE TREASURER*****

Renewal applicants who are still required to maintain an irrevocable letter of credit in accordance with Section 10a-32c of the Connecticut General Statutes, as amended by Public Act 11-42, must submit a copy of their current letter of credit with the application or proof from the institution that the letter has been renewed for an additional unexpired period.

Insurance (FOIA AP Page 13):

The school must be covered by insurance to at least standard underwriting limits as required on the form and in the law. Attach to the form proof that the school is protected by insurance. This must be current (not expired) at the time the application is filed. The school must provide proof of continued coverage in the insurance expiration date is approaching.

Local Marshal Approval (FOIA AP Page 14):

The premises of the school must comply with all local and state fire marshal codes. Use this form for certification by the local fire marshal that the facility is in compliance with laws. This page requires an original signature from the fire marshal. A copy of this page without an original signature is not acceptable. Note: A letter indicating that the facility has been inspected by the local fire marshal and is in compliance with the Connecticut Fire Safety Code may be submitted in lieu of this page. The form must be on official letterhead paper and have the original signature of the fire marshal. Note: For schools that have branch campuses or additional classroom sites, a form must be submitted for each location. Note: The form that is filed must be current - certified within the past year. There is an ongoing requirement to have each facility that is part of the school inspected annually and to submit a current form each and every year.

zoning enforcement officer (FOIA AP Page 15):

The premises of the school must comply with all local and state zoning codes. Use this form for certification by the local zoning enforcement officer that the facility is in compliance with the law. This page requires an original signature from the zoning enforcement officer. A copy of this page without an original signature is not acceptable.

Note: A letter indicating that the facility has been inspected by the local zoning enforcement officer and is in compliance with the Connecticut Zoning Code may be submitted in lieu of this page. The letter must be on official letterhead paper and have the original signature of the zoning enforcement officer. Note: For schools that have branch campuses or additional classroom sites, a form must be submitted for each location. Note: Once the original form has been submitted, in subsequent applications filers must submit a copy of the original form and until there have been substantial or material changes to the facility. If there are substantial or material changes or for a change of address for a branch or classroom site a new form must be submitted.

Disclosure of Criminal Record (FOIA AP Page 16-17):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. The executive director, any other person who owns or intends to operate a postsecondary career school has been convicted in this state or any other state of felony in violation of section 53a-122 or 53a-123, or has a criminal record in this state or any other state that the executive director reasonably believes renders the person unsuitable to own and operate a postsecondary career school.

Postsecondary Career School History (FOIA AP Page 18):

The school must disclose the involvement of any school Director, Owner, or Principal who has acted in a similar capacity at a postsecondary career school in Connecticut or another state (if such school would have met the criteria for a postsecondary career school in Connecticut) which had its Certificate of

Authorization revoked or the privilege to operate as a postsecondary career school canceled by that state. This disclosure is independent of the disclosure on the School Director form (POSA AP 20-22) and the Campus Director form (POSA AP 23-24).

Campus Roster (POSA Page 19):

List the names of all employees of the school having contact with students and their position (and multiple positions for the same individual if necessary), on a campus by campus basis. Your school may need to attach sheets to the Campus Roster. Your school will need to submit a Campus Roster for each approved campus.

School Director Form (POSA Page 20-22):

This form is to contain information on the CHIEF ADMINISTRATOR of the school (main campus and all branches). Note that the Disclosure section must be completed. Each subject area offered by the school as instructional training must be itemized, and the name of a person must be provided for each subject area indicating the minimum level of experience as required by law. If the School Director does not have qualification in a particular area, then indicate the individual with the experience. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only an appropriately qualified individual as School Director.

Campus Director Form (POSA Pages 23-25):

This form is to contain information on the ON-SITE ADMINISTRATOR of each campus (main or branch). Note that the Disclosure section must be completed. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only appropriate qualified individual(s) as Campus Director(s).

Instructor Form (POSA Pages 26-27):

All items on this page must be completely filled out. Submit a resume with this completed page as evidence of training and experience. Ensure all relevant employment experience which directly related to meeting the required twenty-four months of experience (within the ten years immediately preceding instruction) requirement in the subject/skill area to be taught is included. Be certain to describe duties and responsibilities as clearly as possible. Note that the programs or courses to be taught must be specifically listed to ensure that the instructor is teaching in a field in which he/she is qualified. In addition, indicate if this instructor will serve as the Department Head or Supervising Instructor, which information is vital to ensure that there is a person who meets the requirements in terms of the minimum experience for each subject area of vocational training offered by the school as disclosed on page 21 of the School Director Form, POSA AP Pages 20-22, where the School Director is lacking the minimum experience in the subject area. Note that it is the responsibility of the school to hire only appropriately qualified individual(s) as Instructor(s).

Request for Waiver of Instructor Approval Qualifications (POSA Page 28):

This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualification(s) under Section 10a-22k(k)(2)(C) of Regulations of State Agencies.

Recruiter Form (POSA Pages 29-30):

A Recruiter Form must be completed for each person who will be involved in soliciting enrollments, which includes the signing of the Enrollment Agreement (contract) on behalf of the school. Note that the Connecticut law recognizes a Recruiter as an agent of the school and the school is responsible for the actions of the Recruiter in recruiting students. It is the responsibility of the school to hire only appropriately qualified individual(s) as Recruiter(s).

Program/Course List (POSA Page 31):

List all programs offered at each campus that require approval as occupational instruction. Complete a separate form for the main campus, each branch campus or additional location. Follow the instructions listed at the bottom of the form to indicate time of training, length of training, and delivery of instruction. Include the dollar amount for tuition only.

Program/Course Information (POSA Page 32):

Be sure that the form is completely filled in and that all of the required documents are attached. This must include the curriculum for the program, including the name(s) of all course(s). Do not rely on a description of the program in the Catalog. The curriculum (or a summary depending on the length) must be attached to the form.

Program Course List (POSA Page 31):
The curriculum for a summary (depending on the length) must be attached to the Catalog. The curriculum for the program, including the names of all courses. Do not rely on a description of the program in the Catalog. This must include the main campus, each branch campus or additional location. Follow the instructions listed at the bottom of the form to indicate time of training, length of training, and delivery of instruction. Include the dollar amount for tuition only. List all programs offered at each campus that require approval as occupational instruction. Complete a separate form for each program.

Recruiter Form (POSA Page 30-31):
A Recruiter Form must be completed for each person who will be involved in soliciting enrollments, which includes the signing of the Enrollment Agreement (contract) on behalf of the school. Note that the Connecticut law recognizes a Recruiter as an agent of the school and the school is responsible for the actions of the Recruiter in recruiting students. It is the responsibility of the school to hire only appropriately qualified individuals (as Recruiters).

Request for Waiver of Instructor Approval Qualifications (POSA Page 28):
This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualifications under Section 10a-22k(2)(C) of Regulations of State Agencies.

Instructor Form (POSA Pages 26-27):
All items on this page must be completely filled out. Submit a resume with this completed page as evidence of training and experience. Furnish all relevant employment experience which directly related to meeting the required twenty-four months of experience (within the ten year immediately preceding instruction) requirement in the required skill area to be taught is included. Be certain to describe duties and responsibilities as clearly as possible. Note that the programs or courses to be taught must be specifically listed to ensure that the instructor is teaching in a field in which he/she is qualified. In addition, indicate if this instructor will serve as the Department Head or Supervising Instructor which information is vital to ensure that there is a person who meets the requirements in terms of the minimum experience for each subject area of vocational training offered by the school as disclosed on page 21 of the School Director Form POSA AP Pages 20-22, where the School Director is lacking the minimum experience in the subject area. Note that it is the responsibility of the school to hire only appropriately qualified individuals (as Instructors).

Campus Director Form (POSA Pages 23-25):
This form is to contain information on the ON-SITE ADMINISTRATOR of each campus (main or branch). Note that the Disclosure section must be completed. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only appropriate qualified individuals (as Campus Directors).

School Director Form (POSA Page 20-22):
This form is to contain information on the CHIEF ADMINISTRATOR of the school (main campus and all branches). Note that the Disclosure section must be completed. Each subject area offered by the school as instructional/training must be itemized, and the name of a person must be provided for each subject area indicating the minimum level of experience as required by law. If the School Director does not have qualification in a particular area, then indicate the individual with the experience. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only an appropriately qualified individual as School Director.

Campus Roster (POSA Page 19):
List the names of all employees of the school having contact with students and their position (and multiple positions for the same individual if necessary) on a campus by campus basis. Your school may need to attach sheets to the Campus Roster. Your school will need to submit a Campus Roster for each approved campus.

Authorization revoked or the privilege to operate as a postsecondary career school canceled by this state. This disclosure is independent of the disclosure on the School Director form (POSA AP 20-22) and the Campus Director form (POSA AP 23-24).

The equipment list should include only that equipment used to teach the particular program. The instructional materials list should include only those materials used to teach the particular program. The admissions requirements should apply only to qualification for admission in the particular program. Include a separate page for each scheduling of a program (e.g.: day and evening schedules). Note, for the "Total Charges" section, the items listed must be for the totals for entire program, not per semester, term or module: indicate total tuition and an accurate and complete "breakout" of all additional charges which are not included in the stated tuition price.

Library Materials (POSA Page 33):

Provide a list of materials available in your school library. There must be some reference materials available to instructor(s) and students.

Student Records (POSA Page 34):

Include copies of the forms that are used or have been developed for use for record keeping by the school for "student records". The student records developed by the school must contain, at a minimum, the following information for each student:

- (a) Application for admission
- (b) Enrollment Contract/Agreement*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form *
- (g) Permanent transcript/grade record form*
- (h) Transcript Release form*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
 - a. Background Check Required – assault, larceny etc.
 - b. Driving Record Check Required – driving violations, suspension
 - c. Conditions required for employment in field of training
 - d. License or Certification required and Agency Responsible

Enrollment Agreement/Contract (POSA Pages 35-36):

The Enrollment Agreement (contract) must contain, at a minimum, the items noted on this checklist form. Include a copy of the actual or draft Enrollment Agreement(s). Be certain to indicate on the space next to each item on the form where that item is located on the Enrollment Agreement (e.g.: the paragraph number on the Enrollment Agreement or assign letters of the alphabet and indicate the letters on the form and on the Enrollment Agreement). Note: the Enrollment Agreement is the legal document that defines the rights and obligations of the school and the rights and obligations of the student.

Catalog (POSA Pages 37-38):

The Catalog must contain, at a minimum, the items noted on this checklist form. Include a copy of the school Catalog. Be certain to indicate on the space next to each item on the form where that item is located in the Catalog (e.g.: the page number of the Catalog or assign letters of the alphabet and indicate the letters on the form and in the Catalog. Note: if the school elects to have another publication such as a "student handbook" the school still must provide the required information in the Catalog. If publishes, the school must also provide a copy of their student handbook.

Diploma/Certificate/Student Progress (POSA Page 39):

This form requires that you provide responses for two items. First, include a copy of the educational credential (e.g.: diploma or certificate) that your school will award to be graduate upon successful completion of the program. Second, indicate what item(s) will be given to the student who withdraws in good standing prior to completing the program and to

The equipment list should include only that equipment used to teach the particular program. The instructional materials list should include only those materials used to teach the particular program. The admission requirements should apply only to qualification for admission in the particular program. Include a separate page for each scheduling of a program (e.g., day and evening schedules). Note for the "Total Charges" section, the total listed must be for the entire program not per semester, term or number. Indicate total tuition and an accurate and complete "break-out" of all additional charges which are not included in the stated tuition price.

Library Materials (POSA Page 37):

Provide a list of materials available in your school library. There must be some reference materials available to students and teachers.

Student Records (POSA Page 34):

Include copies of the forms that are used or have been developed for use for record keeping by the school for student records. The student records developed by the school must contain, at a minimum, the following information for each student:

- (a) Application for admission
- (b) Enrollment Contract Agreement*
- (c) Interview form, if used
- (d) Admission/Achievement test, if used
- (e) Health Form(s)
- (f) Attendance form *
- (g) Permission transcript/grade record form*
- (h) Transcript Release form*
- (i) Student payment record form
- (j) Student Counseling form
- (k) School Disclosure of Information Form - student acknowledgment of information:

- a. Background Check Required - assault, larceny, etc.
- b. Driving Record Check Required - driving violations, suspension
- c. Conditions required for employment in field of training
- d. License or Certification required and Agency Responsible

Enrollment Agreement/Contract (POSA Pages 35-36):

The Enrollment Agreement (contract) must contain, at a minimum, the items noted on this checklist form. Include a copy of the actual or draft Enrollment Agreement(s). Be certain to indicate on the space next to each item on the form where that item is located on the Enrollment Agreement (e.g., the paragraph number on the Enrollment Agreement or assign letters of the alphabet and indicate the letters on the form and on the Enrollment Agreement). Note: the Enrollment Agreement is the legal document that defines the rights and obligations of the school and the rights and obligations of the student.

Catalog (POSA Pages 37-38):

The Catalog must contain, at a minimum, the items noted on this checklist form. Include a copy of the school Catalog. Be certain to indicate on the space next to each item on the form where that item is located in the Catalog (e.g., the page number of the Catalog or assign letters of the alphabet and indicate the letters on the form and in the Catalog). Note: if the school plans to have another publication such as a "student handbook," the school will must provide the required information in the Catalog. If published, the school must also provide a copy of their student handbook.

Placement/Career/Student Progress (POSA Page 39):

This form requires that you provide responses for two items. First, include a copy of the educational credential (e.g., diploma or certificate) that your school will award to the student upon successful completion of the program. Second, indicate what items will be given to the student who withdraws in good standing prior to completing the program and to

the student who completes the program but does not meet graduation requirements. Note: A postsecondary career school may not refer to the educational credential as a “degree”.

Complaints/Inquiries (POSA Page 40):

Attach a copy of the school policy regarding complaints and inquiries. The school should state an internal policy toward investigation and possible resolution. The school must have a policy that informs the student or potential student of the right to contact the Executive Director of the Office of Higher Education and provide the address and telephone number of the Department. Note: This policy must be posted at all times at all locations of the school (main campus, branches, and classroom sites).

Fees (POSA Page 41):

The school must disclose whether the school will be or does charge public customer(s) for any service that will be provided by the student or product that will be produced by the student during the training at the school

Advertising (POSA Page 42):

School advertising must be factual and meet generally acceptable standards for professional conduct. The advertising must comply with law on advertising standards and shall not use “blind,” “help wanted” or “employment columns” in print or electronic mediums. Attach copies of actual or drafts for proposed advertisements, including fliers and brochures and telephone book advertisements. Note: Advertising must contain the complete school name and address as listed on the Certificate of Authorization. Note: Testimonials used in advertising must be documented as to source and date made. **Note: References to any trends in the job market or careers or vocational training must be attributed to the source and date of the study, research, or publication.** Note: New school applicants may not advertise unless and until approved as a postsecondary career school.

Affidavit of Non-discrimination (POSA Page 43):

The school must submit an affidavit that the school will not discriminate against students or others. This form must be completed with an original signature and the signature of the director notarized. A copy of this form from a submission for a previous period will not be accepted.

Affidavit of Requirements for School Closure (POSA Page 44):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate. This affirmation is required to affirm the school administration’s knowledge of their responsibilities in the event of a school closure.

Designation of Agent of Service and Maintenance of Records (POSA Pages 45-46):

The school must submit a statement of designation of a school agent for the service of process. This form must be signed by the authorized school official making the designation and the official must indicate in Section (A) the capacity in which he/she is authorized to make such designation. The person who has been selected as the agent must also sign Section (B) this form as well as Section (C) with regard to maintaining, preserving and protecting school records; recognition of the Executive Director or the Executive Director’s designee’s right to inspect records; and the school’s responsibility of record preservation in the event of closure. In section (D), indicate the method of record preservation. Note: A new affidavit must be submitted with each renewal application and at such time as information therein changes.

Financial Documentation (POSA FIN Page 1-13):

For a renewal application, submit only the most recently due actual financial statements as of the time of filing the application. For new school applicants, projected financial statements are due and possibly also actual financial statements. See the details on the form for new applicants or renewal applications.

the student who completes the program but does not meet graduation requirements. Note: A postsecondary career school may not refer to the educational credential as a "degree."

Complaints Procedure (FOIA Page 40):

Attach a copy of the school policy regarding complaints and inquiries. The school should state an internal policy for an investigation and possible resolution. The school must have a policy that informs the student or parental student of the right to contact the Executive Director of the Office of Higher Education and provide the address and telephone number of the Department. Note: This policy must be posted at all times at all locations of the school (main campus, branches, and classroom sites).

FOIA Page 41):

The school must disclose whether the school will be or does charge public customers (for any service that will be provided by the student or product that will be produced by the student during the training at the school.

