

# Austin Kade Academy

## Mission Statement

Austin Kade Academy will prepare students for an extraordinary and rewarding career in Cosmetology, Esthetics, Nail Technology or Instructor in Training. Students will graduate with the skills needed for their career in the beauty industry, receiving outstanding business knowledge of the salon/spa industry, with an integral sense of professional ethics and values.

We encourage our students to embrace our motto:

“BE THE CHANGE YOU WISH TO SEE”

## Our Facility

1646 S. Woodruff Ave.  
Idaho Falls, ID 83404

Our facility is close to many shops, eateries and business routes. The facility is designed with equipment to be both aesthetically pleasing as well as functional. The Academy features hair stations, shampoo retreat, facial/wax rooms, pedicure retreat, manicure and nail stations, several classrooms theater, which includes audio and video technology. Students and staff can be proud of the friendly yet professional atmosphere.

## **Ownership of Austin Kade Academy LLC**

Allison Price, Tyler Price and Brock Cornelison

### Allison D. Price (COO/Owner)

Allison has over 25 years experience in the salon industry. As a native of Idaho Falls she is excited to be coming home to share the wealth of experience and education she has been privileged to receive. Allison left home after graduation from Bonneville High School to study English and fashion design at Brigham Young University. But her true love started at the age of 10 when she began cutting her brothers and sisters hair and finally came to fruition when she attended Von Curtis Academy. As Allison gained her salon experiences at some of the most premier salons she learned about the importance of customer service and “wowing” the client. While her hair and makeup skills were in high demand, she still felt she had more to give on the educational side of things and she received her instructor’s certificate. She managed Bath and Body Works for several years thus acquiring a strong business background. She also added to her makeup knowledge working for Nordstrom. Allison has accomplished all of this while raising her four children with her husband, Tyler Price, who supported her every endeavor.

She has helped start four successful schools for another company, where she trained thousands of students. During her last four years with that company Allison had two students get nominated for “Student Stylist” in the North American Hairstyling Awards (NAHA), a photography contest in which thousands apply, essentially the Academy Awards for the hair world. Allison herself has had a nomination in “Makeover” for the NAHA’s. The year she received her nomination she was the only American in her category. She also won the Stars Makeover Competition in 2006 at the Chicago Midwest Beauty Show.

Allison values advanced education and has been to New York almost yearly to keep up on the latest trends and techniques. She holds a Redken Advanced Colorist Certification. Allison lives by the mantra “Jump and the net will appear”. She has made contacts and friends with the top leaders and icons in the salon industry such as: Phillip Wilson, named global hairdresser of the year, Master Educator of the Year and founder of free form haircutting: Kris Sorbie, Global Artistic Director of Color Redken 5<sup>th</sup> Avenue NYC; Ann Mincey, Vice President of Global Communications, Redken 5<sup>th</sup> Avenue NYC; and many others.

Still her first love is teaching and she takes great pride in seeing the new generation of stylists armed with the knowledge she has accumulated for over 25 years. Her Motto is “Confidence with humility”, and she will make sure that her students feel both appreciated and well prepared.

Tyler Price  
(CEO/Owner)

Growing up in a family where business was second nature, Tyler sees the big picture of the salon industry. Austin Kade Academy's goal is to instruct you with the freshest techniques, help you grow as a person, have fun and excel in a rewarding career when you are done! Tyler will help you reach your full potential.

A graduate of Brigham Young University, Tyler values education and his no-nonsense approach will inspire you to become your best. From high school experience, Tyler understands teamwork and will help the students build up this important aspect of their life and career.

Brock Cornelison  
(CFO/Owner)

Brock is a native of Idaho Falls and is a graduate of Boise State University. Brock brings a varied background of leadership roles in industries such as food and beverage, auto rental and real estate. Brock's attention to detail and ability to think outside the box makes him a tremendous asset to Austin Kade Academy.

Brock will implement a strong business sense to the students throughout their school experience.

## **Staff List**

1/18

### **CFO/Owner**

Brock Cornelison

### **CEO/Owner**

Tyler Price

### **COO/Owner**

Allison Price

### **Vice President**

Julie Whitehead

### **Financial Aid Supervisor**

#### **Idaho Falls**

Julie Whitehead

### **Financial Aid Director**

Julia Mayers

### **Business Directors**

#### **Idaho Falls**

Julie Whitehead

### **Student Services Director**

#### **Idaho Falls**

Kris Dye

### **Director of Education**

Nellie Price

### **Social Media**

Eduardo Llamas

### **Instructors**

#### **Idaho Falls**

Allison Price

Danielle (Nellie) Price

Cindy Robison

Kris (Kristine) Dye

Kate Sauer

Nicole Brown

Darbi Lowery

Amanda Green

Dustin Perry

Kelcie Orchard

Camille Cooper

Heather Davis

Nicole Stevenson

Sandra McMinn

Jimena Perez

Emily Scholes

Josie Jolley

Latavia Norris

Burgandie Leavitt

Susan Johnson

## **Requirements for Enrollment**

A prospective student must have proof of age with a copy of birth certificate, passport, military identification, drivers license or other similar form of documentation. A prospective student must be at least 16.5 years old with proof of high school diploma or its equivalent.

### Application: A Four-Step Process

1. The first step is an opportunity for the prospective student (and parents, family and/or significant others) to tour the academy, hear about the curriculum, and learn about our policies and for us to learn more about the prospective students. This step is optional, but recommended.
2. The second step includes the prospective student receiving the admission application and Austin Kade Academy's Students Handbook/Manual.
3. Then the prospective student must complete the admission application, read the handbook, and return the application to the academy. Upon return of the application form that includes a headshot, proof of age and admission educational requirements along with payment of the Application Fee (\$50), a spot is held for the student in the class start date of their choice.
4. You will be contacted by a Director to make an appointment for signing of the Enrollment Contract and establishing a form of tuition payment.

Austin Kade Academy does not recruit students already attending or admitted to another school offering a similar program of study.

All courses will be taught in English.

Austin Kade Academy does not discriminate on the basis of color, race, religion, creed, sex, age, financial status, military status, sexual orientation or ethnic origin.

The Academy reserves the right to run a background check and/or random drug testing upon mandatory completion of authorized forms.

## **Transfer/Re-Entry Students**

The following requirements must be met by the students who transfer or re-enter Austin Kade Academy from a Cosmetology, Nail Technology, Esthetics or Instructor in Training program.

- Certified transcripts of hours earned and requirements previously completed. All transfer students must earn a minimum of 200 hours at Austin Kade Academy.
- Completion of standard admission requirements and fees. A kit may be purchased through the school if needed.
- Transfer students will pay \$10.00 for every hour needed to complete each prospective program at Austin Kade Academy.
- Re-Entry Students will pay \$10.00 for every hour needed to complete each prospective program.
- Transfer and Re-Entry student will start school in the Freshman Program. Opt-out testing is available after a review from the Freshman Instructors and the Education Director.
- When determining your graduation date previous paid for hours at another institution will affect your SAP.

## **Application Fee**

A non-refundable application fee of \$50.00 is required to complete your application form. This fee is not included in the cost of tuition. A head and shoulders photograph, proof of age and admission educational requirements need to be included with the application form.

## **Enrollment Contract**

The Enrollment Contract fully outlines the obligations of the Student and the Academy. The prospective student will have the opportunity to ask questions during the application process prior to signing the Enrollment Contract.

## **Enrollment Fee & Book and Supplies Fee**

The enrollment fee and the books & Supplies fee which includes the cost of the student's kit and books are non-refundable.

## **Tuition Investment for Austin Kade Academy**

Stated below is a breakdown of cost for each individual program offered by Austin Kade Academy.

