



**2022-2023
CATALOG**

Student Policy and Procedure Handbook
2600 South 9th Street
Council Bluffs, IA 51501

Phone: (712)-328-2613

www.sohohairacademy.com

Updated 2/28/2023 · Effective 1/1/2023 through 9/30/2023

OWNERSHIP

SOHO Academy, LLC; Somer Krueger, President

Catalog Table of Contents

Contact Information and Ownership	1
Table of Contents	3
Mission · Equality · Accreditation · Faculty · Housing	4
About SOHO · Facility · Career Opportunity	5
Physical Demands · Chemical Safety · Course Description	6
Cosmetology Course Outline	7
Cosmetology Textbooks + Equipment · Tuition and Fees	8
Cosmetology Start Dates · Hours · Holidays	9
Admission Requirements	10
Financial Aid Information	11
Grading · Reviews · SAP Policy	12-14
Refund/Termination	15
Iowa National Guard + Reserve Forces Refund Policy	16
Graduation Requirements · Licensing · Grievance Policy	16-17
Absences	17-18
Personal Freedom · Makeup · Tardy Policy · No Call No Show	18
Withdrawals · Overage Fees · Leave of Absence Policy	19
Termination · School Closure · Campus Safety · Copyright	20
ACADEMY CODE OF CONDUCT (ACC)	21-24
ACC · Phones · Personal Services · Visitors · Solicitation	21
ACC · Food + Bev · Smoke Free · Dress Code	22
ACC · Clinic Floor · Downtime · Time Clock · Insubordination	23
ACC · Falsification · Firearms · Loss Prevention · Drug + Alcohol Policy	24
ACC · Campus Violence · Sexual Abuse Policy · FERPA Policy	25
ACC · Student Files and Privacy Rights	26
Notice to Student	27

MISSION STATEMENT

At SOHO Hair Academy we are committed to the future of beauty and believe everyone deserves a voice. We empower our students with the knowledge and skills to provide a sustainable, professional path that makes a profound difference in other people's lives through a career in cosmetology.

EQUALITY STATEMENT

We are committed to providing an inclusive environment for all students. We do not discriminate or deny admission to any person on the basis of race, color, ethnic origin, sex, religion, age, or handicap. This non-discrimination policy covers our policies, procedures and/or practices, including but not limited to academic admission, student financial aid, educational services and employment. We are in compliance with Title VI & VII – Civil Rights Act of 1964, and the Title IX – Education Amendments of 1972. SOHO Hair Academy is an equal opportunity employer.

ACCREDITATION & SCHOOL LICENSE

SOHO Hair Academy is approved for training of students receiving financial assistance from various state or federal agencies such as the the Department of Vocational Rehabilitation, and the Department of Education.

SOHO Hair Academy is Nationally Accredited by the:
National Accrediting Commission of Career Arts and Sciences(NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

SOHO Hair Academy meets the State Board of Cosmetology requirements in Iowa and is licensed by:
Iowa Board of Cosmetology
Lucas State Office Building
Des Moines, IA 50319
515-281-7074

The certificate of national accreditation and the Iowa State license are publicly displayed.

ADMINISTRATIVE STAFF AND FACULTY

Somer Krueger • President SOHO Hair Academy LLC + Instructor
Ryan Jones • Recruitment
Courtney Holiday • Compliance and Financial Aid Director
Kaylee Bourg • Administrative Assistant
Carol Dawson • Director of Education + Instructor
Marla Rife • Instructor
Jason Lassek • Instructor
Chrissy Beyers • Instructor
Mason McDougall • Student Instructor

STUDENT HOUSING AND TRANSPORTATION

SOHO Hair Academy can recommend suitable housing in the area. However, the Academy does not own or operate housing facilities. There are two Metro Bus Stops on the Y Route within 5 blocks of SOHO Hair Academy that connect to much of Council Bluffs and Omaha. More info can be found on the [Metro Bus Website](#).

ABOUT SOHO HAIR ACADEMY

SOHO Hair Academy formerly EQ School of Hair Design has been educating and training successful hair professionals in the field of Cosmetology for over 50 years.

SOHO Hair Academy was founded by an inspiring female entrepreneur who was recognized by Entrepreneur Magazine for Top Company Culture in the United States and Salon of the Year by Salon Today. Locally owned with a firm commitment to empowering humans and offering them opportunities, SOHO strives to create personalized experiences tailored for every student. We are proud to have a team of educators who have worked in the best salons in the area.

SOHO Hair Academy has an incredible track record as a nationally accredited institution by the National Accrediting Commission of Career Arts and Sciences (NACCAS), and by the Iowa State Board of Cosmetology.

SOHO Hair Academy uses Milady teaching methodology within its curriculum and brings in guest artists, national educators and industry experts frequently to augment the curriculum and stimulate the students.

SOHO Hair Academy's curriculum has additional content that addresses nail technology, guest service, sales techniques, consultation techniques and professional and personal image. We are elevating beyond the basic state required content and to ensure the greatest success of our graduates.

FACILITY AND EQUIPMENT DESCRIPTION

Nestled in a quiet area of Council Bluffs just east of Downtown Omaha and minutes off of I-80, SOHO Hair Academy is a spacious, eclectic campus providing an outstanding learning environment. Our facility has an expansive clinic area, multiple classrooms, administrative offices, an auditorium, a student lounge with refrigerator, microwave and lockers. We have upgraded technology in the classrooms and installed fiber internet for uninterrupted webs service. A fully stocked vending machine is available for all students and staff.

CAREER PLANNING + EMPLOYMENT OPPORTUNITIES

Compensation for a graduate depends on a variety of factors. If you secure employment based on an hourly wage, your starting wage will be minimum or above with the potential for increases and a bonus. If you choose a career path in a commission environment, your wages will depend on the average ticket of the salon and what percentages are used for compensation. (ie: 40% to 60%) If you were to become an independent business and lease a station/suite, you would pay a monthly rent for the space and all expenses for business operation. Hourly and commission based salons may include a variety of benefits including vacation pay, sick pay, health insurance, 401K programs and discounts on professional products and tools.

There are many opportunities open to licensed cosmetologists. We're committed to helping you find employment after graduation through our relationships with locally owned metro area salons, corporate salons, salons from coast to coast, national distributors, global manufacturers, international educational companies and our job postings resource. We'll also train you in professionalism and job search skills, including resume writing, self-promotion, and interviewing. With our support, you'll be ready to take your career to the next level! While we will exert every effort to put the graduating senior in touch with the right employment opportunities, we cannot guarantee career placement, salary or the passing of State Board Examinations. Please note that in order to comply with various Federal, State, and Local agencies, SOHO Hair Academy is required to contact employers that employ our graduates to verify placement.