Advertising (FOIA Page 42):

School advertising must be factual and meet generally accepted standards for professional conduct. The advertising must comply with law on advertising standards and shall not use "blind," "help wanted," or "employment column" in print or electronic mediums. Attach copies of actual or drafts for proposed advertisements, including titles and brochures and telephone book advertisements. Note: Advertising must contain the complete school name and address as listed on the Certificate of Accreditation. Note: Testimonials used in advertising must be documented as to source and date made. Note: References to any trends in the job market or careers or vocational training must be attributed to the source and date of the study, research, or publication. Note: New school applicants may not advertise unless and until approved as a postsecondary career school.

Affidavit of Non-discrimination (FOIA Page 43):

The school must submit an affidavit that the school will not discriminate against students or others. This form must be completed with an original signature and the signatures of the director retained. A copy of this form from a submission for a previous period will not be accepted.

Affidavit of Requirements for School Closure (FOIA Page 44):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate. This affirmation is required to affirm the school administration's knowledge of their responsibilities in the event of a school closure.

Disposition of Agent of Service and Maintenance of Records (FOIA Pages 45-46):

The school must submit a statement of designation of a school agent for the service of process. This form must be signed by the authorized school official making the designation and the official must indicate in Section (A) the capacity in which he/she is authorized to make such designation. The person who has been selected as the agent must also sign Section (B) this form as well as Section (C) with regard to maintaining, preserving and protecting school records. Recognition of the Executive Director or the Executive Director's designee's right to inspect records and the school's responsibility of record preservation in the event of closure. In section (D), indicate the method of record preservation. Note: A new affidavit must be submitted with each renewal application and at such time as information therein changes.

Financial Documentation (FOIA Page 47):

For a renewal application submit only the most recently due actual financial statements as of the time of filing the application. For new school applicants, projected financial statements are due and possibly also actual financial statements. See the details on the form for new applicants or renewal applications.

APPLICATION FOR:

Initial Approval _____ Renewal Approval _____ New Branch
Change of Ownership _____ New Additional Site _____ Change of School Name _____

Connecticut General Statute Under Section 10a-22a to 10a-22k, inclusive, as amended by Public Act 11-48, and Regulations for State Agencies Under Section 10a-22k-1 to 10a-22k-15 inclusive.

Mark the application fee below that you made out to "Treasurer State of Connecticut" and mailed with the application.

_____ Initial Application: fee of \$2,000 (non-refundable) _____ Change of School Name (no fee)
_____ Renewal application
_____ Main campus: fee of \$200 (non-refundable)
_____ Each branch: fee of \$200 (non-refundable) _____ Additional Site (no fee)
 New Branch Application: fee of \$200 (non-refundable)
_____ Change of Ownership: fee of \$2,000 per school and \$200 each branch (nonrefundable)
_____ Change of Name: no fee

Name of School: SoNo Academy

Street Address: 108 Washington Street

Town: Norwalk Zip: 06854

Telephone Number: 203 642-3600 Fax Number: 203 642-3602

Effective July 1, 2011 under Connecticut General Statute: The executive director, or the executive director's designee, may conduct any necessary review, inspection or investigation regarding applications for certificates of authorization or possible violations of sections 10a-22a to 10a-22k, inclusive, of the general statutes, as amended by Public Act 11-48, or of any applicable regulations of Connecticut state agencies. In connection with any investigation, the executive director or the executive director's designee, may administer oaths, issue subpoenas, compel testimony and order the production of any record or document.

BUSINESS STATUS

Ownership and organization of the school including names and addresses of all principals, officers, members and directors.

If a **proprietorship**, indicate proprietor's name and address below:

n/a
Name _____ Street Address _____ Town/State _____

If a **partnership, board, association or LLC**, list partners/members and their addresses below:

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>
Thea Tsiranides, Member 3 Driftwood Lane, Norwalk, CT 06851		

If a **corporation or limited liability company**, provide full name: _____

SONO ACADEMY, LLC

State in which incorporated: CT

Attach a copy of the school's certificate of incorporation or if this is a renewal application include a **certificate of legal existence** with the Connecticut Secretary of the State or other State in which you are incorporated. This form is available by going online at:

<https://www.concord-sots.ct.gov/CONCORD/online?eid=7000&sn=ColeOnline>

If not applicable, mark here N/A.

If the school is a corporation listed on a national securities exchange, mark here n/a.

If the school is a corporation and is not so listed, mark here n/a.

List below the names and address of all stockholders of the corporation and indicate the percentage of stock owned by each).

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>	<u>Title</u>	<u>% of Stock</u>
n/a				

Data Reporting Corp.

330 Roberts Street, Suite 203
East Hartford, CT 06108-3654
Phone 860-282-0885 Fax 860-290-3731
datareporting@snet.net

Account No. 4406

INVOICE: 487694

Date: 12/23/2014

Invoice Total: \$92.00

**R. RICHARD ROINA
ATTORNEY AT LAW
ATTN: ATTY. ROINA
16 RIVER STREET
NORWALK, CT 06850-**

*Payable Upon Receipt
Please Reference Invoice No. On Payment*

INVOICE:

**Attention: ATTY. ROINA
Client Ref.:**

INVOICE: 487694

Date: 12/23/2014

Jurisdiction: CONNECTICUT - SECRETARY OF STATE

**Report On:
SONO ACADEMY, LLC**

Service / Fees:

	Qty.	Amount	Extension
RECORD CORP/ LLC/ LP/ DOCUMENT(S)	1	\$20.00	\$20.00
DISBURSEMENT(S) / STATUTORY FEE(S)	1	\$70.00	\$70.00
COMMUNICATIONS / FAX / SCAN / THIRD PARTY	1	\$2.00	\$2.00

Invoice Total: \$92.00
(Less) Payments Received:
Balance Due: \$92.00

Memo:

ATTACHED PLEASE FIND THE REQUESTED CERTIFICATE OF LEGAL EXISTENCE.

Office of the Secretary of the State of Connecticut

I, the Connecticut Secretary of the State, and keeper of the seal thereof,
DO HEREBY CERTIFY, that articles of organization for

SONO ACADEMY, LLC

a domestic limited liability company, were filed in this office on April 12, 2007.

Articles of dissolution have not been filed, and so far as indicated by the records of this office such
limited liability company is in existence.



Secretary of the State

Date Issued: December 23, 2014

Business ID: 0895711

Standard

Certificate Number: 2014365613001

Note: To verify this certificate, visit the web site <http://www.concord.sots.ct.gov>

ADDITIONAL FACILITIES

Name of Approved Institution: SONO ACADEMY, LLC

Address: 108 Washington Street, Norwalk, CT 06854

List below all Connecticut locations of any building or premises on which the school is located as a branch or, requiring approval (in the case of a new school). A branch is defined as a subdivision of a school located at a different facility and geographical site from the school, which (1) offers one or more complete programs leading to a diploma or certificate; (2) operates under the school's certificate of operation; (3) meets the same conditions or authorization as the school; and (4) exercises administrative control and is responsible for its own academic affairs at the site. A branch DOES NOT include an additional classroom site, which has no responsibility for the administrative control or academic affairs at the site.

Branches

Street Address	Town	Zip	Tel
<u>no branches</u>			
<hr/>			
<hr/>			

Additional Classroom Sites

Street Address	Town	Zip	Tel
<u>n/a</u>			
<hr/>			
<hr/>			

Student Housing

List below all Connecticut locations of any student housing owned, leased, rented or otherwise maintained by the school.

Street Address	Town	Zip	Apt #
<u>n/a</u>			
<hr/>			
<hr/>			

If additional space is needed, use reverse side of this page.

LETTER OF CREDIT

New applicant schools must provide an irrevocable Letter of Credit in the penal amount of **\$40,000.00** payable to the Connecticut Private Occupational School Student Protection Account (P.O.S.S.P.A.). (The letter of Credit needs to be provided for **twelve (12) years** from the date of initial approval or until the school has paid **\$40,000.00** into said "fund"). A sample Letter of Credit is enclosed. **The Letter of Credit must be issued with its main office or branch located within the State of Connecticut, so if drawn upon, the Letter of Credit is available to that Connecticut Bank.**

If applicable, renewal applicant schools, who have not met the requirements of Section 10a-22c(d) of the Connecticut General Statutes, must attach a copy of their irrevocable Letter of Credit.

If not applicable, identify reason.

_____ **twelve years** have elapsed from date of
initial approval.

or

_____ in excess of **\$40,000** has been paid into
the student protection fund.

SEE SAMPLE

**LETTER OF CREDIT MUST BE MAILED CERTIFIED/RETURN
RECEIPT TO THE FOLLOWING ADDRESS:**

Office of Higher Education
Postsecondary Career Schools
61 Woodland Street
Hartford, CT 06105

(This must be mailed to the
Office of Higher Education)

(CERTIFIED RETURN RECEIPT)

SAMPLE

IRREVOCABLE LETTER OF CREDIT

(DATE OF LETTER)

<u>BENEFICIARY:</u>	<u>ACCOUNT</u>	<u>PARTY</u>
Private Occupational School Student Protection Fund		(NAME & ADDRESS OF)
Treasurers Account No. 7204		
(Connecticut Default Assurance Fund)		
State of Connecticut		
Office of the Treasurer		
55 Elm Street		
Hartford, CT 06106		

Gentlemen:

We hereby open our Irrevocable Letter of Credit No. _____ in your favor available by your drafts drawn on us at sight for any sum or sums not exceeding in total **Forty Thousand and 00/100 U.S. Dollars (\$40,000.00)** for the account of (NAME AND ADDRESS OF ACCOUNT)

Drafts must be sent registered mail and must be accompanied by:

1. A notarized written statement from a purported authorized official of the Beneficiary stating: "We hereby certify that (NAME OF ACCOUNT) has failed to meet its statutory obligation to the Connecticut Default Assurance Fund Treasurers Account #7204, State of Connecticut, Office of the Treasurer, State Capitol, Hartford, CT 06115 (the Private Occupational School Student Protection Fund) as required by Connecticut General Statutes Section 10a-22c(d) and 10a-22u and/or that a tuition refund has been made to a student from the Private Occupational School Student Protection Fund pursuant to Section 10a-22v of the Connecticut General Statutes."
2. Drawing hereunder must be accompanied by the original Letter of Credit and any amendments thereto.

In respect to the written statement required above, (NAME OF BANK) is authorized to accept it as binding and correct without investigation or responsibility for the accuracy, veracity, correctness or validity of the same or any part thereof.

IRREVOCABLE LETTER OF CREDIT NO.
PAGE 2

Each draft must bear upon its face the clause "Drawn under Letter of Credit No. (DATED) of the (NAME OF BANK)"

It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or future expiration date hereof, **subject to the condition in the next paragraph**, unless thirty (30) days prior to the then prevailing expiration date we shall notify you in writing via certified mail that we elect not to renew the subject Letter of Credit for such additional period.

However, notwithstanding the above, no extension will be granted beyond (DATE 12 YEARS) which is the final expiration date of this Letter of Credit.

This Letter of Credit sets forth in full the terms of our undertaking to you. Such undertaking shall not in any way be modified, amended, or amplified by reference to any document or instrument referred or related to herein and any such reference shall not be deemed to incorporate herein by reference any such document or instrument.

We hereby engage with drawers and/or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honored upon presentation if presented to the above-mentioned drawee bank on or before (DATE).

In the event the subject Letter of Credit is no longer required prior to the present or future expiration date, please return the original Letter or Credit and any amendments thereto to this office for cancellation.

Except so far as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Brochure No. 600."

Print Name of Bank Official

Very

truly yours,

Address Bank

Official Signature

Telephone No.

Fax No.

INSURANCE

Attach a certificate of insurance, issued by a company authorized to do business in the State, as evidence of coverage in the amount of at least standard underwriting limits (provided by your carrier) which provides coverage for (1) liability to protect students in all school related activities, (2) property damage, and (3) workers' compensation, if applicable.

The certificate must list the address of the main campus, each approved branch, and additional classroom sites. Any student housing owned, leased, rented or otherwise maintained by the school must also be insured with documentation provided.

A certificate of insurance must be filed with the Executive Director annually.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER John M. Glover Agency P.O. Box 700 Norwalk CT 06852	CONTACT NAME: Susan DeFranco	
	PHONE (A/C, No, Ext): 203-497-3719	FAX (A/C, No): 203-230-0885
E-MAIL ADDRESS: sdefranco@johnmglover.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Sentinel Insurance LTD		11000
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

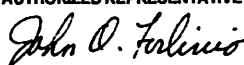
INSURED Sono Academy, LLC 108 Washington Street Norwalk CT 06854 **SONOACA-01**

COVERAGES **CERTIFICATE NUMBER:** 694028923 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			31SBAPQ7759	11/10/2019	11/10/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Contents						Deductible \$1,000 \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Location 108 Washington Street, Norwalk, CT 06854
Replacement cost contents

CERTIFICATE HOLDER Fairfield County Bank ISAOA 150 Danbury Road Ridgefield, CT 06877	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Fire Marshal form will
be mailed separately.**

DISCLOSURE OF CRIMINAL RECORD

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate.

Name of School: SONO ACADEMY

Name of School Owner: Thea Tsiranides

Name of School Director: Thea Tsiranides

Name of Campus Director: Thea Tsiranides

The executive director may deny a certificate of authorization if the person who owns or intends to operate a private occupational school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the executive director reasonably believes renders the person unsuitable to own and operate a private occupational school. A refusal of a certificate of authorization under this subsection shall be made in accordance with the provisions of sections 46a-79 to 46a-81, inclusive.

Please note the section below must be completed and your signature notarized affirming the information is true and correct. Failure to complete this section will result in denial of your application for consideration of approval to operate a postsecondary career school in Connecticut.

1) Have you ever been convicted of larceny ? ____yes no
If you answered yes, please explain in detail below:


2) Have you ever been convicted of identity theft ? ____yes no
If you answered yes, please explain in detail below:

3) Have you ever been convicted of a forgery? ___yes ___no
If you answered yes, please explain in detail below.

4) Do you have a criminal record in Connecticut or any other state? ___yes ___no
If you answered yes, please explain below:

AFFIDAVIT:

I, Thea Tsiranides, do swear or affirm that the statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: Owner and Director

Print name: Thea Tsiranides

Attested:

Sworn/affirmed and subscribed before me this 10th day of February, 202020

Notary Public:  ID# 050824

Date of commission expiration: _____
Commissioner of the Superior Court

REVOCATION HISTORY

If applicable, indicate below any record of prior involvement by any principal, officer, or director with a school whose certificate has been revoked or privilege to operate a postsecondary career school has been cancelled in Connecticut or any other state.

If not applicable, mark here

If applicable indicate:

Present or Proposed position _____

Name of Persons _____

Name of School _____

Full address of School _____

Date of revocation _____

Capacity, at that school, in which you acted
(position) _____

Reason for revocation

- School ceased to meet conditions of authorization.
- School committed a material or substantial violation of one or more of CGS 10a-22a, 10a-22b, 10a-22c, 10a-22d, 10a-22e, 10a-22f, 10a-22g, 10a-22h, 10a-22i, 10a-22j, 10a-22k, 10a-22u, 10a-22v, 10a-22w, 10a-22x or the regulation pertaining thereto.
- School made a false statement about a material fact in an application for authorization
- unknown
- other (specify)

CAMPUS ROSTER

SCHOOL NAME: SONO ACADEMY CAMPUS: 108 Washington Street, Norwalk, CT 06854

Your school must submit the Campus Roster form (s) listing all employees having contact with students (including clerical, administrative, instructional, and recruiting staff) at the main campus and any branches to the Executive Director of the Office of Higher Education. Submit one form per campus. Your school must submit to the Executive Director the current Campus Roster(s) as part of the application for initial approval or renewal approval. Print clearly.

Your school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each addition or deletion of an employee having student contact.


Name of Employee	Position(s) Held
1. <u>Sigon Taylor</u>	<u>Director of Education</u>
2. <u>Jessica Sanchez</u>	<u>Academy Coordinator/Recruiter</u>
3. <u>Sarah Beke</u>	<u>Educator</u>
4. <u>Thea Tsiranides</u>	<u>Owner/Director</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

If more space is required continue on separate sheet(s).

This Campus Roster list is complete and accurate. Each employee listed on the Campus Roster meets the minimum requirements for the position in which employed, and specifically as detailed in Regulations Section 10a-22k-5(k) for (a) Director, (b) Instructor, (c) Recruiter, or where required waivers. I understand that the Executive Director shall be informed promptly of any changes in school personnel.

I, as an authorized school official, do swear or affirm that the above statements made in this Campus Roster are complete and correct to the best of my knowledge and belief:

Name of Official: Thea Tsiranides Position: Owner/Director

Signature:  Date: 2/10/20

JESSICA SANCHEZ

PO Box 4308, Greenwich, CT 06830 | 203-898-1414 |

EXPERIENCE

2018-Present Academy Coordinator/Recruiter, SoNo Academy 108 Washington St Norwalk, CT 06854

2013-2018 Medical Assistant, DMSOG, 1 E. Putnam Avenue, Greenwich, CT 06830

2011-2013 Country Reproductions, 39 Belden Street, Stamford, CT 06902

2009 -2011 Administrative Assistant, Ashton Capital Management, 10 Ashton Drive, Greenwich, CT 06831

Shift Leader, Robeks, 132 E. Putnam Avenue, Cos Cob, CT 06807

EDUCATION

2003-2007 Greenwich High School, High School Diploma

Continuing Education Long Island University
Sanford Brown Institute, Medical Assistant License

SCHOOL DIRECTOR FORM

SCHOOL NAME: SONO ACADEMY LOCATION: 108 Washington Street, Norwalk, CT 06854

Your school must submit one form for the School Director. The School Director has responsibility and control over the main campus and any branches. The school must submit School Director Form as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster (POSA AP Page 19) in conjunction with each successive addition and deletion of a School Director.

