



# AUSTIN KADE

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## ACADEMY EDUCATION WITH PURPOSE

## 2025 School Catalog / Austin Kade Academy, LLC

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# Mission Statement

Austin Kade Academy LLC 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”**

Austin Kade Academy LLC  
1646 South Woodruff Ave  
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 12,000 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 & classes. There are 11 additional instructional areas that seat anywhere from 12- 30 people each.

# Ownership of Austin Kade Academy LLC

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

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

Lisa, having six kiddos 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 Mangement from Brigham Young University Idaho. Austin is a detail-oriented accountant with a strong foundation in financial management, business management, and business start-up. With 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**

<u>Compliance Director-</u>	Burgandie Leavitt
<u>Financial Aid Exec. Director-</u>	Elizabeth Corry
<u>Education Director- Cosmo / Barber Stylist-</u>	Amanda Dwinell
<u>Education Director Esthetics-</u>	Lindsay Browning
<u>Education Director Nails-</u>	Kasha Roberts
<u>Attendance &amp; Client Relations Director -</u>	Hailey Ricks
<u>Inventory Director-</u>	Rebecca Whitman

Support Staff: Paulette Monica, Rachel Nuttal, Chloe Gordon, Alexis Hernandez, Stephanie Ockerman

# INSTRUCTORS

Amanda Dwinnell	Barber	Cosmetology	
Cindy Robison	Cosmetology	Nail Tech	Esthetics
Candice Aicher	Barber	Cosmetology	
Trisha Westergard	Cosmetology	Barber	
Paulina Hall	Cosmetology		
Leslie Packer	Cosmetology		
Yonira McCormick	Cosmetology	Esthetics	
Killian Thomson	Cosmetology		
Kaylee Romrell	Cosmetology		
Yonira McCormick	Cosmetology	Esthetics	
Julie Feusner	Cosmetology	Esthetics	
Kasha Roberts	Nail Tech		
Mathew Ribera	Nail Tech		
Jamie Warren	Nail Tech		
Kamaile Nielsen	Nail Tech		

\* 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**

A prospective student must provide proof of age via a birth certificate, passport, military identification, driver's license, or other similar form of legal documentation. A prospective student must be at least 16.5 years old with proof of high school diploma or its equivalent.

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

**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 (nonrefundable) 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.

- Austin Kade Academy does not recruit students already attending or admitted to another school offering a similar program of study.
- All courses will be taught in English.
- If the student's diploma is foreign, or in any language other than English, it must be translated to English by an outside agency and confirmed to be an academic equivalent.
- Austin Kade Academy does not discriminate on the basis of color, race, religion, creed, sex, age, financial status, military status, sexual orientation or ethnic origin.
- The Academy reserves the right to run a background check and/or random drug testing upon mandatory completion of authorized forms.

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

The following requirements must be met by 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 and Re-Entry 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 Freshman Instructors and the Education Director.
- When determining your graduation date, previous paid hours at another institution will affect your SAP.

## **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.

## **TUITION COSTS AND FEES**

### **Application Fee**

A non-refundable application fee of \$50.00 must be paid upon completing your Admission Application. This fee is not included in the cost of tuition. 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 includes the cost of the student kit, are non-refundable.

### **Re-Admittance Fee**

If a student's enrollment has been terminated, for any reason, there is a mandatory 14 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.

### **Cosmetology Costs**

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

### **Payment Options**

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or Federal Financial Aid Funds:

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

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

**Option 2**– The student may choose to finance directly through the school With **All fees\*** paid before the first day of class AND 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.*

### 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*

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

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

–Other payment arrangements will be given consideration through Academy Administration.

### **Barber Stylist Costs**

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

### Payment Options

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or Federal Financial Aid Funds.

#### Full Time Day School

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

**Option 2**– The student may choose to finance directly through the school With All fees\* paid before the first day of class AND 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*

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

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

–Other payment arrangements will be given consideration through Academy Administration.

### **Esthetics Costs**

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

### **Payment Options**

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or Federal Financial Aid Funds.