PHYSICAL DEMANDS OF COSMETOLOGY

A Cosmetologist must have good hand/eye coordination and good leg mobility for moving and standing for extended lengths of time while performing services. Clients are usually shampooed by their stylist at a shampoo bowl and then moved and seated in an adjustable hydraulic styling chair at the stylists' work station. Special stools can be attached to or used in conjunction with a hydraulic styling chair, allowing the practitioner to sit while performing some portion of the hair service. Proper shoes should be worn to protect the legs and feet from fatigue. It is necessary that each individual takes responsibility to maintain proper physical condition. The amount of income earned from cutting, permanent waving, curl relaxing and/or coloring hair correlates directly with eye and hand coordination, physical agility and speed. The services you perform in an hour equal your income. A Cosmetologist is required to take and pass a written State cosmetology examination. This exam requires skills in reading comprehension, basic spelling, written language and technical vocabulary memory. The Practical Examination evaluates these hands on procedures. Kinesthetic learners are extremely successful in cosmetology careers.

CHEMICAL + SAFETY REQUIREMENTS

As a professional Cosmetologist and as a student of cosmetology, you will be using and applying hazardous chemical products during some hair and nail services. These chemicals require good salon ventilation and adherence to proper safety procedures. If you know you are allergic to a specific type of cosmetic or chemical beauty products, we advise you to speak to your health care professional for in depth information about possible reactions to extended exposure to similar products.

Strict adherence to State, Local and Federal requirements is a must. Cosmetologist's face the potential for spreading communicable diseases if sanitation procedures are not carefully followed.

COSMETOLOGY COURSE DESCRIPTION

The SOHO Hair Academy cosmetology course is 2100 hours of comprehensive study that meets Iowa State standards including 765 hours of cosmetology theory and 1335 hours of supervised practical instruction on the public. This course covers all the basics, from hair sculpture and design to permanent waving and coloring, manicuring, skin care, and makeup. You'll also learn invaluable skills in client relations that will help you succeed in the professional world.

Cosmetology is identified by the Standard Occupational Classification under SOC Code 39-5012.00. This course will be taught in English; the catalog and enrollment contract are in English.

COSMETOLOGY COURSE GOALS

Full time students attending 35 hours per week finish the 2100 hour course in 60 weeks. Upon completion of the 2100 clock hours cosmetology program students will be capable of passing the final written and practical examinations of the Academy with a minimum 80 percent score, receive a diploma, be adequately prepared to pass the State Board exam for licensing in cosmetology and have efficient skills and speed for entry level employment in the beauty industry.

COSMETOLOGY COURSE PHASES

The first phase at the Academy, *Foundations*, is spent learning the fundamentals of all facets of cosmetology over eight weeks. Our experienced educators provide step-by-step instruction including lectures, discussions, tests, demonstrations, practical application and the hands-on experience needed to have sufficient skills to perform services on guests. Audio-visual aids enhanced by the use of textbooks, printed illustrations, and evaluations are used in an effort to stimulate growth in knowledge and skills for the individual.

Units of study during *Foundations* include: Hair Design, Hair Cutting, Hair Color, Permanent Waving and Guest Service.

After the successful completion of Foundation classes, students become Senior Students. Students are assigned to a schedule whereby they begin to perform services on guests on the clinic floor and continue attending Theory and LAB's each week. This combination of LAB classroom and clinic provides the exposure necessary to master speed and accuracy of technical skills.

COSMETOLOGY COURSE OUTLINE

Hair Styling, Shampoos and Scalp Treatment - 450 hours

Draping, diseases and disorders of the scalp, wet styling, blow drying and iron curling and design, control and finishing techniques.

Hair Coloring - 500 hours

Includes study of theory and laws of color, levels and series of hair color, mixing and application of semi and permanent dyes, and lightening, dimensional coloring techniques, chemistry and product information.

Hair Cutting - 450 hours

Includes techniques and implements used in razor, scissor, clipper sculpting, analysis of facial features, hair characteristics, and client consultation.

Permanent Waving and Chemical Texture Services - 130 hours

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, chemistry and process, product information and product procedures.

General Anatomy and Physiology - 60 hours

Includes the study of body systems, muscles and nerves of the head, face and hand.

Skin, Facials, Makeup, and Hair Removal - 30 hours

Includes preparation of guests, skin care products, facial procedure, skin conditions, diseases and disorders, packs and masks, brow arching and waxing, facial shapes and features and makeup application.

Manicuring, Pedicuring and Study of Nails - 70 hours

Includes table set up, manicure procedure, structure of the hands and nails, application of artificial nails and the study of nail diseases and disorders.

Extensions, Braids, Wigs and Hairpieces - 45 hours

Includes materials and methods of construction, selection, fitting, blocking, cleaning, sculpting and styling. Basic understanding of hair additions including extensions, braids and hair pieces.

Customized Hours - 150 hours

Hours of training used to customize and supplement the course for the student at the discretion of leadership based on trends.

Sanitation, Sterilization and Safety Procedures - 40 hours

Includes methods of sanitation and sterilization of equipment and safety procedures used in sculpting, design, perming, nail care, facials and tweezing, and shampooing.

State Laws and Regulations - 15 hours

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

Personal Development and Professional Ethics - 60 hours

Includes how to understand oneself and its effect on relationships, how to be more effective in daily work through positive attitudes, how to gain self confidence, how to set goals and manage time effectively.

Public Relations - 100 hours

Includes sales techniques, how to seek and obtain employment, payroll deductions, preparation of employment applications and resumes, business management, communication skills, laws and regulations governing salon operations, safety with respect to both designer and guest, desk and telephone procedures, dispensary operation.

GRADING PRACTICE

Students are assigned academic learning, written tests and practical experiences/projects which are graded. The following grading scale is used:

Superior	96% to 100%
Above Average	91% to 95%
Average	86% to 90%
Below Average	80% to 85%
Failing	79% and Below

Grade averages of at least 80% for written tests and practical evaluations are required for graduation.

COSMETOLOGY TEXTBOOKS AND EQUIPMENT

For the convenience of students, textbooks, manuals and notebooks, Chromebooks, manikins, lab jackets and essential equipment necessary for the course are available for purchase at the beginning of the course. Should a student desire, they may purchase the equipment, manikins, textbooks, etc., from other suppliers provided the items purchased are of a quality as good as or better than that supplied by SOHO Hair Academy. All such equipment, manikins, textbooks, etc., purchased elsewhere must be approved for use by the president.

The "kit" contains the instruments and equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. Professional equipment and products may be purchased through the Academy at a special student discount.

Borrowing is not allowed. Lock up your professional tools. Your books and Chromebook are your personal, professional library. Take notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat always. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. The academy equipment is not to leave the academy at any time.

Each student will use a locker to store personal items. Please keep your locker clean.

