ROGER'S ACADEMY OF HAIR DESIGN CATALOG

Revised August 2026

Table of Contents

History | Mission | Environment	Page 2
Campus | Faculty | Staff | School Hours	Page 3
Admission Requirements	Page 3
Course Hours	Page 4
Grading System | Tuition Cost	Page 5
Scholarships	Page 6
Cancellation Refund Policy	Page 6
Career Opportunities	Page 9
Placement | Housing | Dress Code | Advising	Page 9
Leave of Absence | Cosmetology Curriculum	Page 10
Cosmetology Graduation Requirements	Page 12
Barber Curriculum	Page 12
Barber Graduation Requirements	Page 13
Academy Rules and Regulations	Page 14

ROGER'S ACADEMY OF HAIR DESIGN – ABOUT US

Revised August 2026

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 45 years of salon ownership and industry experience. The Academy has been educating successful hair designers for over 40 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 campus caters 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 by the:

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

Campus Location:
Roger's Academy of Hair Design

221 Main Street
Evansville, IN 47708
(812) 429-0110
(812) 402-1100

Faculty and Staff:

OWNER: Mary Hayden
Mary Hayden | President
Nicole Schutz I Chief Financial Officer
Jordan Powers | Director of Admissions & Certifying Official
Adrienne Owen| Financial Aid Advisor & Instructor
A'nna Schutz | Student Services
Asha Yerkey | Lead Instructor
Dan Tolliver | Instructor
Maria Townsend | Instructor
Brooklyn Farless | Instructor
Alec Huff | Instructor
Alexis Rivera | Instructor

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 8:30am-5:00pm. Full-time students are scheduled until 3:00pm and part-time students are scheduled until 12:30pm. Classes begin every 6 weeks. The Academy recognizes the following as legal holidays: NEW YEARS DAY | MEMORIAL DAY | INDEPENDENCE DAY I LABOR DAY | THANKSGIVING WEEK | CHRISTMAS EVE | CHRISTMAS DAY

Admission Requirements Cosmetology/Barber:

A. Requirements

1. High School Diploma, High School Transcript showing completion, or General Education Development Certificate (G.E.D.); photo ID; Social Security Card.
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 Barber school is 16 years of age, however Indiana requires student to be 18 years old to take exam at State Board.
4. Roger's Academy does enroll secondary students during summer months to obtain hours toward completion of the 1500-hour program. Hours may be completed once a

student graduates from high school. Secondary students will not have access to financial aid until a diploma is obtained and must therefore be self-pay (many methods available, including cash, check, credit card, money order, or non-federal agencies). Secondary students must maintain no less than 20 hours per week.

Admission Requirements Continued:

B. Procedures

1. Applicant will present copy/copies of most recent education qualifications, i.e. diploma, G.E.D., high school transcript which indicates high school completion letters, photo ID, Social Security card. **Have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma.
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. The school reserves the right to not re-admit a student who previously withdrew or was dropped by the Academy.
4. Students entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill® Benefits are required to provide Roger's Academy with a certificate of eligibility prior to or on the first date of attendance. The Academy will grant participation in the chosen course of education and will not impose penalty (i.e. late fees, borrowing of additional fees) due to inability to meet financial obligations to the institution due to delayed disbursement of funding from VA under Chapter 31 or 33.

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 Barber Course:

The State of Indiana requires 1,500 hours for the Cosmetology or Barber Course. It will take approximately 12 months to complete the course on a full-time basis and 18 months on a part-time basis. A full-time schedule requires attendance of 30 hours/week; Tuesday-Saturday 8:30am-3:00pm. A part-time schedule requires attendance of 20 hours/week; Tuesday-Saturday 8:30am-12:30pm. Currently, distance learning is not utilized.

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% - below

See Satisfactory Academic Progress Policy for specific details regarding the grading system and evaluations.

Tuition Cost and Financial Aid:

FULL COSMETOLOGY COURSE INCLUDING HAIR, SKIN AND NAILS:

Tuition $19,200.00
Registration Fee $100.00
Tools, training aids & books $3,600.00
Total Tuition Cost $22,900.00
(Subject to increase without notice)

FULL BARBER COURSE INCLUDING HAIR, SKIN AND SHAVING:

Tuition $19,200.00
Registration Fee $100.00
Tools, training aids & books $3,600.00
Total Tuition Cost $ 22,900.00
(Subject to increase without notice)

Roger's Academy is an accredited institution, allowing us to provide financial aid to those who qualify. Federal Pell grant applications may be completed and processed through the studentaig.gov website. 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. If a student has a unique situation in either category of special and/or unusual circumstances, they may request our Financial Aid Office to review their individual circumstances to determine if a professional judgment is applicable.

Direct Student Loans through the Department of Education are also available based on individual need and eligibility. Eligibility for student loans is calculated with the completion of the FAFSA application. 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 1,500 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. Should the student complete the program earlier than estimated timeframe stated in the contract, the student's financial aid package may be recalculated resulting in possible liabilities owed by the student and/or the institution, if applicable. If additional charges are accrued for the verification of student identity, including for students engaged in distance-learning, charges will be identified in the cost breakdown above.

Scholarships:

Each year Roger's Academy presents scholarships to graduating high school seniors. Our current scholarships for high school graduates vary based on GPA. An application is required. See the table below for GPA qualifications.

GPA	*Scholarship*
4.0-3.6	$2,000.00
3.5-3.0	$1,500.00
2.9-2.6	$1,000.00
2.5-2.0	$500.00

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.

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 a registration 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.

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

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.

5. 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.

