



# AUSTIN KADE

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## ACADEMY EDUCATION WITH PURPOSE

### 2025 School Catalog / Austin Kade Academy

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**Date of Publication September 2025**

# **MISSION STATEMENT**

Austin Kade Academy will prepare students for an extraordinary and rewarding career in Cosmetology, Barber Stylist, 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:

**“BE THE CHANGE YOU WISH TO SEE”**

## **LOCATION/ABOUT THE BUILDING**

**Austin Kade Academy  
1646 South Woodruff Avenue  
Idaho Falls, ID, 83404 (208)346-7300**

Our facility is close to many shops, restaurants, and business routes. It is designed with equipment to be both aesthetically pleasing as well as functional. The Academy features hair stations, barber chairs, shampoo retreats, facial/wax/body treatment rooms, pedicure retreats, manicure and nail stations, several classrooms and large classrooms/theaters, which include audio and video technology. Students and staff can be proud of the friendly yet professional atmosphere.

Our building itself is approximately 15,700 square feet over 3 levels. Our service floors typically have 20 hair chairs, 6 barber chairs, 16 nail stations, 6 pedicure chairs and 11 esthetics treatment beds. Our main classroom, or theater, seats approximately 100 people and is used for classes, guest artists, graduations and other school related events and classes. There are 11 additional instructional areas that seat anywhere from 12- 30 people each.

**Ownership of the institution is Austin Kade Academy LLC**

**Lisa Webb (CEO/Owner) Austin Webb (CFO/Owner)**

## **LISA WEBB (CEO / Owner)**

Lisa, having six kids along with her husband Austin Webb (other owner), has a second love of the service industry kindled with a passion for education. She has embarked on a path to help others succeed on their journey to success, believing that success is measured in many ways. Being an Austin Kade Alumni herself in the Esthetics Industry she has tried to live by the motto taught here to every student as they go through their studies, to “Be the change you wish to see in the world” - Gandhi. Lisa believes that with dedicated study, hard work, perseverance, and the educational background you receive here at Austin Kade you will gain the tools necessary to “Build YOUR Own Brand of Beautiful!” and be able to take your education from here, out into the world with opportunities ahead. Beauty itself is defined in many ways. It isn’t just something on the outside, it is truly something that starts within, and if fostered right, can manifest itself immeasurably on the outside as we LIVE it!

## **Austin Webb (CFO / Owner)**

Austin received his bachelor's in Accounting with a minor in Business Management from Brigham Young University Idaho. Austin is a detail-oriented accountant with a strong foundation in financial management, business management, and business start-up. He has a passion for accuracy and a commitment to helping individuals and businesses achieve financial success. Austin has been providing comprehensive accounting services that streamline operations and support successful business practices for 20+ years now. With Austin’s enthusiasm for business and a desire to help others succeed as well, he is an essential asset to the Austin Kade Academy team.

# **STAFF LIST**

Compliance Director

Financial Aid Exec. Director

Education Directors

Attendance & Client Relations Director

Student Services Director

Recruiting

Austin Webb

Elizabeth Corry

Lisa Webb

Amanda Dwinell

Hailey Ricks

Myriah Pope

Jessica Sonnenberg

Madison Byers

# **INSTRUCTORS**

Kaylee Romrell
Janea White
Amanda Dwinnell
Candace Aicher
Jamie Warren
Cindy Robison
Lisa Webb

Austin Kade Academy, LLC hereafter may be referred to as (Austin Kade Academy) or (Austin Kade). The following information is provided in our student catalog for reference:

## **ENROLLMENT POLICIES AND INFORMATION**

### **Requirements for Enrollment**

#### ***Application: A Four-Step Process***

**Step 1: Tour the School.** This step is an opportunity for the prospective student (and parents, family, and/or significant others) to tour the academy, learn about the curriculum, policies, schedules and have any general questions answered. It also allows the Academy to learn more about each prospective student. *This step is optional but recommended.*

**Step 2: Admission Application & School Catalog.** An enrollment application and copy of the current School Catalog is given to each prospective student before enrollment. The catalog may be emailed, or a hard copy printed, and is also found on the website AustinKade.com.

**Step 3: Return Completed Admissions Application and Required Documentation.** Once the application has been completed and the catalog has been read, prospective students must submit the application, required documentation (as listed above) and the \$50 Application Fee (non-refundable) to the Academy. Once all documentation has been received, a spot is held for the student in the class start date of their choice.

**Step 4: Signing Enrollment Contract.** A school director will set an appointment to sign the Enrollment Contract. Tuition arrangements will be established and included in the Enrollment Contract. Contracting is a student's commitment to coming to school and shows the student's agreement to following policies and procedures in the contract as well as this school catalog.

### **Requirements for Admissions:**

A prospective student must be at least 16.5 years old and submit the following documents:

- 2 forms of proof of age;
  - birth certificate, passport, military identification, driver's license, or other similar form of legal documentation.
- Proof of a high school diploma or its equivalent:
  - copy of a high school diploma
  - copy of a high school transcript stating graduation date
  - copy of a GED
  - copy of a State issued credential for secondary school completion if homeschooled.
  - copy of a college/university academic transcript showing completion of an Associate's degree or higher or a college degree (certificate)
  - Foreign Diplomas: 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 in the United States.

- Students enrolling in the Instructor in Training program must submit a current Idaho practitioner license as a cosmetologist, barber, esthetician, or nail technologist.
- Students who have undergone official name changes must submit evidence; marriage certificate; court order; etc.