COSMETOLOGY PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$22,131
Kit (Textbooks, Manikins, Uniform and Equipment)	\$2775
Sales Tax on Kit	\$194
Total	\$25,200

Tools, equipment, Chromebooks and textbooks (unless purchased elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Tools, equipment, Chromebooks and textbooks are non-returnable and non-refundable. SOHO Hair Academy has three methods to fund your education; cash plan, time payment or Title IV Financial Aid. Monies owed to the institution may be paid by cash, credit card, debit card, money order, check or Title IV funds Full payment may be made at time of Enrollment Agreement signing. Please note we currently do not offer any fee waivers or scholarships.

COSMETOLOGY PROGRAM START DATES*

*All Start Dates Subject to Change

2023 Start Dates	Orientation Dates
January 9	January 2
February 6	January 30
March 6	February 27
April 3	March 27
May 1	April 24
May 30	May 22
June 26	June 19
July 31	July 24
August 28	August 21
September 25	September 18
October 23	October 16

STUDENT HOURS

Foundations (the first 8 weeks) hours: Monday - Friday, 9:00 am to 4:00 pm
Senior hours will be Mon 9:00-2:30 pm, T-TH 9:00-5:00 and Fri 9:00-2:30 pm
Monday - Friday Senior hours will be Mon + Fri 9:00-2:30 pm and T-TH 9:00-5:00

THE ACADEMY WILL BE CLOSED

New Years January 2nd
Easter Saturday April 8th
Memorial Weekend May 27 + 29
Summer Break July 3-5
Labor Day September 4th
October 31 Early Dismissal
Thanksgiving Break November 23-25
Winter Break December 23 to January 6

From time to time the Academy may close for inclement weather.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

How to Enroll

- Submit the application and \$100 registration fee
- Submit proof of high school graduation or G.E.D certificate to the academy
- Schedule an interview

Educational Requirements

If educated in the U.S. a student must have a copy of the student's high school transcript with the graduation date, or proof of completion of high school education in a home school setting approved under state law with documentation of state approval or a G.E.D. certificate. If educated outside the U.S., students must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. Students are admitted on the basis of educational background, aptitude and commitment. The academy does not admit ability-to-benefit students.

Admissions Requirements

- Be above the age of compulsory school attendance in Iowa
- Proof of Age (ie: driver's license, State issued ID, birth certificate or passport)
- Signed enrollment agreement

SOHO Hair Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin, in admitting students.

Re-enrollment Requirements

Students who have previously withdrawn or were terminated for any reason may be readmitted or reinstated to the program depending on the circumstances associated with their withdrawal/termination. Based on the length of time that has passed, the student may have to undergo a practical evaluation to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis. Information regarding this process is available through the Academy Director.

Out of State License Hour Requirements

Those needing additional hours to obtain an Iowa Cosmetology License should follow the enrollment procedure outlined above, provide official academic transcripts from each post-secondary institution attended and submit a copy of their existing state license(s).

Transfer Student Requirements

A student wishing to transfer to SOHO Hair Academy should follow the enrollment procedure outlined above and provide official academic transcripts from each post-secondary institution previously attended. We do not and will not recruit students already attending or admitted to another school offering a similar program of study.

The Academy may accept credits and/or hours from cosmetology schools accredited by nationally or regionally accredited (i.e. NACCAS, or North Central Association) post-secondary institutions on a credit-for-credit, or hour-for-hour basis up to 1050 clock hours provided the credits or hours were earned with a passing grade and are verified by the State Cosmetology Board in the state in which the credits or hours were earned. Credits or hours earned in an unaccredited institution will be evaluated separately based on the recommendation of the State Cosmetology Board and an

examination of the transfer applicant's skills and knowledge by the Academy Director. There is no assumption made that hours earned in another institution shall be accepted on a credit-for-credit or hour-for-hour basis.

To be eligible for a diploma from SOHO Hair Academy, in addition to meeting all diploma requirements as stated under "Graduation Requirements", a student must be in attendance for the final 1050 hours of the 2100 hour course.

FINANCIAL AID INFORMATION

SOHO Hair Academy is dedicated to helping students and parents to understand the Financial Aid Process.

Applying for Federal Aid

Financial aid is money made available to help students meet the "cost of attendance" and reduce the out of pocket costs that students and/or parents must pay. Financial Aid is awarded to students who have "need". "Need" is the difference between the amount of money that the family will be expected to contribute to meet student costs and the "Cost of Attendance" for this program.

SOHO Hair Academy participates in the following US Department of Education, Title IV student financial aid programs.

- **PELL Grants**; are a federal financial grant that you do not have to pay back. PELL Grants require that you attend school regularly and maintain satisfactory grades and attendance. PELL Grants are based upon need and income (your family or your own).

- **Federal Direct Loans**; our students can apply for subsidized student loans (a federal guaranteed loan with interest paid by the government while you are in school), and unsubsidized student loans (a federal guaranteed loan on which you pay all of the interest). Each of these loan programs are "need" based.

Subsidized Stafford Loan – a student can borrow this type of loan to cover school expenses and the Department of Education pays the interest while you're in school at least half-time and during the grace period. The amount of the loan cannot exceed a student's financial need or the annual loan limit.

Unsubsidized Stafford Loan – a student can borrow this type of loan up to the annual loan limit to cover school expenses. The Department of Education does not pay interest on unsubsidized loans. the student is responsible for paying interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate can be paid while attending school, during a period of deferment or forbearance, or it can be accrued and interest added to the principal amount of loan.

PLUS Loan – Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant have favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate. Parents are responsible for the repayment of the loan(s).

For more information on what Financial Aid programs you are eligible for, visit <https://studentaid.gov/> to access the FREE APPLICATION for Federal Student Aid (FAFSA).

SOHO Hair Academy code is: **007611**

PROGRESS REVIEWS/ACADEMIC COUNSELING

At SOHO Hair Academy, we believe that progress reviews are an essential part of the student-instructor relationship. Our team takes great pride in working closely with each and every student, providing feedback and guidance along the way. Progress reviews allow us to evaluate a student's progress and identify areas of opportunity. This helps us tailor our instruction to best meet the needs of each individual. All work is supervised, strong points emphasized, and areas of opportunity are worked on to bring them to an acceptable level. If problems arise regarding attendance, grades, technical or personal performance, students are counseled by staff to determine the reason and measures to be taken to correct the situation on an individual basis. By investing in our students' success, we believe that every student has the ability to succeed, and we'll do everything we can to help them reach their goals.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Compliance with the Satisfactory Academic Progress policy is required for a student to remain in school and to maintain eligibility for financial aid payments. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

This Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy in our full time Cosmetology Program. It is printed in the Academy catalog to ensure that all students receive a copy prior to enrollment.

