

ROGER'S ACADEMY OF HAIR DESIGN CATALOG

Revised June 2018

Table of Contents

History Mission Environment	Page 2
Campuses Faculty Staff	Page 3
School Hours Admission Requirements	Page 3
Course Hours Grading System	Page 4
Tuition Cost	Page 4
Scholarships Cancellation Refund Policy	Page 5
Career Opportunities Placement Housing Dress Code Advising	Page 7
Cosmetology Curriculum	Page 8
Cosmetology Graduation Requirements	Page 9
Barbering Curriculum	Page 9
Barbering Graduation Requirements	Page 11
Academy Rules and Regulations	Page 11

ROGER'S ACADEMY OF HAIR DESIGN – ABOUT US

Revised June 2018

Our History

Roger's Academy of Hair Design Inc. was established after significant salon industry experience, working to perfect the art of hair cutting and design. With a passion to share our success, the Academy was established in Evansville, Indiana in 1982 to fill a demand for higher education program within the world of beauty. We offer personalized training in Cosmetology and Barbering. Our excellence in education is backed by over 35 years of salon ownership and industry experience. The Academy has been educating successful hair designers' for over 30 years.

Our Mission

Roger's Academy is dedicated to the commitment of producing Cosmetologist and Barbers that will be a credit to themselves, gainfully employed in their profession and an asset to their community. Our goal is to see our students succeed through preparation in foundational skills, extensive education in color, cutting technique and professionalism. Such a goal is accomplished through a conscientious educational program based upon proven techniques and sound business principles.

Our Environment

Roger's Academy of Hair Design has been designed to facilitate a salon atmosphere. Our campuses cater to group and individual learning experiences; with a spacious clinic floor, customized stylist stations, and separate classrooms for specialized training in nail technology, skincare, and theory. Our facilities include a complete dispensary, shampoo stations and client reception area. We feature modern equipment and state-of-the-art training techniques.

The Academy is *licensed* to teach and enroll students under Indiana law by the:

Professional Licensing Agency,
402 West Washington Street, Room W072
Indianapolis, Indiana 46204-2706.
317.234.3031

The Academy is *accredited, for Cosmetology* by the:

National Accrediting Commission of Career Arts and Sciences
NACCAS
3015 Colvin Street
Alexandria, VA 22314
703.600.7600

Campus Locations:

Roger's Academy of Hair Design

Main Campus
2903 Mt Vernon Ave
Evansville, IN 47712
(812) 429-0110 Ext 4

Branch Campus
105 N Greenriver Rd.
Evansville, IN 47715
(812) 402-1100 Ext 2

Faculty and Staff:

OWNERS: Roger Hayden | Mary Hayden
Mary Hayden | President
Jennifer Hayden | Director of Financial Aid
Jan Francis | Enrollment | Financial Aid
Jordan Schutz | Student Services
Brooke Hayden | Student Services
Dan Tolliver | Manager | Instructor
Jamie Fuller | Enrollment | Financial Aid
Maria Hamby | Instructor
Jennifer Basham | Instructor
Alex Rivera | Instructor
Sherri Green | Instructor
Brooklyn Farless | Instructor
Nicole Schutz | Chief Financial Officer

Our teaching staff is dedicated to excellence in education; each instructor is a licensed Beauty Culturist and a trained hair designer to assure the quality of education we are committed to. Our instructors are required to attend continuing education conferences and clinics to provide the most current instruction possible.

School Hours:

Tuesday-Saturday from 8:30 a.m. – 5:00 p.m. Full time student are scheduled till 3pm. We begin classes every 6 weeks. Students are allowed 8 hours of attendance daily.