**Disclosures:**

- Austin Kade Academy does not recruit students already attending or admitted to another school offering a similar program of study.
- The Austin Kade Academy does not accept Ability to Benefit (ATB) students who do not possess a high school diploma or its equivalent.
- All courses will be taught in English.
- Austin Kade Academy does not discriminate under any circumstance or based on sex, age, race, color, religion, creed, financial status, military status, sexual orientation, gender, gender identity, national 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 any student wishing to transfer or re-enter Austin Kade Academy from any Cosmetology, Barber Stylist, 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 100 hours at Austin Kade Academy unless decided otherwise by a School Owner. If a licensed Cosmetologist is enrolling in the Barber Stylist Program with state granted transfer hours, a CURRENT copy of their Cosmetology license is required.
- Completion of standard admission requirements and fees. A kit may be purchased through the Academy if needed.
- Transfer students will pay \$10.00 for every hour needed to complete each prospective program at Austin Kade Academy, plus all other applicable enrollment fees.
- Transfer and Re-Entry students will begin school in the Freshman Program. Opt- out testing is available pending a review/test by the Foundation Instructors and the Education Director.
- Students who wish to re-enter a program they were previously enrolled in must wait a 6-month (180 day) period from their last date of attendance, pay off previous balance owed, and sign a new enrollment agreement and pay \$10.00 for every hour needed to complete plus all other fees, as applicable. Exceptions may be made at the discretion of the school owner where students are permitted to re-enter sooner.

## **High School Diploma/GED Validation Policy**

In the event the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy" or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above red flags exist, the school will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the School is unable to obtain the required information, the school will contact the state the school is located in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

If the school is not reasonably certain a high school diploma or G.E.D. is not valid, the student will not be admitted. The school's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

### **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.

## **Schedules**

The below are the available schedules and programs a student may enroll. All schedules are full-time. Please speak with admissions for availability of the schedule and class start dates.

Program	Program Hours	Schedule (days and hours per day)	Number of hours per week	Approximate Number of Weeks to Complete
Cosmetology (Day)	1600	9:00am - 4:30pm Monday - Friday (first 15 weeks) Tuesday - Saturday (Starting 16 <sup>th</sup> week)	34	47
Cosmetology (Night)	1600	5:00pm - 10:00pm Monday - Friday	25	64
Barber Stylist (Day)	1500	9:00am - 4:30pm Monday - Friday (first 5 weeks) Tuesday - Saturday (Starting 6th week)	34	44
Barber Stylist (Night)	1500	5:00pm - 10:00pm Monday - Friday	25	60
Esthetics (Day)	600	9:00am - 4:30pm Monday - Friday (first 5 weeks) Tuesday - Saturday (Starting 6th week)	34	18
Esthetics (Night)	600	5:00pm - 10:00pm Monday - Friday	25	24
Nail Technology (Day)	600	9:00am - 4:30pm Monday - Friday (first 5 weeks) Tuesday – Saturday (Starting 6th week)	34	18
Nail Technology (Night)	600	5:00pm - 10:00pm Monday - Friday	25	24
Instructor in Training	1000	9:00am - 10:00pm (flex) Monday - Saturday	10	100
Instructor in Training	500	9:00am - 10:00pm (flex) Monday - Saturday	10	50

## **TUITION COSTS AND FEES**

### **Scholarships and Fee Waivers**

Currently the Austin Kade Academy is not offering any scholarships or fee waivers. However, scholarships may be available via outside sources. The school does periodically offer discounted tuition rates that may apply to a particular class start. Please speak with the administrative office for details.

Any Scholarship awarded to a student will be applied to the final tuition payment and dependent on the conditions of the grantor the scholarship may be rescinded if the program is not finished. In this case, at the time of withdrawal, the student will pay the percentage of full tuition WITHOUT the scholarship applied.

## **Application Fee**

A non-refundable application fee of \$50.00 must be paid upon completing your Admission Application. This fee is separate from tuition fees but is added to your overall cost of the program. A head and shoulders photograph, proof of age and admission educational requirements must be included with the application.

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

Enrollment fees and Books & Supplies fees, which include the cost of the student kit, are non-refundable.

## **Re-Admittance and Termination Fee**

If a student's enrollment has been terminated a \$150 Termination fee will apply. If the student wishes to re-enroll into the program after withdrawal/termination, for any reason, there is a mandatory 180-day wait period before they may re-apply. After the wait period they may submit a written request to be readmitted. Each request will be carefully considered by Austin Kade Academy Administration. If approved, the \$150.00 re-admittance fee as well as all standard enrollment/application fees must be paid, or tuition arrangements made, upon re-enrollment.

## **Extra Instructional Charges Fee**

If a student has passed their contracted graduation date and their hours have not been completed, 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 a student can graduate and hours submitted to the State in order to take a licensure examination.

## **Financial Obligations Policy**

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. All charges will be due before student's hours will be sent to the state. If Financial Aid or VA funds are not paid to Austin Kade for any reason, the balance is the responsibility of the student.

## **Payment Methods**

Austin Kade Academy requires that students may make full payment for their program at time of signing the enrollment agreement or make arrangement for a payment plan option with the following payment methods: cash, credit card, check, money order, Veterans Educational Benefits, or Title IV Federal Financial Aid Funding (for those who qualify).

## **Cosmetology Costs**

Application Fee	\$50
Enrollment Fee	\$550
Books & supplies	\$3,200
Tuition	<u>\$15,200</u>
<b>Total Costs</b>	<b>\$19,000</b>



## **Payment Options**

### **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** 10 payments of \$500. The first payment being paid on the first day of school and a final balloon payment due prior to completing the 1600 hours required to graduate.

**Option 3**-The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union but may have suggestions if requested.

**Options 4**- The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

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

### **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** 14 payments of \$500. The first payment being paid on the first day of school and a final balloon payment due prior to completing the 1600 hours required to graduate.