1. EVALUATION PERIODS

The 2100 clock hour course consists of two 900 clock hour academic years divided into four 450-hour payment periods (13 weeks each) and one Academic year divided into a single 300-hour payment period (8 weeks). Students will be evaluated upon completion of 450 clock hours, 900 clock hours, 1350 clock hours, 1800 clock hours and every 300 clock hours thereafter until 2100 clock hours are completed. Transfer students are evaluated by the 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. Evaluations are based on actual hours. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of the academic year.

2. ACADEMIC PROGRESS

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 practical experiences/projects which are graded. The following grading scale is used:

Superior	96% to 100%
Above Average	91% to 95%
Average	86% to 90%
Below Average	80% to 85%
Failing	79% and Below

Students must maintain a cumulative written and practical grade average of 80% and pass a senior written and practical exam prior to graduation. A student who fails to maintain a minimum of an 80% cumulative average at the end of an evaluation period will be placed on Warning until the end of the subsequent evaluation period. If grades are not improved during the Warning period, termination will result.

3. ATTENDANCE PROGRESS

Students contracting for the 2100-hour cosmetology program at the rate of 35 hours per week are required to meet a minimum cumulative attendance rate of 84.6% according to the following schedule. A student failing to meet the attendance requirement at the end of an evaluation period will be placed on Warning until the end of the subsequent evaluation period. If attendance requirement is not met by the subsequent evaluation period, termination will result.

After this number of weeks students must complete this many hours:

13 weeks	26 weeks	39 weeks	52 weeks	60 weeks	68 weeks
385 hours	770 hours	1155 hours	1540 hours	1776 hours	2012 hours

Students contracting at less than 35 hours per week are required to meet a minimum cumulative attendance rate of 84.6% of their contracted hours.

Suspensions, holidays, and vacations declared by the management which fall in any increment may be added to the completion date of that increment and all of the following increments.

4. MAXIMUM TIME FRAME

The maximum time frame (which does not exceed 118% of the course length) allowed for students to complete the cosmetology course of 2100 hours/35 hours per week, at Satisfactory Academic Progress, is 71 weeks 2485 scheduled hours. Students will be terminated if they exceed the maximum time frame and may be re-enrolled at the discretion of the school, under the requirements of a personal academic plan and cash payment arrangement.

5. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress determination at the time of the evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

6. WARNING STATUS

A student failing to meet the minimum requirements in cumulative attendance and/or academic performance at an evaluation period, will be placed on Warning until the end of the subsequent evaluation period and will be considered to be making Satisfactory Academic Progress during the Warning period. The student remains eligible to receive financial aid during the Warning period. If failure continues to the end of the Warning evaluation period, termination will result. At this point, a student may appeal termination.

7. PROBATION

A student failing to meet the minimum cumulative requirements for attendance and/or academic performance after the Warning period, may appeal termination. Upon acceptance of a written appeal from a student with regards to failure to meet one or more of the Satisfactory Progress requirements, a student will be placed on Probation until the end of the subsequent evaluation period and considered to be making Satisfactory Academic Progress during the probation period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress standards by the end of the evaluation period may be placed on probation. The student remains eligible to receive financial aid during the Probationary period.

8. APPEAL PROCEDURE

A student failing to meet the minimum requirements for attendance and/or academic performance after the Warning period, may appeal termination within 10 calendar days. A student may appeal

termination in the case of special circumstances such as the death of a relative, an injury or illness of the student or other allowable special or mitigating circumstances. The student must submit a written appeal and documentation regarding why they failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow the achievement of Satisfactory Academic Progress by the next evaluation. The institution will only allow probation for students if it is determined that satisfactory academic probation can be met by the end of the subsequent evaluation period. Upon acceptance of a written appeal, the appeal and decision documents will be retained in the student's file. Upon acceptance of the written appeal, a student will be placed on Probation until the end of the subsequent evaluation period. Upon acceptance of the appeal, the Satisfactory Academic Progress determination will be reversed, and federal financial aid will be reinstated. Should a student prevail upon appeal, an academic plan will be implemented for that student, which if followed will ensure that the student is able to meet SAP requirements by the next evaluation checkpoint.

9. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

A student who does not achieve the minimum standards is no longer eligible to receive Title IV, HEA program funds, unless on warning or prevailed upon appeal that has resulted in probation. The institution will notify a student of any evaluation that impacts a student's eligibility for financial aid. 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 warning or probationary period.

10. INTERRUPTIONS AND WITHDRAWALS

If a student is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. 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 leave of absence and will not be included in the student's cumulative attendance percentage calculation. No financial aid payments will be disbursed while on a Leave-of-Absence. Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

11. NONCREDIT, REMEDIAL COURSES, COURSE REPETITIONS AND INCOMPLETES

Noncredit, Remedial Courses and Course Repetitions and Incompletes do not apply to this institution. Therefore, these items have no effect upon the Academy's satisfactory academic progress.

12. TRANSFER 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. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

REFUND, TERMINATION, TRANSCRIPT FEE POLICIES

Tuition, Fees and Kit may be paid at any time before maturity by payment of the unpaid balance, less the unearned charges as of the date of payment. Refund Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. If a student (or in case of a minor, his /her parents or guardian) cancels his/her enrollment and requests his/her money back, in writing or in person, within three business days after signing the agreement, all monies collected shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Academy administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by the Academy shall be entitled to a refund of all monies paid.

2. If a student cancels his/her enrollment prior to entering first payment period classes and after three business days of signing the agreement, he/she will be entitled to a refund of all monies paid to the Academy less the registration fee of \$100.00.

3. In the event a student terminates, tuition and fee refunds will be made on the basis of the Iowa State Refund Policy. All tuition charges to a student who withdraws within the first two weeks shall be refunded. After the first two weeks, the Academy shall provide to a terminating student a refund of tuition charges in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the academic period to the total number of calendar days in the academic period. If a terminating student has completed 60% or more of the scheduled school payment period, the Academy is not required to refund tuition charges to the student. Title IV recipients may only apply the amount of Title IV funds earned at the time he/she ceases attendance. The amount earned is based on a calculation through 60% of the scheduled payment period. Any unearned portion of Title IV received during attendance will be distributed back to the Title IV programs. Examples of the aforementioned refund calculations are available and will be provided upon request through the Financial Aid Director.

4. If a student chooses to purchase equipment, lab coats, text materials, manikins or supplies from SOHO Hair Academy, no refund will be made on such if more than three business days have passed from the signing of the contract.

5. Any money due to the applicant/parent shall be refunded within 45 days of official termination or cancellation by the student or formal termination by the Academy, which shall occur no more than 30 days from the last date of attendance (or in case of a leave of absence, the documented date of return).