SCHOOL DIRECTOR NAME: Thea Tsiranides

Beginning Date: 08/27/2007 E-mail Address thea@sonoacademy.com

QUALIFICATIONS:

The School Director must complete each question below.

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes No
and
2) I have a minimum of five years experience in the area for which training is offered, Yes No
or
I hold an undergraduate diploma from a four-year college and Yes No N/A
I have a minimum of three years of experience in the area of training being offered.
or
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes No N/A
and
3) I am experienced in administration, if yes list number of years twelve Yes No

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

1) EDUCATION - You must provide at a minimum this information on education:

- Institution name and address/location
- Major subject studied
- Degree/Diploma/Certificate name and date awarded

2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
 - Employer name and address/location
 - Position held and duties and responsibilities involved
 - Beginning and ending dates including month and year

Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

n/a _____ None or N/A _____

Occupational License (if applicable) - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

n/a _____ None or N/A _____

DESIGNATION OF QUALIFIED INDIVIDUAL IN EACH APPROVED SUBJECT AREA OFFERED:

Your school must list all approved subject areas in which instruction is offered.

(A) Subject Area	(B) Indicate if Director is Qualified in Each Area	(C) Name of Department Head or Supervising Instructor Who meets requirements for Subject Area (in lieu of Director)
	Answer Yes or No If No, Complete Column (C)	
Theory	YES	Sigon Taylor
Practical	YES	_____
Clinical	YES	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____

Please attach an additional sheet if needed.

DISCLOSURE:

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction cancelled by the state:

Name of State N/A _____

Initial the correct answer below:

 No Prior Involvement

_____ Yes, Prior Involvement, complete the following information:

Name of School _____

Full Address _____

Position(s) Held at School _____


Period Employed _____

Date of Revocation or Cancellation of Privilege to Operate _____

Reason for Revocation:

- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason _____
- unknown reason

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Signature of School Director  **Date** 2/10/20

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(1), to act as Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Owner Signature:  **Date:** 2/10/20

Name of Owner/Majority Owner of School: Thea Tsiranides
(Print)

CAMPUS DIRECTOR FORM

SCHOOL NAME: SONO ACADEMY LOCATION: NORWALK
City/Town

Your School must submit one form for the Campus Director of your school. The Campus Director is the principal administrator at the school. The school also must submit a new Campus Roster (POSA AP Page 19) in conjunction with each successive addition or deletion of a Campus Director. Print Clearly.

CAMPUS DIRECTOR: Thea Tsiranides

Beginning Date: August 27, 2007

Mailing Address: SONO ACADEMY

Street: 108 Washington Street

City, State Zip: Norwalk, CT 06854

Office Phone: 203 642-3600 E-mail thea@sonoacademy.com

The Campus Director must complete each question below.

Connecticut Regulations of State Agencies Section 10a-22k-5(k)(1) requires that "The director of a school" meet the following criteria:

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes No
and
- 2) I have a minimum of five years experience in the area for which training is offered. Yes No
or
I hold an undergraduate diploma from a four-year college Yes No N/A
and
I have a minimum of three years of experience in the area of training being offered.
or
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes No N/A
and
- (3) I am experienced in administration, if yes list number Yes No
Of years twelve

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

1) EDUCATION - You must provide at a minimum this information on education:

- Institution name and address/location
- Major subject studied
- Degree/Diploma/Certificate name and date awarded

2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
 - Employer name and address/location
 - Position held and duties and responsibilities involved
 - Beginning and ending dates including month and year

Teacher Certification (if applicable) - attach a copy of teaching license and detail here the subjects in which authorized to give instruction:

Occupational License (if applicable) - attach a copy of current license and detail here area(s) licensed in:

Connecticut

DISCLOSURE:

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction canceled by the state:

Name of State N/A

Initial the correct answer below:

No Prior Involvement

Yes, Prior Involvement complete the following information

Name of School _____

Full Address _____

Position(s) Held at School _____

Period Employed _____

Date of Revocation or Cancellation of Privilege to Operate _____

THEA TSIRANIDES

3 Driftwood Lane Norwalk, CT 06854 | 203-858-0107 | thea@sonoacademy.com

EXPERIENCE

- 2015-Present Owner, Salon Etre 108 Washington Street Norwalk, CT 06854
- 2007- Present Executive Director, *SoNo Academy 108 Washington St. Norwalk, CT 06854*
- 1994-2009 Senior Colorist, *Salon Shahin 66 Broad St Stamford, CT 06901*

EDUCATION

- 1992 Cosmetology License, *Beauty Tech Stamford, CT*
- Continuing Education *Vidal Sassoon Academy London, England*
Goldwell of New England/CT
Wella, NYC
Loreal, NYC
Toni & Guy, Texas
Calura Organic Hair Color
- Certifications Cinderella Hair Extensions
Hot Heads Hair Extensions
Simply Smooth Keratin Treatment
Cezanne Perfect Finish
Global Keratin
Bio Ionic Chemical Retexturing
Certified Makeup Artist

EMPLOYER'S COPY

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

NAME

THEA TSIRANIDES

VALIDATION NO.

03-725458

LICENSE NO.

045521

CURRENT THROUGH

12/31/20

PROFESSION

HAIRDRESSER/COSMETICIAN


SIGNATURE



COMMISSIONER

2

Reason for Revocation:


- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason _____
- unknown reason

I do swear or affirm that the statements made on the Campus Director Form are complete and correct to the best of my knowledge and belief.

Signature of Campus Director  _____ Date 2/10/20

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation of State Agencies Section 10a-22k-5(k)(1), to act as Campus Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature of School Director  _____

Name of School Director Thea Tsiranides _____ Date 2/10/20

INSTRUCTOR FORM

SCHOOL NAME: SONO ACADEMY LOCATION: 108 Washington Street, Norwalk, CT 06854

The school must complete and submit one form for each person who is teaching at the school. The school must submit an Instructor Form(s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each instructor addition or deletion.

INSTRUCTOR NAME: Signon Taylor

Beginning Date: February 6th, 2018

TEACHING ASSIGNMENT: Program Name(s) and/or Course Name(s) and/or subject area(s):

QUALIFICATIONS:

The instructor must answer each question below.

- 1) I am at least eighteen years of age. Yes No
and
- 2) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes No
and
- 3) I have not less than two (2) years of experience in the skill or subject to be taught within ten (10) years immediately preceding employment by the school or the equivalent in teacher training approved by the Board of Education in the skill or subject taught. Yes No
and
- 4) If hired after the date of October 10, 1984 and required to be a holder of state special permit(s) or license(s) to practice my trade(s) I shall be a holder of such permit(s) or license(s) and provide evidence prior to instructing in the practical application of the trade and shall maintain such license(s) or permit(s) during the period for which such instruction is given. Yes No N/A

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

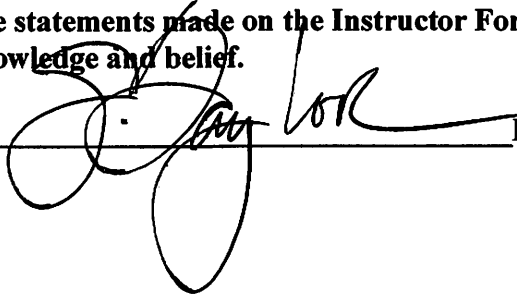
Your resume must include information on your education: Institution name and address/location; major subject studied; degree, diploma/certificate name and date of award. You must provide minimum information on relevant experience in the area for which training is offered, which must include employer name and address/location; position held outlining duties and responsibilities; beginning and ending dates including month and year of employment.

If you hold a Teacher Certification - **attach a copy of teaching license and detail here** the subject(s) in which authorized to give instruction and any expiration date:

If you hold an Occupational License - **attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s)**:

I do swear or affirm that the statements made on the Instructor Form are complete and correct to the best of my knowledge and belief.

Signature of Instructor: _____

 Date: 2/10/20

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(2), to teach at the school. The Executive Director the Office of Higher Education may waive the educational and other requirements for an instructor where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

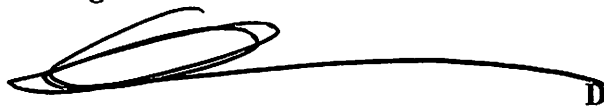
The School Director/Campus Director must answer the following:

This instructor will serve as department head or supervising instructor No Yes

and Specify area Theory, Practical and Clinical

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature: _____

 Date: 2/10/20
School/Campus Director

SIGON TAYLOR

19 Blue Mountain Ridge, Norwalk, CT 06851 | 614-371-4062 |

EXPERIENCE

- 2018-Present Director of Education, SoNo Academy, 108 Washington St Norwalk, CT 06854
- 2016-2017 Store Manager, DNA Footwear, Brooklyn, NY
- 2014-2016 Assistant Executive Director/Director of Education, Empire Education Group, Inc., Brooklyn, NY
- 2013-2014 Instructor/Men's Cutting Specialist, Aveda Institute, New York, NY
- 2010-2012 Instructor, Aveda Institute, Columbus, OH

EDUCATION

- 1989-1993 Coshocton Comprehensive High
- Continuing Education The Aveda Institute, Columbus, OH

WALLET CARD
STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
NAME
SIGON TAYLOR
VALIDATION NO. 03-774415
LICENSE NO. 065854
CURRENT THROUGH 07/31/21
PROFESSION
HAIRDRESSER/COSMETICIAN
SIGNATURE *S. Taylor* COMMISSIONER

INSTRUCTOR FORM

SCHOOL NAME: SONO ACADEMY LOCATION: 108 Washington Street, Norwalk, CT 06854

The school must complete and submit one form for each person who is teaching at the school. The school must submit an Instructor Form(s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each instructor addition or deletion.

INSTRUCTOR NAME: Sarah Beke

Beginning Date: May 10th, 2014

TEACHING ASSIGNMENT: Program Name(s) and/or Course Name(s) and/or subject area(s):

QUALIFICATIONS:

The instructor must answer each question below.

- 1) I am at least eighteen years of age. Yes No
and
- 2) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes No
and
- 3) I have not less than two (2) years of experience in the skill or subject to be taught within ten (10) years immediately preceding employment by the school or the equivalent in teacher training approved by the Board of Education in the skill or subject taught. Yes No
and
- 4) If hired after the date of October 10, 1984 and required to be a holder of state special permit(s) or license(s) to practice my trade(s) I shall be a holder of such permit(s) or license(s) and provide evidence prior to instructing in the practical application of the trade and shall maintain such license(s) or permit(s) during the period for which such instruction is given. Yes No N/A

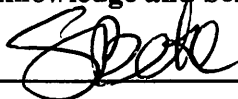
EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

Your resume must include information on your education: Institution name and address/location; major subject studied; degree, diploma/certificate name and date of award. You must provide minimum information on relevant experience in the area for which training is offered, which must include employer name and address/location; position held outlining duties and responsibilities; beginning and ending dates including month and year of employment.

If you hold a Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

If you hold an Occupational License - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

I do swear or affirm that the statements made on the Instructor Form are complete and correct to the best of my knowledge and belief.


Signature of Instructor:  Date: 2/10/20

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(2), to teach at the school. The Executive Director the Office of Higher Education may waive the educational and other requirements for an instructor where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

The School Director/Campus Director must answer the following:

This instructor will serve as department head or supervising instructor No Yes
and Specify area Theory, Practical and Clinical

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature:  Date: 2/10/20
School/Campus Director

SARAH BEKE

17 Lyncrest Drive Norwalk, CT 06851 | 203-856-1060 | sarahgardella@gmail.com

EXPERIENCE

- 2018- Present **Make Up Artist for Chanel, Inc.**
- 2014- Present **Makeup Artistry Educator, *SoNo Academy 108 Washington St Norwalk, CT 06854***
- 2010- 2014 **Vice President, *InterFace Talent Network 35 N Water St Norwalk, CT 06854***
- 2009-2010 **Salon Manager, *Salon 126 26 Main St New Canaan, CT 06840***
- 2007-2009 **Regional Manager, *InterFace Talent Network 35 N Water St Norwalk, CT 06854***
- 2002-2007 **Account Coordinator, *Waterfront Promotions 335 Post Road West, Westport, CT 06880***

EDUCATION

- 2001 **BA Communications & English**
The University of Connecticut
- 2014 **Certified Makeup Artist**
- 2015 **Temptu Airbrush Certified**
- 2016 **MAC Cosmetics Bridal Certification**

Sono Academy

Norwalk



Connecticut

This is to certify that

SARAH BEKE

has satisfactorily fulfilled the requirements
of the prescribed course of study as a

Certified Make Up Artist

In accordance with requirements established by the
Connecticut State Board of Cosmetology and Sono Academy

Instructor

REQUEST FOR WAIVER OF INSTRUCTOR APPROVAL QUALIFICATIONS

SCHOOL NAME: n/a LOCATION: _____

This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualification(s) under Section 10a-22k(k)(2)(C) of Regulations of State Agencies. Do not use this form if you are not seeking a waiver of any of the qualifications.

Name of Proposed Instructor: _____

Subject area(s) to be taught: _____

Waiver is being sought of the following qualification(s) because the proposed instructor:

- is not at least 18 years of age
- does not hold a high school diploma or other equivalency recognized by the board (G.E.D.)
- does not have at least two years of experience in the skill or subject taught within ten years immediately preceding employment by the school, or does not have the equivalent in teacher training approved by the board in the skill or subject taught

List below the reasons for requesting waiver (detail person's other qualification(s) that you feel may supersede the qualification(s) for which you are seeking a waiver. Be specific):

(A completed Instructor Form POSA AP Page 26-27 and Resume together with other supporting materials that highlight the qualifications of the proposed instructor must be attached).

Name: _____ Date: _____
School/Campus Director

The Executive Director's designee has reviewed the attached material and the following determination has been made:

Waiver Granted: _____ Waiver Denied : _____ Date: _____

RECRUITER FORM

SCHOOL NAME: SONO ACADEMY CAMPUS: 108 Washington Street, Norwalk, CT 06854

The school must complete and submit one form for each person who recruits students for your school, which activity includes the signing of the student enrollment agreement (contract). The school must submit it to the Recruiter Form (s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each recruiter addition or deletion.

RECRUITER NAME: Jessica Sanchez

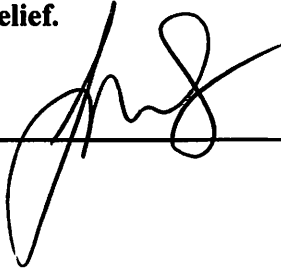
Beginning Date: September 3rd, 2019

QUALIFICATIONS: The Recruiter must answer each question below.

- 1) I am thoroughly familiar with the school and its offerings.
and Yes No
- 2) I am being furnished with identification which shall be available for inspection by prospective students, their parents or guardians, law enforcement agents and state officials.
and Yes No
- 3) I shall refrain from making exaggerated statements and misleading statements and misrepresentations of any kind
and Yes No
- 4) I understand I am an agent of the school I represent. Yes No

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature of Recruiter: _____



Date: _____

2/10/20

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(3), to act as Recruiter for the school.

The School Director/Campus Director must acknowledge by signature the following:

I understand that this recruiter is an agent of the school and the school shall be responsible for the actions of this recruiter regarding recruitment activities. A copy of the school-issued recruiter identification is attached.

I do swear or affirm that the above statements made on this form by the recruiter and me are complete and correct to the best of my knowledge and belief.

Signature: _____



Date: _____

2/10/20

Name School/Campus Director: _____

Thea Tsiranides

JESSICA SANCHEZ

PO Box 4308, Greenwich, CT 06830 | 203-898-1414 |

EXPERIENCE

- 2018-Present Academy Coordinator/Recruiter, SoNo Academy, 108 Washington St Norwalk, CT 06854
- 2013-2018 Medical Assistant, DMSOG, 1 E. Putnam Avenue, Greenwich, CT 06830
- 2011-2013 Country Reproductions, 39 Belden Street, Stamford, CT 06902
- 2009 -2011 Administrative Assistant, Ashton Capital Management, 10 Ashton Drive, Greenwich, CT 06831
- Shift Leader, Robeks, 132 E. Putnam Avenue, Cos Cob, CT 06807

EDUCATION

- 2003-2007 Greenwich High School, High School Diploma
- Continuing Long Island University
Education Sanford Brown Institute, Medical Assistant License

PROGRAM/COURSE LIST

NAME OF SCHOOL: SONO ACADEMY **LOCATION:** 100 Washington Street, Norwalk, CT

Please complete a separate form for Main Campus and each Branch Campus

Provide below the information requested for each and every **program/course** for which approval is required.