**Option 3**-The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union.

**Options 4**- The student may participate in Government Financial Aid that Includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

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

-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 Academy Administration.**

### **Barber Stylist Costs**

Application Fee	\$50
Enrollment Fee	\$550
Books & supplies	\$3,200
Tuition	<u>\$15,200</u>
<b>Total Costs</b>	<b>\$19,000</b>

## **Payment Options**

### **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 14 payments of \$500. The first payment being paid on the first day of school and a final balloon payment due prior to completion of hours.

**Option 3-** The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.

### **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 14 payments of \$500. The first payment being paid on the first day of school and a final balloon payment due prior to completion of hours.

**Option 3-** The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

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

-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 Academy Administration.**

### **Esthetics Costs**

Application Fee	\$50
Enrollment Fee	\$550
Books & supplies	\$1,700
Tuition	<u>\$8,200</u>
<b>Total Costs</b>	<b>\$10,500</b>

### **Payment Options**

#### **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 and \$2,000 down before the first day of class AND 4 payments of \$500, and a final balloon payment due prior to completing the 600 hours required to graduate.

**Option 3-** The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union but may have suggestions if requested.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants

and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

### **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 AND 6 payments of \$500, and a final balloon payment due prior to completion of hours.

**Option 3-**The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

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

-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 Academy Administration.**

### **Nail Technology 600-hour Program Costs:**

Application Fee	\$50
Enrollment Fee	\$550
Books & supplies	\$1,700
Tuition	<u>\$8,200</u>
<b>Total Costs</b>	<b>\$10,500</b>

### **Payment Options**

#### **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 with \$2000 down AND 4 payments of \$500, and a final balloon payment due prior to completing the 600 hours required to graduate.

**Option 3-**The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union but may have suggestions if requested.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

### **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 AND 6 payments of \$500, and a final balloon payment due prior to completion of hours.

**Option 3-**The student may choose to take a private loan from a bank or credit union and make payments directly to them. The Academy does not require that a student use any specific bank/credit union.

**Options 4-** The student may participate in Government Financial Aid that includes Pell Grants and Direct Subsidized and Unsubsidized Loans. *Please note: Any costs not covered by Financial Aid, for any reason, are the sole responsibility of the student.*

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

-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 Academy Administration.**

**Instructor in Training Costs 1000-hour or 500-hour:**

Application Fee	\$50
Books & supplies	<u>\$850</u>
<b>Total Costs</b>	<b>\$900</b>

**Payment Options**

The \$50 application fee must be paid prior to enrolling. The remaining \$850.00 is due upon completion of the program. Additional options are available; speak with Austin to talk about additional options.

**Basic Program Information**

There will be a 30-day trial period before the Instructor in Training program can be started. The Education Director will complete counseling sessions with the student at 30, 60 and 90 days to check progress and decide when the Instructor in Training is ready to begin teaching classes. The course will consist of a digital Master Educator Program. Upon completion of the digital program and hours, the instructor will be required to take the state boards to receive licensure (the cost for state testing is not included in the Instructor in Training program cost).

*\*Bookwork and Practical Teaching hours vary depending on qualifications for the individual applying to the program, determined by the state.*

**State of Idaho Licensure requirements for our programs**

For a complete list of current state requirements please see

<https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH58/SECT54-5810/>

To qualify for licensure, an applicant for licensure must:

- a) Be at least sixteen and one-half (16 1/2) years of age at the time of application;
- b) Have completed at least two (2) years of high school or have attained an equivalent education as determined by the board;
- c) Pass an examination for the occupation in which the applicant is seeking licensure, which examination shall be conducted or approved by the board; and

- d) Prove to the satisfaction of the board that the applicant has not engaged in conduct that would constitute grounds for discipline under section 54-5823, Idaho Code.

Except as otherwise provided, and in addition to the requirements listed in above, an applicant for licensure:

As a barber-stylist, must have:

Completed and graduated from a course of instruction of at least one thousand five hundred (1,500) hours in a barber school approved by the board.

As a cosmetologist, must have:

Completed and graduated from a course of instruction of at least one thousand six hundred (1,600) hours in a cosmetology school approved by the board.

As an esthetician, must have:

Completed and graduated from a course of instruction of at least six hundred (600) hours in a school approved by the board.

As a nail technician, must have:

Completed and graduated from a course of instruction of at least four hundred (400) hours in a school approved by the board. However, Austin Kade Academy requires 600 hours. The additional 200 hours includes additional experience in advanced hands-on practical work benefiting the student's education and career readiness and meeting industry demands.

As an instructor of barbering, barber-styling, cosmetology, esthetics, or nail technology, an applicant must:

- Hold a state of Idaho License in the field of your study you wish to teach (Cosmetology, Esthetics, Barber, Barber Stylist or Nail Technology)
- With 0-2 CONSECUTIVE years of practicing in your field requires 6 months (900 hours) in the program. However, Austin Kade Academy requires 1000 hours. The additional 100 hours includes additional experience teaching students both theory and hands-on practical work experience benefiting the student's education and career readiness and meeting industry demands.
- With 3-5 CONSECUTIVE years of practicing in the field requires 3 months (500 hours) in the program.
- Complete a written and practical exam issued by the state board.

**Disclosure:** As per 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.

**Note: Any practice prior to obtaining a valid license is unlawful and may result in criminal prosecution and denial of licensure.**

## **POLICIES AND PROCEDURES**

### **Institutional Refund Policy – Notice of Cancellation**

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$50.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$50, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$50 and the enrollment fee in the amount of \$550.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide: a full refund of all monies paid OR completion of the course/program.
- If the school cancels a course/program 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 OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide: a pro rata refund of tuition to the student OR participate in a Teach Out Agreement.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV HEA financial aid recipient withdraws prior to course completion, a calculation for return of Title IV HEA funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

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

For students who participate in Title IV HEA Program Funding this policy will apply prior to and to the institutional refund policy which applies to all students as stated above.