6. If a student terminates from a program due to the student's physical incapacity or due to the transfer of the student's spouse's employment to another city, the Academy shall provide the terminating student a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of scheduled clock hours in the academic period to the total number of scheduled clock hours in the academic period.

7. If a student chooses to transfer to another educational institution during the scheduled course the student will be charged a \$25.00 transcript fee for each official transcript requested. SOHO Hair Academy reserves the right to deny the release of grade and hour transcripts for any student who has not paid all charges due to the institution.

8. If the school is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

9. 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: Provide completion of the course and/or program; or participate in a Teach-Out Agreement.

IOWA NATIONAL GUARD OR RESERVE FORCES OF THE UNITED STATES

A student who is a member, or a spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty and withdraws, will receive a full refund of tuition and mandatory fees for the payment period in which the student withdrew. Arrangements for grades or for incomplete grades will be completed at a later date.

GRADUATION REQUIREMENTS

For successful completion of the Cosmetology Program and to receive a diploma, a student must:

1. Complete and pass Senior Practical and Written Exams with a minimum score of 80%.
2. Complete and pass Foundations, Junior, Master and Leadership Skills sheets.
3. Fulfill minimum grade and class attendance requirements for written and practical work.
4. Complete a Portfolio and Resume.
5. Meet all financial obligations to SOHO Hair Academy.
6. Complete 2100 hours of training.

LICENSING REQUIREMENTS

To obtain a cosmetology license in Iowa, a student must:

1. Have 2100 hours in an approved school with a diploma awarded upon graduation.
2. Be eighteen years of age or older at the time of the State Board Exam.
3. Pay application, examination, and/or license fees to the State of Iowa.
4. Have a high school diploma or proof of passing G.E.D.
5. Complete and pass the Iowa State Board Exam.

For complete information about specific licensing requirements in any state, assistance may be found by contacting SOHO Hair Academy.

GRIEVANCE POLICY AND PROCEDURE

Note: This is not a Title IX grievance policy.

In the spirit of willingness to listen and the practice of fair dealing, the Academy believes in an open-door policy. In order to have open communication, there must be mutual trust. Students aggrieved by action of the Academy should attempt to resolve these problems with appropriate school officials. Both state and national accrediting commission policies recommend students to first seek resolution of school problems within the Academy. If any complaint or problem remains unresolved at the Academy level, please refer to the state licensing agency. You are to submit in writing the complaint to the Academy Director, please be prepared to sign the document. The

Director will consider your complaint and make a decision on how to resolve the situation. If you still feel like your problem has not been resolved, then you may proceed with the following course of action:

1. A student or staff member of SOHO Hair Academy may file a complaint against the Academy; however, the complaint must be submitted in writing or if the student sends SOHO Hair Academy their internal grievance in the mail, the letter must clearly state this is an internal grievance on the document that is submitted to the Academy via mail and should outline an allegation or nature of the complaint. The complaint must be mailed to:

Somer Krueger, President
SOHO Hair Academy
2600 S 9th Street Council Bluffs, IA 51503

2. An Academy representative will telephone or meet with the complainant within 15 (fifteen) days of the receipt of the written complaint. If after evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the Academy's Advisory Committee.

3. If the complaint is referred to the Academy Advisory Committee, that group will gather within 30 (thirty) days of the referral, to discuss the complaint. The meeting will be documented and any decision about or resolution of the problem will be documented and a copy of the same mailed to the complainant.

4. If the complaint is still not resolved to the satisfaction of the complainant, the complainant may choose to take the matter to the Iowa College Student Aid Commission:

Iowa College Student Aid Commission
<https://iowacollegeaid.gov/StudentComplaintForm>
1-877-272-4456

5. If the problem remains unresolved the student may choose to take the matter to the Academy's accrediting agency. The name and address of this agency is:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St
Alexandria, Virginia 22314
703-600-7600

SOHO POLICIES RELATED TO ABSENCES

If a student in Foundations needs to request time off they must meet with an instructor or the Director for approval prior to their absence. We do not recommend missing any hours during Foundations training. Absences may result in an administrative suspension until the theory and practical material can be made up. This ensures the student's competency before moving into the next segment of training. On some occasions the student may have to terminate and re-enroll when the required segment is available again.

If a Senior student needs to request time off for any reason they must submit in writing a minimum of three days prior to the days the student will be absent. It is the student's responsibility to meet the attendance requirements as stated in the Academy's Satisfactory Academic Progress Policy.

If a student is going to be absent with an emergency or sudden illness:

- The student should notify the academy at least 30 minutes prior to their scheduled arrival time.
- Telephone calls concerning absenteeism should be made by the student and directed to an instructor.

- It is the student's responsibility to meet the attendance requirements as stated in the academy's Satisfactory Academic Progress Policy.
- The academy requires students to maintain a level of attendance that will allow students to exercise responsibility, professional time management and graduate in a timely manner.
- The academy does not differentiate between excused or unexcused absences.

Students are required to maintain an 84.6% attendance rate throughout their training at the academy. Attendance rates will be provided at the established evaluation periods located within the Satisfactory Academic Progress (SAP) Periods. Students are not counted absent for jury duty, an approved Leave of Absence or if the academy closes due to weather or other unexpected closings. The scheduled graduation date will be extended.

PERSONAL FREEDOM POLICY

We want to hold space for personal time that students may need to take for family, sick time, personal business and vacation. We expect that these days are planned in advance to honor the instructors and guests time. Senior cosmetology students are allowed 150 hours over the course of their program to be absent at no charge provided they remain at or above the required attendance rate of 84.6%. These personal days must be requested and approved in advance.

MAKEUP WORK

Any school work missed due to absenteeism or the personal freedom policy must be arranged to be made up with your instructor.

ZERO TOLERANCE TARDY POLICY

Early is on time. At SOHO Hair Academy we have zero tolerance for tardiness. Students have a responsibility to themselves, their instructors, their peers, and to the guests to be in the building, clocked-in and prepared for the day. As a professional it is the students responsibility to be here on time.

In the event that you will be late, SOHO Hair Academy expects a call prior to the scheduled arrival time to management. Students that are late more than three times will not be allowed to clock in. The student will be counted as absent for the day.

NO CALL NO SHOW

If the student does not call prior to their scheduled arrival time it will be considered a no call/no show. SOHO Hair Academy has a zero tolerance for no call/ no show behavior.

- First Offense: Students will sign a form that will be placed in their permanent file stating they did not take responsibility for calling in or coming to school on time.
- Second Offense: Students will sign another form that will be placed in their permanent file stating they did not take responsibility for calling in or coming to school on time. Students will also receive an in/out of school suspension. The day of suspension will be assigned by the Academy. Additional offenses will result in further discipline up to and including termination.

If a student is absent from school for several days and has not notified the Academy as to the reason for the absence, the academy will attempt to contact the student. If contact is not made, the student will be given 14 calendar days from the first day absent before the termination of their enrollment.