## **Re-Admittance Fee**

After termination and the student has been gone for 14 days or more a student may apply in writing to be re-admitted to the school. Upon careful consideration the student can pay the \$150.00 re-admittance fee as well as all regular fees and can be re-admitted to the school.

## Cosmetology Costs

Application Fee	\$50
Enrollment Fee	\$550
<u>Books &amp; Supplies</u>	<u>\$3,000</u>
<u>Tuition</u>	<u>\$13,400</u>
Total Costs	\$17,000

## Payment Options

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or federal funds:

### *Full Time Day School*

- Option 1-**Payment of entire tuition & fees before starting classes
- Option 2-** The student may choose to finance directly through the school  
With **All fees** paid before the first day of class **AND** 12 payments of \$500 with the first payment being paid on the first day of school and a final balloon payment due prior to receiving the 2000 hours required to graduate.
- Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.
- Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

### *Part Time Night School (IDAHO FALLS ONLY)*

- Option 1-**Payment of entire tuition & fees before starting classes
- Option 2-** The student may choose to finance directly through the school  
With **All fees** paid before the first day of class **AND** 18 payments of \$500 with the first payment being paid on the first day of school and a final balloon payment due prior to receiving the 2000 hours required to graduate.
- Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.
- Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

\*Fees include Application Fee, Enrollment Fee and Book and Supplies Fee

\*Any Scholarship given to a student by Austin Kade Academy will be applied to the final tuition payment and will be rescinded if the program is not finished. At the time of withdrawal the student will pay the percentage of full tuition WITHOUT the scholarship applied.

\*Payment must be made in full by 2 weeks after the first start of class or the student will be dropped from the class until payment is received.

**\*Other payment arrangements will be given consideration through the Vice President and CFO.**

## Instructor In Training

Application Fee	\$0
Enrollment Fee	\$0
<u>Books &amp; Supplies Fee</u>	<u>\$0</u>
<u>Tuition</u>	<u>300 hours</u>
Total costs	300 hours

### Payment Options

Your first 300 hours of working for Austin Kade Academy are your payment for the program. This will show us if you really want to work here. After your 300 hours the Education Director will give a review and you will start getting paid for your time working. A review will be given every 30 days afterwards until the end of your program to review your progress as an instructor. If you choose to not finish the program, Austin Kade Academy does require that you return the I-Pad that was provides. No other actions will be taken towards you.

Other requirements include:

- Checking out a Milady Master Educators book and workbook.
- Completing the Austin Kade Academy Instructors in Training Program.

State of Idaho requirements for Instructor in Training:

- Hold a state of Idaho License in the field of your study you wish to teach (Cosmetology, Esthetics or Nail Technology)
- With 1-3 CONSECUTIVE years of practicing in your field you will need to complete 1000 hours with Austin Kade Academy
- With 3-5 CONSECUTIVE years of practicing in the field you will need to complete 500 Hours with Austin Kade Academy.
- The Bureau of Occupational Licenses must receive certification of your licensure as an instructor directly from the licensing agency that issued your license, before your application will be processed. You are responsible for requesting certification from the agency that issued your license. Applications from AK, CO, CN, D.C., FL, DA, IL, MD, MA, MI, NY, NC, OH, OK, OR, TC, UT, VT, VA, WA, Puerto Rico and other territories and countries must also submit proof of a minimum 10<sup>th</sup> grade education or its equivalent. To qualify for instructor endorsement, you must hold a current instructor license issued by the licensing authority of another state, country, etc. And: 1. You must verify satisfactory teaching experience as a qualified instructor in another state. Said experience shall be no less then thee years of previous five years immediately prior to application. Or 2. You provide documentation that the requirements for license under which the certificate was issued are of a standard not lower then those required in Idaho.

## Esthetics Costs

(Program not currently offered in Pocatello)

Application Fee	\$50
Enrollment Fee	\$550
<u>Books &amp; Supplies Fee</u>	<u>\$1500</u>
<u>Tuition</u>	<u>\$6,500</u>
Total Costs	\$8,600

### Payment Options

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or federal funds:

#### ***Full Time Day School***

**Option 1-**Payment of entire tuition & fees before starting classes

**Option 2-** The student may choose to finance directly through the school With **All fees** paid before the first day of class **AND** \$2000 down (initial tuition payment) and four payments of \$500 with a final balloon payment due prior to receiving the 600 hours required to graduate.

**Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.

**Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

#### ***Part Time Night School***

**Option 1-**Payment of entire tuition & fees before starting classes

**Option 2-** The student may choose to finance directly through the school With **All fees** paid before the first day of class **AND** \$2000 down (initial tuition payment) and four payments of \$500 with a final balloon payment due prior to receiving the 600 hours required to graduate.

**Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.

**Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

\*Fees include Application Fee, Enrollment Fee and Book and Supplies Fee

\*Any Scholarship given to a student by Austin Kade Academy will be applied to the final tuition payment and will be rescinded if the program is not finished. At the time of withdrawal the student will pay the percentage of full tuition WITHOUT the scholarship applied.

\*Payment must be made in full by 2 weeks after the first start of class or the student will be dropped from the class until payment is received.

**\*Other payment arrangements will be given consideration through the Vice President and CFO.**

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## Nail Technology Costs

(Program is not currently offered in Pocatello)

Application Fee	\$50
Enrollment Fee	\$550
<u>Books &amp; Supplies Fee</u>	<u>\$1,500</u>
<u>Tuition</u>	<u>\$6500</u>
Total costs	\$8,600

## Payment Options

Austin Kade Academy is a private school and offers the following payment options in cash, credit card:

### ***Full Time Day School***

- Option 1-**Payment of entire tuition & fees before starting classes
- Option 2-** The student may choose to finance directly through the school  
With **All fees** paid before the first day of class **AND** \$2000 down (initial tuition payment) and four payments of \$500 with a final balloon payment due prior to receiving the 600 hours required to graduate.
- Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.
- Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

### ***Part Time Night School***

- Option 1-**Payment of entire tuition & fees before starting classes
- Option 2-** The student may choose to finance directly through the school  
With **All fees** paid before the first day of class **AND** \$2000 down (initial tuition payment) and four payments of \$500 with a final balloon payment due prior to receiving the 600 hours required to graduate.
- Option 3-**The student may choose to go with a bank or credit union and make payments to them. We have information on a student credit union but we do not require that a student use that specific credit union.
- Options 4-** The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans.

## Refund Policy

- An applicant not accepted by Austin Kade Academy will be entitled to a refund of all monies paid less the application fee (\$50).
- All enrollment fees and tuition paid with a credit card will be charged a 1 ½ % fee for processing.
- If a student cancels his/her enrollment and demands his/her money back in writing, within (3) business days of the date of signing the enrollment contract, all monies collected by Austin Kade Academy less the application fee (\$50) will be refunded. With a withdrawal any Scholarship that has been given to a student by Austin Kade Academy is null and void and will need to be paid back to the Academy in full. The cancellation date is determined by the postmark on the written notification, or the date the information is delivered to the Academy administration in person. This policy applies regardless of whether or not the student has actually started training.
- If a student cancels his/her enrollment after three (3) business days of signing the enrollment contract, but prior to entering classes, he/she will be entitled to a refund of all monies paid less the application fee (50).
- If a student cancels his/her enrollment after entering classes, or otherwise leaves school prior to graduation, the Academy will be entitled to retain or receive a tuition amount calculated according to the following:

<u>Percent of enrollment time in relation to <b>scheduled hours</b></u>	<u>Amount of total tuition the Academy will receive or retain</u>
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% or more	100%

(Transfer students will be figured pro-rated basis)

Enrollment time is defined as the elapsed time between the actual starting date and the date of the last day of physical attendance in the Academy. Any monies due the student will be refunded within 45 days of formal cancellation as defined above or within 45 days of formal termination by the Academy. Termination will occur 14 days from the last date of physical attendance or in the case of a leave of absence, the documented date of return.