<u>Name of Program or Course (Alphabetical Order)</u>	<u>Time of Training*</u>	<u>Length** of Training</u>	<u>Delivery of Instruction***</u>	<u>Tuition Only</u>
Sample: Medical Assistant	D, E, W	200 Clock Hours	Residential	\$2,000.
Cosmetology	D		R	\$15,825.00
Makeup Certification	W		R	\$ 700.00

* Time of Training – Day(D), Evening(E), Weekend(W), Lessons(L)

** Length designated in - clock hours, credit hours, quarter credit hours, lessons

*** Delivery of Instruction – residential, on-line, home-study/correspondence. You must list each type of delivery separately.

PROGRAM/COURSE INFORMATION

Complete a separate form for each program or course offered by school. Reproduce this page in sufficient quantities to have one for each occupational program/course. Place all attachments behind this page. Prepare separate pages when programs/course differ in time of training for day, evening, and weekends; differ in designated length by hours, credits, lessons and weeks; differ in method of delivery of instruction for residential, on-line, and home-study/correspondence.

Program/Course Name: Cosmetology

(The program/course name must be the same as listed on the Program/Course List (POSA AP Page 31), Enrollment Agreement/Contract and School Catalog.)

Attach the program/course curriculum, which will include an overview of courses offered in program, as well as, course/program outline syllabus, overview of courses with hours/credits/lessons and explanation of .

1. Indicate the method of delivery of course/program instruction:

 R Residential On-line Hybrid (Residential & Online)
 Home-study/Correspondence Lessons

2. Indicate length and category of course/program offered:

 1500 Clock Hours Credit Hours
 Quarter Credit Hours Lessons

Indicate break down by:

 200 Residential lecture/class Online lecture/class Lab
 1300 Clinical Externship Shop

3. Indicate Time course/program offered:

 x Day Evening Weekend Sat. Sun. Lessons

4. Indicate when classes meet (example Mon and Wed) Monday through Friday

5. Indicate hours classes meet (example 9:00 am to 2:00 pm) Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-5pm Thursday and Friday 10am-12pm

6. Indicate course/program length in Hours per week 25

7. Indicate number of weeks in course/program 60 and number of Modules n/a if used.

8. Indicate maximum class size: 12 classroom/lecture; n/a lab n/a shop

9. **Attach a list indicating what equipment is available to teach this program/course.**

10. Describe below or attach the admission requirements for this program/course.

11. List below the total cost of program course/program:

Tuition	\$ <u>15,825.00</u>
Application Fee (non-refundable yes <input checked="" type="checkbox"/> no <input type="checkbox"/>)	<u>25.00</u>
Registration Fee (non-refundable yes <input checked="" type="checkbox"/> no <input type="checkbox"/>)	<u>150.00</u>
Supplies	<u> </u>
Equipment	<u> </u>
Textbooks*	<u>\$1,500.00</u>
Other <u>Kit (equipment, books and supplies)</u> (Specify)	<u> </u>
Total: \$	<u>17,500.00</u>

*It is expected the most current textbook and edition is used for each course throughout the program.

List below any library materials (appropriate to the approvable programs of the school) currently available to students at the school. List copyright date and editor.

LIBRARY MATERIALS

- A code is given to each student to load into their laptops and gives access to the latest edition Milady Standard Cosmetology.
- Student DVDs
- Advanced Make-up Artistry / Photos
- Andis - Reverse Blending/ Clipper over comb
- Andis - The High Bald Fade
- Andis - Ladies Mid-Length / Contemporary / Layered Bob
- Andis - Cutting & Styling / Textured Hair / Step by Step
- BSD Afterspart VIP & Hands On
- Chris Rock - Good Hair
- Coco & Igor
- Discover - Step by Step Makeup DVD
- Formulating - KP Imagination Guide
- Free Forms - Haircutting System
- FromRow / Spring/Summer 2011 Runway Hair Trends
- FromRow / Fall/Winter 2010 Runway Hair Trends
- Goldwell / Permanent Hair Color
- Goldwell / Color Movement
- Milady / Course Management Guide
- Milady / The Edge
- Milady / Standard Cosmetology DVD Series Disc 2
- Milady / Soft Skills / Disk 1
- Milady / Soft Skills / Disk 2
- Orthodont / Safety / Haircare / Cutting
- Pern Factor / Challenge
- Regis / T-08
- Regis / T-09
- Regis / T-10
- Regis / T-11
- Regis / T-12
- Regis / T-13
- Regis / T-14
- Season A
- Season C
- Tabatha Disc 1
- Tabatha Disc 2
- Sebastian
- Skincare / Nailcare / Business Cosmetology
- Vidal Sassoon Icon
- The Whip
- Educator DVD's
- Andis - Cutting & Styling
- Andis - Styling, Chemical Services, Coloring
- Milady- Instructor Support Slides
- Milady- Instructor Support Slides
- Milady- Instructor Support Slides
- Milady - Soft Skills Demo
- Milady - Soft Skills Disc 1
- Milady - Soft Skills Disc 2
- Milady - Procedures Video
- Milady - Course Management Guide
- Milady - Course Management Guide
- Sebastian - Ferreras Cutting
- Sebastian - Possibilities
- Wella - Kollection Perfect

STUDENT RECORDS

Name of School: SONO ACADEMY

Attach to this page a copy of the following student record forms used by School:
An asterisk * after a document indicates it is required.

- (a) Application for admission
- (b) Enrollment Contract/Agreement*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form *
- (g) Permanent transcript/grade record form*
- (h) Transcript Release form*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
 - a. Background Check Required – assault, larceny etc.
 - b. Driving Record Check Required – driving violations, suspension
 - c. Conditions required for employment in field of training
 - d. License or Certification required and Agency Responsible
 - e. Indicate any barriers to employment (felony, medical condition, etc.)

APPLICATION FOR ENROLLMENT



SoNo Academy is seeking artistic and creative people with the passion and drive to succeed and exceed in the field of Cosmetology and all that it has to offer.

When you decide to pursue your career in this exciting fashion oriented industry, we will show you the endless opportunities that lie before you.

REQUIRMENTS TO COMPLETE OUR COURSE AND TO BE LICENCED

- Students under the age of 18 will require a guarantor who will be liable to the school for fees agreed to in the Cosmetology Course Contract & Enrollment Agreement if said student should default in any payment.
- 1500 hours of training must be successfully completed in a state approved school
- A written exam given by the State Board must be taken and passed with a 70% or better grade
- An application must be filled out and a fee of \$65 for state testing must be submitted to:

PROMETRIC

ATTN : CT COSMETOLOGY / BARBER PROGRAM

1260 ENERGY LANE

ST.PAUL, MN 55108

- An application must be filled out online and a fee of \$100 for licensing must be submitted to the Connecticut Department of Health Services:

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH HAIRDRESSING DEPARTMENT

410 CAPITOL AVENUE

MS # 12MQA

P.O. BOX 340408

HARTFORD, CT 06134

SoNo Academy

108 Washington Street

South Norwalk, CT 08654

203.642.3600 FAX 203.642.3600



SONO
ACADEMY

PERSONAL INFORMATION

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

CELL _____

DATE OF BIRTH _____ U.S.CITIZEN _____

NEAREST RELATION _____

RELATIONSHIP _____

STREET _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

CELL _____

EDUCATION

HIGH SCHOOL _____ CITY _____ STATE _____

PLEASE CHECK WHICH OF THE FOLLOWING YOU ARE APPLYING FOR:

- COSMETOLOGY PROGRAM (1500 HOURS)
- TRANSFER STUDENT, NUMBER OF HOURS NEEDED

- REFRESHER COURSE, NUMBER OF HOURS NEEDED

QUESTIONS

HOW SOON ARE YOU INTERESTED IN GETTING STARTED?

HOW DID YOU HEAR ABOUT OUR PROGRAM?

WHAT IS THE BEST WAY TO CONTACT YOU?

- CALL
- TEXT
- EMAIL
- ALL OF THE ABOVE

REFUND POLICY

Cancellation within 3 business days: Any student who cancels their enrollment and requests a refund, in writing, within 3 business days of signing the enrollment agreement, or contract, shall receive a refund of all monies paid with the exception of the application fee of \$25.00. In the case of a minor student, a parent or guardian must submit the request.

Cancellation after 3 business days: Any student who cancels their enrollment and requests a refund, in writing, after 3 business days of signing the enrollment agreement, or contract, and has not started the program, shall receive a refund of all monies paid, with the exception of the application fee of \$25.00 and the registration fee of \$150.00. In the case of a minor student, a parent or guardian must submit the request.

Withdrawal/Termination: Any student who withdraws from SoNo Academy subsequent to enrollment and commencement of classes, or is terminated from the program for any reason, shall be charged a withdrawal/termination fee of \$400.00 and total tuition according to the percentage of time they are presently in the contract. Withdrawal will be considered based upon the last verifiable date of attendance, it is strongly recommended that the student advise the Academy in writing by utilization of the withdrawal forms or some other form of writing as close to the proposed date of withdrawal as possible. Other non-refundable charges that apply are; the student kit \$1,500.00 and the application/registration fees \$175.00. In the case of a minor, the parent or guardian must submit the request.

The total amount of tuition owed according to the percentage of time within the contract is as follows:

0.1%-4.9% of time	(0-3 weeks)	= 20% of tuition due	(\$3,165.00)
5.0%-9.9% of time	(3-6 weeks)	= 30% of tuition due	(\$4,747.50)
10%-14.9% of time	(6-8 weeks)	= 40% of tuition due	(\$6,330.00)
15%-24.9% of time	(8-14 weeks)	= 50% of tuition due	(\$7,912.50)
25%-49.9% of time	(14-28 weeks)	= 70% of tuition due	(\$11,077.50)
Over 50% of time	(+ 28 weeks)	= 100% of tuition due	(\$15,825.00)

Student

date

Guarantor

date



Cosmetology Course Contract & Enrollment Agreement

108 WASHINGTON STREET SOUTH NORWALK, CT 06854 203-642-3600 FAX 203-642-3602

Student Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Cell #: _____ Email: _____

SONO
ACADEMY

Parent/Guardian or Guarantor _____
Parent/Guardian or Guarantor's Address: _____
City: _____ State: _____ Zip Code: _____

Cell #: _____ Email Address: _____

Education:

- High School Diploma
- GED
- Completion Form (available at Board of Education)

Official I.D.:

- Driver's License
- Birth Certificate
- Social Security Card

- Cosmetology Program (1500 hrs.)
- Full Time

- Transfer/Refresher Student (\$12 per hr.)
- Flex Time

Cost of Tuition: \$ _____
 Application/Registration Fee: \$ _____
 Cost of Student Kit and Textbooks: \$ _____
TOTAL COST: \$ _____
 Less Cash down Payment: \$ _____
 Unpaid Balance: \$ _____

- LOAN
- 12 MONTH PLAN
- 18 MONTH PLAN
- CUSTOMIZED PLAN

B

Tuition and Fees are due and payable in advance. To start classes a Student must pay the down payment in full, unless previous arrangements are made. The above-named Student does hereby apply for admission to SoNo Academy located at 108 Washington Street, South Norwalk, CT 06854, hereinafter referred to as "The Academy". The Academy hereby sells and the above-named Student and/or guarantor, hereby purchases, and agrees to the terms and conditions set out herein, a course in Hairdressing and Cosmetology. Consisting of _____ hours.
 School Term to begin: _____ 20 _____ and to end: _____ 20 _____
 Expected completion date _____

WITHDRAWAL/TERMINATION POLICY: Any student who withdraws from SoNo Academy subsequent to enrollment and commencement of classes, or is terminated from the program for any reason, shall be charged a withdrawal/ termination fee of \$400.00 and total tuition according to the percentage of time they are presently in the contract. Withdrawal will be considered based upon the last verifiable date of attendance, it is strongly recommended that the student advise the Academy in writing by utilization of the withdrawal forms provided or some other form of writing as close to the proposed date of withdrawal as possible. Other non-refundable charges that apply are, the student kit \$1,500.00 and the application / registration fees \$175.00. In the case of a minor, the parent or guardian must submit the request. Grounds for termination are insufficient academic progress, nonpayment or failure to comply with published school policies.

GRADUATION REQUIREMENTS: 1) 1500 minimum required hours 2) Passing Score of 70% or above in Theory 3) Complete payment of tuition and all other monies owed to SoNo Academy. If tuition is not paid in full, payment arrangements will be made so that graduation requirements can be fulfilled. No paperwork will be released from the Academy without fulfillment of the tuition obligation. Upon graduation student will receive a diploma stating successful completion of the Cosmetology Course at SoNo Academy.

REFUND POLICY: This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or Academy closure.

- If a student (or in case of a student under legal age, their parent or guardian) cancels their enrollment and demands their money back, within 3 days of signing the enrollment agreement or contract, and making an initial payment, all monies collected by the Academy shall be refundable. If student kit is received the student is responsible for payment of those items with the exception of the \$25.00 application fee.
- If a student (or in case of a Student under legal age, their parent or guardian) cancels their enrollment and demands their money back after the 3 days of signing the enrollment agreement or contract, all monies collected by the school shall be refundable less the application/registration fees. If student kit is received the student is responsible for payment of those items.
- For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

0.1% - 4.9%	of time (0 - 3 weeks)	= 20%	of tuition due	(\$ 3,165.00)
5.0% - 9.9%	of time (3 - 6 weeks)	= 30%	of tuition due	(\$ 4,747.50)
10% - 14.9%	of time (6-8 weeks)	= 40%	of tuition due	(\$ 6,330.00)
15% - 24.9%	of time (8 - 14 weeks)	= 50%	of tuition due	(\$ 7,912.50)
25% - 49.9%	of time (14-28 weeks)	= 70%	of tuition due	(\$11,077.50)
Over 50%	of time (over 28 weeks)	= 100%	of tuition due	(\$15,825.00)

Enrollment time is defined as the time elapsed between the actual starting date and the last verifiable date of attendance noted on the withdrawal form provided or some other form of writing as close to the proposed date as possible. Termination shall occur upon the date the written letter on the withdrawal form submitted to the school. Any monies due to the applicant or student shall be refunded within 45 days after cancellation or termination. The books and kit, once issued to the student, becomes the property of the student and the student is responsible for their cost even if he/she withdraws or is terminated.

If the school is permanently closed and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rate refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course.

In case of a prolonged illness, accident or death in student's immediate family, or any other circumstances, which makes it impossible to complete the course, the school owner and party shall come to a settlement that is reasonable to both parties.

If the Student fails to complete the program by the scheduled graduation date, and if it is not extended by the School for medical or excusable reasons, hours made up after expected completion date will be charged at \$12.00 per hour, payable in advance.

The Academy reserves the right to occasionally close for Teacher's Seminars, legal holidays or circumstances beyond the School's control.

SoNo Academy offers job counseling and placement opportunities. SoNo Academy cannot guarantee employment. Job opportunities are posted at the Academy, and referrals are given if deemed appropriate by the SoNo Academy team.

Any Student who is under the legal age of Eighteen (18) will require a guarantor who will be liable to the School for fees agreed to in this agreement if said Student should default in any payment thereof.

Once any unpaid monies or tuition balance is found to be in default, the Student or Guarantor will be responsible for all costs of collection including reasonable attorney's fee and court costs. No responsibility is assumed by the Academy for any negligence, carelessness or lack of skill by one or more students while practicing any part of the Academy course upon another, nor does the Academy assume any responsibility for loss of destruction of personal property or effects of any student.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS THEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HERUNDER.

THE AGREEMENT, CATALOG, AND RULES AND REGULATIONS OF THE SCHOOL ARE RECEIVED AND CLEARLY UNDERSTOOD BY ME AND I HERBY APPEND MY SIGNATURE TO THIS AGREEMENT FOR THE PURPOSE OF ENROLLING AS A STUDENT IN SONO ACADEMY UPON THE AFOREMENTIONED TERMS AND A RECEIPT OF AN EXACT COPY OF THIS AGREEMENT IS READ, RECEIVED, AND CLEARLY UNDERSTOOD.

Date: _____ Student's Name: _____ *

IN CONSIDERATION OF THE FOREGOING, the undersigned does hereby guarantee payment in full of any and all sums due to the Academy

Date: _____ Guarantor/Parent: _____ *

Approved and Accepted: _____ Date: _____

SoNo Academy by: _____ Date: _____

*Registered via email, by signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically.



WELCOME TO SONO ACADEMY
WHERE SALON PROFESSIONALS ARE MADE

108 Washington Street Norwalk, CT 06854 (203) 642-3600

info@sonoacademy.com // www.sonoacademy.com



SONO
ACADEMY

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Please check which of the following you are applying for:

Cosmetology Program: _____ Make-Up Program: _____ Refresher: Course _____

Full Time: _____ Flex Time: _____

What inspired you to pursue this industry?: _____

Which month would you like to start?: _____

How did you hear about SoNo Academy? (Ex: Graduate, Internet, Social media, Referral, Etc.): _____

Please check how you would prefer to be contacted?