WITHDRAWALS

Students wishing to withdraw from school should notify the Academy Director as soon as possible. Your last day of physical attendance at the academy will be your withdrawal date.

EXTRA INSTRUCTIONAL “OVERAGE” FEES

Absent time beyond the contracted hours and personal freedom hours (maximum 65 weeks) for a Senior cosmetology student will be charged as overage fees. Students are allowed 150 hours of personal time at no additional tuition charge provided they remain at or above the SAP attendance rate of 84.6% (SEE PERSONAL FREEDOM POLICY). Extra education beyond the 150 hours will be charged at \$15.00 per hour. Students may not earn hours until the overage fees are paid in full. Fees for overage hours are due at the end of each week. Students may make payments on the overage fees in advance and they will be credited to their account. If overage fees are not paid within a four (4) week period after becoming due the student must terminate enrollment. Abuse of this policy is cause for termination.

LEAVE OF ABSENCE POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Medical Issues
2. Personal or Family Related Matters
3. Incarceration/Legal

Students must follow the Academy policy when requesting a LOA. LOAs must be requested in writing prior to LOA occurring and their signature is required on the LOA form. The LOA must be requested in writing prior to LOA occurring and their signature is required on the LOA form. In addition, the student is required to list the reason for the LOA on the form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the Academy via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to an emergency. (The Academy is not responsible for any equipment left at the Academy)

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn and a refund calculation is not required. LOAs will be permitted with the minimum time frame of 14 calendar days and a maximum of 60 calendar days. The Academy may extend the amount of leave provided the total number of days does not exceed 180 calendar days in a twelve month period. Students will not be granted a LOA if the LOA, together with additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.

On the day the student returns from a LOA the student is required to notify the office. The student's contract end date and maximum time frame will be extended for the same number of calendar days the student was on LOA via an addendum or on the enrollment agreement, initiated by all parties. There will be no additional charges or penalty to the student as a result of the LOA.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed.

If the student does not return from the LOA on the scheduled day to return, the student will be withdrawn from the Academy. The Academy is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. If the student is a Title IV loan recipient, the student's loans will go into immediate repayment.

TERMINATION POLICY

SOHO Hair Academy may terminate a student's enrollment for noncompliance with Academy Policies, the enrollment contract, State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the Academy; willful destruction of school property; and theft or any illegal act. All charges according to the enrollment agreement will be due and payable.

PERMANENT SCHOOL CLOSURE

If the school is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

CAMPUS SAFETY POLICY

The academy has made a commitment to create a safe environment for staff, students and guests. Alert school management immediately to any faulty equipment or conditions that might constitute a hazard. Keep hot tools and sharp instruments out of the reach of children.

FIRST AID + FIRE EXITS + EMERGENCY RESPONSE

A First Aid kit is available in the dispensary for any minor injuries. In case of a medical emergency please dial 911. Fire Exits are posted and fire extinguishers are placed throughout the building. If you smell smoke or see fire, report immediately to an instructor or staff member. Upon confirmation of a significant emergency or immediate threat on campus to the safety of students, staff and guests efforts will be made to contain, respond to or otherwise mitigate the emergency. In the event of a weather emergency please look to staff and instructors for guidance.

POLICY AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student or employee to civil and criminal liabilities. SOHO Academy strictly prohibits the unauthorized distribution of copyrighted materials. Disciplinary actions up to and including termination will occur.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For "willful" infringement, a court may award up to \$150,000 per work infringement. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

ACADEMY CODE OF CONDUCT

SOHO Hair Academy students are expected to act with professionalism and decorum at all times. Immoral conduct or conduct that violates the common decency of other students, the Academy, or the community, whether on or off school premises, will not be tolerated.

We will help prepare your future career at our Academy by providing the necessary skills and guidance so that we can minimize obstacles. In order for this process, there must be mutual respect between students which starts from how they interact within themselves first before moving on towards others.

When working together everyone should follow certain guidelines and rules; these serve an important purpose: protecting both parties involved while maintaining safety standards whenever possible through thoughtful management practices.

Students who display a lack of effort towards their education, conduct which disrupts the Academy or reflects negatively in any way upon it – including crude/profane language, a negative online presence via social media, refusing service to a guest, alcohol and drug use, theft, vandalism and/or violating any school policy may be disciplined.

Rules are tailored to focus the attention of students on important facets of career preparation. Whenever people are required to work together for any purpose, they need guidelines to govern their personal conduct and relations. They are a necessary part of managing our Academy so that you may be treated fairly while working safely and effectively.

It is necessary to point out that the types of misconduct identified in this section are examples of conduct that may lead to disciplinary action.

PHONES AND CELL PHONES

Students may not use the academy phones for personal calls. Personal cell phone use, including use of earbuds/headphones, is restricted to areas designated by the President. Cell phone use by staff and students on the clinic floor or in the classroom is restricted to professional use.

PERSONAL SERVICES + PRODUCTS

Students are allowed personal services at discounted student pricing. Student services **MUST** be scheduled and must be paid for. Any changes to the initial service must be made in the computer system. If a student is on a leave of absence they may have services at full price. **Because of OSHA laws and requirements, only products chosen by the Academy with the required Safety Data Sheets (SDS) can be used on guests or students with the exception of a physician's prescription. As a student cosmetologist you are prohibited by this school policy and applicable State of Iowa DHHS regulations from performing hair services outside of a licensed school.** Students are allowed to purchase retail items for personal use at a 40% discount. Failure to pay for services or retail products is considered theft. If a student is involved in a theft they may be suspended and disciplinary measures will be initiated.

VISITORS DURING CLOCK HOURS

Unscheduled visitation of friends and relatives are not allowed. Visitors are not allowed at any time outside of the clinic floor. Tours and special visitation arrangements can be made with the school management.

SOLICITATION AND OR DISTRIBUTION OF LITERATURE

Solicitation or distribution of literature, pamphlets, printed matter of any kind, not expressly related to curriculum or school policies is prohibited on school property.

FOOD AND BEVERAGES

No beverages or food are allowed on the clinic floor by staff or students. Chewing gum is strictly prohibited. Beverages will be allowed in the classroom during class. All other food and beverage must remain in the student lounge.

SMOKE FREE CAMPUS

It is the policy of SOHO Hair Academy to comply with the Iowa Smokefree Air Act by declaring the entire grounds and property as a Smoke-Free Campus. This policy applies to all SOHO employees and students. Cigarette smoking causes an estimated 480,000 U.S. deaths annually, including 41,000 from secondhand smoke exposure. To protect the health and environment of the academy community, SOHO has extended this policy to include electronic smoking devices. Smoking and vaping are not allowed anywhere on campus grounds during school hours including but not limited to; enclosed areas, clinic floor, classrooms, restrooms, breakrooms, offices, outdoor areas, cars parked on the grounds, salon tours or outside related events. Leaving campus at any time while on the clock is not allowed. Offenses will result in discipline up to and including termination.