### **Full Time Day School**

Option 1–Payment of entire tuition & fees before starting classes.

Option 2– The student may choose to finance directly through the school With All fees\* paid 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*

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

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

–Other payment arrangements will be given consideration through Academy Administration.

### **Nail Technology 400-hour Program Costs:**

Application Fee	\$50
Enrollment Fee	\$550
Books & supplies	\$1,700
Tuition	\$5,500
<b>Total Costs</b>	<b>\$7,800</b>

## Payment Options

Austin Kade Academy is a private school and offers the following payment options for the 400-hour Nail Technician program we accept, Idaho Launch, cash, credit card or qualifying scholarship.

### 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 2 payments of \$2,900 or \$1,450 every 2 weeks with the full balance due prior to completing the 400 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.

### 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 4 payments of \$1,900/ month or \$950.00 every two weeks with the full balance due prior to completing the 400 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.

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

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

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

–Other payment arrangements will be given consideration through Academy Administration.

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

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

## Payment Options

Austin Kade Academy is a private school and offers the following payment options in cash, credit card or Federal Financial Aid Funds.

### Full Time Day School

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

**Option 2**– The student may choose to finance directly through the school With **All fees\*** paid before the first day of class 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*

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

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

–Other payment arrangements will be given consideration through Academy Administration.

**Instructor in Training Costs 900-hour or less:**

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

**Payment Options**

The \$50 application fee must be paid prior to enrolling. \$900.00 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 IIT 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 IIT 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 IIT program cost).

**State of Idaho requirements for Instructor in Training:**

- Hold a state of Idaho License in the field of your study you wish to teach (Cosmetology, Esthetics, Barber, Barber Stylist or Nail Technology)
- With 0-2 CONSECUTIVE years of practicing in your field requires 6 months (900 hours) in the program.
- 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.
- For a complete list of current state requirements please see <https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH58/SECT54-5810/>

**POLICIES AND PROCEDURES**

**Refund Policy**

- The refund policy is applicable to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
- An applicant not accepted by Austin Kade Academy will be entitled to a refund of all monies paid less the application fee (\$50).
- If a student cancels his/her enrollment and demands his/her money back in writing within (3) business days of the date the enrollment contract was signed, whether instruction has begun or not, all monies collected by Austin Kade Academy, less the application fee (\$50,) will be refunded.
- When a student withdraws, any Austin Kade Academy Scholarship that has been awarded is null and void and will need to be paid to the Academy in full.
- A student may be entitled to a refund when the student notifies the institution of his/her withdrawal, fails to return from a Leave of Absence (the date of withdrawal will be the earlier of the scheduled return date from the LOA, the date the student notifies the Academy they will not be returning, or a student is expelled. This policy applies regardless of whether or not instruction has begun.
- Cancellation dates on any termination for any reason are determined by the postmark on the written notification, or the date the information is delivered to the Academy administration in person. This policy applies regardless of whether instruction has begun.
- If a student cancels his/her enrollment after beginning classes, or otherwise leaves school prior to graduation, the Academy will be entitled to retain or receive a tuition amount calculated according to the following:

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

(Transfer students will be figured on a prorated basis)

Enrollment time is defined as the elapsed time between the actual starting date and the date of the last day of physical attendance in the Academy. Any money due the student will be refunded within 45 days of either determination the student has withdrawn, whether officially or unofficially, or formal termination, including being expelled, by the Academy.

Termination will occur 14 days from the last date of physical attendance or in the case of a leave of absence, the documented date of return.