### **Return of Title IV HEA Funds**

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdraw is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.

- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV HEA program assistance that you earn if you withdraw from school. The Title IV HEA programs that are covered by this law are: Federal Pell Grants, PLUS Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV HEA aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV HEA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds he or she was scheduled to receive during the period. The amount of Title IV HEA aid earned by the student is determined by multiplying the percentage of Title IV HEA aid earned by the total of Title IV HEA aid disbursed or the Title IV HEA aid that could have been disbursed to the student or on the student's behalf.



For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period.  $(225/450)$
- Amount Title IV HEA Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned  $\$1250 (2500 \times 50\%)$

### **Post Withdrawal Disbursement**

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

- Pell Grants must be disbursed within 45 days of a withdrawal determination.
- Student Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.
- All post-withdrawal disbursements are applied to student account first.
- Outstanding Credit Balances must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

### **30 Day Delay Requirements**

There are some Title IV HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV HEA program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV HEA program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV HEA program funds that the school was required to return.

### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV HEA Programs**

1. Unsubsidized Federal Direct Stafford loans.
2. Subsidized Federal Direct Stafford loans.
3. Federal Direct PLUS received on behalf of the student.
4. Pell Grant

If you have questions about your Title IV HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Attendance Policy**

The course length is 1600 clock hours for Cosmetology students, 1500 clock hours for Barber Stylist students, 600 clock hours for Esthetics students, 600 clock hours for Nail Technology students. Instructor in Training hours are dependent upon state mandates and current qualifications held by the student; course length will be either 500 hours or 1000 hours.

75% attendance is required to remain in Satisfactory Academic Progress (SAP) and to maintain Title IV HEA Program Funding (financial aid) eligibility, as applicable.

Student disciplinary actions that may result from some of the following situations:

- Extenuating and emergency medical conditions will be reviewed individually by a member of Administration on a case-by-case basis. All decisions will be final.
- Absent days include vacation, sick days, emergencies, weddings, funerals, graduations, late come/ early leaves etc.
- If a student has no contact with the Attendance Director and/or has not completed the correct paperwork for a leave of absence within 14 calendar days of your last clock in time, you will be automatically withdrawn from the Academy.
- Students may make up missed time at school during their non-contracted time.
- All absences hours must be made up. Excused/unexcused do not apply. Students must complete the number of clock hours for the program in which they enrolled and were contracted for on their enrollment agreement.
- Any late comes/early leaves may result in a one-day suspension.

- Any no shows may result in a one-day suspension.
- You must talk to the Attendance Director to request days off in advance. This should be done as soon as you know you need the time off, with a minimum of at least one day prior. Only 5% of enrolled students may be absent for floor days, it is first come first serve.
- If you have an emergency, you must call the attendance line ASAP.
- If you have a doctor's note excusing you from school, talk to your Attendance Director in order to not receive a suspension. However, it will affect your overall attendance percentage.

### **Extreme Weather Policy**

Austin Kade Academy strives to ensure all students are always safe and acknowledges that Idaho has extreme weather which may require school closures. Austin Kade follows the school closures of the two main Idaho Falls School Districts, 91 & 93. If either of these schools close for a snow/weather day, Austin Kade may also close for the day. If these schools remain open, Austin Kade will remain open, and students are expected to be in attendance. If there is an extreme situation where attending would not be safe, contact the Attendance Director at least 30 minutes before school hours begin.

### **Disciplinary Actions Policy: Warnings, Suspension, Terminations**

#### **Suspensions- Dismissals**

Enrollment may be suspended and/or a student may be dismissed or terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Leaving school without permission while clocked in during scheduled hours.
- Arriving late or leaving early for any class or break without prior permission
- Malicious gossip or bullying, actual or an intent to, in any form i.e., text messages, in person, online etc.
- Inappropriate language.
- Not calling in for late or absent days
- Repeatedly missing theory/test
- Not cleaning area before leaving or repeatedly not doing jobs
- Altering any appointment in any way without an instructor's approval
- Not having work checked and signed by an instructor before beginning and after finishing a client
- Forging any part of a client ticket, including the instructor signature
- Getting a personal service without permission, without a ticket or without paying
- Disrespecting staff in any way or refusing to follow instructions
- Refusing to accept a client or swapping clients with other students without permission

- Attending school under the influence of drugs or alcohol or bringing such items to school, legal or otherwise
- Not being in SAP for attendance
- Disrespect shown to others
- Improper dress
- Not being in the correct area and with your class while in the building when not on break
- Clocking in or out for anyone other than yourself, or having someone clock for you will result in an immediate termination from school
- Any other activity deemed harmful, unprofessional, or destructive to the school, its staff, clients, or it's students.

### **Disciplinary Code**

Application - This disciplinary procedure will be applied in cases where a student is charged with violating any policy.

1. Verbal Warning
2. Written Warning
3. One (1) week suspension and/or immediate termination.
4. Termination

### **Termination Policy**

Students may be terminated from the program for non-compliance with any school policy; 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 school; willful destruction of school property; non-payment of fees; theft or any illegal act.

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

- Work missed due to absence, including tests, assignments, or classes, must be made up.
- Scheduled time will be made available specifically for retaking or making up tests.
- Hours may not be made up during the normal scheduled hours.
- Check with the Attendance Director or Education Specialist regarding make up times
- Please remember, making up hours is a privilege we give to the students at Austin Kade Academy and students should use this time wisely doing school related activities.  
Remember to be respectful to the students and staff members.

Austin Kade Academy does allow students to attend extra hours to complete their hours faster. However, each student must complete the program curriculum requirements. Curriculum has been created to fit the program length, so attending extra hours may cause a student to graduate before all classes/lessons have been given. These are the sole responsibility of the student as all tests must still be taken and passed.