Included in this policy statement are the applicable sections of the Smokefree Air Act, Iowa Code Chapter 142D, and the rules and regulations of the Iowa Department of Public Health found at Iowa Administrative Code Section 641, Chapter 153, that relate to the educational community.

PROFESSIONAL DRESS CODE

SOHO Hair Academy students are a reflection of the Academy and the professional beauty industry. It is important to maintain a professional appearance at all times, especially when you are representing yourself and your skills. When engaging in a service experience with a team it's essential that the guests perceive the same level of professionalism from you through both words and actions. Students are to maintain their dress, shoes, hair, nails and makeup at a professional level at all times. Attractive appearance is stressed because it communicates success, team work, level of service and ability in business.

Each day before the student is allowed to clock in they must be approved by an instructor in full dress code including lab jacket, name tag along with hair and make-up finished.

- Hair must be clean, dry and finished in a style. Hats are not allowed. Hair accessories must be approved.
- Make-up must be tasteful and applied prior to entering the Academy. Facial hair must be well groomed.
- Fingernails should be kept manicured and presentable to the public. If color is worn it must not be stained, chipped or worn.
- Shoes must be professional, clean, closed toe and in any color. Athletic shoes, black, white, gray or a combination of may be worn if they are clean and in good condition. Casual, worn, dirty shoes/slippers are not allowed.
- Students will wear a clean black apron at all times while performing chemical services on campus.
- Clothing damaged by tints, bleaches or other chemical products are the responsibility of the student. SOHO Hair Academy is not liable for damage to any student garments.
- Outerwear and hooded attire may not be worn under or over the lab jacket.

Students are required to wear the Academy's issued lab jacket buttoned over a black, white or gray, clean, professional looking top, free of holes, stains, writing or graphics. Clean, professional, solid black pants free of holes and stains. Lab jackets may not be used to cover Dress Code Infractions.

Any student not meeting dress code requirements (as determined by the staff) will not be allowed to clock in for the day. Absent time will be counted and documented in the permanent student file. If there is a second violation the student will be sent to the Director to have a conversation about their commitment to the program. The Director has the right to dismiss or suspend a student for not following the professional dress code policy.

Students may purchase the required lab jacket, a replacement or additional lab jackets, directly from the academy or the identical color and style jacket from a supply source of the student's choosing. Students must replace lost name tags by purchasing from the academy.

From time to time additional dress code events will be allowed including; SOHO T-shirts, jeans and professional color days. Dress code privileges may be awarded. Please be sure and show respect to your team by dressing your best for these special occasions.

CLINIC FLOOR

The academy's goal is to provide a work environment that closely emulates a professional salon on the clinic floor. The objective is to help the student perfect their technical skills, client communications and sustainable work habits. The appearance and atmosphere create an important impression to our guests of our trusted learning environment. In order to ensure the clinic operates in compliance to State and Federal regulations students are expected to follow the Clinic Floor Code of Conduct.

DOWNTIME

From time to time there will be opportunities in-between classes and guests that a student will need to take initiative. Students are expected to self-study theory assignments, practice and perfect technical skills, assist other students with instructor guidance, take part in any housekeeping and sanitation that is necessary. Downtime should be used to support SOHO Hair Academy and the requirements of your education.

SOHO ACADEMY TIME CLOCK

It is the responsibility of the student to successfully clock in and out at the appropriate times (arrival and exit). A student is allowed a 30 min lunch each day and may remain clocked in. If a student is on the clock they are available for guest services and to help with anything an instructor needs. Failure to time in and out for the day or leaving campus while clocked in could result in not receiving credit for those hours and possible suspension time.

If a student is unable to clock in or out, a Time Clock Correction Form must be completed and reviewed by a school official before the clock in or out will be recorded. Weekly attendance is tracked on the Attendance Application, it is the student's responsibility to review and verify the time earned for the week.

If a student has clocked another student in/out both of their enrollments will be terminated immediately.

INSUBORDINATION

Any willful and intentional refusal to follow instructions or to carry out a direct order of your instructor or school management, as long as the order or instructions do not violate moral, ethical, or legal standards, will be considered as insubordination and subject to appropriate disciplinary action. A written warning will be issued and signed as part of the students permanent record. Multiple offenses of this policy will result in termination.

FALSIFICATION OF SCHOOL APPLICATION + RECORDS

Supplying false or misleading information on an enrollment application, reference forms or financial aid forms as a means of obtaining enrollment in the academy is considered dishonest behavior and may be subject to disciplinary action. Any student who intentionally falsifies or makes misrepresentation on any school records i.e., tests, skills sheets or assignments or is in otherwise offense of this policy will result in discipline up to and including termination.

FIREARMS + CONCEALED WEAPONS

The possession of firearms and concealed weapons on school campuses is strictly prohibited and will lead to disciplinary action and may lead to termination.

LOSS PREVENTION POLICY

Purses, bags and personal items should be placed in a student's locker. Do not leave valuable items, including your school kit, in your car at any time. The academy is not responsible for loss or damage to personal automobiles. Use of another student's equipment without permission is considered theft and will not be tolerated.

Any student who carelessly handles, abuses, defaces school equipment, material and property may be subject to disciplinary action up to and including termination. Removing school equipment, material, merchandise, inventory, school records and intellectual property is considered theft and will result in disciplinary action up to and including termination and/or prosecution. Staff reserves the right to inspect lockers, stations and personal items.

DRUG-FREE SCHOOL/WORKPLACE STATEMENT

SOHO Hair Academy, complies with the Omnibus Drug Initiative Act of 1988, the Drug-Free Workplace Act (1988), and the Drug-Free Schools and Communities Act (1989). These legislations provide the standards necessary to provide a drug-free environment for students and employees. Offenses of this policy will result in discipline up to and including termination. The academy's full Drug & Alcohol Prevention Policy, which details the type of conduct prohibited and the possible sanctions, can be found on the website at: www.sohohairacademy.com/consumer-information

USE OF ALCOHOLIC BEVERAGES

The use of alcohol and / or drugs diminishes the public's confidence in the safety and quality of services offered to the public. You are entering a career that consists of specific procedures to obtain a desired result; students must be clear minded, alert and aware. You may not possess or consume alcoholic beverages or drugs of any nature on school premises before, during, or after school hours. You may not report to school under the influence of alcohol or drugs. Offense of this policy will result in discipline up to and including termination.