- Unofficial withdrawals are determined through monitoring clock hour attendance at least every thirty (30) days. Termination will occur 14 days from the last date of attendance as per the monitoring.

- Additional costs to the student, identified in the enrollment contract, such as supplies and equipment will not be considered in tuition refund computations. Supplies and equipment purchased from Austin Kade Academy are nonrefundable and are nonrefundable starting the day the supplies are received. Supplies and equipment will not be released until all financial obligations have been paid in full.
- If the Academy is permanently closed and is no longer offering instruction after a student has enrolled, the student will be entitled to a pro-rata refund of tuition.

If a course is cancelled subsequent to a student's enrollment the Academy will, at its option; provide either a full refund of all monies paid or provide completion of the course. Students will be individually notified of any school closure. A plan will be submitted for each student to attend a local school that will provide the same type of program a student is currently enrolled in. A list of enrolled students will also be given to the appropriate agencies if the academy would close for any unseen reason. Records will be kept by the Academy for the applicable time frame set forth by Idaho Law and then disposed of accordingly. A student has the right to appeal their refund calculations. To appeal a decision a student must submit all pertinent facts and information in writing within 10 days of determination by the Academy Administration. A final determination will be made within 45 days. *All decisions will be final.*

(The school does not participate in any teach-out plans with other institutions.)

## **Return of Title IV Financial Aid**

If a student receiving Title IV funds ceases to be enrolled in a payment period, the federal government mandates that Austin Kade Academy must determine the amount of Title IV program assistance that the student earned as of the date enrollment ceased (withdrawal date). The Title IV programs that are covered by this law and that Austin Kade Academy participates in are: Federal Pell Grants, Stafford Loans and PLUS Loans. When a student withdraws during a payment period or period of enrollment the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received less assistance than the amount the student earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or the student. Ceasing enrollment in a term may result in the student owing aid funds to Austin Kade Academy, the government or both.

## Attendance Policy

- The course length is 2000 clock hours for Cosmetology students, 600 clock hours for Esthetics students, 600 clock hours for Nail technology students and Instructor in Training hours are dependent upon the state mandates and the qualifications the student holds, either 500 hours or 1000 hours.
- It is understood that the Cosmetology course length that is being paid for is 2000 scheduled clock hours. The Esthetics course length that is being paid for is 600 scheduled hours and the Nail Technology program being paid for is 600 scheduled clock hours. Instructor in Training is a non-paid program as you become a member of the staff. You work for 300 hours unpaid to “pay for your program” and show your commitment, then you start on payroll for the remainder of your needed time.
- The attendance policy at Austin Kade Academy is 85% attendance to stay in Satisfactory Academic Progress but Austin Kade Academy students will be allowed to miss 5% of their scheduled time, not including holidays, of which they will not have to pay extra instructional charges. This equivocated to:

### **Cosmetology Program**

Day School = 14 Absent Days  
Night School = 20 Absent Days  
(IDAHO FALLS only)

### **Nail Technology Program**

Day School = 3 Absent Days  
Night School = 5 Absent Days

### **Esthetics Program**

Day School = 4 Absent Days  
Night School = 6 Absent Days

### **Instructor in Training Program**

You are an employee there are no set days off

- Once a student is over their scheduled contract date, extra instructional charges will apply. Students may make up missed time at school during their non-contracted time.
- A student will be allowed 2 late come/early leaves per month. On a third late come/early leave the student will be placed on no personals. After the third late come/early the student will receive a one-day suspension.
- Austin Kade Academy recommends that a student uses their late come and early leaves wisely, as that time does count against your estimated graduation date and extra instructional charges may apply.
- If the student falls below the required 75% attendance they may be terminated from the school and will be able to reapply after the waiting periods. Cosmetology students wait 30 days before reapplying. Esthetics and Nail Technology students wait 10 days before reapplying. There is a re-admittance fee of \$150.00 that needs to be paid before a student is allowed to

be clocked in again and receive hours. The re-admittance fee must be paid to the Student Services Director.

- Absent days include vacation, sick days, emergencies, weddings, funerals, graduations, late come/early leaves etc.
- The student agrees to pay the extra instructional charges for each hour needed to complete requirements beyond the calculated completion date. Extra instructional charges will accrue for every scheduled hour, and will be charged a rate of \$10.00 per hour. All charges will be due before student's hours will be sent to the state.
- Extenuating and emergency medical conditions will be reviewed individually by the Student Services Director and a member of Administration on a case-by-case basis. All decisions will be final.
- If a student has no contact with the Student Services Director and/or has not completed the correct paperwork within 14 calendar days of your last clock in time, you will be automatically withdrawn from the Academy. You may re-enroll to finish your time at Austin Kade Academy at which time you must be re-contracted and applicable fees will apply.

## **Leave of Absences**

- Leave of absences (LOA) need to be applied for in writing with the student stating the reason for the leave.
- A decision will be made to accept/deny requested LOA within 10 days
- All LOA will be signed by two members of the Administration .
- Should LOA be granted the date of leave will start on the last date attended and all days of leave must be taken in succession.
- A LOA cannot exceed a 90 calendar day time frame unless extenuating circumstances arise, at that time an administrator will determine an extension of a leave. One leave of absence may be granted in the time frame of school attendance. A second leave may be issued based upon extenuating circumstances that would be approved by a member of administration.
- There must be a reasonable expectation that the student will return from the LOA.
- Financial obligations must continue to be paid through LOA, but no additional instructional charges will be charged.
- LOA will extend the contracted graduation date and maximum time frame by the amount of days taken for the LOA
- Students may only take one LOA for the whole time they are in school, unless deemed otherwise by an Academy Administration or Student Services Director.
- A student granted a LOA that meets LOA criteria is not considered to have withdrawn and no refund calculation is required at that time.
- If a LOA is needed for an unforeseen circumstance (ie. Accident or death etc.) and the LOA was not requested before the unforeseen circumstance,

documentation must be provided and LOA can be signed after the LOA has started. The beginning date of the LOA is the first date of school missed.

- When a student on an approved LOA notifies the school that they will not be returning, the date of withdrawal shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the Academy that they will not be returning.

## **Friday and Saturday Attendance**

- Any late comes/early leaves may result in a one-day suspension with a \$20 fee.
- Any no shows may result in a one-day suspension with a \$20 fee.
- Only 5% of enrolled students can be absent for Fridays/Saturdays. It is first come first serve.
- You must talk to the Student Services Director to book out this time at least the day before you take it off. You may book this as long in advance as possible to secure a spot that you know you need off for a vacation, wedding etc.
- If you have an emergency you must call the Student Services Director ASAP
- If you have a documented (by a doctor), communicable illness and talk to your Student Services Director you will not receive a suspension but it will effect your overall percentage.

## **Grading Policy**

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus point possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
80-89%	B
Below 80	Failing

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 2-0 Errors (Student is making good progress) = B
- 3 or more errors = Failing

Monthly (required by the state of Idaho) Report Cards:

Overviews of the month they are given, they contain current attendance and grades that have been acquired by the student.

### **Make-up Work Policy**

- Work missed due to absence may be made up. Students who are absent must make up any tests, assignments or classes.
- Scheduled time will be made available specifically for retaking or making up tests.
- Hours may not be made up during the normal contract time.
- Check with the Theory Instructor or Director regarding when assignments can be made up
- Making up hours is a **privilege** we give to the students at Austin Kade Academy and students must use this time wisely doing school related activities and be respectful to the students and staff members.