Call _____ Text _____ Email _____

Total Hours

2018			2019			2020		
Month	Hours Given	Scheduled Hours	Month	Hours Given	Scheduled Hours	Month	Hours Given	Scheduled Hours
January			January			January		154
February			February			February		140
March			March			March		154
April			April			April		147
May			May			May		161
June			June			June		147
July			July			July		140
August			August			August		161
September			September			September		140
October			October			October		161
November			November			November		133
December			December			December		126
2017 Total:		0	2018 Total:		0	2019 Total:		1764

Total Hours Completed:	0
Total Hours Remaining:	1500



March

Notes:

DAY	DATE		SCHEDULED HOURS	HOURS GIVEN				
		Total:	0	0				
			SCHEDULED HOURS	HOURS GIVEN				
Monday	2-Mar							
Tuesday	3-Mar							
Wednesday	4-Mar							
Thursday	5-Mar							
Friday	6-Mar							
		Total:	0	0				
			SCHEDULED HOURS	HOURS GIVEN				
Monday	9-Mar							
Tuesday	10-Mar							
Wednesday	11-Mar							
Thursday	12-Mar							
Friday	13-Mar							
		Total:	0	0				
			SCHEDULED HOURS	HOURS GIVEN				
Monday	16-Mar							
Tuesday	17-Mar							
Wednesday	18-Mar							
Thursday	19-Mar							
Friday	20-Mar							
		Total:	0	0				
			SCHEDULED HOURS	HOURS GIVEN				
Monday	23-Mar							
Tuesday	24-Mar							
Wednesday	25-Mar							
Thursday	26-Mar							
Friday	27-Mar							
		Total:	0	0				
Monday	30-Mar							
Tuesday	31-Mar							
			SCHEDULED HOURS	HOURS GIVEN				
MONTHLY TOTAL:		Total:	113		OF		ATTENDANCE:	

SoNo Academy

108 Washington Street
 Norwalk, CT 06824
 Phone 203-642-3600 Fax 203-642-6302

Student Info Here

TRANSCRIPT

**SONO
ACADEMY**

Graduation

Withdrawal

Termination

Program: Cosmetology

Theory Grades 0-100		Practical Grades (P= Pass, F= Fail)	
Chapter 1:	Chapter 17:	Draping:	Haircutting 0°:
Chapter 2:	Chapter 18:	Shampooing:	Haircutting 45°:
Chapter 3:	Chapter 19:	Hair/Scalp Treatment:	Haircutting 90°:
Chapter 4:	Chapter 20:	4-part:	Haircutting 180°:
Chapter 5:	Chapter 21:	Set-up/Clean-up:	Virgin Single Process:
Chapter 6:	Chapter 22:	Fingerwave:	Single Process Retouch:
Chapter 7:	Chapter 23:	Pincurls:	Virgin Double Process:
Chapter 8:	Chapter 24:	Roller set:	Double Process Retouch:
Chapter 9:	Chapter 25:	Comb-Out:	Semi/Demi App (Glaze):
Chapter 10:	Chapter 26:	Blow-Dry Style:	Partial Highlight:
Chapter 11:	Chapter 27:	Curling Iron Style:	Full Highlight:
Chapter 12:	Chapter 28:	Flat Iron Style:	Test Curl:
Chapter 13:	Chapter 29:	Updo:	Basic Perm Wrap:
Chapter 14:	Chapter 30:	Chignon:	Spiral Wrap:
Chapter 15:	Chapter 31:	French Twist:	Piggyback Wrap:
Chapter 16:	Chapter 32:	Visible Braid:	Virgin Thio Relaxer:
		Fishtail Braid:	Thio Relaxer Retouch:
FINAL EXAM:		Clarifying Treatment:	Keratin Treatment:
		Conditioning Treatment:	Color Correction:

School Official: _____ Date: _____



SoNo Academy

Transcript Release Form

108 Washington Street, Norwalk, CT 06854

(203) 642-3600



**S O N O
ACADEMY**

I, _____, do hereby request that my transcripts and affidavit of hours be released to:

Name of School

Address of School

Admissions Director

School number and Admissions email

Student Signature

Date

SoNo Academy
 108 Washington Street
 Norwalk, CT 06824
 Phone 203-642-3600 Fax 203-642-6302

STATEMENT



**SONO
 ACADEMY**



Student Info

Start Date:	Projected End Date:

--

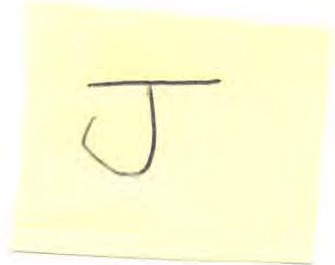
Tuition:			
Payments:	Amount:	Date:	Balance Due:
Down Payment			
Payment 1			
Payment 2			
Payment 3			
Payment 4			
Payment 5			
Payment 6			
Payment 7			
Payment 8			
Payment 9			
Payment 10			
Payment 11			
Payment 12			
Payment 13			
Payment 14			
Payment 15			
Payment 16			
Payment 17			
Payment 18			

Current Balance Due:

Make all checks payable to SoNo Academy.
Thank you!

Incident Report

SoNo Academy
108 Washington Street
South Norwalk, CT 06854
Main 203.642.3600 Fax 203.642.3602



Student Name :

Date	Description of Incident	Plan of Action	Initial

ENROLLMENT AGREEMENT/CONTRACT

Name of School: SONO ACADEMY

Attach a copy or proposed copy of the school's enrollment agreement/contract. The enrollment agreement shall include, but is not limited to the following: (Indicate on the line by each item, the paragraph number where that item is included on the enrollment agreement/contract.)

Title: Identification of document as a contract or agreement. 1 _____

School: Name, Address, Telephone and Fax number of the school. 2 _____

Program or courses of study: program/course title as identified in school catalog. 3 _____

Time required: Designate Time of Training (Day, Evening, Weekend or Lessons), length of Training in clock hours, credit hours, quarter credit hours or lessons and number of weeks or months normally required for completion as stated in school catalog. In the case of home study, the number of lessons required for completion. 4 _____

Starting and ending dates: scheduled class starting and ending dates. 5 _____

Class schedule: day, evening or other time of class attendance. In the case of home study schools, the schedule of when lessons received by mail are to be completed and returned by mail must be stated. 6 _____

Certificate/diploma: Identify type of credential to be received by student upon successful completion of the program or course. 7 _____

Costs: tuition, books and supplies and other costs. (Identify whether any payments are refundable or non-refundable such as application or registration fee). 8 _____

Payment: Method and terms of payment. This must comply with federal truth-in-lending and state retail installment requirements. In the case of home study schools this, must comply, as the minimum, with federal truth-in-lending requirements where the student is not a resident of the State of Connecticut. 9 _____

Withdrawal by student: Outline how a student would withdraw from school prior to enrollment and after enrollment. By statute, school can not require student to notify school in writing of withdrawal. Also, all refunds are based on last date of verifiable attendance per statute. 10 _____

Termination by school: Outline grounds for termination of a student enrolled by school prior to completion of course/program, include insufficient academic progress, nonpayment, failure to comply with published school policies. 11

Refund policy: Outline in detail, schools refund policy on all funds received by school prior to starting classes and prior to completion of the program/course. Indicate timeframe for processing refund. 12

Employment assistance: State in a disclaimer that the school can not guarantee employment. 13

Acknowledgments: At the end of the enrollment agreement/contract provide an acknowledgment that the student has read and received a completed copy of the enrollment agreement; and a copy of the school catalog. An enrollment agreement shall not be deemed completed and valid until the authorized school official has signed and the student has signed and received a copy of the enrollment agreement. If the student is a minor the signature of a guardian is required. Any enrollment agreement using as electronic signature must have a disclaimer in the acknowledgement section stating, "By signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically." 14

Signatures: Provide a line for a signature of student and of appropriate school official authorized to sign enrollment agreement/contract, as well as dates. Provide a place for the guardian of a minor to sign and date. 15

Please Note:

- 1) Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute.**
- 2) In order for the enrollment agreement/contract to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.**



1 Cosmetology Course Contract & Enrollment Agreement

108 WASHINGTON STREET SOUTH NORWALK, CT 06854 203-642-3600 FAX 203-642-3602

Student Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Cell #: _____ Email: _____

SONO ACADEMY

Parent/Guardian or Guarantor: _____
Parent/Guardian or Guarantor's Address: _____
City: _____ State: _____ Zip Code: _____

Cell #: _____ Email Address: _____

Education:

- High School Diploma
- GED
- Completion Form (available at Board of Education)

Official I.D.:

- Driver's License
- Birth Certificate
- Social Security Card

- Cosmetology Program (1500 hrs.) > 4-6
- Full Time
- Transfer/Refresher Student (\$12 per hr.) > 4-6
- Flex Time

Cost of Tuition: \$ _____
 Application/Registration Fee: \$ _____
 Cost of Student Kit and Textbooks: \$ _____
TOTAL COST: \$ _____
 Less Cash down Payment: \$ _____
 Unpaid Balance: \$ _____

- LOAN
- 12 MONTH PLAN > 9
- 18 MONTH PLAN
- CUSTOMIZED PLAN

Tuition and Fees are due and payable in advance. To start classes a Student must pay the down payment in full, unless previous arrangements are made. The above-named Student does hereby apply for admission to SoNo Academy located at 108 Washington Street, South Norwalk, CT 06854, hereinafter referred to as "The Academy". The Academy hereby sells and the above-named Student and/or guarantor, hereby purchases, and agrees to the terms and conditions set out herein, a course in Hairdressing and Cosmetology. Consisting of _____ hours.

School Term to begin: _____ 20 _____ and to end: _____ 20 _____
 Expected completion date _____

10 **WITHDRAWAL/TERMINATION POLICY:** Any student who withdraws from SoNo Academy subsequent to enrollment and commencement of classes, or is terminated from the program for any reason, shall be charged a withdrawal/ termination fee of \$400.00 and total tuition according to the percentage of time they are presently in the contract. Withdrawal will be considered based upon the last verifiable date of attendance, it is strongly recommended that the student advise the Academy in writing by utilization of the withdrawal forms provided or some other form of writing as close to the proposed date of withdrawal as possible. Other non-refundable charges that apply are; the student kit \$1,500.00 and the application / registration fees \$175.00. In the case of a minor, the parent or guardian must submit the request. Grounds for termination are insufficient academic progress, nonpayment or failure to comply with published school policies.

11 **GRADUATION REQUIREMENTS:** 1) 1500 minimum required hours 2) Passing Score of 70% or above in Theory 3) Complete payment of tuition and all other monies owed to SoNo Academy. If tuition is not paid in full, payment arrangements will be made so that graduation requirements can be fulfilled. No paperwork will be released from the Academy without fulfillment of the tuition obligation. Upon graduation student will receive a diploma stating successful completion of the Cosmetology Course at SoNo Academy. **7**

12 **REFUND POLICY:** This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or Academy closure.

- If a student (or in case of a student under legal age, their parent or guardian) cancels their enrollment and demands their money back, within 3 days of signing the enrollment agreement or contract, and making an initial payment, all monies collected by the Academy shall be refundable. If student kit is received the student is responsible for payment of those items with the exception of the \$25.00 application fee.
- If a student (or in case of a student under legal age, their parent or guardian) cancels their enrollment and demands their money back after the 3 days of signing the enrollment agreement or contract, all monies collected by the school shall be refundable less the application/registration fees. If student kit is received the student is responsible for payment of those items.
- For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

0.1% - 4.9%	of time (0-3 weeks)	= 20%	of tuition due	(\$ 3,165.00)
5.0% - 9.9%	of time (3-6 weeks)	= 30%	of tuition due	(\$ 4,747.50)
10% - 14.9%	of time (6-8 weeks)	= 40%	of tuition due	(\$ 6,330.00)
15% - 24.9%	of time (8-14 weeks)	= 50%	of tuition due	(\$ 7,912.50)
25% - 49.9%	of time (14-28 weeks)	= 70%	of tuition due	(\$11,077.50)
Over 50%	of time (over 28 weeks)	= 100%	of tuition due	(\$15,825.00)

Enrollment time is defined as the time elapsed between the actual starting date and the last verifiable date of attendance noted on the withdrawal form provided or some other form of writing as close to the proposed date as possible. Termination shall occur upon the date the written letter on the withdrawal form submitted to the school. Any monies due to the applicant or student shall be refunded within 45 days after cancellation or termination. The books and kit, once issued to the student, becomes the property of the student and the student is responsible for their cost even if he/she withdraws or is terminated.

If the school is permanently closed and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rate refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course.

In case of a prolonged illness, accident or death in student's immediate family, or any other circumstances, which makes it impossible to complete the course, the school owner and party shall come to a settlement that is reasonable to both parties.

If the Student fails to complete the program by the scheduled graduation date, and if it is not extended by the School for medical or excusable reasons, hours made up after expected completion date will be charged at \$12.00 per hour, payable in advance.

The Academy reserves the right to occasionally close for Teacher's Seminars, legal holidays or circumstances beyond the School's control.

SoNo Academy offers job counseling and placement opportunities. SoNo Academy cannot guarantee employment. Job opportunities are posted at the Academy, and referrals are given if deemed appropriate by the SoNo Academy team.

Any Student who is under the legal age of Eighteen (18) will require a guarantor who will be liable to the School for fees agreed to in this agreement if said Student should default in any payment thereof.

Once any unpaid monies or tuition balance is found to be in default, the Student or Guarantor will be responsible for all costs of collection including reasonable attorney's fee and court costs. No responsibility is assumed by the Academy for any negligence, carelessness or lack of skill by one or more students while practicing any part of the Academy course upon another, nor does the Academy assume any responsibility for loss of destruction of personal property or effects of any student.

13 ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS THEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HERUNDER.

14 THE AGREEMENT, CATALOG, AND RULES AND REGULATIONS OF THE SCHOOL ARE RECEIVED AND CLEARLY UNDERSTOOD BY ME AND I HERBY APPEND MY SIGNATURE TO THIS AGREEMENT FOR THE PURPOSE OF ENROLLING AS A STUDENT IN SONO ACADEMY UPON THE AFOREMENTIONED TERMS AND A RECEIPT OF AN EXACT COPY OF THIS AGREEMENT IS READ, RECEIVED, AND CLEARLY UNDERSTOOD.

Date: _____ Student's Name: _____*

IN CONSIDERATION OF THE FOREGOING, the undersigned does hereby guarantee payment in full of any and all sums due to the Academy

Date: _____ Guarantor/Parent: _____*

Approved and Accepted:
 SoNo Academy by: _____ Date: _____

*If signed via email, by signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically.



① Make-Up Course Contract & Enrollment Agreement

② 108 WASHINGTON STREET SOUTH NORWALK, CT 06854 203 642-3600 FAX 203 642-3602

Student Name _____ Date: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Contact Number _____
Email Address: _____ Copy of Driver's License _____

SONO
ACADEMY

Cost of Tuition: \$ 2,000.00 - ⑧
Less Cash down Payment: \$
Unpaid Balance: \$

Tuition balance to be paid in 3 installments of \$600.00 deposit and 2 payments of \$700.00 balance must be paid in full BEFORE the 2nd class _____ initials. Accepted methods of payment include cash, bank check, Visa, and MasterCard - ⑨

The above-named Student does hereby apply for admission to SoNo Academy located at 108 Washington Street, South Norwalk, CT 06854, (203) 642-3600 hereinafter referred to as "School". The School hereby sells and the above named Student and/or guarantor, hereby purchases, and agrees to the terms and conditions set out herein, a course in Make-Up Artistry.

NOTE: If this class does not register the necessary number of students to run effectively the class start date will be pushed ahead to the next start date to ensure effective training. _____ initials

This course shall be given in four consecutive Sunday classes from 10:00 AM to 05:30 PM. (30 hours total course) - ④ - ⑥
School Term to begin _____ 20_____ and to end _____ 20_____ - ⑤

⑪ **TERMINATION POLICY:** The school reserves the right to dismiss/discontinue a Student for failure to maintain satisfactory academic progress, to attend classes punctually, breach of School rules or regulations, or for any cause the School deems necessary for the good of the School.

GRADUATION REQUIREMENTS: Complete payment of tuition and all other monies owed to SoNo Academy. If tuition is not paid in full, by the 2nd class, the student will not be able to complete the course unless otherwise arranged with the Academy. - ⑦

ATTENDANCE POLICY: Students must attend all classes and be punctual. Student must be prepared with complete kit and models when necessary.

GRADUATION: Upon graduation student will receive a diploma stating successful completion of the Make-Up Course at SoNo Academy.

⑫ **REFUND POLICY:** This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

1. Monies due the applicant or student are refunded within 45 days of official cancellation or withdrawal.
2. **WITHDRAWAL/TERMINATION POLICY:** Any student who withdraws from SoNo Academy subsequent to enrollment but prior to commencement of classes shall be charged a withdrawal/ termination fee of \$100.00. The books and kit, once ordered, becomes the property of the student and the student is responsible for the cost even if he/she withdraws or is terminated in the amount of \$1000.00.
3. As all refunds are based upon the last verifiable date of attendance, it is strongly recommended that the student advise the Academy in writing by utilization of the withdrawal forms provided or some other form of writing as close to the proposed date of withdrawal as possible.
4. The following is the schedule of tuition refund: Once the course begins all tuition is due and payable to SoNo Academy.
5. If a course is cancelled subsequent to a student's enrollment, the school shall at its option provide a full refund of all monies paid or provide completion of the course.

