

# **INNOVATE**

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## **SALON ACADEMY**

### **September 2026 Catalog**



**South Plainfield**

**4985 Stelton Road**

**South Plainfield, NJ 07080**

**(908) 412-9600**

**Ewing**

**25 Scotch Road**

**Ewing, NJ 08628**

**(609) 888-6550**

**Brick**

**712 NJ-70**

**Brick, NJ 08723**

**(732) 201-2133**

**[www.innovatesalonacademy.com](http://www.innovatesalonacademy.com)**

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## **OUR MISSION**

Innovate Salon Academy is passionately committed to providing the highest quality beauty education, while nurturing individual creativity. We are committed to personal and professional growth as well as ethical leadership. At Innovate we serve as examples of professionalism for our students, while encouraging happiness and positivity. We prepare our students for industry success and job-related employment.

## **OWNERSHIP**

Innovate Salon Academy is owned and operated by The SHS Group LLC. Formed in 2009. John Sickles, Lori Sickles, Sean Sickles, Donna Hernandez and Osiris Hernandez have over 40 years experience in this industry and in owning extremely successful salons in today's thriving Industry.

## **CATALOG RESPONSIBILITY**

This catalog is given to each student prior to enrollment. Students are required to read and understand all contents found herein. Innovate Salon Academy, hereinafter will be known as "The Academy" or "Academy". Innovate Salon Academy reserves the right to change content, policies, or curricula.

## **FACILITIES**

Our State of the art Cosmetology, Esthetics, and Barbering Academies are beautifully designed to replicate a salon, spa, and barber shop atmosphere and accommodations. Each campus boasts exceptional space as well as stations, classrooms, offices and student lounge.

South Plainfield Campus: 8,900 sq. ft. - Ewing Campus: 14,000 sq. ft. Brick Campus 10,901 sq. ft.

## **FINANCIAL STATUS**

Innovate Salon Academy is financially able to fulfill its training commitments and, in accordance with the NJ State Board of Cosmetology and Hairstyling, is bonded.

## **AFFILIATIONS AND ASSOCIATIONS**

AACS- American Association of Cosmetology Schools

REDKEN 5<sup>th</sup> Ave. – REDKEN Premier School

Dermalogica- Partner School

MUSE Make up - Partner School

Pulp Riot - Partner School

Sam Villa - Partner School

## **ACCREDITATION**

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600 [www.naccas.org](http://www.naccas.org)

## **SCHOOL LICENSE**

New Jersey Board of Cosmetology & Hairstyling

PO Box 45003

Newark, NJ 07101

(973) 504-6400

[www.state.nj.us/lps/ca/cosmetology/index.htm](http://www.state.nj.us/lps/ca/cosmetology/index.htm)

## PROGRAM INFORMATION

### PRE-ENROLLMENT

Before a student is enrolled, the Academy will provide the prospective student with this Catalog as well as all required pre-enrollment documentation. The student will sign the pre-enrollment documents prior to the Enrollment Agreement. The Academy does not admit ability-to-benefit students. Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from The Academy. All courses are taught in English, additionally we offer a separate Cosmetology Course taught in Spanish only in our Ewing and South Plainfield locations. All instruction will occur on the premises. (If enrolled in South Plainfield, instruction will occur at South Plainfield location, if enrolled in Ewing, instruction will occur at Ewing location, if enrolled in Brick, instruction will occur in Brick location.) Innovate Salon Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

### ADMISSIONS REQUIREMENTS

- Has successfully completed an admissions interview with an Academy representative.
- Students must be beyond the compulsory age of attendance for the State of New Jersey.
- Enrollment Application
- Education: (Provide only one): High School Diploma, G.E.D or equivalent, Official High School Transcript showing high school graduation date
  - Online high school diplomas will only be accepted once the New Jersey State Board of Cosmetology has issued written documentation of acceptance directly to our Academy.
  - New Jersey State Board of Cosmetology does not accept home schooling diplomas
  - Foreign Diplomas must be evaluated for academic equivalency to a U.S. high school diploma and translated into English by an agency approved by the State of New Jersey Board of Cosmetology that is qualified to do so

*We are required to verify the validity of your proof of education, if we determine that it is not valid, you will not be admitted to start classes.*

- Identification
  - Government issued photo ID: NJ Drivers License and/or Passport
  - Birth Certificate NOTE: if you were born outside the USA you may need to provide additional documentation at the Academy's discretion
- Fully executed Pre-Enrollment Documents

### ENROLLMENT REQUIREMENTS

- Fully executed Enrollment Agreement
- Paid registration fee

Students who have not completed all of the above will not be admitted to start classes.

### ORIENTATION

All programs conduct an orientation prior to student signing the Enrollment Agreement as well as again on the first day of class.

## RE-ENTRY

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, the Director prior to re-enrollment. The Academy will charge a re-entry fee of \$200 to students who have withdrawn and re-enter more than 30 calendar days after the withdraw date. Students who withdraw and re-enter within 180 calendar days will re-enter at the same tuition rate as they were originally enrolled. Students who re-enter after 180 days will re-enter and pay the dollar per hour fee for hours remaining to complete.

Students will re-enter at the same SAP status as when they withdrew.