## **Leave of Absence Policy**

This policy applies to all students enrolled in the school. 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: Medical; Administrative; Incarceration

Students must follow this LOA policy when requesting a LOA. The LOA must be requested in writing using the form provided by the school and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school 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 the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA on the LOA form. A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days. An LOA cannot exceed a 90-calendar daytime frame unless extenuating circumstances arise, with a maximum of 180 days in a 12-month period. Only one Leave of Absence may be granted per enrollment period, except under extenuating circumstances. Any exceptions due to extenuating circumstances will be at the discretion of Administration. If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. If a student takes an unapproved Leave of Absence or is absent 14 consecutive calendar days, they will be considered withdrawn. Additionally, the student's loans will go into repayment 180 calendar days (about 6 months) after the last date of attendance. The institution 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. The institution is not responsible for any equipment left at the school.

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 without any additional institutional charges or penalty to the student. However, any financial obligations must continue to be paid through LOA.

Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

## **Grading Policy**

Students at Austin Kade Academy are graded in 2 key areas: Practical and Theory (which include chapter tests and final exams). A score of 75% or higher is considered passing. Any assignment or test that receives less than a passing grade must be repeated. Please note: if a final test does not receive a passing grade, Administration may require repeating an entire class, not just the test. For

example, if a student in Foundations does not pass the Foundations Final, repeating all of Foundations may be deemed necessary. Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

#### Student Evaluations:

Student evaluations are an overview of the current cumulative progress; they contain current attendance and grades that have been earned by the student for the entire length of the program. A student portal is made available to every student that shows up to date information in all graded areas at any time.

### **Employment Assistance and Advising Policy**

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 students upon graduation. Upon request, Austin Kade Academy will provide students with a list of local salons. provides academic advice to all students. The school provides training in professional image, resume' writing, interviewing skills, the mechanics of owning and operating a salon, and a focus on self-esteem, communication skills, continuing education, and building a clientele. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success.

### **Graduation Requirements Policy**

The institution will grant a Certificate of Completion for the applicable course when the student has:

- Completed the course of study and designated hours as required by the State regulatory agency,
- Passed a final written and practical examination,
- Made satisfactory payment of all debts owed to the school.

A student that has completed all the requirements listed above will have their hours sent to the State in order to apply and sit for their license examination. The academy will provide literature and training to prepare the student for the State licensing examination however the academy does 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.**

## **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule or form of payment, cash pay, Veterans Educational Benefits, or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

### **EVALUATION PERIODS**

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks except for the Instructor in Training program which operates at 1000 clock hours to be completed in 30 weeks. Students are evaluated for Satisfactory Academic Progress **based on actual clock hours** as follows:

<b>Program Name</b>	<b>Length in Clock Hours</b>	<b>Evaluation Points (Actual Hours) Academic Weeks (Scheduled Weeks)</b>
Barber Stylist	1500	450hrs/13wks; 900hrs/26wks; 1200hrs/36wks
Cosmetology	1600	450hrs/13wks; 900hrs/26wks; 1250hrs/37wks
Esthetics	600	300hrs/9 weeks
Nail Technology	600	300hrs/9 weeks
Instructor in Training	500	250hrs/8 weeks
Instructor in Training	1000	500hrs/15 weeks

\* Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Program Name</b>	<b>Hours</b>	<b>Maximum time allowed in scheduled hours</b>
Barber Stylist	1500	1995
Cosmetology	1600	2128
Esthetics	600	798
Nail Technology	600	798
Instructor in Training	500	665
Instructor in Training	1000	1330

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled hours. Students who have not completed the course within the maximum timeframe will be terminated unless payment arrangements are made to cover any loss of financial aid.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

## ACADEMIC PROGRESS EVALUATIONS

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

Numerical grades are considered according to the following scale:

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements of a 75% for academics and 75% for 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 each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV, HEA Program funds interrupted, as applicable, unless the student is on warning. Students deemed not maintaining Satisfactory Academic Progress may have their VA Educational Benefits interrupted.



## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning and will be eligible for Title IV HEA program funds for one SAP evaluation period. For the purpose of NACCAS policy requirements during the warning period students are considered to be making satisfactory academic progress. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV, HEA Program funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds and/or VA Educational Benefits, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

## INTERRUPTIONS, WITHDRAWALS

If enrollment 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 calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

## COURSE INCOMPLETES, REPETITIONS, AND NONCREDIT REMEDIAL COURSES

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from other institutions will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

Note: Withdrawal passing/withdrawal failing, probation, and appeals are not applicable to this institution.

- End of SAP Policy -

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

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 from the student or guardians, 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 subpoenas.
- 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 six years.

### **Rights and Privacy - FERPA**

It is the policy of the school to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-8520

### **Policy for Safeguarding Customer Information – Personally Identifiable Information (PII)**

Non-public PII is information which is not publicly available on:

- 1) your name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll,
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) information obtained from a website.

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director and or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

## **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 or will be asked to clock out and go home to change.

- ◇ Wording on clothing, jewelry, accessories, and tattoos must not include swear words, drugs, or anything vulgar.
- ◇ Shorts and skirts but be to the knee cap. No tank tops, crop tops, sleeveless shirts. All shirts must have at least a cap sleeve and all clothing except for sleeves must not be see through. Pants must cover underwear. Dress code violations will result in you being asked to go home and change, or wear the scrubs provided by the student services director.
- ◇ No clothing with any tears, holes, or patches. Distressed items must not be excessive, all areas covered by the shorts and skirts policy above must not be visible.
- ◇ No “sweats” are allowed, this includes sweatpants, sweatshirts, and hoodies.
- ◇ If you choose to wear leggings (any pant without pockets) must not be see through
- ◇ 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 (if you choose to wear it) done before arriving at school. Nails should also be clean and well maintained.
- ◇ Aprons and all capes should be freshly laundered at home, and a clean cape should be used for each client. Aprons and capes are required to be worn when on the floor with clients.
- ◇ Esthetic Students must be in black or grey scrubs.
- ◇ *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**

#### **DO**

Always maintain a professional appearance and attitude.