Any Student who is under the legal age of Eighteen (18) will require a guarantor who will be liable to the School for fees agreed to in this agreement if said Student should default in any payment thereof.

If a scheduled payment is not made when due, the Student's attendance may be held in abeyance at the option of the School until such balance is paid in full. Once any unpaid monies or tuition balance is found to be in default, the Student or Guarantor will be responsible for all costs of collection including reasonable attorney's fee and court costs.

No responsibility is assumed by the School for any negligence, carelessness or lack of skill by one or more Students while practicing any part of the School course upon another; nor does the School assume any responsibility for loss of destruction of personal property or effects of any Student.

⑬ SoNo Academy offers job counseling and placement opportunities. SoNo Academy cannot guarantee employment. Referrals are given if deemed appropriate by the SoNo Academy team.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS THEROF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HERUNDER.

⑭ **THE AGREEMENT AND RULES OF THE SCHOOL ARE CLEARLY UNDERSTOOD BY ME AND I HERBY APPEND MY SIGNATURE TO THIS AGREEMENT FOR THE PURPOSE OF ENROLLING AS A STUDENT IN SONO ACADEMY UPON THE AFOREMENTIONED TERMS AND A RECEIPT OF AN EXACT COPY OF THIS AGREEMENT IS READ, RECEIVED, AND CLEARLY UNDERSTOOD.**

Date: _____ Student's Name: _____ *

⑮ IN CONSIDERATION OF THE FOREGOING, the undersigned does hereby guarantee payment in full of any and all sums due to the SCHOOL

Date: _____ Guarantor/Parent: _____ *

Approved and Accepted: SoNo Academy by: _____ Date: _____

*If signed via email, by signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically.

CATALOG

Attach a copy or a proposed copy of the school's catalog. The catalog shall include, but is not limited to the following: (Indicate on the line by each item the paragraph number and /or page number where that item is included in the catalog..)

Cover page for catalog that indicates the period of time the catalog covers
Including the full legal name of the school and address. Page 1

Inside cover indicate address for any branch campus and additional sites
and telephone number and fax number for all locations. Page 1

List School Staff and Title Page 4 & 5

State Purposes/objectives of school Page 6

Describe facility: number of square feet, classrooms, labs etc. Page 3

Outline the admission requirements and procedures, as well as any
Re-admission policy. Provide school disclosure of information which
includes all information on any a) required background check – assault,
larceny, etc.; b) driving record check – driving violations, suspension;
c) conditions required for employment in field of training; and d) license
or certification required and Agency responsible for issuance; any barriers
to employment (felony, medical condition, etc.) Page 15 & 16

Provide school calendar including legal holidays. Page 10

Provide placement information (include school can not guarantee
placement) and other student services (counseling, housing, etc.) Page 18

State school's attendance policy Page 9

State school's conduct policy and which violations are grounds for
immediate dismissal (such as carrying a weapon, use of drugs or
alcohol etc.) Page 10-12

State school's grading policy (must use numeric grading system,
except for externship/internship/clinical can be pass/fail) Page 8

State school's requirements for graduation and include type of
credential awarded – diploma or certificate, include student will
receive a copy of their transcript. Page 8

Provide a student withdrawal policy (note the school can not require
the student to notify the school of withdrawal in writing and any

withdrawal will be based on the last date of verifiable attendance.) Page 13

Provide the school's termination policy, outline grounds for dismissal whether there is a refund if student is terminated by the school. Page 13

Provide the school's refund policy when a student withdraws, before class starts, after enrollment and when school terminates student's enrollment. Timeframe of processing refund. Page 13 & 14

Provide name of course/program and description of training offered. If program is offered provide outline of courses, time/credits and description of each course. Include externship, internship or clinical. Include program length and hours/credits for each course. Include all information if licensure is a requirement to work in field. Page 7

Provide a complete outline of all costs of course/program which includes Application fee and/or Registration fee, tuition, other fees, books, room and board. State if any fees are non-refundable. Page 16

Outline method of payment school will accept and whether any payment plans are offered. Include any sources of financial assistance such as Career Loans. Page 17

If school offers room and board accommodations, provide information. Page n/a

Provide school's complaint policy and include statement that student may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school's resolution of the complaint. Include the address and telephone number of the Office of Higher Education. Page 14



SONO
ACADEMY



Where

**Salon Professionals
are Made**

CATALOG 2020

SoNo Academy

108 Washington Street · South Norwalk · CT · 06854

203-642-3600 · Fax 203-642-3602

info@sonoacademy.com · www.sonoacademy.com

TABLE OF CONTENTS

ABOUT THEA _____ 3

ACADEMY STAFF _____ 4

WELCOME TO SONO ACADEMY _____ 5

MISSION STATEMENT _____ 5

COURSE OF STUDY _____ 6

CALENDAR _____ 7

CONDUCT POLICY _____ 8-9

WITHDRAWAL/TERMINATION _____ 10

REFUND POLICY _____ 11

COMPLAINT POLICY & PROCEDURE _____ 11

ENROLLMENT _____ 12

REGISTRATION & LICENSING _____ 12

TUITION & FEES _____ 13

RE-ADMISSION	_____	13
PAYMENT OPTIONS	_____	14
JOB PLACEMENTS	_____	15

SoNo Academy is a 3,400 square foot space providing a modern and motivating environment.

The class room (900 sq ft) located in the lower level provides a focused area to cover book work to prepare you for your licensing exam. There is also a lounge area for breaks and lunch, a kitchenette, student bathroom and lockers to keep your valuables.

The upper level (2,500 sq ft) has 18 working stations where all salon services offered to the public are performed. There is a large color room offering color products from Goldwell, Wella, Loreal and Calura. There are 4 sinks and back bar products are Alcove, an all organic line. Also in the upper area is the practical area, where students will learn and practice services on their mannequins and one another. The front desk is stocked with products for sale such as Moroccan Oil, KMS and Alcove. All of these products have trainers from the line come in for classes for our students.

THEA TSIRANIDES

Executive Director

Thea Tsiranides built her reputation as a successful hair care professional in Connecticut during a 15-year career at one of New England's top salons, Salon Shahin of Stamford, CT. Tsiranides made the most of this experience to develop her skills, and while working there, discovered she enjoyed mentoring many of the newer employees and stylists at the salon. Surprisingly, she noticed that the new assistants coming in from beauty school did not have many of the most basic skills: blow-drying, applying glaze, shampooing clients, and in some cases, how to behave professionally.

"There was really no place in the area that gave young talent a fresh, contemporary education in our industry", says Tsiranides. "This is a dynamic, hip business which is constantly changing. The area desperately needed a school that understands this. I decided to do something about it, and SoNo Academy is the result."

Tsiranides founded SoNo Academy in October 2007 and has since trained hundreds of stylists who are now working in the best salons in this region. Tsiranides is a Master Colorist with over 20 years of experience, and has always loved the excitement of creating something new and dynamic for her clients. She specializes in hair color, corrective color, highlighting, creative techniques, Keratin treatments, styling, and updos. She has witnessed what she calls and "evolution" in the overall approach to color and technique and is passionate about bringing the most current options available to her students and clients. SoNo Academy has evolved, since its opening. Into one of the most sought-after certification programs in Fairfield County.

EDUCATION & CREDENTIALS

Beauty Tech,
Stamford, CT
Vidal Sassoon
Academy
Goldwell of New
England/CT
Wella, New York
City
Loreal, New York
City
Toni & Guys,
Texas

ACADEMY STAFF

Thea Tsiranides	Director
Jessica Sanchez	Admissions Director
Jessica Sanchez	Academy Coordinator
Sigon Taylor	Director of Education
Sarah Beke	Educator

WELCOME TO SONO ACADEMY



SONO
ACADEMY

SoNo Academy offers an educational experience dedicated to preparing our upcoming talent for their new, fantastic careers. Our focus is to explore and present the most creative and cutting-edge style the industry has to offer. Our experienced instructors, with their expertise and enthusiasm, will help tap into your creative potential and instill the confidence you need to be on top of your profession.

MISSION STATEMENT

It is our mission to provide you with an exciting and ever-changing educational experience. In addition to offering the most advanced system of required education, we will have available an unsurpassed line up of guest artists, who will present all aspects of this multifaceted industry. You will graduate with the confidence to grow your career beyond all expectations. It is our promise to provide the knowledge and confidence required to be the professionals that clients will line up for.

Listed below are some of the many opportunities you can prepare for by enrolling in the Academy. These are all opportunities just waiting to be filled by a highly trained, licensed cosmetologist like you.

PROGRAM OF STUDY

Our Cosmetology program incorporates 1,500 hours of expansive hands-on learning to provide the student with a complete understanding of the beauty industry. Upon completion, the student will be prepared for the many career opportunities available.

The student is instructed in all areas of theory related to hairdressing and cosmetology, as well as Connecticut State Laws. Theory is taught using Milady's Standard Cosmetology e-books and study guides. In the practical segment, students use mannequins and live models to practice various services in the professional field of Hairdressing and Cosmetology. Classroom demonstration and visual presentations may be used during practical instruction. During the clinical instruction, the student practices in a salon environment under the supervision of an instructor. Students are assigned clients and perform the same services they will perform after graduation and successful completion of the state board examination.

Theoretical Instruction

Practical Instruction

Clinical Instruction

	Theory	Clinical
1. Sanitation & Hygiene	15	20
2. Anatomy & Physiology	15	0
3. Chemical Procedures	30	200
4. Business & Professional Relations	10	10
5. Hair Care & Treatment	20	200
6. Skin Care, Facials, Make-up, Shaving	15	80
7. Manicuring	15	40
8. Hair Shaping & Styling	75	750
9. State Laws for Barbers & Hairdressers & EEOC Guidelines	5	0
	200	1300

THEORY CLASSES

Theory classes are an ongoing rotation. Students study from The Milady Textbook of Cosmetology. All chapter tests must be passed with a 70% or better grade (0-69% is a failing grade and 70%-100% passing grade). Once Theory classes are complete, students will then begin their Senior Review covering all chapters again to prepare for the State Licensing Exam. Practical/Clinical training portion is graded in a pass/fail format. All students must pass the practical portion of training in order to receive clients on the clinic floor.

Upon completion of required hours and passing of SoNo Academy Final Exam at 70% or greater, the student will receive a diploma, along with any other certificate earned during their education/training at SoNo Academy. Students will also receive will also receive a copy of their full transcript of course completion, including practical and theory grades.

ATTENDANCE POLICY

The Academy is open from Monday through Friday. The Cosmetology program takes 1,500 hours to complete. This can take approximately 12 months. There are many opportunities to complete the program in a shorter period of time by participating in extra hour opportunities. The Academy schedule is as follows: Monday and Wednesday 9am to 5pm, Tuesday 8am to 1pm, Thursday and Friday 10am to 12pm. Students are expected to arrive promptly at the start of the day. Any student arriving beyond the start time will lose one hour from the accrued time for that day. Any student arriving beyond an hour late will not be permitted to participate in training that day. Frequent tardiness and absenteeism could result in extension of agreed term, which will result in \$12/hour fee for each additional hour to be made up. Further violation of the attendance policy may result in termination.

Tardiness:

Class begin promptly each morning and all students are expected to be in class on time. Students will not be able to participate for the day if arriving beyond one hour of the start time, unless previously arranged. Our mission is to instill good work habits, the first of which is punctuality. It is the student's responsibility to contact the Academy prior to the beginning of class if they are going to be tardy. If the student is going to be tardy, because of an appointment, it must be announced and approved by the Academy Coordinator in advance. One hour will be taken for ANY lateness.

Absences:

It is the student's responsibility to contact the Academy prior to the beginning of class if they are going to be absent. Any student missing school often will be required to meet with the Academy Coordinator and Owner to discuss why, and come up with a plan to resolve this issue. A Request off Form should be filled out and approved by the Coordinator for any days off.

Early Departure:

Written notice is required 24 hours prior to a student leaving school before end of day. If it is something unexpected, please inform the Academy Coordinator and Educator immediately so the day can be adjusted and class work can be given.

CALENDAR

The school observes holidays, school closings and delays. In the case of weather related delays and closings; you will be notified via postings on our Facebook page. In case of an emergency, always contact Thea 203-858-0107. Holidays observed are: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

Full time Hours are Monday and Wednesday 9am to 5pm, Tuesday 8am to 1pm, Thursday and Friday 10am to 12pm. Flexible hours may be arranged by contacting the Academy Coordinator.

CONDUCT POLICY

Violation of the following conduct policy may lead to suspension or termination from the school.

Clean up:

In the spirit of generating good teamwork, we must clean up after ourselves. This should become a habit and occur immediately after work is completed. A sanitation list is posted with assignments and is changed weekly. The facility was built for all of us to enjoy. It is everyone's responsibility to keep it neat and clean so it can be something we are all proud of.

Professionalism:

It is important that we behave, act, speak, and dress in a professional manner. Use of drugs or alcohol, and possession of weapons, on school grounds, is strictly prohibited. Cell phone use, vulgar language and disrespect are not acceptable. Consequences include early release, suspension, or termination. Cell phones must be placed in the basket behind the front desk, if spoken to by a teacher you may make a phone call. Absolutely no cell phones on the clinic

floor or class room at anytime. If there are any urgent calls, they can come through the school's main number (203.642.3600).

Mutual Respect:

We have the utmost respect for our students. We in return, expect our students to respect the instructors, administration, clients, and fellow students. We reserve the right to send students home who do not uphold this respect, and who cause disruption to our class and clients. Any student who makes derogatory statements toward any student, staff member or school on any social network, could face suspension or termination. All students receive the same equipment and it should be marked for identification. If you "borrow" something from a fellow student, ask first and return it clean when you are done. Taking equipment from a student or the academy, without permission, is considered stealing and grounds for termination

Service Assignments:

It is our belief that experience is the key to learning. All students are required to work on live models. Refusal to do so will inhibit your education process and is not allowed.

Service:

Any service a student uses on themselves must be checked and approved by an instructor. Students are to ask permission for any services needed first with your instructor and then the Coordinator. All students will be charged a \$15.00 fee for each chemical service they receive. Payment is due the day the service before the service is started. Parents, grandparents, spouses, children and siblings of the students at the Academy, will receive a 50% discount off the service they are requesting, provided that the student performs the service. Because Friday and Saturday are the busier days of the week, no students are to do their own hair on those days.

Dress Code:

Students are required to look professional. Hair and makeup should be done prior to the beginning of the class unless previous arrangements have been made with the instructor. Students are to wear solid color tops & bottoms. Please no prints. Skirt or short length must fall at or below your middle finger with your hands at your side. Please no breasts, bellies, or behinds exposed. Solid colored shoes and Chuck Taylors are acceptable (no flip flops, athletic sneakers, or Ugg style boots). Stylish jeans may be worn on Saturday (if they do not have holes, rips or tears) by students that have perfect attendance, Tuesday through Friday. Sweat clothes (yoga pants) are not acceptable as part of the dress code. We are in the fashion industry; your look should reflect that.

WITHDRAWAL/TERMINATION

Any student who withdraws from SoNo Academy subsequent to enrollment and commencement of classes, or is terminated from the program for any reason, shall be charged a withdrawal/termination fee of \$400.00 and tuition according to the percentage of time they have been enrolled at the school. Withdrawal will be based upon the last verifiable date of attendance. It is strongly recommended that any withdrawal be put in writing and submitted to the Academy by utilization of the withdrawal forms provided or some other form of writing, as close to the proposed date of withdrawal as possible. Other charges that apply are; the \$1,500.00 student kit, the \$25.00 application fee and \$150.00 registration fee. In the case of a minor, the parent or guardian must submit the request. The Academy may terminate a student's enrollment based on late payments, poor attendance and violation of the conduct policy or not meeting educational requirements.

REFUND POLICY

Refunds are based on the last day of the student's last day of verifiable attendance. The total amount of tuition owed according to the percentage of time within the contract is as follows;

0.1%-4.9% of time (0-3 weeks) = 20% of tuition due (\$3,165.00)

5%-9.9% of time (3-6 weeks) = 30% of tuition due (\$4,747.50)

10%-14.9% of time (6-8 weeks) = 40% of tuition due (\$6,330.00)

15%-24.9% of time (8-14 weeks) = 50% of tuition due (\$7,912.50)

25%-49.9% of time (14-28 weeks) = 70% of tuition due (\$11,077.50)

Over 50% of time (over 28 weeks) = 100% retained (\$15,825.00)

SoNo Academy will issue any refunds due within forty-five (45) days of student's last verifiable attendance.