- Unofficial withdrawals are determined through monitoring clock hour attendance at least every thirty (30) days. Termination will occur 14 days from the last date of attendance as per the monitoring.
- Additional costs to the student as identified in the enrollment contract, such as supplies, and equipment will not be considered in tuition refund computations. Supplies and equipment purchased from Austin Kade Academy are nonrefundable and are nonrefundable as of the day the supplies are received by the student. Supplies and equipment will not be released until all financial obligations have been paid in full.
- If the Academy is permanently closed and is no longer offering instruction after a student has enrolled and instruction has begun, the student will be entitled to either a pro rata refund of tuition, or provided a completion of the course, decided by the Academy, **at its option**. If a pro rata refund is chosen, for all students transferring to another school, it will be based on the hours accepted by the receiving school.
- If a course is canceled after a student enrolls, but before instruction has begun, the Academy will, at its option; provide either a full refund of all monies paid or provide completion of the course.
- Students will be individually notified of any school closure. A plan will be submitted for each student to attend a local school that will provide the same type of program as the student's current enrollment. A list of enrolled students will also be given to the appropriate agencies if the Academy were closed for any unseen reason. Records will be kept by the Academy for the applicable time frame set forth by Idaho Law and then disposed of accordingly. A student has the right to appeal their refund calculations. To appeal a decision a student must submit all pertinent facts and information in writing within 10 days of determination by the Academy Administration. A final determination will be made within 45 days. All decisions will be final.
- Austin Kade Academy does not participate in any teach-out plans with other institutions.

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

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

than was earned, the excess funds must be returned by the school and/or the student. Ceasing enrollment in a term may result in the student owing aid funds to Austin Kade Academy, the Government or both.

### **Attendance Policy**

The course length is 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/3 months or 1000 hours/6 months.

It is understood that the Cosmetology course length that is being paid for is 1600 scheduled clock hours. The Barber Stylist length that is being paid for is 1500 scheduled clock hours. The Esthetics course length that is being paid for is 600 scheduled clock hours and the Nail Technology course length that is being paid for is 600 scheduled clock hours. Instructor in Training is a non-paid program as you become a member of the staff.

75% attendance is required to stay in Satisfactory Academic Progress (SAP). In order to maintain Federal Funding, you must remain in SAP. Students must also stay at or above 75% attendance to avoid extra institutional instruction charges or disciplinary actions that may result from some of the following situations:

- If a student has passed their scheduled graduation date and their hours have not been completed, extra instructional charges will apply. Students may make up missed time at school during their non-contracted time.
- At 65% attendance the Department of Education requires us to expel you from school. After 14 days students will be able to reapply per the Re-Entry Student Policy.
- There is a fee of \$150.00 that must be paid before a student is allowed apply for re-admittance as per the Transfer and Re-Entry Student Policy on page 19.
- Absent days include vacation, sick days, emergencies, weddings, funerals, graduations, late come/early leaves etc...
- The student agrees to pay the extra instructional charges for each hour needed to complete requirements beyond the calculated completion date. Extra instructional charges will accrue for every scheduled hour and will be charged a rate of \$10.00 per hour. All charges will be due before student's hours will be sent to the state.
- Extenuating and emergency medical conditions will be reviewed individually by a member of Administration on a case-by-case basis. All decisions will be final.
- If a student has no contact with the Attendance Director and/or has not completed the correct paperwork within 14 calendar days of your last clock in time, you will be automatically withdrawn from the Academy. You may re-enroll to finish your time at Austin Kade Academy at which time you must be re-contracted and applicable fees will apply.

### **Clinic Floor Attendance Policy**

- 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 2 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 Written Warnings**

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

#### **Automatic Suspension**

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

Refusing a client, not calling in, leaving school grounds without permission while being clocked in, not being readily available while on the clinic floor, inappropriate language, malicious gossip or doing a personal without getting a consultation from an instructor, or any other activity deemed harmful, unprofessional or destructive to the school, its staff, clients, or it's students. An automatic suspension will result in a \$20 suspension fee. The suspended student may not attend class, which is counted as an absence. Prior to clocking back in after the suspension, the student must pay the fee. If a student has received a combination of 10 total written warnings and suspensions, a committee consisting of the Academy Administration will meet and determine, by vote, if the student should be terminated.

#### **Suspension Fees**

Automatic suspensions are \$20 and one day of school to be missed. Students who have not corrected an academic or disciplinary policy problem may be suspended for the period of one week and must pay a \$50 suspension fee. A second suspension is 2 and results in a \$100 suspension fee. Both of which must be paid before clocking back into school.