- ◇ Treat all people with respect
- ◇ Remain with their class in their designated areas.
- ◇ Plan for meals and phone calls so they don't interrupt classes
- ◇ Smoke only in the designated area behind the building
- ◇ Park in designated areas
- ◇ Check any visitors in at the front desk to always maintain safety and security
- ◇ Reserve phone calls on the school line for emergencies
- ◇ Always keep cell phones on silent, and only answer calls while on break and in halls or break rooms
- ◇ Make sure any drink on the clinic floor has a spill proof lid

- ◇ Come to school on time, ready to work and have fun
- ◇ Stay busy when on the clinic floor and not with a client. If you need help, ask an instructor!
- ◇ Understand that all appointments must be made through the Front Desk, and accept any appointment given as assigned
- ◇ Make any necessary changes to an appointment through the Front Desk and floor instructor
- ◇ Make sure every client (even if your client is a student) has a ticket and follows the proper consultation requirements
- ◇ Check with an instructor if extra product is needed to it can be properly charged and tracked
- ◇ Get beginning and ending consultations

### **DO NOT**

- ◇ Gossip
- ◇ Engage in or threaten violence in any way shape or form
- ◇ Use profanity or vulgarity
- ◇ Congregate in the reception area, behind the front desk, dispensaries, or offices
- ◇ Engage in destruction or theft of property belonging to the school, students, staff, or clients
- ◇ Bring children to school while clocked in
- ◇ Smoke anywhere other than the designated area
- ◇ Come to school under the influence of any drugs or alcohol
- ◇ Solicit or sell drugs or alcohol anywhere on the premises
- ◇ Disrupt classes in any way, including via phone calls, talking, tardiness, leaving in the middle of classes, loud food wrappers etc.
- ◇ Take food on the clinic floor or allow a client to have food on the clinic floor. This is a violation of health code.
- ◇ Order food to have delivered during class time, please use designated breaks
- ◇ Use electronic devices on the Clinic Floor
- ◇ Bully a fellow student, client or staff member in any way
- ◇ Sit around while not with a client on the clinic floor
- ◇ Refuse or walk away from any client for any reason. This is an automatic suspension.
- ◇ Perform a service on a client, student or staff member without a ticket and instructor consultation • Finish a service without the final consultation with the floor instructor

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

- While on the clinic floor, students must take lunch during their assigned time period whenever possible. Students must inform the front desk if they are not able to take lunch

at this time and make other arrangements with the instructor to ensure there is coverage for appointments.

- Students must inform the Instructor and Front Desk when they are leaving for lunch or 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. No food is allowed on the clinic floor, and all drinks must have a spill proof/closed lid.
- Students are responsible for cleaning up after themselves in the break room
- Leaving a classroom, or otherwise being disruptive during instruction is prohibited. Doing so will result in being asked to clock out and go home.
- Class begins at the scheduled time. Excessive tardiness is a disruption, and the student may be asked to clock out and go home.
- Students must not leave the school at any time during the day without receiving permission from an instructor and the Attendance Director. If they leave the building for any reason, they must clock/ sign out. Failure to do so will result in disciplinary action.
- If a student cannot attend school, the Attendance Director must be called, texted or a message left by 30 minutes 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 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.*

### **Sanitation and Safety**

- Following the safety precautions contribute to the health, welfare and state of the community. The following precautions should be taken with each client.
- All instruments, including all implements, must be cleaned and sanitized after each use prior to storage. A sanitizing agent registered with the EPA as hospital grade or better must be used.
- Linens and towels must only be used once and changed after each client.
- Keep any and all chemicals or products away from eyes. In case of contact with chemicals, thoroughly rinse eyes with cold water and refer to the product bottle for further information.
- Hand washing is required before and after each service is performed.
- Carefully handle anything containing chemically active ingredients to avoid injury to you and your client.
- Ask the client to remove any jewelry, hair accessories, glasses etc. and place them 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 sanitary and 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.

### **Student Personal Services**

- Students are allowed to have a service done on them when not on the clock, or if the clinic floor is slow and the instructor and front desk has approved it. Still must clock out if during clinic floor time.
- Personal services done on students are charged student pricing. Front desk has a list of student prices that may be referenced for services and cost. Please understand, for clinic floor appointments, the client always comes first. If you have a personal schedule, you may be bumped or moved to allow an opening for a client. If you have a personal schedule but you are needed to perform a service for a client, your appointment will need to be canceled or rescheduled.
- You may not receive a personal student service while suspended
- You may not receive a personal student service if you are not making SAP guidelines (75% attendance/GPA) Front desk will confirm you are not on the No Personals List for being behind before scheduling the service. If you wish to have a service done while on the No Personals List, the personal must be done outside of your contracted hours and you must pay full client cost for the service.
- All Personals must follow regular appointment protocol, including beginning and final consultation from the instructor.
- Outside products may not be used for any service, including personals.
- Personals must be paid immediately following the service. Failing to pay for a personal will result in automatic suspension and being placed on No Personals for 30 days.

***Failure to adhere to any Policy or Standard, or excessive abuse of any Policy or Standard can result in disciplinary action, including a written warning, suspension, or termination.***

## **ADDITIONAL INFORMATION**

### **Physical Demands**

#### **Body Position**

- Cosmetology and Barber Stylist: long periods of time standing with arms lifted at shoulder level are required for cosmetologists and barbers.
- 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**

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for related positions are as follows: **BUREAU OF LABOR STATISTICS:**  
<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+nondegree+award&training=None&newjobs=&growth=&submit=GO>

## **O\*NET Resource Center**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

**O\*NET CODES** - <http://www.onetonline.org>

## **IPED Statistics**

The College Navigator website <http://nces.ed.gov/collegenavigator> provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female; Self-identified members of a major racial or ethnic group; Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation, and placement rates.