SOHO DRUG/ALCOHOL POLICY

No employee or student may manufacture, distribute, dispense, possess or use prescription narcotics or illegal drugs on company premises before, during or after school hours. The President and/or Director of SOHO Hair Academy may ask an employee/student to submit a drug test at any time there is suspicion that the employee/student may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drug or alcohol on or about the employee's/student's person or in the employee's/student's vicinity, unusual conduct on the employees/student's part that suggest impairment or influence of drugs or alcohol, negative performance patterns or if the employee/student is involved in an on-the-job/school accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way. The test may be performed on site or the individual may be asked to go to a facility hired by SOHO Hair Academy to facilitate the test and will be paid for by the Academy. If

the test is positive, it will be reported to the Academy and the situation will be handled on an individual basis which will lead to disciplinary action. If a student/employee is ticketed or convicted of any illegal drug related offense, the President must be notified within 5 days of the said ticket/conviction. Offenses of this policy will result in discipline up to and including termination. The health risk associated with use of drugs and alcohol may be found at:

www.drugabuse.gov/drugs-abuse/commonlyabused-drugs/health-effects.

The following are drug and alcohol counseling and treatment centers in the area:

Heartland Family Services,
516 E Broadway, Council Bluffs, IA
712-322-1407

Mercy Hospital
800 Mercy Dr Council Bluffs, IA
712-328-5311

CAMPUS VIOLENCE + THREATS OF VIOLENCE + SEXUAL ABUSE POLICY

It is unlawful for any person singly or in conjunction with others, to intimidate by threat of force or violence, any school staff member, employee, guest, or student of this school. The Director or staff will report any security threat or crime to local police (911). The enrollment of any student, convicted of intimidation, threats of violence or actual violence against school staff, guests or students during their enrollment at SOHO Hair Academy will have their enrollment terminated and suspension of all Federal Student Financial Aid.

Loud, abusive, or intimidating language will not be tolerated in any area of the Academy. Quarrelsome language, verbal insults, rudeness, foul language, or other violations of socially acceptable good conduct may cause the student to be clocked out for that day and leave campus.

SEXUAL ABUSE POLICY

The Campus Sexual Violence Act of 2013 requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, and stalking. As a part of SOHO Hair Academy compliance with the Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available in the CSA/Title IX coordinator office. More information on sexual assault prevention and awareness and further resources can be found online at: www.sohohairacademy.com/consumer-information.

Questions regarding Campus Security Reports should be addressed to: Courtney Holiday, Compliance Director, 2600 S 9th Street Council Bluffs, IA 51501 or courtney@sohohair.academy

ACCESS & RELEASE OF STUDENT RECORDS (FERPA)

In reference to the right of privacy for students, SOHO Hair Academy will release information contained in the student's cumulative record file only with the written authorization of the student (or parental guardian if the student is a dependent minor) for such a release except as required under federal, state, or local laws (i.e., government and accrediting agencies do not need expressed permission from a student to view student records). A student (or parent/guardian if the student is a dependent minor) is guaranteed the right to inspect the contents of his/her file by making an appointment with the Academy director for such an inspection. Student records are kept and maintained in a controlled area at the SOHO Hair Academy Campus.

STUDENT FILES AND PRIVACY RIGHTS

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

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

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

- School officials with legitimate educational interest
- Accrediting organizations
- Licensing Boards or Certificate granting agencies
- Specified officials for audit or evaluation purposes
- In connection with financial aid the student has received or applied for, if the information is needed to determine the amount of aid, conditions for the aid, student's eligibility for the aid, or to enforce the terms or conditions of the aid
- To comply with a judicial order or lawfully issued subpoena
- Other schools to which a student is transferring
- To employees of US Dept. of Education (USDE), Office of the Inspector General, and other federal, state, and local education authorities in connection with financial aid and for the enforcement of laws and regulations relating to aid
- To authorized representatives of USDE to evaluate financial aid procedures using student information provided by schools selected for the study
- To the Department of Homeland Security on an F, J, or M non-immigrant student in compliance with SEVIS. (Student and Exchange Visitor Information System)
- To the U. S. Attorney General or his designee in response to an ex parte order in connection with the investigation of a crime of terrorism. An ex parte order is an order issued by a court without notice to the adverse party. the Academy is not required to record the disclosure of information from the student's education record or notify the student's education record or the student
- Appropriate officials in cases of health and safety emergencies
- To the parents if the student is a dependent student under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns and parents may obtain the student's education records. Parents do not have the right to amend or provide consent for the release of such records if the student is over 18. A Parent or Guardian may have access to the student's file only if the student is a dependent minor.

NOTICE TO STUDENT

1. Do not sign the enrollment agreement before you have read it in its entirety, including the recommended links.
2. The enrollment agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed and dated by the authorized official of The Academy or the admissions officer at the Academy's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. The enrollment agreement and the Academy catalog constitutes the entire agreement between the student and the Academy.
5. Although the Academy may provide placement assistance, the Academy does not guarantee job placement to graduates upon program completion or upon graduation.
6. The Academy reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The Academy reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
8. The Academy does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Make your dreams come true with SOHO Hair Academy. We are committed to helping you realize your dream of becoming a successful beauty professional. Take the first step to build an amazing career of a lifetime!

2022-2023 CATALOG
Student Policy and Procedure Handbook
2600 South 9th Street
Council Bluffs, IA 51503

Phone: (712)-328-2613

www.sohohairacademy.com

Published 1/1/2023 · Effective 1/1/2023 through 9/30/2023

RECEIPT AND ACKNOWLEDGMENT OF SOHO ACADEMY CATALOG

This is to acknowledge I have received a copy of the 28 page Student Catalog and I will familiarize myself with the information in this handbook and any recommended links.

I agree to observe these policies in all respects.

Student's Name (printed or typed)

Signature

Date

RECEIPT AND ACKNOWLEDGMENT OF SOHO ACADEMY FERPA POLICY

This is to acknowledge I have received a copy of the FERPA policy on page 26 in the Student Catalog. I agree to observe these policies in all respects.

Signature

Date

RECEIPT AND ACKNOWLEDGMENT OF SOHO ACADEMY SAP POLICY

This is to acknowledge I have read and received the SAP policy on pages 12-14 in the Student Catalog. I agree to observe these policies in all respects.

Signature

Date

RECEIPT AND ACKNOWLEDGMENT OF SOHO ACADEMY ILLEGAL DRUG POLICY

This is to acknowledge I have read and received the Illegal Drug policy on page 24 in the Student Catalog. I agree to observe these policies in all respects.

Signature

Date

RECEIPT AND ACKNOWLEDGMENT OF SOHO ACADEMY PERMISSION TO PUBLISH POLICY

I give SOHO Hair Academy permission to use my name, photograph, videos, recordings or other likeness of me and my work in printed material and online via the School's various social media platforms. I understand that my consent can be withdrawn at any time with written notice to the Academy president.

Signature

Date