The Academy recognizes the following days as legal holidays:

NEW YEARS DAY | MEMORIAL DAY | INDEPENDENCE DAY | LABOR DAY | THANKSGIVING DAY | CHRISTMAS EVE | CHRISTMAS DAY

Admission Requirements Cosmetology/Barbering:

A. Requirements

1. High School Diploma or General Education Development Certificate (G.E.D.)
2. Roger's Academy accepts a maximum of 750 clock hours from other schools. We require a transcript from the previous school.
3. Minimum age to attend Cosmetology and Barbering school is 16 years of age, however Indiana requires student to be 18 years old to take exam at State Board.

Admission Requirements Continued:

B. Procedures

1. Applicant will present copy/copies of most recent education qualifications, i.e. diploma, G.E.D., transcript, letters, photo ID, Social Security card.
2. Applicant must sign an enrollment agreement upon entrance into the Academy.
3. Applicant will pay enrollment deposit (See "Schedule of Tuition and Fees")
for re-entry of students who withdrew or were dropped for unsatisfactory progress.

Roger's Academy does not discriminate on the basis of sex, race, religion, age, color or ethnic origin. Roger's Academy does not recruit students already attending or admitted to another school offering a similar program of study. Students are also guaranteed the right to gain access to review their own file records, under supervision of Student Records Personnel. If a student is a dependent minor, access will be given to parent(s) or legal guardian, but must be requested in advance.

Cosmetology and Barbering Course:

The State of Indiana requires 1500 hours for the Cosmetology or Barbering Course. It will take approximately 12 months to complete the course on a full time basis.

Grading System:

Students are evaluated on performance and clinical work with the following grade scale:

Excellent	100% - 90%
Good	89% - 80%
Satisfactory	79% - 70%
Unsatisfactory	69% - 60%
Fail	60% & Below

Tuition Cost and Financial Aid:

FULL COSMETOLOGY COURSE INCLUDING HAIR, SKIN AND NAILS:

Tuition \$14,850.00
Application Fee \$100.00
Tools, training aids & books \$2000.00
Total Tuition Cost \$16,950.00
(Subject to increase without notice)

FULL BARBERING COURSE INCLUDING HAIR, SKIN AND SHAVING:

Tuition \$14,850.00
Application Fee \$100.00
Tools, training aids & books \$2000.00
Total Tuition Cost \$ 16,950.00
(Subject to increase without notice)

Roger's Academy is an accredited institution for Cosmetology/Barbering, allowing us to provide financial aid to those who qualify. Federal Pell grant applications may be obtained and processed through our school office. The amount of aid an individual qualifies for is determined by the student aid index after the application is submitted. Federal Pell Grants do not need to be repaid.

Direct Student Loans through the Department of Education are also available based on individual need and eligibility. Payment schedules are also available; we allow interest free payments to be made toward tuition. Loans must be repaid. For Student involved in monthly payment plan, payments are due the 1st day of each month. The amount of each payment shall be based on total tuition owed with final payment by 1500 clock hours. Student understands that failure to comply with payment schedule could result in suspension or termination from Academy. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing the agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through Title IV, loan or non-federal agency or programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. If a credit balance is created by the disbursement of Title IV funds the school will issue the balance due to student within 14 days.

Scholarships:

Each year Roger's Academy presents scholarships to graduating high school seniors. Our current scholarship amount for graduates is \$3,500.00. High school seniors can contact their counselor for more information. In addition to the high school scholarship Roger's Academy is currently offering an attendance scholarship to all enrolled students who qualify in the amount of \$1,000.00. Student must complete the course within one year. Roger's Academy charges \$50.00 per week over the contract date until course is completed. For further information please contact the financial aid office.