## **Students Interested in a Career in Cosmetology, Barber Stylist, Esthetics, Nail Technology, or Instructor in Training 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.
- Be able to meet requirements set forth by employers.

## **For Your Information**

The school is licensed by the Division of Occupational Licenses Idaho Barber and Cosmetology Services Licensing Board located at 11351 W Chinden Blvd, Bldg. #6, Boise, ID 83714; (208)334-3233; [www.idaho.gov/bcb](http://www.idaho.gov/bcb); Complaints - [https://edopl.idaho.gov/OnlineServices/\\_/#1](https://edopl.idaho.gov/OnlineServices/_/#1)

The school's accreditation status is "on probation" with the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314; (703)600-7600; [www.naccas.org](http://www.naccas.org); Complaints - <https://naccas.org/Complaints>



## **Austin Kade Academy Statistics**

**As per the NACCAS 2023 Annual Report our outcome rates are as follows:**

Graduate completion rate: 86.21%      Placement Rate: 68.09%      Licensure Rate: 90.38%

## **Cosmetology Course Outline**

1600 clock hours

### **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 CIMA Digital platform. Cosmetology and the Milady Standard System of Salon Skills for both theory and lesson planning. We also have thoughtful and flexible classes where the student's needs and wants are addressed.

### **Curriculum**

Austin Kade Academy follows the State of Idaho Course of Studies for school curriculum and utilizes Milady CIMA Digital technology course.

### **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 Certificate of Completion and will be prepared for successful employment in the cosmetology profession.

### **Grading Scale**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

**Cosmetology Program Breakdown in Units of Instruction:**

Hygiene- 75 hours

Bacteriology- 100 hours

Histology of:

Hair - 15 hours, Skin -15 hours, Muscles - 15 hours, Nails - 15 hours, Nerves - 15 hours

Structure of the: Head - 25 hours, Face - 25 hours, Neck - 25 hours

Chemistry of: Sterilization - 50 hours, Antiseptics - 50 hours

Diseases of the: Skin - 25 hours, Hair - 25 hours

Glands - 25 hours

Nails - 25 hours

Massage of Muscles - 100 hours

Permanent Waving - 75 hours

Haircutting - 200 hours

Hair Arranging - 100 hours

Hair Dressing - 75 hours

Color - 150 hours

Bleaching - 150 hours

Tint - 125 hours

Electricity - 50 hours

Idaho State Law - 25 hours

Business Skills - 25 Hours

- Career planning, professionalism, resume development, job search and interviewing skills
- Basic facial & general skincare
- Selling products and services
- State Board Prep

**Barber Stylist Course Outline**

1500 clock hours.

**Description of Course**

Austin Kade Academy educates students in Theory and Practical Skills as well as Laws, Rules & Regulations pertaining to the Barber Stylist industry, upon completion, the students may have several career choices-Barber Stylist, Educational Consultant, Hair Colorist, Platform Artist, Salon or Shop manager, Salon or Shop 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 CIMA digital platform of Barbers 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 needs and wants are addressed.

## **Curriculum**

Austin Kade Academy follows the State of Idaho Course of Studies for school curriculum and utilizes Milady CIMA Digital Barber technology course.

## **Course Goals**

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

## **Grading**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

## **Barber Stylist Program Breakdown in Units of Instruction:**

Hygiene- 75 hours

Bacteriology/Infection Control- 100 hours

Business of Barbering- 50 hours

Tools and Equipment- 25 hours

Treatment of the Hair and Scalp- 50 hours

Anatomy and Physiology: Histology of:

Hair- 15 hours, Skin- 15 hours, Muscles- 15 hours, Nerves- 15 hours

Structure of the: Head- 15 hours, Face- 15 hours, Neck- 15 hours, Skin- 15 hours

Chemistry of: Sterilization- 25 hours, Antiseptics- 25 hours

Diseases/Disorders of: Skin- 15 hours, Hair- 15 hours, Glands- 15 hours, Scalp- 15 hours

Shaving- 100 hours

Facial Massage and Treatments- 25 hours

Texture Service- 100 hours

Women's Haircutting/Styling- 180 hours

Men's Haircutting/Styling- 180 hours Hairdressing- 100 hours

Hair Color/Lightening- 200 hours

Men's Hair Replacement- 25 hours

Electricity- 10 hours

Idaho State Law- 25 hours

Business Skills - 25 Hours

- Career planning, professionalism, resume development, job search and interviewing skills
- The skin care business
- Selling products and services
- State Board Prep
- History, Life Skills, Professional Image

## **Esthetics Course Outline**

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 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 CIMA Digital platform 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 school curriculum and utilizes Milady CIMA Digital Esthetics course.

### **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 Certificate of Completion and will be prepared for successful employment in the esthetic profession.

### **Grading**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

### **Esthetics Program Breakdown in Units of Instruction:**

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: 300 Hours  
    The treatment rooms  
    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, professionalism, resume development, job search and interviewing skills  
    The skin care business  
    Selling products and services  
    State Board Prep

## **Nail Technology Course Outline**

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 Milady CIMA Digital platform 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 school curriculum and utilizes Milady CIMA Digital course curriculum for Nail Technology.

## **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.

## **Grading**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

## **Nail Technology Program Breakdown in Units of Instruction:**

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

- Board Prep

- Career planning, professionalism, resume development, job search, and interviewing skills

## **Instructor In Training Course Outline (500 hours)**

### **Course Outline and Description**

Austin Kade Academy offers an additional course to licensed professionals that wish to become a Cosmetology, Barber Stylist, 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, Barber Stylist, Esthetics or Nail Technology Instructor in a School, Salon Manager, Salon Owner, Apprenticeship Instructor, Educational Consultant and School Administrator. The weekly schedule will be determined by the Education Director to meet the needs of the students and Austin Kade Academy.