#### **Suspensions- Dismissals - Terminations**

Enrollment may be suspended, 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 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.
- 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

### **Re-Admittance Policy**

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

### **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 Theory Instructor or Department Education Director 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 does allow students to attend extra hours to complete their hours faster. However, each student must be aware that their attendance may not exceed 110%, unless prior approval has been given by Administration. 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**

Leave of Absences (LOA) may be requested when a student is facing hardship. Examples include, but are not limited to, medical leaves, extreme family hardships, pregnancy and mental health issues. An LOA request form may be obtained from the Attendance Director. Every LOA must be requested in advance unless unforeseen circumstances prevent it. If an LOA is not requested in advance, Austin Kade will document its decision and collect the LOA request from the student as soon as possible. The start date of the LOA will be the first date the student was unable to attend.

- LOA request forms must be completed, signed and submitted to Administration by the student. The reason for the LOA request and the dates requested must be clearly stated on the form.
- A written response will be made to accept/deny the requested LOA within 10 days of the Administration receiving the request. Approval or denial is at the discretion of the Austin Kade Administration. Each LOA request must be submitted per the policy to be considered for approval. Failure to follow policy will result in an automatic denial.
- Each decision will be signed by two members of Administration.
- Should the LOA be granted, the Leave begin date will be the next scheduled class date after the last date attended. All days of Leave must be taken in succession.
- 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.
- There must be a reasonable expectation that the student will return from the LOA.
- Financial obligations must continue to be paid through LOA, but no additional instructional charges will be charged.
- An LOA will extend the contracted graduation date and maximum time frame by the number of calendar days missed during the LOA, a Contract Addendum with the adjusted graduation date will be signed by all parties.
- A student granted an LOA per policy is not considered to have withdrawn and no refund calculation is required at that time.

- When a student either takes an unapproved LOA or fails to return by the expiration date of an approved LOA, the date of withdrawal shall be the earlier of the scheduled date of return from the LOA, or the date the student notifies the Academy that they will not be returning.

## **Grading Policy**

Students at Austin Kade Academy are graded in 3 key areas: Attendance, Clinic Floor Practical Application (referred to as Grids) and Tests, which include chapter tests and final exams. Tests and Grids require a score of 75% or higher on each assignment to be considered passing. Any test or grid 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. All tests and exams are graded on points earned versus points possible. All Practical (or Hands on) Grids are graded by correct execution of steps in that process. Below is the scale used to determine grades.

- 90–100% or 0 errors = A
- 80–89% or 1–2 errors = B
- 75%–79% or 2 or more errors = 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 3 graded areas at any time in lieu of paper report cards. Each student's progress is reviewed weekly by administration and any necessary coaching or further action is given as needed.

- The passing grade for the State Board Licensing is 75%.

## **Employment Assistance 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.

## **Graduation Requirements Policy**

- The student must score 75% or higher on all theory tests, progress examinations, practical applications and finals.
- After completing the Freshman Program, the student must complete one practical worksheet for each month enrolled in the Academy until all hours are complete.

- Cosmetology students must complete 1600 hours of training which includes at least 200 hours of theory. Barber Stylist students must complete 1500 hours of training which includes at least 200 hours of theory. Esthetics students must complete 600 hours of training which includes at least 68 hours of theory. Nail Technician students must complete 600 hours of training which includes at least 68 hours of theory.
- Instructor in Training hour requirements vary based on experience. The Idaho Barber and Cosmetology Licensing Board will assign the required hours, typically either 500 or 1000. Instructor programs can only be completed in the field in which the student holds a current Idaho license.
- The student must pass a final written and practical exam with a score of 75% or higher.
- The student must have all financial obligations owed to Austin Kade Academy paid in full.