### **Advancement**

Austin Kade Academy has three classes: Freshman, Juniors and Seniors. Students will be advanced according to the accumulated hours and/or class space availability (reflective of schedule only) based upon the guidelines listed below:

Cosmetology Students : (2000 clock Hours)

0-200 hours	Freshman
201-1000 hours	Junior
1001-2000 hours	Senior

Instructor in Training

(Refer to rule 600 of the rules of the board of Cosmetology)

0-300 hours	Nonpayment portion of Hours
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Esthetics Students (600 Clock Hours)

1-100 hours	Freshman
101-600 hours	Senior

Nail Technology: (600 Clock Hours)

0-100 hours	Freshman
101-300 hours	Junior
301-600 hours	Senior

## Graduation Requirements

- The student must score 80% or higher on all theory tests, progress examinations, practical applications and finals.
- The student must complete one practical worksheet for each month enrolled in the Academy until graduation after the completion of the freshman curriculum.
- Cosmetology students must complete 2000 hours of training, which includes at least 200 hours of theory. Esthetic students must complete 600 hours with at least 60 hours of theory. Nail technology students must complete 600 hours with at least 60 hours of theory. Instructor in Training hour requirements vary depending on the amount of experience you have prior to coming to Austin Kade Academy. You **MUST** hold a valid, current IDAHO license in the field for which you are doing Instructor in Training.
- The student must pass a final written and practical exam with a score of 80% or higher.
- Students must have all financial obligations owed to Austin Kade Academy paid in full.

A student that has completed all of the requirements listed above will have their hours sent to the state in order to receive their license and will be awarded a Certificate of Completion. The academy will provide literature and training to prepare the student for the state board examination, however the academy goes not guarantee passing of the examination. All graduates must pass State Board Examinations; both practical and written to receive a license. **Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.**

\*As noted in Section 54-816, Idaho Code, the board may either refuse to issue or renew, or may suspend or revoke, a permit or license for any of the following causes: The conviction of a felony; malpractice or incompetence; continued practice by a person knowingly having an infectious or contagious disease; false or deceptive statements in advertising; habitual use of habit-forming drugs; immoral or unprofessional conduct; submitting a fraudulent application or obtaining a license or permit through fraud; the violation of any other provision of the cosmetology laws or rules. Note: any practice prior to obtaining a valid license is unlawful and may result in criminal prosecution and denial of licensure.

### **Employment Assistance**

Austin Kade Academy does not guarantee employment; however, Austin Kade Academy maintains contacts in the beauty industry to assist students in job placement. Salon owners are encouraged to interview our student upon graduation. Per request, Austin Kade Academy will provide students with lists of local salons.

## **Satisfactory Academic Progress Policy**

The maintenance of Satisfactory Academic Progress (SAP) is an eligibility criterion for all students attending Austin Kade Academy. The school is required in statute and regulations to establish standards for measuring whether a student is maintaining satisfactory progress. The student will receive separate reports regarding this progress, one is a monthly progress report mandated by the State of Idaho, one is a SAP report given at 500 hours, 1000 hours and 1500 hours for Cosmetology, 300 hours for Esthetics, 300 for Nail Technology, 250 for Instructor in Training 500 and 500 hours for instructor in training 1000 hours. All SAP reports are run at actual hours.

Transfer hours are counted as attempted and completed hours when determining maximum time frame. SAP evaluation is based on actual contracted hours at the Academy.

Students are required to maintain satisfactory progress throughout their training to be in compliance with instructional policy and to remain eligible for HEA, Title IV federal student financial assistance.

Satisfactory progress is measured in both quantitative terms (attendance), as well as qualitative terms (academic/grades). Students must meet the schools attendance standard and the academic standard a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds.

Satisfactory Progress Scale (Attendance)  
 118-100%-maximum attendance time frame  
 100-85%-In good standing

Satisfactory Progress Scale (Academic)  
 0-2 Tests behind- In good standing  
 2 or more tests behind- Not meeting SAP  
 0 Grids behind- In good standing  
 1 or more grids behind- Not meeting SAP

The following progress report is to notify the students of any evaluation that impacts the students eligibility for financial aid.

1. Satisfactory Academic Policy progress reports:  
 An accumulative look at the whole time while in school and  
 The attendance and grades are reflective of that whole time  
 Frame of 500, 1000, 1500 hours for Cosmetology, 300 hours  
 For Esthetics, 300 hours for Nail Technology, 250 for

Instructor in Training 500, 500 hours for Instructor in Training 100 hours. This report will be given to students in Order to maintain a clear communication of their Satisfactory Progress. Reports will be given at the hour requirements listed above.

**Students who meet the minimum requirements for attendance and academic performance are considered to be making SAP until the next scheduled evaluation period.**

**Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation.**

The following policy outlines the standards that must be met by students attending Austin Kade Academy.

## **Good Standing**

To be in good standing, a student must be in compliance with the attendance percentage of 85% and also be in compliance with the accepted and/or approved behavior standards, practices, and rules of Austin Kade Academy.

### Required Grading Policy- Qualitative

Qualitative satisfactory progress will be monitored at the completion of the 500, 1000, 1500, 2000 hour periods for Cosmetology, 300, 600 hours for Esthetics, 300, 600 hours for Nail Technology, 250, 500 hours for Instructor in Training 500 and 500, 1000 hours for Instructor in Training 1000 hours. This progress is shown with the monthly report cards. Students are required to maintain a minimum grade percentage of 80% in theoretical and practical studies, and turn in one practical worksheet monthly. (This means you must receive an A or B on all practical work.)

## **Grading**

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
80-89%	B
Below 80	Failing

Austin Kade Academy School Catalog

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January 1, 2018

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 2-0 Errors (Student is making good progress) = B
- 3 or more errors = Failing

## **Warning and Probation**

Students who do not meet the minimum cumulative grade percentage and attendance percentage required for the evaluation period, will be put on warning. If student fails to achieve SAP in the warning evaluation period, student will be considered for probation for the subsequent evaluation period. Student will also be ineligible for Title IV funds during the probation evaluation period, unless the student prevails upon appeals determination that has resulted during the status of probation.

The Academy determines that SAP standards can either be met by the end of the evaluation period or the institution develops an academic plan for the student that if followed will ensure that the student is able to meet SAP requirements by a specific point within the maximum timeframe established for the individual student.

When considering a student for probation, the Academy evaluates the student progress and determines that a student did not make SAP during the warning and the student prevails upon appeal of a negative progress determination prior to being placed on probation.

Leave of Absences are different than warnings. Students taking a leave of absence will re-enter in the same status as when they left, although the contract date and maximum time frame will be extended the same time frame of the leave of absence.

Students who have withdrawn from the Academy and wish to return will be re-contracted and applicable fees will incur. Students returning to school after a temporary interruption will be reinstated with the same SAP status.

## **Reinstatement of Federal Financial Aid**

Federal student financial aid is suspended when a student is considered as not making satisfactory progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period while on probation, but reverses that

designation before the end of that payment period, the student will be eligible for federal aid for the next payment period.

## **Course Incompletes and Repetitions**

The Academy does not offer grades on “incomplete” and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program the student is treated as a returning to the same payment period that was in place then the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. Students should meet with the Financial Aid Advisor to discuss the conditions under which federal aid may be awarded for repeating courses. Non-Credit remedial courses are not offered at Austin Kade Academy and, as such, have no effect on the SAP Standards.