Cancellation within 3 business days:

Any student who cancels their enrollment and requests a refund within 3 business days of signing the enrollment agreement, shall receive a refund of all monies paid with the exception of the application fee of \$25.00. In the case of a minor student, a parent or guardian must submit the request.

Cancellation after 3 business days:

Any student who cancels their enrollment and requests a refund after 3 business days of signing the enrollment agreement, and has not started the program, shall receive a refund of all monies paid, with the exception of the application fee of \$25.00 and the registration fee of \$150.00. In the case of a minor student, a parent or guardian must submit the request.

COMPLAINT POLICY & PROCEDURE

In the event any student feels that they need to make a legitimate complaint about any situation/problem, these are the steps to be followed:

First: Notify your instructor in writing about the situation/problem. Please include your name and the date.

Second: If you feel that the instructor did not take care of the situation/problem then you must notify, in writing, the school administration.

Third: The administrator's decision will be rendered within 10 business days and will be final.

Fourth: If you are still not satisfied, after following all of the previous steps, submit a written complaint to:

Executive Director
Office of Higher Education
Post Secondary Career Schools
61 Woodland St.
Hartford, CT 06105 · 860.947.1816

ENROLLMENT

With new classes beginning every month, SoNo Academy accepts applications for enrollment all year round. Contact our Academy Coordinator to set up an appointment for a tour of the academy or to enroll.

ADMISSIONS POLICY

- ◉ Students must submit Proof of Education.
(diploma, GED, or completion form from Board of Education)

- ◉ Students under the age of 18 will require a guarantor who will be liable to school for fees agreed to from the cosmetology course contract and enrollment agreement if said student should default in any payment.
(birth certificate or driver's license must be provided)

- ◉ Copies of Driver's License, Birth Certificate, and Social Security Card
- ◉ A \$25.00 application fee must be submitted.

LICENSING

- ◉ 1,500 hours of training must be completed and a minimum grade average of 70% must be achieved

- ◉ Written exam given by the State Board must be taken with a passing grade of 70% or higher

- ⦿ An application must be filled out and a fee of \$65.00 for state testing must be submitted
- ⦿ An application must be filled out and a fee of \$100.00 for licensing must be submitted to the Connecticut Department of Health Services
- ⦿ A criminal history may prevent students from being licensed in the State of Connecticut

RE-ADMISSION POLICY

SoNo Academy offers the opportunity to hear appeals from students who have been suspended/terminated from the program. SoNo Academy reserves the right for final decision for re-admission. Appeals will be heard only for those students who submit a request for an appeal in writing within eight weeks of suspension/termination.

TUITION & FEES

The following itemizes all associated fees and costs required to obtain a Cosmetology license in the State of Connecticut when attending SoNo Academy.

Application Fee <i>(non-refundable)</i>	\$25.00
Registration Fee	\$150.00
Tuition Fee	\$15,825.00
Student Kit <i>(includes tools, book code)</i>	\$1,500.00
 Total Costs	 \$17,500.00

PAYMENT OPTIONS

The Academy offers to the following payment options;

Option 1

- No Down Payment
- No Pre-payment Penalty
- Deferred Payment Option
- 7% low interest loan with Newtown Savings Bank

(Easy to apply! All you need is 2 recent pay stubs, credit score of 660+ and/or a co-signer to get started in your beautiful career!)

Option 2

- 12 Month No Interest Payment Plan
- Down Payment of \$3,500.00
- 11 Monthly Payments of \$1,175.00
- 12th Final Payment of \$1,075.00

Option 3

- 18 Month No Interest Payment Plan
- Down Payment of \$3,500.00
- 17 Monthly Payments of \$780.00
- 18th Final Payment of \$740.00

Acceptable forms of payment include: Cash, Check, Bank Check, Loan and Visa, MasterCard and American Express.

Job Placement Program

SoNo Academy offers job counseling and placement opportunities. We also offer guidance in resume writing and portfolio building. After introduction, it is up to the student to secure and maintain employment. SoNo Academy cannot guarantee job placement.

Just a few of the Salons that employ our graduates:

Adam Broderick Ridgefield	Color Cafe Greenwich	Norwalk
Andrew Stefanou Salon Darien	Frederick & Co Darien	Lamphier Darien
Artistic Image Westport	Fringe 125 Westport	Maria Livsay Greenwich
Bella Salon Stamford	Greg & Tony's Westport	Noble Salon Stamford
Cherry Street Salon New Canaan	Hair Fairfield	Pia Westport
Christopher Nolan Greenwich	Hopscotch Greenwich	Salon Jaffar Greenwich
	La Bella	Salon Kiklo New Canaan



108 Washington Street
South Norwalk, CT 06854
Ph 203.642.3600 Fax 203.642.3602

SONO
ACADEMY

Break down of tuition and fees:

Kit and Book : \$1,300.00

Tuition : \$700.00

Fees for the Make Up Course can be paid in 3 installments of a \$600 deposit to hold your place and 2 payments of \$700 must be paid in full before the second class. We accept cash, bank check, Visa, and MasterCard

This course shall be given in four consecutive Sunday classes from 10am-5:30pm (30hr course)

Make Up Course Rules and Policies

Student must be present for all classes to become certified. No more than one class can be made up. Makeup classes will be made up during the next class session only

Once class begins you are responsible for all tuition regardless of completion

Arrive on time with all supplies and completed assignments

When class is in session, cell phones should be on silent or off

Clean up the areas you use at the Academy, work stations and coffee area. All garbage should be thrown away and glasses go in the dishwasher. Countertops, mirrors, and chairs should all be wiped down.

Be respectful of your educator and fellow students

Students are allowed to makeup one class only. Any class that needs to be made up must be approved by an educator and may require a doctor's note. The makeup class must be the following class session (usually held every 2 months)

Once class begins no refunds will be given and 100 percent of tuition will be paid, regardless of completion

Any complaints or inquiries can be taken up with SoNo Academy Administrators or the

Connecticut Office of Higher Education

450 Columbus Boulevard Suite 707

Hartford, CT 06103-1841

I have read and understand the rules above

Date: _____ Student Name: _____

Make Up Artistry Course Catalog

SoNo Academy's Makeup Artistry Certification Course is a comprehensive course in the art of beauty makeup. We teach the basic principles of makeup application to the more complex techniques such as contouring and highlighting and color theory. Our students will enjoy a three part learning approach. The first is through theoretical learning such as book work and group discussion. They will also learn through demonstrations done on models of different techniques taught by Master Makeup Artists. Finally, the most important method is through clinical or hands on learning. Our students will learn everything from proper brush use and care, to handling each individual client's needs. The topics we cover in this course are skin care, a natural or everyday look, smokey eyes, cat eyes, dramatic looks and lash application, cut crease eye, contouring and highlighting. The final day of the course we will hold a photoshoot where we bring in a professional photographer and the students will bring in models to be made over. The point of this exercise is for the student to learn the difference of in person makeup application versus on camera makeup, and to get the students ready to work on a set. This comprehensive 30 hour course is taught over 4 Sundays from 10am to 5:30pm. Once certified through SoNo Academy the student will now be an entry level professional ready to work in a Salon, Makeup Counter, or as a Freelance Makeup Artist for Weddings, Special Events, Photoshoots, or Film. Each student will be given weekly homework assignments and we will discuss their experiences and help them overcome any bumps in the road they may have experienced with their applications. Once enrolled the student becomes eligible for their MAC Pro Student Card where they will receive 20% off all MAC Cosmetics Products. Educators will also explain how they can receive Pro Cards from lines such as NARS, Urban Decay, Smashbox, and Bobbi Brown. The cost of the course is \$2,000.00 which covers a complete professional MAC Cosmetics Kit, Professional Brush Set, Makeup Artistry Booklet and most importantly an unparalleled educational experience to prepare them for the exciting and fast paced world of the professional makeup artist.

Grading Policy

Grading Key:

Practical

- 1= does not grasp the basic concept
- 2= proficient in application
- 3= exceeds in application

Final Exam

A= 90-100%

B=80-89%

C=70-79%

Below 70% is a failing grade and test must be retaken

DIPLOMA/CERTIFICATE

Attach a copy, or a sample copy, of each diploma/certificate, educational credential or statement of achievement, which your school will issue to students upon successful completion of their program of study.

Indicate below the school's policy regarding documentation given to students who:

(a) withdraw in good standing prior to program completion or

(b) who complete the program but do not meet graduation requirements.

Check appropriate response(s):

A transcript is issued

A letter (attendance, accomplishment, etc.) is issued - attach copy

Other (explain below)

Sono Academy

Norwalk



Connecticut

This is to certify that

STUDENT NAME

has satisfactorily fulfilled the requirements
of the prescribed course of study as a

Cosmetologist

In accordance with requirements established by the
Connecticut State Board of Cosmetology and Sono Academy

.....
School Official

.....
Instructor

COMPLAINTS/INQUIRIES

Attach a copy of the school's complaint/inquiry policy and procedures which is displayed, or will be displayed, in a clearly visible location at the school and at all branch and additional classroom sites. The policy and procedures must cover, at a minimum, the following:

- (1) a statement that the school does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of Higher Education,
- (2) the school's procedure for resolving complaints regarding the schools operation, and
- (3) the filing of inquiries or complaints, with the Office of Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 947-1816.

Check here to indicate you have posted the school's complaint policy.

Provide location complaint policy is located: Break room

COMPLAINT POLICY & PROCEDURE

In the event any student feels that they need to make a legitimate complaint about any situation/problem, these are the steps to be followed:

- First:** Notify your instructor in writing about the situation/problem, please include your name and the date.
- Second:** If you feel that the instructor did not take care of the situation/problem then you must notify, in writing, the administration.
- Third:** The administrator's decision will be rendered within 10 business days and will be final.
- Fourth:** If you are still not satisfied, then and only then will the following regulatory agencies accept a complaint. The complaint must be in writing.

**Office of Higher Education
Post Secondary Career Schools
61 Woodland St.
Hartford, Ct 06105
860.947.1816**

FEES

If an applicant intends to charge fees for the products or services of students or instructors to third parties, please provide information below detailing the reasons why such services or production is necessary to provide an adequate experience in the area of instruction that is offered. Indicate below a schedule of such fees. (For example, if a school offers a massage therapy service to a third party for a fee.)

If no such fees are charged, mark here .

see service menu included

Services

Styling

Haircuts \$15

Haircuts with Blow dry \$20

Blow dry \$18

Flat/Curling Iron \$18

Party Hair \$28

Chemical Services

Single Process \$40

Glaze \$25

Highlight \$65

Perm \$65

*\$10 fee applies for any additional product needed

Smoothing Service

\$185.00

*\$20 fee applies for any additional product needed

Treatments

Moisture/Colorlock/Clarifying \$12

Walk-Ins are always welcomed or
call to schedule an appointment



SONO
ACADEMY

ADVERTISING

Attach sample copies of the school's current, or in the case of a new school, proposed advertisements.

- (1) Regulations demand that advertisements comply with requirements of Federal and State Unfair Trade Practices Act, that they are factual and that they meet generally accepted standards for professional conduct.**
- (2) It is prohibited to imply that the school operates under State supervision or is recommended by any state agency. However, the use of the phrase "approved by the Executive Director of the Office of Higher Education," is allowed.**
- (3) Advertising for the school shall include the complete and correct name, address of the school on its certificate of authorization, and phone number. If training is to be conducted at a different location other than the location of the school itself, that location shall be identified.**
- (4) School advertisements, of any type, shall not indicate or imply the availability of programs at schools or branch facilities where such programs of instruction are not available.**
- (5) No school shall use "blind," "help wanted," or employment columns for advertising. Illustrations in all advertising matter shall be related solely to the school or be clearly designated otherwise.**
- (6) If school advertising includes endorsements by manufacturers, business firms, organizations or individuals the school shall be able to present written evidence of such endorsement and shall include the date and location of such endorsement in printed advertising.**



Why SoNo Academy?

Exposure

We invite salon owners and other guest stylists from local salons to talk to the students about what to expect from the business, trends and new techniques.

Work in a Lot of Different Venues

Beauty professionals can find work all over the world, in every setting you can imagine.

Express Yourself Artistically Every Single Day

Why not make your passion your paycheck.

Enter the Workforce Sooner

You will be working in 10 months if you are a full-time student and 14 - 16 months if you choose flex-time.

The Connections

Beauty professionals connect with their clients in a very personal way.

If you are passionate and excited about making people look and feel their best, then this is the career for you. You will meet people from all over - even celebrities.



SoNo Academy (203) 642-3600 108 Washington Street South Norwalk · CT · 06854



Why SoNo Academy?

100% Placement Rate

If you want to work in a top salon from Westchester County to Fairfield County, SoNo Academy is the place you need to be.

95% State Exam Pass Rate

95% of our graduates pass the state certification exam the first time!

Experience With All of the Top Product Lines

To prepare our students to work anywhere, with a wide range of products, we teach using all of the top lines, including Goldwell, Wella, L'Oreal, Nayo, Moroccan Oil, Loma, Sebastian and Colura.

Amazing Educators

Our educators have years of experience working at some of the best salons in the area. They are certified in numerous specialties and share the love of the industry with our students



SoNo Academy (203) 642-3600 108 Washington Street South Norwalk · CT · 06854

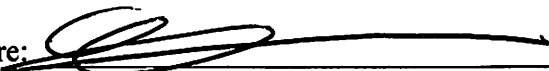


AFFIDAVIT OF NON-DISCRIMINATION

THE SCHOOL AGREES AND WARRANTS THAT IT WILL NOT DISCRIMINATE OR PERMIT DISCRIMINATION AGAINST ANY PERSON OR GROUP OF PERSONS ON GROUNDS OF RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, SEX, MENTAL RETARDATION, MENTAL DISABILITY OR PHYSICAL DISABILITY.


AFFIDAVIT:

I, Thea Tsiranides, do swear or affirm that the statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: Owner/Director

Print name: Thea Tsiranides

Attested: Sworn/affirmed and subscribed before me this 10th day of February, 2020

Notary Public:  ID# 050824

Date of commission expiration: _____
Commissioner of the Superior Court

AFFIDAVIT OF REQUIREMENTS FOR SCHOOL CLOSURE

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. *Duplicate as appropriate.* This affirmation is required to affirm the school administration's knowledge of their responsibilities in the event of a school closure.

Name of School: SONO ACADEMY

Name of School Owner: Thea Tsiranides

Name of School Director: Thea Tsiranides

Name of Campus Director: Thea Tsiranides

(a) A postsecondary career school shall notify the executive director, in writing, at least sixty days prior to closure of such school. The school shall provide evidence prior to closing that:

(1) All course work is or will be completed by current students at the school; (2) there are no refunds due any students; (3) all student records will be maintained as prescribed in section 15 of this act; (4) final payment has been made to the private occupational school student protection account; (5) a designation of service form has been filed with the executive director; and (6) the certificate of authorization has been returned to the executive director.

(b) Any postsecondary career school that fails to meet the requirements outlined in subsection (a) of this section shall be fined not more than five hundred dollars per day for each day of noncompliance and, pursuant to subdivision (6) of subsection (a) of section 10a-22c of the general statutes, as amended by Public Act 11-48, shall be ineligible to be issued a certificate of authorization upon application to operate a postsecondary career school. Funds collected pursuant to this subsection shall be placed in the private occupational student protection account established pursuant to section 10a-22u of the general statutes, as amended by Public Act 11-48.

(c) If the executive director revokes a school's certificate of authorization, such school shall comply with the requirements of subsection (a) of this section. Failure to comply shall result in further penalties at the discretion of the executive director.

AFFIDAVIT:

I have read the above statement, understand my responsibility as school owner, and agree to comply with the statute.

Signature:  Title: Owner/Director

Print name: Thea Tsiranides

Attested:

Sworn/affirmed and subscribed before me this 10th day of February, 2020

~~Notary Public~~  ID# 050824

~~Date of commission expiration:~~ Commissioner of the Superior Court

**Office of Higher Education
61 Woodland Street, Hartford, CT 06105-2326**

DESIGNATION OF AGENT OF SERVICE AND KEEPER OF RECORDS

Name and Address of School: SONO ACADEMY
108 Washington Street, Norwalk, CT 06854

Name and Title of Authorized Official: Thea Tsiranides

Name and Title of School's Agent of Service: Thea Tsiranides, Owner/Director

Address of School's Agent of Service: 3 Driftwood Lane, Norwalk, CT 06851

(Agent of Service – contact person responsible for all communication with the Department.)

A. STATEMENT OF AGENT DESIGNATION

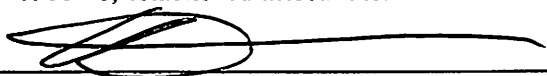
I, Thea Tsiranides, [as Director, President, Secretary, etc.] of the above school do hereby designate the person listed above to be the authorized school's agent of service. As such, he/she will be available at all times at the address noted above to receive certified letters sent by the Office of Higher Education to the school pursuant to Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.

I further affirm that should another person become the school's agent of service, I shall immediately notify the Office of Higher Education through the submission of a new DESIGNATION OF AGENT OF SERVICE FORM.