A student that has completed all the requirements listed above will have their hours sent to the state in order to receive their license and will be awarded a Certificate of Completion. The academy will provide literature and training to prepare the student for the state board examination, however the academy 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.**

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

### **Satisfactory Academic Progress Policy**

Meeting Satisfactory Academic Progress, hereafter referred to as (SAP) requirements is an eligibility criterion for all students attending Austin Kade Academy. The school is required in statute and regulations to establish standards of measuring for determining whether a student is maintaining satisfactory progress. The student will receive an SAP report (similar to a printed report card) at the set hours checkpoints for each program. The Checkpoints are: Cosmetology: 450 hours, 900 hours and 1350 hours; Barber Stylist: 450 hours, 900 hours and 1300 hours; Esthetics: 300 hours; Nail Technology- 300 hours; Instructor in Training: 250 hours for the 500 hours program and 500 hours for the 1000 hours program. All SAP reports are processed at actual hours, not scheduled hours. Transfer hours are counted as attempted and completed hours when determining maximum time-frame, however the SAP evaluation is based on actual contracted hours at the Academy. Students are required to maintain satisfactory progress throughout their program to be in compliance with instructional policies as well as remain eligible for Higher Education Act (HEA), Title IV federal student financial assistance. Satisfactory progress is measured in both quantitative terms (attendance), as well as

qualitative terms (academic/grades). Students must meet the school's attendance and academic standards on a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds.

**Total Length and Academic Years of Programs**

1 Academic Year as Austin Kade Academy is 900 clock hours to be completed in 30 Academic Weeks

**Satisfactory Academic Progress Scale (Attendance)**

75–133%–maximum attendance time

**Satisfactory Academic Progress Scale (Academic)**

75 – 100%–In good standing GPA must be 75% or higher

<u>Program</u>	<u>Hours</u>	<u>Full Time</u>	<u>Part Time</u>
Cosmetology:	1600 Hrs.	53 Weeks	80 Weeks
Barber Stylist:	1500 Hrs.	50 Weeks	75 Weeks
Nail Technology:	600 Hrs.	20 Weeks	30 Weeks
Esthetics:	600 Hrs.	20 Weeks	30 Weeks

Instructor in Training: Varies per person.

**Satisfactory Academic Progress (SAP) reports:**

Similar to an End of Term Report card, each SAP includes a cumulative look at attendance and grades up to that point for each student. SAP reports are given at the hour’s checkpoints listed above and determine continued eligibility for Federal Financial Aid as well as their current standing in their program at Austin Kade. This report will be given to students in order to maintain a clear communication of their Satisfactory Progress and is considered their "official" progress report.

Students who meet the minimum requirements for attendance and academic performance are making SAP until the next scheduled evaluation period. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on a warning or has appealed and been granted a status of Probation.

**SAP Standards are:**

Good Standing– Quantitative

To be in good standing, a student must be in compliance with the attendance percentage of 75% and also be in compliance with the accepted and/or approved behavior standards, practices, and rules of Austin Kade Academy.

Required Grading Policy– Qualitative

To be in good standing, a minimum grade percentage of 75% on all tests and grids (theory and practical assignments.) There can be no more than 2 tests that are either missing or have a failing grade. Grids must be current, meaning each student is on the same month grid as the month in which the SAP is given.

## **SAP Warning and Probation Policy**

When a student receives an SAP (full policy as listed above) that is NOT in compliance with the requirements, that student will be put on warning for the entire next evaluation period. Ex: When a cosmetology student receives their SAP at 450 hours but is not compliant, that student is placed on warning for the period of 451–900 hours. If SAP compliance is not achieved by the next SAP hours checkpoint, that student is no longer eligible for Federal Financial Aid and is at risk of being terminated from Austin Kade Academy. An appeal for probationary status may be submitted, but approval is not guaranteed. Please see the full Appeals Policy as listed below. If Academy administration determines that there is a valid, justifiable cause to approve a probation request, an academic plan will be developed with the student that, if followed, will ensure that SAP requirements will be met in a timely manner. Financial Aid will continue while in Probationary status, however, if the student fails to comply with the academic plan, they will lose financial aid, and all remaining funds owed to Austin Kade must be paid by the student prior to completing their hours. If the student loses financial aid eligibility for a payment period, meeting SAP standards can re-instate eligibility for Federal Funds. Please see the full Reinstatement of Federal Financial Aid Policy as listed below. Students who have been withdrawn from the Academy for SAP non-compliance have the opportunity to re-enroll at a later date. Please see the Transfer/Re-Entry Students Policy on page 6 of this catalog.