## **Appeals**

A student may appeal to have eligibility restored if there are extenuating circumstances related to academic progress. Extenuating circumstances are typically identified as situations beyond the students control that do not allow them to successfully complete the payment period; such situations may include unplanned medical conditions or victim of a severe crime. Students who wish to appeal an unsatisfactory status determination must submit a letter to the Financial Aid advisor. This letter should describe any circumstances that the student feels deserve further consideration and must include a date, signature and plan for achieving SAP. The letter should also include documentation as to why the student failed to make SAP and what has changed in the students situation that will allow the achievement of SAP at the next evaluation. Incomplete appeals will not be reviewed. Appeal decisions will be made and the student notified in writing within 14 days and added to their student file at the Academy.

## **Financial Obligations**

Student hours, supplies and equipment will not be released until all financial obligations owed to Austin Kade Academy have been paid in full, including any amounts owed under financial arrangements.

The student agrees to pay the extra instructional charges for each hour needed to complete requirements beyond the calculated completion date. Extra instructional charges will accrue for every scheduled hour, and will be charged a rate of \$10.00 per hour. All charges will be due before student’s hours will be sent to the state.

## **Access to Records and Right to Privacy**

Students have the right to inspect their school records by making a written request two days prior to the review with a statement defining purpose. Student’s records

will be reviewed with an authorized school representative. Students or guardians of dependent minors may refuse the release of “directory information” including name, address, telephone, date and place of birth, major field of study, dates of attendance, degrees, awards, date of graduation, previous school attended and/or date of graduation from previous school. All student records are kept confidential from third parties and only released upon written authorization of the student or guardians of a dependent minor, with the following exceptions:

- Parents of dependent minors may review a student cumulative record with an authorized school representative present to interpret the records.
- Law enforcement agencies with proper legal subpoena.
- State of Idaho review of student and school records
- NACCAS can review students and school records.
- Students records may be released to applicable financial institutions
- All student files will be kept for five years per Idaho regulations

## Standards of Conduct

### **Dress Code/Hygiene Standards**

Austin Kade Academy has a dress code to promote professionalism, unity and integrity. The administration and staff also abide by these standards to lead by example. Students who come to school out of dress code will not be able to clock in, will be sent home to change and upon returning to school will be able to clock in but will receive a late come for the day.

- Students and staff are required to wear clothing in the following colors: black, grey, white, brown, tan and cream. The only exception to the dress code is on Friday; any color may be worn that day.
- Accessories such as shoes, belts, hats, accessories such as jewelry (necklace, earrings, bracelets etc) and hair accessories may be any color.
- No jeans will be allowed. This includes jean jackets, skirts etc... the exception to this is the occasional paid jean days, the students pay to wear jeans at school. All monies collected at this time will be used for philanthropy such as sub-for-Santa, The Haven Shelter, helping out a sick student or other worthy causes. The administration will let the students know when these paid jean days will occur.
- No clothing with any tearing, holes or patches.
- No belly shirts, too short of shorts or skirts (too short being defined on a case by case basis by a school official). No tank tops, sleeveless shirts, sweat or workout tops or bottoms. All shirts must have at least a cap sleeve and must not be see through. Pants must cover underwear. Too low of "low-rise" will be a violation of dress code and you will be asked to go home and change, and at this time you will receive a late come.
- Any shoes are acceptable as long as they are clean. Fresh polish and clean feet must accompany open toe shoes. No slippers.
- Students are expected to maintain high standards of personal hygiene. Daily showers and shaves, teeth brushed, deodorant and/or antiperspirant worn, hair clean and styled, and makeup done before arriving at school. Nails should also be clean and well maintained.
- All facial piercings must be removed or a clear spacer must be worn.
- Aprons and all capes should be freshly laundered at home, and a clean cape should be used for each client.

It is not our desire to control or diminish the personality and creativity of our students. A professional, uniform appearance for our clients and fellow students is our goal.

## **Standards of Behavior**

- Students are expected to maintain a high standard of conduct showing professionalism and respect to clients, other students and staff members.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
- Students are not allowed behind the front desk unless they have been assigned to help do so.
- Students must not congregate in the reception area or freshman room.
- Students involved in any form of physical violence threatened or otherwise with another student, staff member or client may be terminated immediately.
- Any student found guilty of willful destruction or theft of school property may be terminated immediately.
- Students may not, under any circumstance, bring their children to school and collect hours for that day.
- NO SMOKING is allowed in or around the front of the building.
- Students found using alcohol or drugs, or being under the influence of, such while on school premises may be terminated immediately.
- Students must park in designated areas, with parking pass clearly visible.
- No visitors are permitted in the classroom, students lounge, on the clinic floor or on school premises unless approved by the staff. Please have visitors check in at the front desk and the receptionist will come and get you.
- No personal phone calls, except in the case of an emergency are to be received through the business phone. Students will not be called off the floor or out of class for personal calls unless by day care, hospital or police. Students are not allowed to take social calls when they are with a client or when in class.
- CELL PHONES MUST BE ON SILENT while in class or on the clinic floor. If a phone rings during class it may be taken and returned at the end of the day. If your phone vibrates too loud it will be taken as well.
- Students may not at any time listen to I-Pods, MP3 players or use their multi media devices during school hours unless on approved break and only in approved areas (student lounge, bathroom or outside)
- Gossiping will not be tolerated. Personal problems should be solved with the person you have it with, shared with no others.

## **Lunches, Breaks and Checkout Procedures**

- Students must take a lunch during their assigned time period if possible. Students must inform the front if they are not able to take lunch at this time and make other arrangements with the instructor.
- Students must inform the Front Desk when they are leaving for lunch or for approved breaks.
- Food and drink are allowed in the student lounge only, unless approved by an instructor. All lunches and dinners must be eaten in the break room.
- Students are responsible for cleaning up after themselves in the break room
- Students may not leave the classroom during instruction. Students leaving without permission will be asked to clock out and go home.
- Students need to arrive in the classroom in a timely manner.
- Students must not leave the school at any time during the day without receiving permission from an instructor or the Student Services Director. If they leave the building for any reason, they must clock/sign out. Failure to do so will result in a one-day suspension.
- If a student cannot attend school the student must call and talk to the Student Services Director, or leave a message on the student line, within ½ hour after their scheduled start time. Failure to do so will result in disciplinary action.
- All discrepancies with hours must be disputed within 14 days.

## **Austin Kade Academy Policies and Procedures**

### **Sanitation and Safety**

By following the safety precautions you contribute to the health, welfare and state of your community. The following precautions should be taken with each client.

- All instruments including all implements must be cleaned and sanitized after each use and prior to storage with a sanitizing agent registered with the EPA as hospital grade or better
- Linens must be changed after each client. Towels may only be used once.
- Keep any and all chemicals or product away from eyes. In case of contact with chemicals, thoroughly rinse eyes with cold water.
- Hand washing is required before and after each service is preformed.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.
- Ask client to remove any jewelry, hair accessories, glasses etc. and place into their care.
- A sanitation assignment is to be completed each day by each student and signed off by an instructor. Everyone working together and cleaning up as we go keeps the school looking great.
- Take a “buddy” with you to dispose of all trash and while walking out to your car. Safety first!

- Any spills in treatment rooms or classrooms must be wiped up immediately after each service to avoid slipping or falling.

Austin Kade Academy reserves the right to submit students and staff to background checks and random drug testing. If any concerns arise, they will be addressed and appropriate disciplinary action will be taken.