Cancellation and Refund Policy:

The Refund Policy of the Academy is as follows:

1. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure; regardless of whether or not the student has actually started training. If a student (or in case of a student under legal age, his/her guardian) cancels his/her enrollment and demands his/her money back in writing within 3 business days of the signing of an enrollment agreement or contract, all money collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
2. If a student cancels his/her enrollment after 3 business days after signing but prior to entering classes, he/she shall be entitled to a refund of all money paid to the school less an application fee of \$100.00. Enrollment time is defined as the time elapsed between

the actual starting date and the date of the student's last day of physical attendance, or in the case of an approved leave of absence, shall be the earlier of the scheduled date of return from the leave of absence or the date the student notified the institution that the student will not be returning. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or, formal termination by the school. In the case of an official withdrawal, the date the student notifies the school of termination of enrollment in the program is the official drop date. In the case of an unofficial withdrawal, the last date of attendance will be utilized as the drop date, even in the case of failure to return from approved leave of absence. The school monitors for unofficial withdrawals at least every 30 days.

3. For students who enroll in and begin classes the following schedule of tuition adjustments is authorized. Refund calculations are based on scheduled hours and students last date of attendance. The withdrawal determination date of a student shall be the earlier of a series of dates, including the date the student is not accepted, or in the case of an approved leave of absence, shall be the earlier of the scheduled date of return from the leave of absence or the date the student notified the institution that the student will not be returning.

4. The cost of extra items to the student such as instructional supplies or equipment, service charges, student activity fees, deposits, rentals and other charges, will not be considered in refund computations provided charges are itemized separately in enrollment agreements, catalogs, or in other data furnished the student before enrollment.

Percentage of Enrollment Time in Total of Course	Amount of Total Tuition School Shall Retain
0.01% to 4.9%	20% Retained
5% to 9.9%	30% Retained
10% to 14.9%	40% Retained
15% to 24.9%	45% Retained
25% to 49.9%	70% Retained
50% & Over	100% Retained

Return to Title IV Refund Policy

A Federal Pro-Rata Refund Policy will be used for all students' participation in the Title IV financial aid program, as well as Non-Title IV. The procedure for calculating the amount of Title IV program funds a student has earned upon withdrawal is listed below. The student is first dropped from enrollment in the Academy's student management

program, which prompts a Return to Title IV calculation. To complete a Title IV refund calculation, the student management system utilizes auto-populated student information, requiring the administrator completing the calculation to enter dates regarding the start of the payment period, drop date, and date of determination, as well as funds that could have been disbursed, if applicable, and charges for the associated payment period. The student management system utilizes the information entered by the administrator, as well as information in the student's profile to calculate Title IV funds earned by the student upon withdrawal from the program. For a school required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined; however, for clock hour schools, the refund is calculated based on the student's last date of attendance. Title IV funds are returned in the following order: Unsub, Sub, Plus, and Pell grants. A post-withdrawal disbursement will be made if a student has eligibility for the Title IV funds. Conditions under which a student may be owed a disbursement of Title IV funds post-withdrawal include, the creation of a credit balance after institutional charges are paid.

1. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance, or in the case of an approved leave of absence, shall be the earlier of the scheduled date of return from the leave of absence or the date the student notified the institution that the student will not be returning. Any Title IV funds due to be returned if unearned or disbursed to the student post-withdrawal shall be refunded within 45 days of formal cancellation by the student or, formal termination by the school. The process for determining the withdrawal date for a student is as follows: In the case of an official withdrawal, the date the student notifies the school of termination of enrollment in the program is the official drop date. In the case of an unofficial withdrawal, the last date of attendance will be utilized as the drop date, even in the case of failure to return from approved leave of absence. The school monitors for unofficial withdrawals at least every 30 days.

2. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure; regardless of whether or not the student has actually started training. If a student (or in case of a student under legal age, his/her guardian) cancels his/her enrollment and demands his/her money back in writing within 3 business days of the signing of an enrollment agreement or contract, all money collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. The conditions under which Title IV program funds would be required to be returned include if the student did not complete 60% of the payment period, therefore not earning all Title IV aid disbursed for the student in the period.

3. The cost of extra items to the student, such as instructional supplies or equipment, service charges, student activity fees, deposits, rentals and other charges, will not be considered in refund computations provided charges are itemized separately in

enrollment agreements, catalogs, or in other data furnished the student before enrollment.

4. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both.

5. An applicant rejected by the school shall receive a refund of all monies paid.

6. If a course and/or program is canceled by the school subsequent to a student's enrollment, the school shall at its option:

- a. Provide a pro-rata refund for all students transferring to another school based on hours accepted by the school receiving school, or;
- b. Provide completion of the course and/or program, or;
- c. Participate in a Teach-Out Agreement, or;
- d. Provide a full refund of all money paid

7. If the school is permanently closed and no longer offering instruction after a student has enrolled, the school shall at its option:

- a. provide a pro-rata refund of tuition, or;
- b. participate in a teach-out agreement.

8. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school shall at its option: a. provide a pro-rata refund of tuition, or; b. participate in a teach-out agreement.

9. In order for Student to graduate from the Academy, 1. Student must have completed required number of hours of attendance, 2. Maintained not less than 70% on all required examinations, 3. Completed all practical goals, 4. Passed a written and practical school board examination, 5. Retired all financial obligations to Academy, 6. Completed all exit paperwork and attended an exit interview.

Career Opportunities:

A Cosmetology and Barbering license offers multiple career options, providing opportunities based on individual goals.

Some of the opportunities include but are not limited to:

Stylist | Color Specialist | Spa Skin Care | Manicurist | Platform Artist | Make-up Artist
Instructor | Sales Representative | Salon Owner | Salon Manager | Celebrity Artist

Job Placement

Roger's Academy is primarily an institution of learning and cannot guarantee employment or job placement to all of its graduates. The Academy will provide counsel and advice to all students concerning available employment and will assist graduates of

Roger's Academy in finding employment and/or employment options. Our course is designed to address generally known pre requisites for employment.

Housing

Roger's Academy of Hair Design neither owns nor operates housing facilities. However, we can aid students in finding suitable housing options.

Dress Code

At Roger's Academy professional dress is required. Students are required to wear all black; pants, skirts, dresses and/or black tops. Solid black, non-see-through tights/leggings may be worn with long shirts/skirts that approach mid-thigh and cover bottom. Denim, in any color, is not permitted per state regulation. No hooded sweatshirts or jackets. No head coverings. Students are also required to wear closed toe shoes. Additional dress code guidelines are provided in orientation.

Advising

Roger's Academy staff offers advice on a number of issues; personal as well as academic, to our students as needed. Professional resources are available upon request in the administrative office.

Curriculum for Cosmetology

Students are tested on theory and practical work with a score of 70% required by Roger's Academy on all tests.

<i>Area of Study</i>	<i>Hours of Performance</i>
Haircutting-	275
Sanitation-	40
Statutes and Rules-	10
Salesmanship-	10
Management-	10
Manicuring-	30
Pedicuring-	20
Hair Removal-	15

Anatomy and Physiology-	5
Skin-	5
Hair Structure-	5
Electricity-	5
Chemistry	10
Shampooing-	35
Scalp Performances-	20
Facials and Make-up-	65
Hair Coloring-	190
Texture Services-	320
Hair Styling-	280
Discretionary Hours-	150
Total Cosmetology-	1500

Graduation Requirements and Diploma For Cosmetology

A diploma is issued to each student who has met the following requirements:

1. Completed required number of hours: 1500.
2. Maintained not less than 70% average on all required written exams.
3. Complete all practical goals.
4. Take and pass a written and practical school board examination.
5. Satisfy all financial obligations to the school.
6. Complete all exit paper work and attend an exit interview.

A student becomes eligible for examination for an Indiana Beauty Culture License upon reaching 1300 hours, prior to graduation, prescribed by the Indiana State Board.