## **Appeals Policy**

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

## **Reinstatement of Federal Financial Aid Policy**

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

## **Course Incomplete and Repetitions Policy**

The Academy does not offer grades on “incomplete” and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program, the student is treated as a Re-Entry student. Attendance and status remain as they were when the student withdrew. The same

Financial Aid payment period, clock hours and grades remain unchanged. Students should meet with the Financial Aid Advisor to discuss the conditions under which federal aid may be awarded for repeating courses. Non-Credit remedial courses are not offered at Austin Kade Academy and, as such, have no effect on the SAP Standards.

### **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. The student agrees to pay the extra instructional charges for each hour needed to complete requirements beyond the calculated completion date. Extra instructional charges will accrue for every scheduled hour and will be charged a rate of \$10.00 per hour. All charges will be due before student's hours will be sent to the state. If Financial Aid or VA funds are not paid to Austin Kade for any reason, the balance is the responsibility of the student.

### **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 subpoena.
- State of Idaho review of student and school records
- NACCAS can review students and school records.
- Students' records may be released to applicable financial institutions
- All student files will be kept for five years per Idaho regulations.



## **STANDARDS OF CONDUCT**

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

Austin Kade Academy has a dress code to promote professionalism, unity and integrity. The administration and staff also abide by these standards to lead by example. Students who come to school out of dress code will not be able to clock in 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 warn when on the floor with clients.
- ◇ Nail Students must wear aprons while doing 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 and have the floor instructor sign the grid for each service performed

### *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 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 them being clocked out and a one-day suspension.
- 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.
- 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, on the current month's grid, behind no more than 2 tests.) Front desk will confirm you are not on the No student services. List for being behind before scheduling the service. If you wish to have a service done while on the No Personal list, you must be clocked out and you may 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 with arms lifted at shoulder level for long periods of time.
- Esthetics: long periods of time are required to sit or stand and lean forward while providing services.
- Nail Technology: long periods of time required to sit and lean forward when providing services
- Instructor in Training: Standing for long periods of time, lecturing and performing practical demos.

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

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

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

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

## **For Your Information**

LICENSING AGENCY FOR  
THE STATE OF IDAHO  
Bureau of Occupational Licenses  
11351 W Chinden Blvd, Bldg. #6  
Boise, ID 83714 208-334-3233

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

### State Requirements for Licensure

- Graduate from a state licensed school with the required hours for your program.
- The instructor in training program has a requirement that changes according to hours needed by the State of Idaho for each individual.
- Pass the State administered practical exam.
- Pass a final written & practical test with the school for State Boards.
- Pass a State administered written theory and rules and regulations (jurisprudence) exam.
- Finalize all financial obligations to the school.
- Fill out an application and send it into the State of Idaho with the appropriate fee. As noted in
- Section 54-816, Idaho Code, the board may either refuse to issue or renew, or may suspend or revoke, a permit or license for any of the following causes: The conviction of a felony; malpractice or incompetence; continued practice by a person knowingly having an infectious or contagious disease; false or deceptive statements in advertising; habitual use of habit-forming drugs; immoral or unprofessional conduct; submitting a fraudulent application or obtaining a license or permit through fraud; the violation of any other provision of the cosmetology laws or rules.