## Practical Principles

- Students who are tardy for **any** class, Fish meetings or floor assignment will be given a late come.
- Students must not be more than two tests behind and must not be behind on their practical worksheets.
- Students not working on a client are personally responsible to stay busy in either practice or theory. If a student falls within satisfactory progress (not being more than two tests behind and on the current months worksheet and within the parameters of acceptable attendance) a personal service may be received by the student after all considerations are made for all the clients currently within the school or any client that might walk in for a service.
- The front desk must take ALL appointments. Students may make no changes to their book or clients. Students must accept all appointments given to them. A refusal of a client will result in an immediate, automatic one day suspension.
- Students are not allowed to perform any service on a client or a fellow student without a service ticket.
- The client release form information cards must be completed and signed before every service, every time.
- You must receive a consultation for every service you perform, including personals. An instructor verifying that an appropriate and correct consultation has been performed must sign the ticket.
- You will not be able to receive product from dispense without a signature from an instructor verifying that the consultation has been completed and checked off.
- If you need additional application of product, consult a staff member and your ticket will be signed and additional charges will be added to the clients total for their service
- An instructor must check off all practical work, and the ticket must be signed before the front desk will allow the client to pay. After the final check is made on the service, only the instructor who did the final check will check off the student's monthly grid/worksheet, and only on the day the service took place.
- Failure to have either the initial consultation or the final check will result in disciplinary action.

## **Student Services (Personals)**

- Clients ALWAYS come first! Getting personals is a privilege. Even if you have booked out for a personal, if the front desk needs you to take a client, you are pulled off your personal and you will take the client. All efforts will be made prior to that happening, but failure to take the client would result in disciplinary action.
- A personal service is any service done to you on the school premises whether you are clocked in or not. Exception to the rule would be if you came in to get your hair done while on leave. If you are on a suspension from school you may not come in and receive a personal.
- Front Desk personnel will schedule services for students only when checked against the personals list (those who are in good academic standing) and given approval by the floor instructor. All personals must be scheduled with the Front Desk.
- Students may not give or receive personals on Friday, Saturday or while on suspension. Even when you are graduated and get to come back to enjoy services at student price, you may not come in on Friday or Saturday.
- No personal can be done without a final check from the floor instructor.
- Students receive personal services for cost of product.
- Students may not bring in product from home to use in a personal.
- If a student is in poor standing with Austin Kade Academy they cannot be clocked in or during scheduled hours and need to pay client prices for services
- Personals must be paid for on the same day that they are preformed.
- Failure to pay for a personal on the day it is received will result in the student being suspended. And being placed on no personals for 30 calendar days.

## **Disciplinary Actions**

### **Warning**

Upon any type of first offense, a written warning may be given. All warnings should be given with two Director members present.

### **Automatic Suspension**

A student will be put on an automatic one-day suspension with no warning given for the following infractions:

- Refusing a client
- Not calling in
- Leaving school while clocked in without permission
- Not being readily available on the clinic floor
- Late come/Early leave on Friday or Saturday
- No show on Friday or Saturday

- Inappropriate language
- Malicious gossip
- Doing a personal without getting a consultation from an Instructor
- Disrespect shown to others

An automatic suspension would result in \$20 suspension fee and the student will be suspended for the next school day or a date chosen by the Student Services Director.

## **Suspension**

Students who have not corrected a disciplinary policy problem may be suspended for a period of one week and must pay a \$50 suspension fee. A second suspension would be two weeks and could result in \$100 suspension fee. Both of which must be paid before clocking back into school.

## **Dismissal-Termination**

Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the situation or for any of the following reasons:

- Leaving the school without permission
- Malicious gossip
- Not calling in for late or absent days
- Not attending assigned class
- Non-excused absences on Friday/Saturday
- Returning late from lunch or break
- Not cleaning their area before leaving
- Changing an appointment or getting into the appointment schedule without permission
- Not having work checked by an instructor before beginning and after finishing client
- Not paying for personal service
- Leaving class early during guest
- Not respecting or following the instructors directions
- Refusing to accept a client
- Coming to school under the influence of drugs or alcohol or bring such items to school, legal or otherwise
- Having a personal service performed without permission
- Disrespect shown to others
- Improper dress

## **Re-Admittance**

After termination and the student has been gone for 30 days from Cosmetology, Esthetics or Nail Technology, a student may apply in writing to be readmitted to the school. Upon careful consideration and approval by two directors and the student can pay the \$150.00 re-admittance fee as well as all regular fees and be admitted to the school.

## **Additional Information**

### **Physical Demands**

#### Body Position

- Cosmetology: long periods of time standing with arms lifted at shoulder level are required for cosmetologists with arms lifted at shoulder level for long periods of time.
- Esthetics: long periods of time are required to sit or stand and lean forward while providing services.
- Nail Technology: long periods of time required to sit and lean forward when providing services
- Instructor in Training: Standing for long periods of time, lecturing and performing practical demos.

### **Job Demand in the Industry**

- Overall employment of barbers, hairdressers, cosmetologists and shampooers is projected to grow 13% from 2012-2022
- Improving market conditions continue to increase the number of industry operators at an average annual rate of 5.5% reaching 1.3 million operators by 2019
- Revenue growth is expected to improve over the next five years, rising at an average annual rate of 3.2% to \$58.7 billion by 2019
- Demand for hair coloring, hair straightening and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming years.
- 70% of today's skin care market is made up of facial products, and this will only increase as the population ages. To be successful, spas have to focus on facial treatments now more than ever.
- Employment of Nail Technicians is projected to grow 16% from 2012-2022, faster than the average for all occupations.

[www.bls.gov](http://www.bls.gov)  
[www.skininc.com](http://www.skininc.com)  
[www.sbdnet.org](http://www.sbdnet.org)

### **Students Interested in a Career in Cosmetology, Esthetics, Nail Technology or Instructing Should:**

- Develop finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public.
- Be friendly and easy going
- Take your education seriously as it is a viable source of income.
- Be aware of the licensing requirements in Idaho.

## For Your Information

LICENSING AGENCY FOR THE STATE  
OF IDAHO  
Bureau of Occupational Licenses  
1109 Main Street, Suite 220  
Boise, ID 83702  
Telephone 208-334-3233

THE NATIONAL ACCREDITING  
COMMISSION OF CAREER ARTS &  
SCIENCES, INC (NACCAS)  
3015 Colvin St.  
Alexandria, VA 22314  
Telephone 703-600-7600

### State Requirements for Licensure

- Graduate from a school of Cosmetology with the required hours for your program.
- The instructor in training program has a requirement that changes according to hours needed by the State of Idaho for each individual.
- Pass the State administered practical exam.
- Pass a State administered written theory and rules and regulations (jurisprudence) exam.
- Finalize all financial obligations to the school.
- Fill out application and send into the State of Idaho with the appropriate fee.

As noted in Section 54-816, Idaho Code, the board may either refuse to issue or renew, or may suspend or revoke, a permit or license for any of the following causes: The conviction of a felony; malpractice or incompetence; continued practice by a person knowingly having an infectious or contagious disease; false or deceptive statements in advertising; habitual use of habit-forming drugs; immoral or unprofessional conduct; submitting a fraudulent application or obtaining a license or permit through fraud; the violation of any other provision of the cosmetology laws or rules. **Note: Any practice prior to obtaining a valid license is unlawful and may result in criminal prosecution and denial of licensure.**

### Austin Kade Academy Statistics

#### 2016

Graduate completion rate: 60%  
Placement Rates of Graduates: 63%  
Licensure Rate of Graduates: 94%

## **Cosmetology Course Outline**

### **Course Outline**

Austin Kade Academy Cosmetology Course

Full Time= 58 Weeks, 2000 clock hours

Part Time (Idaho Falls ONLY) = 101 weeks, 2000 clock hours

State of Idaho suggested curriculum for cosmetology schools.

### **Description of Course**

Austin Kade Academy educates students in Theory and Practical Skills as well as Laws, Rules & Regulations pertaining to the Cosmetology industry, Upon completion, the students may have several career choices-Cosmetologist, Stylist, Educational Consultant, Nail Technician, Platform Artist, Salon manager, Salon Owner, etc...