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

7. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option: a. Provide a full refund of all monies paid; or b. Provide completion of the course and/or program.

8. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun: 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.

9. 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.

10. 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.

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: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus Loans, and Federal 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.

Career Opportunities:

A Cosmetology and Barber 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 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 prerequisites 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, slacks, joggers, skirts, and dresses and black tops. Skirts and dresses ***must*** be worn with solid black, non-see-through tights/leggings. Denim, in any color, is not permitted per state regulation. No hats or 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 several issues, personal as well as academic, to our students as needed. Professional resources are available upon request in the administrative office.

Leave of Absence Policy

Students may take more than one leave of absence within a 12-month period, if the total number of days of the leaves of absence does not exceed 180 days. All requests for a Leave of Absence must be submitted in advance in writing, including the reason for the leave and student signature, unless unforeseen circumstances prevent the student from doing so. Roger's Academy may grant an LOA to a student who did not provide a request prior to the unforeseen circumstance; in this instance the school will document the reason for its decision and obtain the request at a later date and establish the start date of the approved LOA as the first date student was unable to attend. In order for a leave of absence to be granted the school must have reasonable expectation that the student will return from the LOA.

Subsequent leaves of absence could be granted for unforeseen circumstances such as jury duty, military reasons, birth of a son or daughter or placement of a son or daughter with the student for adoption or foster care, need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition; and serious health condition that makes the student unable to function as a student.

Periods during which a student has formally requested and received a leave of absence will not be considered in calculating satisfactory progress. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days in the leave of absence. The student granted an LOA will not be assessed any additional charges because of a requested LOA. The contract extension is documented in one of two ways: 1. Changes to the enrollment agreement will be initialed by all parties; or 2. An addendum to the enrollment agreement must be signed by all parties (student and school) and retained in the student file. A student will be withdrawn if an unapproved LOA is taken and/or does not return by the expiration of an approved LOA. The withdrawal date for the purposes of calculating a refund will be the student's last day of attendance. A student granted an LOA that's meets the above-mentioned criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Curriculum for Cosmetology

Students are tested on theory and practical work with a score of 70% required by Roger's Academy on all tests. See Satisfactory Academic Progress Policy for details.

Area of Study	***Total Hours***
Haircutting	415
Sanitation	50
Statutes | Rules	10
Sales	15
Business Management	10
Manicuring	15
Pedicuring	15
Hair Removal (superfluous hair) Tweezing, waxing, & depilatories; eyebrow arching, lip, chin, & face areas	60
Anatomy | Physiology	5
Skin Disorders & Diseases	10
Hair Structure | Disorders & Diseases	10
Electricity	5
Chemisty	10
Shampoo | Massage	15
Scalp Treatments	20
Facials | Make-up	45
Hair Coloring | Semi-Permanent, Demi-Permanent, Permanent	230
Texture Services	110
Hair Styling (includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves)	280

Equipment Care	10
Personal Hygiene | Professional Ethics	10
Discretionary Hours	150
Total Cosmetology Hours	**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 and attendance.
3. Complete all practical goals.
4. Take and pass a written and practical school and board examination.
5. Satisfy all financial obligations to the school.
6. Complete all exit paperwork 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.
A person must file a verified application for a cosmetology 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 cosmetology license applicants prescribed by the Indiana State Board. A person must also pay the fee associated with licensure to the Indiana Licensing Agency. *Extra documentation will be required for individuals with a criminal history.

Curriculum for Barber

Students are tested on theory and practical work with a score of 70% required by Roger's Academy on all tests. See Satisfactory Academic Progress Policy for details.

Area of Study	***Total Hours***
Sanitation | Bacteriology | Sterilization	40
Statutes | Rules	95
Salesmanship	15
Management	10
Skin Disorders & Diseases	10
Hair Structure | Disorders & Diseases	10
Facials	45

Hairstyling (includes air waving, finger waves, and thermal curling, electricity and light therapy high frequency)	50
UV | Infrared	10
Chemistry	10
Shampoo | Massage	70
Scalp Treatment	35
History of Barbering	10
Shaving | Shaping (includes mustache & beard)	95
Honing | Stropping	15
Personal Hygiene	25
Professional Ethics	10
Equipment Care	10
Hair Coloring	50
Semi Permanent, Permanent, Permanent Waving, & Chemical Relaxing	110
Haircutting	550
Anatomy | Physiology	15
Hairpieces Full, Partial, Facial	60
Discretionary Hours	150
TOTAL HOURS	**1500**

Graduation Requirements and Diploma for Barber

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 and attendance.
3. Completed all practical goals.
4. Take and passed a written and practical school and board examination.
5. Satisfy all financial obligations to the school.
6. Complete exit paperwork and attend an exit interview

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. A person must also pay the fee associated with licensure to the Indiana Licensing Agency. *Extra documentation will be required for individuals with a criminal history.

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

Rules and Regulations of Academy

Student agrees to comply with all Rules and Regulations of Academy, being those, which are conveyed by duly, authorized members of Academy staff. Student understands that noncompliance with any Rules and Regulations of Academy or State of Indiana could result in suspension or termination from Academy. In event of suspension of Student by Academy, Student will bear any additional costs to complete course in Cosmetology in accordance with contract terms.

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 8:45am) 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 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. The

signed form releases student information to the following third parties: Government agencies (as specified on form), US Dept. of Ed., Loan servicing agencies, State Board of Barber and Cosmetology, the Academy's Accrediting agency, NACCAS (National Accrediting Commission of Career Arts and Sciences).
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 expulsion, 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 and updated in the catalog and enrollment agreement.**