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

### Austin Kade Academy Statistics

#### **2023 Overall:**

Graduate completion rate: 86.21% Placement Rate of Graduates: 73.91% Licensure Rate of Graduates: 90.29%

#### **2022 Overall:**

Graduate completion rate: 93.55% Placement Rate of Graduates: 47.37% Licensure Rate of Graduates: 76.00%

#### **2021 Overall:**

Graduate completion rate: 74.17% Placement Rate of Graduates: 56.47% Licensure Rate of Graduates: 94.59%

#### **2019-2020**

Covid, No data available

## 2018 Overall:

Graduate completion rate: 82.35% Placement Rate of Graduates: 66.07% Licensure Rate of Graduates: 93.75%

**Cosmetology:** Graduate Completion Rate: 62.5% Placement Rate of Graduates: 84% Licensure Rate of Graduates: 100%

**Esthetics:** Graduate Completion Rate: 94% Placement Rate of Graduates: 55% Licensure Rate of Graduates: 89%

**Nail Technology:** Graduate Completion Rate: 100% Placement Rate of Graduates: 50% Licensure Rate of Graduates: 100%

**Barber Stylist:** Graduate Completion Rate: 100% Placement Rate of Graduates: 100% Licensure Rate of Graduates: 100%

**Instructor In Training:** Graduate Completion Rate: 50% Placement Rate of Graduates: 100% Licensure Rate of Graduates: 100%

In accordance with the provisions made available by the US Dept. of Education, we are electing to immediately implement the regulations published on 7/1/2019 regarding the rescission of the gainful employment rule.

## Cosmetology Course Outline

Austin Kade Academy Cosmetology Course Full Time= 45 Weeks, 1600 clock hours Part Time= 71 weeks, 1600 clock hours.

The State of Idaho suggested curriculum for cosmetology schools.

### **Description of Course**

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

### **Course Format**

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

### **Text and References**

Austin Kade Academy uses the Milady 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 Cosmetology 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 Diploma and will be prepared for successful employment in the cosmetology profession.

### **Job Possibilities for Cosmetologists**

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

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

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: 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 Skill: 25 Hours

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

*This course follows the Austin Kade Academy Grading Policy as found in this catalog.*

## **Barber Stylist Course Outline**

### **Course Outline**

Austin Kade Academy Barber Stylist Course Full Time= 50 Weeks, 1500 clock hours Part Time= 67 weeks, 1500 clock hours.

The State of Idaho suggested curriculum for barber stylist schools.

### **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 Cosmetology 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 Diploma and will be prepared for successful employment in the Barber Stylist profession.

### **Job Possibilities for Barber Stylists**

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

## **Barber Stylist Training Program Includes Instruction in:**

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 Skill: 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

*This course follows the Austin Kade Academy Grading Policy as found on pg. 20 this catalog.*

## Esthetics Course Outline

Austin Kade Academy of Esthetics Course Full Time= 17 weeks, 600 clock hours Part Time=27 week, 600 clock hours

State of Idaho suggested curriculum for Esthetics

### **Description of Course**

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

### **Course Format**

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

### **Texts and References**

Austin Kade Academy uses the Milady 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 Esthetics 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 license and will be prepared for successful employment in the esthetic profession.

### Job Possibilities

- Esthetician
- Aesthetician in a doctor's office
- Esthetician in a med spa
- Med Spa Owner
- Med Spa manager

### Esthetics Training Program Includes Instruction in:

#### Orientation: 50 Hours

History and career opportunities  
Professional image

#### General Sciences: 100 Hours

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

#### Skin Sciences: 100 Hours

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

#### Principles and Techniques of 300 Hours

The treatment 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

*This course follows the Austin Kade Academy Grading Policy as found on page 20 of this catalog.*

## Nail Technology 600–hr Course Outline

### Course Outline

Austin Kade Academy Nail Technology Full Time= 17 weeks, 600 clock hours Part Time= 27 weeks, 600 clock hours.

### Description of Course

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

### Course Format

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

### Tests and References

Austin Kade Academy used 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 Nail Technology 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.

### Job Possibilities

- Nail Technician
- Pedicurist
- Product Representative
- Manicurist

### Nail Technology Training Program Includes Instruction In:

#### Orientation: 50 Hours

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

#### General Science Practices: 250 Hours

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

#### Nail Care: 250 Hours

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

#### Business Skills: 50 Hours

- Selling products and services
- On the job training

Board Prep

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

*This course follows the Austin Kade Academy Grading Policy as found on page 20 of this catalog.*

## Instructor In Training Course Outline 3 Month Program (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 student 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.