### **Course Format**

Classes are presented in the form of lectures, Theory and practical classes (models, mannequins and audio/visual, etc...), and clinical instruction on clients (including mini classes) with specific motivational lesson plans stating clear objectives and criteria for evaluation.

### **Text and References**

Austin Kade Academy uses the Milady's Standard Textbook of Cosmetology and the Milady's Standard System of Salon Skills for both theory and lesson planning. We also have thoughtful and flexible classes where the student's need and wants are addressed. In addition numerous business and technical books are available in the student library. All books and videos must be checked out through the Academy.

### **Curriculum**

Austin Kade Academy follows the State of Idaho Course of Studies for Cosmetology school curriculum.

### **Course Goals**

The goal of Austin Kade Academy is to teach, develop and graduate students to be professional in the Art and Sciences of Cosmetology and to prepare students to successfully pass the Idaho State Board of Examination. Students successfully passing the Austin Kade Academy Cosmetology course will receive a Diploma and will be prepared for successful employment in the cosmetology profession.

## **Job Possibilities for Cosmetologists**

- Hairs stylist
- Platform artist
- Educational consultant
- Salon manager
- Salon Owner
- Product representative

## **Cosmetology Training Program Includes Instruction in:**

Health, sanitation and infection control: 100 Hours

- Product, tools and equipment use and safety

Sciences: 200 Hours

- Chemistry, Anatomy, Bacteriology/Biology

Product Knowledge: 150 Hours

- Use and Safety

Principles and Techniques of: 600 Hours

- Hair Coloring-Bleaching, tinting, Frosting/Highlights, Semi-Permanent, Temporary Color, Demi-Permanent Color, Permanent Color.
- Permanent Waving- All Methods
- Chemical Relaxing

Principles and Techniques of: 600 Hours

- Haircutting- All methods
- Scalp and Hair Treatments
- Creative Hair Styling- Hair styles, wet sets, thermal styles, finger waves, braiding and free styling.

Principles and Techniques of: 100 Hours

- Skin Care Treatments and Facial, which shall include plain makeup, facials, product knowledge
- Eyebrow/Lash Tinting
- Waxing

Career and Employment Information: 150 Hours

- Professional ethics
- Effective communication and human relations
- Compensation packages and payroll deductions

- Licensing or certification requirements and regulations
- Fundamentals of business management

Life Skills: 50 Hours

Electives: 50 Hours

## Grading

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
80-89%	B
Below 80	Failing

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 2-0 Errors (Student is making good progress) = B
- 3 or more errors = Failing

## **Instructor in Training Course Outline** **500 Hour Program**

### **Course Outline and Description**

Austin Kade Academy offers an additional course to licensed professionals that wish to become a Cosmetology, Esthetics, and Nail Technology Instructor. The course educates an Instructor in Training in Laws, Rules & Regulation, Theory and practical Skills pertaining to student instruction. Upon completion the Instructor in Training may have several career choices including Cosmetology, Esthetics or Nail Technology Instructor in a School, Salon Manager, Salon Owner, Apprenticeship Instructor, Educational Consultant and School Administrator.

### **Course Format**

Instructor in Training Course is based on the State of Idaho's suggested course of study. The Instructor in Training will be trained in:

- Classroom Presentation
- Clinic Floor procedures
- Austin Kade Academy color & cutting systems/products, advanced color and perming/tinting procedure
- Motivational lesson plans
- The many roles of a teacher and styles of teaching
- Students and learning
- Developing a course of study
- Planning for effective instruction
- Methods and process of teaching
- Instructional aids
- Evaluating student performance
- Creating a positive classroom environment
- Reflection and vision in teacher education

### **Tests and References**

Austin Kade Academy use Milady's Master Educators Handbook and Workbook and our house curriculum.

### **Course Goals**

The goal of Austin Kade Academy is to teach, and to develop licensed professionals to become professional Instructors in the art and science of Cosmetology, Esthetics or Nail Technology, and to prepare them to successfully pass the course and be granted a license and will be prepared for successful employment as an Instructor.

## **Job possibilities:**

Cosmetology, Esthetics or Nail Technology Instructor in a school, apprenticeship, educational consult, school admin, salon manager, salon owner.

## **Instructor in Training Program Includes Instruction in:**

- Orientation of Austin Kade Academy
- Expectations and goals for you as an instructor
- Working the clinic floor
- Clinical practical information
- The history of teaching
- The profile of the master educator
- Educator relationships
- Developing a dynamic program of study
- Creating and using educational aids
- Teaching skill and presentation of techniques
- Results-oriented classroom management
- About skill/industry needs
- Teaching in a dynamic clinic/working the clinic floor
- Student evaluations and testing methods
- About learning/teaching to diverse learning styles
- Powerful teaching and learning methods
- Achieving learner results
- Professional performance
- Preparing for licensure and examination expectations

## **500 Hour Program**

Orientation: 10 Hours

- Austin Kade Academy Policy and Procedures
- Staff Manual
- Paperwork and reading assignments

Principles of Teaching: 225 Hours

- Floor procedures
- Classroom procedures
- Grading and testing requirements and procedures
- Class preparation
- Milady Master Educator 2013 edition chapters 1-10

Advanced Classroom Management: 225 Hours

- Use of technology
- Products used in Academy
- Advanced activities and projects
- Milady Master Educator 2013 edition chapters 11-20

State Board Preparation: 40 Hours

## Grading

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus point possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
80-89%	B
Below 80	Failing

Work will be graded in Class, Theory and Clinic Floor will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 1-2 Errors (Student is making good progress) = B
- 3 or more errors = Failing

## **Instructor in Training Course Outline** **1000 Hour program**

### **Course Outline and Description**

Austin Kade Academy offers an additional course to licensed professional that wish to become a Cosmetology, Esthetics, and Nail Technology Instructor. The course educates in Instructor in Training in Laws, Rules & Regulation, Theory and practical Skills pertaining to student instruction. Upon completion the Instructor in Training may have several career choices including Cosmetology, Esthetics or Nail Technology Instructor in a School, Salon Manager, Salon Owner, Apprenticeship Instructor, Educational Consultant and School Administrator.

### **Course Format**

Instructor in Training Course is based on the State of Idaho's suggested course of study. The Instructor in Training will be training in:

- Classroom presentation
- Clinic floor procedures
- Austin Kade Academy color & cutting systems/products, advanced color and perming/tinting procedure
- Motivational lesson plans
- The many roles of a teacher and styles of teaching
- Students and learning
- Developing a course of study
- Planning for effective instruction
- Methods and process of teaching
- Instructional aids
- Evaluating Student Performance
- Creating a positive classroom environment
- Reflection and vision in teacher education

### **Tests and References**

Austin Kade Academy use Milady's Master Educators Handbook and Workbook and our house curriculum.

### **Course Goals**

The goal of Austin Kade Academy is to teach, and to develop licensed professional to become professional Instructors in the art and science of Cosmetology, Esthetics or Nail Technology, and to prepare them to successfully pass the course and be granted a Diploma and will be prepared for successful employment as an Instructor.

## **Job possibilities:**

Cosmetology, Esthetics or Nail Technology Instructor in a school, apprenticeship, educational consult, school admin, salon manager, salon owner.