### **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

### **Tests and References**

Austin Kade Academy uses Milady's Master Educators Handbook and Workbook and our in-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.

### **Grading**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

**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
- Career planning, professionalism, resume development, job search, and interviewing skills

**500 hour Instructor in Training Program Breakdown in Units of Instruction****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 chapters 1-10

**Advanced Classroom Management: 225 Hours**

- Use of technology
- Products used in Academy



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

State Board Preparation: 40 Hours

## **Instructor in Training Course Outline (1000 hours)**

### **Course Outline and Description**

Austin Kade Academy offers an additional course to licensed professional that wish to become a Cosmetology, Barber Stylist, Esthetics, and Nail Technology Instructor. The course teaches 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, Barber Stylist, Esthetics or Nail Technology Instructor in a School, Salon Manager, Salon Owner, Apprenticeship Instructor, Educational Consultant and School Administrator. Austin Kade uses the Master Educator program through Cengage.

### **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 uses 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, Barber Stylist, 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.

## **Grading**

Below is the scale used to determine grades.

90-100% = A

80-89% = B

75%-79% = C

0-74% = Fail

## **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
- Career planning, professionalism, resume development, job search and interviewing skills

## **1000 Hour Instructor in Training Program Breakdown in Units of Instruction**

Orientation: 10 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 chapters 1-10

Advanced Classroom Management: 460 Hours

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

State Board Preparation: 80 Hours

### **Student Grievance/Complaint Procedure**

Austin Kade Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow, should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files, in order to determine the frequency, nature and patterns of complaints for the Academy. The information will be used in evaluating the Academy's effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing within 60 days of the date the grievance occurred.
2. The written complaint will be reviewed by administration and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for the final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by administration, it will be referred to an appropriate agency if applicable.
4. Depending upon the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach final resolution.
5. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the administrative staff will appoint a hearing committee consisting of one member of the Academy who has no involvement in the dispute, another member who may not be related to the student filing the complaint or another student of the Academy, and another member who may not be employed by the school or related to school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the Academy's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Administration shall consider the report and either accept, reject, or modify the recommendations of the committee.

If the complaint cannot be solved, the student may submit it to the school's Accrediting Agency and/or the State agency. Contact information can be found elsewhere in this catalog.

# School Calendar 2025

## **JANUARY**

Dec 23<sup>rd</sup> - Jan 4<sup>th</sup>: NO SCHOOL Christmas Break  
Jan 6<sup>th</sup>: Staff Meeting LATE START  
Jan 13<sup>th</sup>: Orientation for all programs  
Jan 20<sup>th</sup>: NO SCHOOL Martin Luther King Day  
Jan 23<sup>rd</sup>: Graduation @6:30

## **FEBRUARY**

Feb 3<sup>rd</sup>: Staff Meeting LATE START  
Feb 14<sup>th</sup>: NO NIGHT SCHOOL Valentines Day  
Feb 17<sup>th</sup>: NO SCHOOL Presidents Day  
Feb 18<sup>th</sup>: Orientation for Day Programs

## **MARCH**

March 3<sup>rd</sup>: Staff MTG LATE START  
March 24<sup>th</sup> - 29<sup>th</sup>: NO SCHOOL Spring Break

## **APRIL**

April 7<sup>th</sup>: Orientation for all programs  
April 7<sup>th</sup> - 11<sup>th</sup>: Spirit Week  
April 14<sup>th</sup>: Staff Meeting LATE START  
April 24<sup>th</sup>: Graduation @6:30

## **MAY**

May 5<sup>th</sup>: Staff Meeting LATE START  
May 24<sup>th</sup> - 26<sup>th</sup>: NO SCHOOL Memorial Day  
May 19<sup>th</sup>: Orientation for Day Programs

## **JUNE**

June 2<sup>nd</sup>: Staff Meeting LATE START  
June 23<sup>rd</sup>: Orientation for all Programs

## **JULY**

July 4<sup>th</sup> - 5<sup>th</sup>: NO SCHOOL 4th of July  
July 7<sup>th</sup>: Staff Meeting LATE START  
July 15<sup>th</sup>: Park Day  
July 24<sup>th</sup>: Graduation @6:30

## **AUGUST**

Aug 4<sup>th</sup>: Orientation for Day Programs  
Aug 11<sup>th</sup>: Staff Meeting LATE START  
Aug 30<sup>th</sup>: NO SCHOOL Labor Day

## **SEPTEMBER**

Sept 1<sup>st</sup>: NO SCHOOL Labor Day  
Sept 8<sup>th</sup>: Orientation for all programs  
Sept 15<sup>th</sup>: Staff Meeting LATE START

## **OCTOBER**

Oct 6<sup>th</sup>: Staff Meeting LATE START  
Oct 13<sup>th</sup>: Orientation for Day Programs  
Oct 23<sup>rd</sup>: Graduation @6:30  
Oct 31<sup>st</sup>: NO NIGHT SCHOOL Halloween

## **NOVEMBER**

Nov 3<sup>rd</sup>: Staff Meeting LATE START  
Nov 24<sup>th</sup> - 29<sup>th</sup>: NO SCHOOL Thanksgiving Break

## **DECEMBER**

Dec 5<sup>th</sup>: NO NIGHT SCHOOL Staff Christmas Party  
Dec 15<sup>th</sup>: Staff Cleaning Day LATE START  
Dec 22<sup>nd</sup> - Jan 3<sup>rd</sup>: NO SCHOOL Christmas Break