### **Job possibilities:**

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

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

- Orientation of Austin Kade Academy
- Expectations and goals for you as an instructor
- Working the clinic floor
- Clinical practical information
- The history of teaching
- The profile of the master educator

- Educator relationships
- Developing a dynamic program of study
- Creating and using educational aids
- Teaching skill and presentation of techniques
- Results-oriented classroom management
- About skill/industry needs
- Teaching in a dynamic clinic/working the clinic floor
- Student evaluations and testing methods
- About learning/teaching to diverse learning styles
- Powerful teaching and learning methods
- Achieving learner results
- Professional performance
- Preparing for licensure and examination expectations
- Career planning, professionalism, resume development, job search and interviewing skills

### **3 Month Program (500 hours)**

Orientation: 10 Hours

- Austin Kade Academy Policy and Procedures
- Staff Manual
- Paperwork and reading assignments Principles of Teaching: 225 Hours
- Floor procedures
- Classroom procedures
- Grading and testing requirements and procedures
- Class preparation
- Milady Master Educator 2013 edition chapters 1–10 Advanced Classroom Management: 225 Hours
- Use of technology
- Products used in Academy
- Advanced activities and projects
- Milady Master Educator 2013 edition chapters 11–20 State Board Preparation: 40 Hours

*This course follows the Austin Kade Academy Grading Policy as found on page 20 of this catalog.*

### **Instructor in Training Course Outline 6 Month program (900 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. **Job possibilities:**

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

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

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

### 6 Month Program (1000 hours)

Orientation: 20 Hours

- Austin Kade Academy Policy and Procedures
- Staff Manual
- Paperwork and reading assignments Principles of Teaching: 450 Hours
- Floor procedures
- Classroom procedures
- Grading and testing requirements and procedures
- Class preparation
- Milady Master Educator 2013 edition chapters 1–10 Advanced Classroom Management: 450 Hours

- Use of technology
- Products used in Academy
- Advanced activities and projects
- Milady Master Educator 2013 edition chapters 11–20
- State Board Preparation: 80 Hours

*This course follows the Austin Kade Academy Grading Policy as found on page 20 of this catalog.*

# School Calendar 2025

## January

Dec 23rd - Jan 4th: NO SCHOOL  
Christmas Break  
Jan 6th: Staff Meeting LATE START  
Jan 13th: Orientation for all programs  
Jan 20th: NO SCHOOL Martin Luther  
King Day

## February

Feb 3rd: Staff Meeting LATE START  
Feb 14th: NO NIGHT SCHOOL  
Valentines Day  
Feb 17th: NO SCHOOL Presidents Day  
Feb 18th: Orientation for all programs

## MARCH

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

## APRIL

April 7th: Orientation for all programs  
April 7th - 11th: Spirit Week  
April 14th: Staff Meeting LATE START

## MAY

May 5th: Staff Meeting LATE START  
May 24th - 26th: NO SCHOOL Memorial  
Day  
May 27th: Orientation for all programs

## JUNE

June 2nd: Staff Meeting LATE START  
June 23rd: Orientation for all programs

## JULY

July 4th - 5th: NO SCHOOL 4th of July  
July 7th: Staff Meeting LATE START  
July 15th: Park Day

## AUGUST

August 4th: Orientation for all programs  
August 11th: Staff Meeting LATE  
START  
August 30th: NO SCHOOL Labor Day

## SEPTEMBER

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

## OCTOBER

Oct 6th: Staff Meeting LATE START  
Oct 13th: Orientation for all programs  
Oct 31st: NO NIGHT SCHOOL  
Halloween

## NOVEMBER

Nov 3rd: Staff Meeting LATE START  
Nov 10th: Orientation all programs  
Nov 24th - 29th: NO SCHOOL  
Thanksgiving Break

## DECEMBER

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