## **Instructor in Training Program Includes Instruction in:**

- Orientation of Austin Kade Academy
- Expectations and goals for you as an instructor
- Working the clinic floor
- Clinical practical information
- The history of teaching
- The profile of the master educator
- Educator relationships
- Developing a dynamic program of study
- Creating and using educational aids
- Teaching skill and presentation of techniques
- Results-oriented classroom management
- Skill/industry needs
- Teaching in a dynamic clinic/working the clinic floor
- Student evaluations and testing methods
- Learning/teaching to diverse learning styles
- Powerful teaching and learning methods
- Achieving learner results
- Professional performance
- Preparing for licensure and examination expectations

## **1000 Hour Program**

Orientation: 20 Hours

- Austin Kade Academy Policy and Procedures
- Staff Manual
- Paperwork and reading assignments

Principles of Teaching: 450 Hours

- Floor procedures
- Classroom procedures
- Grading and testing requirements and procedures
- Class preparation
- Milady Master Educator 2013 edition chapters 1-10

Advanced Classroom Management: 450 Hours

- Use of technology
- Products used in Academy

- Advanced activities and projects
- Milady Master Educator 2013 edition chapters 11-20

State Board Preparation: 80 Hours

## Grading

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
80-89%	B
Below 80	Failing

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 1-2 Errors (Student is making good progress) = B
- 3 or more errors = Failing

## **Esthetics Course Outline**

### **Course Outline**

Austin Kade Academy of Esthetics Course  
Full Time= 17 weeks, 600 clock hours  
Part Time=28 week, 600 clock hours  
State of Idaho suggested curriculum for Esthetics

### **Description of Course**

Austin Kade Academy educates students in Theory and Practical Skills as well as Laws, Rules & Regulations pertaining to the Esthetics industry. Upon completion, the student may have several career options: Esthetician for a Salon, Day Spa, Medical Facility or Medical Spa; Educational Consultant; Salon Owner; etc...

### **Course Format**

Classes are presented in the form of lectures, theory and practical classes (models and audio/visual etc...), and clinical instruction on clients (including mini classes) with specific motivational lesson plans stating clear objectives and criteria for evaluation

### **Texts and References**

Austin Kade Academy uses the Milady's Standard Textbook and Milady's Standard System of Salon Skills for both Theory and lesson planning. We also have thoughtful and flexible classes where the students needs and wants are addressed. In addition, numerous business and technical books are available in the student library. All books and videos must be checked out through the Academy.

### **Curriculum**

Austin Kade Academy follows the State of Idaho Course of Studies for Esthetics school curriculum

### **Course Goals**

The goal of Austin Kade Academy is to teach, develop and graduate student to be professional in the Art and Sciences of Esthetics and to prepare students to successfully pass the Idaho State Board Examination. Students successfully passing the Austin Kade academy Esthetics course will receive a license and will be prepared for successful employment in the esthetic profession.

## **Job Possibilities**

- Esthetician
- Aesthetician in a doctor's office
- Esthetician in a med spa

## **Esthetics Training Program Includes Instruction in:**

### Orientation: 50 Hours

- History and career opportunities
- Professional image

### General Sciences: 100 Hours

- Infection control, principles and practices
- Anatomy and physiology
- Chemistry
- Electricity
- Nutrition

### Skin Sciences: 100 Hours

- Physiology and histology of the skin
- Disorders of the skin
- Skin analysis
- Skin care products-chemistry, ingredients and selection

### Principles and Techniques of: 300 Hours

- The treatment room
- Basic and advanced facials
- Basic and advanced body treatments
- Massage and manipulation application of lotions, creams, etc...
- Advanced topics and treatments (chemical peels and microdermabrasion)
- Advanced machines
- Hair removal-basic and advanced
- Tinting of the brows and eyelashes
- Lash perms
- Lash extensions
- Makeup

### Business Skill: 50 Hours

- Career planning
- The skin care business
- Selling products and services

## Grading

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

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80-89%	B
Below 80	Failing

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- Attendance
- Clinic Floor/worksheet (Grid)
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- 3 or more errors = Failing

## **Nail Technology Course Outline**

### **Course Outline**

Austin Kade Academy Nail Technology

Full Time= 10 weeks, 600 clock hours

Part Time= 17 weeks, 600 clock hours

### **Description of Course**

Austin Kade Academy educates students in theory and practical skills as well as laws, rules & regulations pertaining to the Nail Technology Industry. Upon completion, the student may have several career choices. Including Nail Technician, Instructor, Salon owner, Salon Manager, Sales representative, Educational consultant.

### **Course Format**

Classes are presented in the form of lectures, theory and practical (models and audio/visual etc...) specific motivational lesson plans stating clear objectives and criteria for evaluation. Clinical instruction on clients, under direct instructor supervision.

### **Tests and References**

Austin Kade Academy used the Milady's Standard Textbook and the Milady's Standard System of Salon Skills for both theory and lesson planning. We also have thoughtful and flexible classes where the students needs and wants are addressed. In addition numerous business and technical books are available in the student library. All books and videos must be checked out through the Academy.

### **Curriculum**

Austin Kade Academy follows the State of Idaho Course of Studies for Nail Technology School curriculum.

### **Course Goal**

The goal of Austin Kade Academy is to teach, develop and graduate students to be professional in the Art and Sciences of Nail Technology. To prepare students to successfully pass the Idaho State Board Examination. As well as be prepared for successful employment in the Nail Technology profession.

## **Job Possibilities**

- Nail Technician
- Pedicurist
- Product Representative
- Manicurist

## **Nail Technology Training Program Includes Instruction In:**

### Orientation: 50 Hours

- History and opportunities
- Life Skills
- Professional image
- Communication for success

### General Science Practices: 250 Hours

- Infection control, principles and practice
- General anatomy and physiology
- Skin structure and growth
- Nail structure and growth
- Nail disease and disorders
- Chemistry
- Nail product and chemistry
- Electricity

### Nail Care: 250 Hours

- Manicuring
- Pedicuring
- Electric filing
- Nail tips, wraps and no-light gels
- Acrylic (Methacrylate) nail enhancements
- UV gel nail enhancements
- Nail art

### Business Skills: 50 Hours

- Selling products and services
- On the job training
- Career planning

## Grading

Austin Kade Academy requires a grade average of 80% or higher in each phase of training to graduate. If a student does not complete a phase of training with an 80% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

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# AKA 2018 School Calendar

(Weather and Snow Days as Applicable)

## January

Dec 17-Jan 2 NO SCHOOL Christmas Break  
 15- All Day Staff Meeting and Training  
 15-NO SCHOOL Martin Luther King Day  
 22- Orientation All Programs

## February

14- NO NIGHT SCHOOL Valentines Day  
 19- Staff Meeting  
 19-NO SCHOOL Presidents Day  
 26-Orientation All Programs

## March

12-LATE START Staff Meeting  
 18-25 NO SCHOOL Spring Break  
 31-Apr.1 NO SCHOOL Easter

## April

9-14 Spirit Week  
 16- LATE START Staff Meeting  
 23- Orientation All Programs

## May

14-LATE START Staff Meeting  
 21- Orientation All Programs  
 26-28 NO SCHOOL Memorial Day

## June

18-LATE START Staff Meeting  
 25-Orientation All Programs

## July

3-5 NO SCHOOL Independence Day  
 9- NO SCHOOL Staff Meeting/Appreciation

## August

13-LATE START Staff Meeting  
 20- Orientation All Programs

## September

1-3 NO SCHOOL Labor Day  
 17-LATE START Staff Meeting  
 24- Orientation All Programs

## October

8-NO SCHOOL Columbus Day  
 8- Staff Meeting  
 31-NO NIGHT SCHOOL Halloween

## November

5- Orientation All Programs  
 12-LATE START Staff Meeting  
 18-25 NO SCHOOL Thanksgiving Break

## December

8-EARLY LEAVE Staff Christmas party  
 20-Jan.1 NO SCHOOL Christmas Break