Curriculum for Barbering

Subject	Total Hours
Sanitation/Bacteriology/Sterilization	40
State Laws/Rules	20
Salesmanship/Communications	15
Management/Business Operations	10
Skin Disorders and Diseases	10
Hair Structure, Disorders, Diseases	10
Corrective and Preservative Facials	45
Hairstyling, Blow drying, Shaping	225
Electricity / Light Therapy	10
Chemistry/Product Knowledge	10
Shampoo / Massage Techniques	70
Scalp Treatment / Hair Growth	35
History of Barbering	10
Shaving / Shaping Facial Hair	45
Honing / Stropping Straight Razor	15
Personal Hygiene / Professional Ethic/Seeking Employment	10
Equipment Care/Sanitation	10
Haircoloring/ Semi-permanent, Demi-permanent, Permanent	130
Chemical Texture/ Permanent Waving/Relaxing	265

Haircutting/Shears/Clippers	300
Anatomy / Physiology	15
Hairpieces/Toupees/Replacement	50
Schools Discretionary Hours used to strengthen students possibilities of job placement through field trips, guest speakers or additional time needed per subject.	150
TOTAL HOURS	1500

Graduation Requirements and Diploma for Barbering

A diploma is issued to each student who has met the following requirements:

1. Completed required number of hours: 1500.
2. Maintained not less than 70% average on all required written exams.
3. Complete all practical goals.
4. Take and pass a written and practical school board examination.
5. Satisfy all financial obligations to the school.
6. Complete exit paper work and attend an exit interview

A student becomes eligible for examination for an Indiana Beauty Culture License (Barber/Cosmetology) upon reaching 1300 hours, prior to graduation.

A person must file a verified application for a barber license with the board on a form prescribed by the board to obtain that license.

Applicant must be at least eighteen (18) years of age and successfully graduated high school or obtained a GED; have graduated from a beauty culture school; and received a satisfactory grade on an examination for barber license applicants prescribed by the Indiana State Board.

Academy Rules and Regulations

1. Zero tolerance on the possession, use or distribution of illicit drugs, and alcohol by students and employees on school property will result in expulsion and termination of employment.
2. Students are expected to adhere to the academy attendance policies:
 - a. Students are allowed to enter the academy for the day two times only, at 8:30 a.m. (no later than 9:05am) and 1:00 p.m.
 - b. Any student, who cannot arrive at the academy in time for the morning session, must wait to begin with the afternoon session.

c. If a student is to be absent, he or she should notify the Academy.

All assignments missed must be made up within 2 weeks.

3. Students must be in proper uniform while in the academy at all times.

4. Students are expected to clean up after themselves at all times.

5. Each student is responsible for his or her kit and all tools and equipment therein.

Therefore, it is subject to a cleanliness inspection at all times.

6. Any student that defaces academy property will be reprimanded and subject to being expelled.

7. Students must obey all rules of personal hygiene, sanitation and sterilization,

8. Telephone calls, except for emergencies, are not permitted while in school.

9. The word of the instructor-in-charge is final in any situation.

10. Students are allowed to and smoke in specified areas only.

11. Students should not gossip or cause discord in the Academy.

12. Part time students must attend at least 20 hours a week at the Academy.

13. If a student fails to complete the required hours in accordance with the schedule set forth in his/her contract, the Academy may allow the student to continue at an additional weekly charge.

14. Students have the right to review any information in their files under the supervision of the school manager or director. If student is a dependent minor, access will be given to the parent(s) / legal guardian, but must be requested in advance.

15. Students and/or parent(s)/guardian of dependent minor student must sign a release statement certifying to whom information about the student may be released.

16. An excused absence will be granted by official signed or certified statements stating the reason for the excused absence from the student.

17. An unexcused absence will be determined by an absence without official documentation for the student.

18. The use or possession of illegal drugs or weapons will result in immediate and permanent expulsion.

*Violation of these Rules and Regulations can result in suspension or drop,
depending on the seriousness of the violation.*

*At the discretion of the school, these Rules may be changed from time to time,
and shall become effective when posted on the bulletin board.*