SIGNATURE OF AUTHORIZED OFFICIAL:  DATE: 2/10/20

B. ACKNOWLEDGMENT OF AGENT DESIGNATION

I hereby acknowledge that I am the designated agent of service for SONO ACADEMY, LLC School and agree to comply with all the requirements of Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.

SIGNATURE OF DESIGNATED AGENT:  DATE: 2/10/20

C. MAINTENANCE OF RECORDS

(a) A postsecondary career school shall maintain, preserve and protect, in a manner approved by the Executive Director of the Office of Higher Education, or the executive director's designee, all school records including, but not limited to: (1) Student or academic transcripts; (2) attendance records; (3) copies of individual enrollment agreements or contracts; (4) evidence of tuition payments; and (5) any other documentation as prescribed by the executive director.

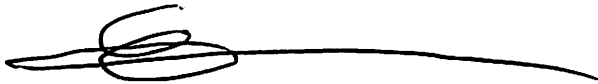
(b) The executive director, or the executive director's designee may at any time during regular business or school hours, with or without notice, visit a school. During such visitation, the executive director, or the executive director's designee, may request an officer or director of the school to produce, and shall be provided with immediate access to, such records or information as are required to verify that the school continues to meet the conditions of authorization.

(c) If a school ceases to operate as a postsecondary career school, it shall keep the executive director advised in writing as to the location and availability of student records or shall file all such records with the commissioner.

(d) Indicate method of student record preservation:

- 1. Fire proof safe yes no
- 2. Computer maintenance (disk, CD, hard drive) yes no
- 3. Evidence of sprinkler system in the school yes no
- 4. Other (indicate) Cloud storage

I acknowledge I have read, understand and agree to maintain all student records as detailed in the above presented statute and will comply as required.



SIGNATURE OF THE KEEPER OF RECORDS

2/10/20

DATE:

Thea Tsiranides

Printed Name

Contact Information

Telephone Number: 203-642-3600

Fax Number: 203 642-3602

Email Address: thea@sonoacademy.com

THEA TSIRANIDES

3 Driftwood Lane Norwalk, CT 06854 | 203-858-0107 | thea@sonoacademy.com

EXPERIENCE

- 2015-Present Owner, Salon Etre 108 Washington Street Norwalk, CT 06854
- 2007- Present Executive Director, *SoNo Academy 108 Washington St. Norwalk, CT 06854*
- 1994-2009 Senior Colorist, *Salon Shahin 66 Broad St Stamford, CT 06901*

EDUCATION

- 1992 Cosmetology License, *Beauty Tech Stamford, CT*
- Continuing
Education *Vidal Sassoon Academy London, England*
Goldwell of New England/CT
Wella, NYC
Loreal, NYC
Toni & Guy, Texas
Calura Organic Hair Color
- Certifications Cinderella Hair Extensions
Hot Heads Hair Extensions
Simply Smooth Keratin Treatment
Cezanne Perfect Finish
Global Keratin
Bio Ionic Chemical Retexturing
Certified Makeup Artist

EMPLOYER'S COPY

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

NAME

THEA TSIRANIDES

VALIDATION NO.

03725458

LICENSE NO.

045521

CURRENT THROUGH

12/31/20

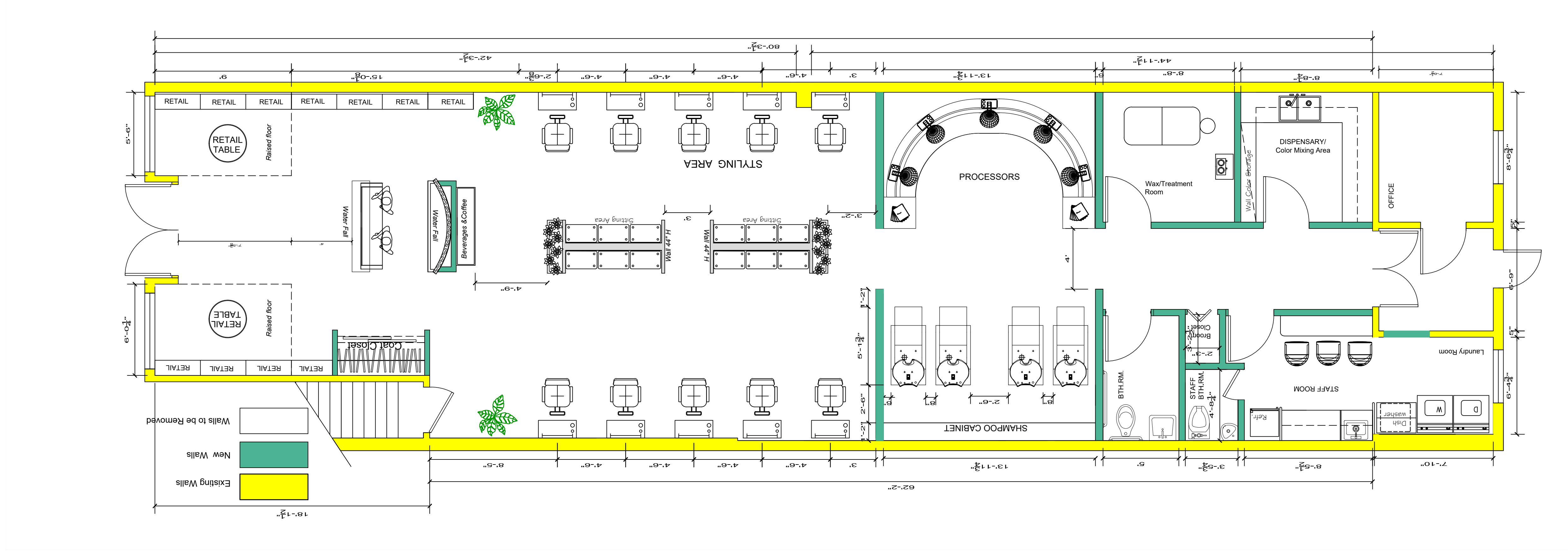
PROFESSION

HAIRDRESSER/COSMETICIAN

SIGNATURE

COMMISSIONER

2



APPROVED BY _____

THIS DRAWING IS THE PROPERTY OF TAKARA BELMONT & MAY NOT BE REPRODUCED, OFFERED FOR SALE, OR USED FOR ANY PURPOSES WITHOUT WRITTEN PERMISSION OF TAKARA BELMONT, USA. THESE DRAWINGS HAVE NOT BEEN PREPARED BY A LICENSED ARCHITECTURAL FIRM & NO SUCH REPRESENTATION IS BEING MADE. CONFORMANCE TO ALL APPLICABLE LOCAL & STATE BUILDING CODES, INCLUDING THE AMERICANS WITH DISABILITIES ACT, ARE THE SOLE RESPONSIBILITY OF THE TENANT. INFORMATION PROVIDED IN THIS DRAWING IS INTENDED FOR USE IN THE COORDINATION & INSTALLATION OF EQUIPMENT PROVIDED BY TAKARA BELMONT. G. C. SHALL FIELD VERIFY ALL DIMENSIONS PRIOR TO & DURING CONSTRUCTION & MUST NOTIFY TAKARA BELMONT IMMEDIATELY IN THE EVENT OF ANY DISCREPANCIES.

SHEET NO. PROJECT NAME

A-4 OF

SoNo Academy
Floor Plan



17 West 96 Street New York, NY 10019 TEL (212) 941-6661 FAX (212) 315-4588
WWW.TAKARABELMONT.COM

DATE OF ISSUE xx/xx/xx

SCALE 1/4"=1'-0"

PROJECT NO. XXXX

DRAWN BY Luba Kantzas

CHECKED BY _____

NO.	DESCRIPTION	DATE	NO.	DESCRIPTION	DATE
1	2-d Proposal	08/11/15	1	Rev. Proposal	08/04/15
2	Rev. Proposal	08/15/15	2	Rev. Proposal	08/08/15
3	Rev. Proposal	08/26/15	3	Rev. Proposal	08/26/15

Department of Public Safety
Division of Fire, Emergency & Building Services
Office of State Fire Marshal



STATE OF CONNECTICUT
INSPECTION CERTIFICATE

(Complete a separate form for each location, including branches, classroom sites and student housing.)

On (date) 2-12-2020, the (Town/City) Norwalk Office of the Fire Marshal

conducted an inspection of (name of facility) Sono Academy

located at (address) 108 Washington St in the

City/Town of Norwalk to determine the degree of compliance with

the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305

of the statutes. This facility was evaluated as a (new/existing) existing

(occupancy classification) Camp B as classified by the *CONNECTICUT*

STATE FIRE SAFETY CODE. As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified. **Certificate of approval recommended.**
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. *(See attached information)* **Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. *(See attached information)* **Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney, for the purpose of closing or restricting usage of this facility by the public. *(See attached information)* **Certificate of approval NOT recommended.**

(NOTE: Fire Marshal may substitute their own departmental form in favor of this form.)

Fire Marshal [Signature] Date 2-12-2020

City or Town: Norwalk

**STATE OF CONNECTICUT
CONNECTICUT EXAMINING BOARD FOR BARBERS,
HAIRDRESSERS AND COSMETICIANS**

Luciana DeRosa
Unlicensed

Petition No. 2018-1414

MEMORANDUM OF DECISION

Procedural Background

The Department of Public Health (“Department”) presented the Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians (“Board”) with a Statement of Charges (“Charges”) brought against Luciana DeRosa (“Respondent”), dated November 6, 2019. Board (“Bd.”) Exhibit (“Ex.”) 1. The Charges allege violations of Connecticut General Statutes (“Conn. Gen. Stat.” or “Statutes”) § 20-252. *Id.*

On November 12, 2019, the Charges and the Notice of Hearing (“Notice”) were sent by certified and first-class mail to 481 Danbury Road, New Milford, Connecticut 06776, which was the address of a salon which Respondent previously owned. Bd. Ex. 2; Transcript (“Tr.”) pp. 4-5. On November 15, 2019, the United States Postal Service (“USPS”) tracking records document that the certified mail was unclaimed because the addressee moved and left no forwarding address. Bd. Ex. 3.

On November 19, 2019, the Charges and Notice were sent by certified and first-class mail to Respondent’s home address, at 41 Meetinghouse Terrace, New Milford, Connecticut 06776. Bd. Ex. 3 at 3; Tr. pp. 5-7.

On November 20, 2019, the USPS returned to the Department the certified mailing sent to the Danbury Road address, stamped as “return to sender,” “unclaimed,” and “unable to forward.” However, the first-class mail was not returned. Bd. Ex. 3.

On November 25, 2019, the Board held an administrative hearing. Respondent was present at the hearing but was not represented by counsel. Tr. p. 4. Attorney Brittany Allen represented the Department. *Id.*

Given that Respondent had not filed an Answer to the Charges within the statutory deadline, Respondent orally answered the Charges on the record. Tr. pp. 8-9.

The Board conducted the hearing in accordance with the Uniform Administrative Procedure Act, Chapter 54 of the Statutes and Conn. Agencies Regs. §§ 19a-9-1, *et seq.* All Board members received copies of the entire record and attest that they have heard the case or read the record in its entirety. This decision is based entirely on the record. To the extent that the findings of fact actually represent conclusions of law, they should be so considered, and vice versa. *SAS Inst., Inc. v. S & H. Computer Systems, Inc.*, 60 F.Supp. 816 (M.D. Tenn 1985).

Allegations

1. In paragraph 1 of the Charges, the Department alleges that Respondent of New Milford, Connecticut, has at no time been issued a license by the Department to practice hairdressing and cosmetology.
2. In paragraph 2 of the Charges, the Department alleges that on or about December 17, 2018¹ and/or February 28, 2019, Respondent engaged in the unlicensed practice of hairdressing and cosmetology.
3. In paragraph 3 of the Charges, the Department alleges that the above conduct constitutes a violation of Conn. Gen. Stat. § 20-252.

Findings of Fact

1. Respondent of New Milford, Connecticut, has at no time been issued a license by the Department to practice hairdressing and cosmetology.
2. On December 7, 2018, an assistant sanitarian for the Town of New Milford received information that Respondent was engaged in hairdressing activities without a registered license. Department (“Dept.”) Ex. 1, p. 1.
3. On December 7, 2018, the assistant sanitarian inspected the salon located at 481 Danbury Road, Milford, Connecticut. Dept. Ex. 1, p. 1.
4. On December 7, 2018, the assistant sanitarian observed Respondent arranging, drying and styling a patron’s hair. *Id.*
5. On December 7, 2018, Respondent was unable to produce a license for hairdressing and cosmetology and the sanitarian instructed Respondent to discontinue such unlicensed practice. Dept. Ex. 1, p. 2.

¹ The investigative report documents that the correct date of the initial inspection in which Respondent was observed engaged in the unlicensed practice of hairdressing was on December 7, 2018, not December 17, 2018. Dept. Ex. 1, pp. 1, 11, 13-14; Tr. p. 11.

6. On February 28, 2019, two Department special investigators conducted an unannounced inspection of a salon (Backstage LLC) located in the Danbury Mall. Tr. p. 11; Dept. Ex. 1, pp. 3, 9.
7. On February 28, 2019, Respondent was one of the four employees working at this salon. Respondent produced a document which confirmed her identity. Dept. Ex. 1, pp. 3, 9.
8. On February 28, 2019, two Department special investigators witnessed Respondent cutting and coloring a patron's hair and the other salon employees confirmed that Respondent was working on patron's hair at the salon. Dept. Ex. 1, p. 9.
9. Again, on February 28, 2019, Respondent was unable to produce a license to practice hairdressing and cosmetology. Dept. Ex. 1, pp. 3, 9.
10. On December 7, 2018 and February 28, 2019, Respondent engaged in the unlicensed practice of hairdressing and cosmetology. Findings of Fact ("FF") 4 – 8.

Discussion and Conclusions of Law

The Department bears the burden of proof by a preponderance of the evidence in this matter. *Jones v. Connecticut Medical Examining Board*, 309 Conn. 727, 739-740 (2013).

The Charges allege that Respondent violated Conn. Gen. Stat. § 20-252 which provides in pertinent part that, “No person shall engage in the occupation of a registered hairdresser and cosmetician without having a license from the department....” A “[r]egistered hairdresser and cosmetician” means any person who (A) has successfully completed the ninth grade, and (B) holds a license to practice as a registered hairdresser and cosmetician.” Conn. Gen. Stat. § 20 – 250(5). The Department sustained its burden of proof regarding all the allegations contained in the Charges. FF 3-10.

Respondent testified that she was previously licensed in Brazil but has not been able to transfer her hours (1000) from her license in Brazil to help satisfy the required number of hours for a license in Connecticut (1500 hours). Tr. pp. 29 -30.

She also testified that she was only engaged in the practice of micro blading² in the salons, and she denied that any one saw her touch any one's hair (Tr. pp. 20, 24-26, 28-29) despite being observed on two separate occasions that she was cutting, coloring, drying, arranging and styling a patron's hair. FF 3-10.

² Although not alleged in the Charges, micro blading is a form of tattooing which must be licensed. Dept. Ex. 1, p. 11. See, Conn. Gen. Stat. § 20-266p.

Respondent was engaged in hairdressing and cosmetology on December 7, 2018 and February 28, 2019.

“Hairdressing and cosmetology” means the art of dressing, arranging, curling, waving, weaving, cutting, singeing, bleaching and coloring the hair and treating the scalp of any person, and massaging, cleansing, stimulating, manipulating, exercising or beautifying with the use of the hands, appliances, cosmetic preparations, antiseptics, tonics, lotions, creams, powders, oils or clays and doing similar work on the face, neck and arms, and manicuring the fingernails of any person for compensation, provided nothing in this subdivision shall prohibit an unlicensed person from performing facials, eyebrow arching, shampooing, manicuring of the fingernails or, for cosmetic purposes only, trimming, filing and painting the healthy toenails, excluding cutting nail beds, corns and calluses or other medical treatment involving the foot or ankle, or braiding hair.
Conn. Gen. Stat. § 20 – 250(5).

In this case, the town’s assistant sanitarian observed Respondent on December 7, 2018 and the two Department special investigators and salon employees observed Respondent on February 28, 2019 cutting, coloring, drying, arranging and styling a patron’s hair. FF 4, 8. Such conduct falls expressly within the definition of hairdressing and cosmetology. Thus, Respondent was engaged in the practice of hairdressing and cosmetology on said dates.

Therefore, the Board finds that the Department has satisfied its burden of proof that Respondent has engaged in the practice, yet has at no time been issued a license by the Department to practice hairdressing and cosmetology.

The Department sustained its burden of proof regarding all the allegations contained in the Charges. Accordingly, Respondent is found to have violated Conn. Gen. Stat. § 20-252 by practicing as a hairdresser and cosmetician without obtaining a license to do so. Thus, there is sufficient basis upon which to issue the following order.

*
*
*
*
*
*
*

Order

Pursuant to the authority vested in it by Conn. Gen. Stat. § 19a-11, the Board orders that Respondent immediately cease and desist from practicing as a hairdresser and cosmetician unless and until Respondent is properly licensed.

Connecticut Examining Board for Barbers,
Hairdressers and Cosmeticians

Date