## TRANSFERS

Students wishing to transfer from another cosmetology school must meet with admissions prior to enrollment. An evaluation will be done by a licensed educator, there is a chance that no transfer credit will be granted. If transfer hours are granted, they will be applied to the beginning of the program. Students transferring from another Innovate Salon Academy will be placed into an existing class based on level of completion recorded on their transcript and will be evaluated on an individual basis. Prior financial obligations from another cosmetology school do not transfer from one school to another. We do not recruit students who are attending alike programs. Each student is evaluated on a one-on-one basis. The remaining hours to fulfill our graduation requirements will be charged as follows: Cosmetology transfer students will pay \$17.21 per hour; Esthetics transfer students will pay \$21.78; Barbering transfer students will pay \$13.03 per hour; Educator Training transfer students will pay \$13.20 per hour; Manicuring transfer students will pay \$18.66 per hour. Transfer students will be responsible for over contract fees if applicable.

## EMPLOYMENT

Innovate Salon Academy does not guarantee employment. The Academy works with many employers to help employ students. Job Possibilities are posted in the student lounge and on the Academy's placement site. The Academy may send employer surveys to employers for graduate feedback and continually grow future students.

Students must submit an Application for Student Permit and fee to be eligible to work as a cosmetologist after 600 hours; an esthetician after 300 hours, a barber after 450 hours and a manicurist after 150 hours. After completion of New Jersey's required hours, an Application for Authorization to Sit for the Examination and for Licensure must be submitted to New Jersey State Board along with required documents and fees. A doctor's physical is required for Student Permit Application and Application for Authorization to sit for the Examination and for Licensure.

## GRADUATION

Graduates of all programs will be awarded with a Diploma at the completion of their training during the exit interview.

Requirements to graduate from any program:

- Required program hours completed
- All required school work complete
- Student meets SAP requirements
- Tuition and Fees up to date per the Enrollment Agreement
- Over contract fees must be paid in full

The Following must be submitted before the student's diploma will be released:

- Proof of New Jersey written exam scores. Exam must be scheduled at 970 hours for cosmetology, 490 hours for esthetics, 730 hours for barbering and 240 hours for manicuring or hours will be stopped. (Educator Training written exam is taken after completion of 600 hours)
- Application for New Jersey Temporary Work Permit (optional, but recommended)

- Application to sit for New Jersey Examination and Licensure complete including documents
- Required New Jersey State Board Fees
- Barber Crossover to Cosmetology Program is exempt from this requirement

## **LICENSE REQUIREMENTS**

All students must complete New Jersey's hour requirement in the contracted course of study as well as pass both written and practical New Jersey Licensing Exams. Educators in training must complete a New Jersey approved 30 hour teaching methods course in addition to the Educator Training. Students may apply for licensure in additional states however students must comply with each states licensure requirements. Aside from the above mentioned requirements, the State of NJ requires that students be at least 17 yrs old (18 yrs old for educator training), hold a high school diploma or GED and have completed all necessary applications in order to qualify to sit for the exam for licensure.

- Cosmetology – 1200 hours
- Esthetics – 600 hours
- Barbering- 900 hours
- Educator Training- 600 hours
- Manicuring – 300 hours

## **HOLIDAYS**

The Academy is closed for observance during the following Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve through New Year's Day. (subject to change)

## COURSES OF STUDY

### COSMETOLOGY

Innovate Salon Academy offers a 1200 hour state approved training program in which the objective is to prepare cosmetology students to perform above average hair, nail, and skincare services to the general public. The Academy provides all aspects of training that is required by the State of New Jersey to pass the licensing exam.

Program Length: 1200 hours  
Full Time: 41 weeks, 30 hours per week  
Part Time: 80 weeks, 16 hours per week

#### Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$20662.00
- Books and Equipment: \$3155.00

#### Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Students Permit Fee: \$5.00
- Approved State of New Jersey Written Exam Fee: \$53.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually
- State of New Jersey Work Permit Fee: \$20

### CAREER OPPORTUNITIES

- Cosmetologist
- Color Specialist
- Product Sales
- Nail Technician
- Esthetician
- Salon Owner/Manager

### COURSE CONTENT

|                                                                                                | Theory     | Practical  | Total       |
|------------------------------------------------------------------------------------------------|------------|------------|-------------|
| State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations | 10         | 0          | 10          |
| Decontamination & Infection Control                                                            | 15         | 5          | 20          |
| Professional Image, Hygiene, & Related Practices                                               | 2          | 0          | 2           |
| History of Barbering                                                                           | 4          | 0          | 4           |
| Shaving                                                                                        | 15         | 66         | 81          |
| Beard & Moustache Trimming                                                                     | 5          | 10         | 15          |
| Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching                             | 25         | 53         | 78          |
| Shampooing & Temporary Rinses                                                                  | 20         | 40         | 60          |
| Hair and Scalp Treatments, Reconditioning Treatments                                           | 15         | 35         | 50          |
| Hair & Basic Layer & Clipper Cut— Razor, Scissors, Thinning Shears, Tapering                   | 40         | 120        | 160         |
| Hairstyling—including Pin Curls, Finger-waving, & Blow Waving                                  | 25         | 135        | 160         |
| Hair Tinting & Bleaching including Frosting, Tipping & Streaks                                 | 35         | 110        | 145         |
| Permanent Waving                                                                               | 25         | 90         | 115         |
| Chemical Relaxing & Pressing                                                                   | 30         | 60         | 90          |
| Thermal Curling & Waving                                                                       | 10         | 35         | 45          |
| Manicuring & Pedicure                                                                          | 45         | 90         | 135         |
| Chemistry Relating to Cosmetology                                                              | 30         | 0          | 30          |
| <b>TOTAL HOURS</b>                                                                             | <b>351</b> | <b>849</b> | <b>1200</b> |

## ESTHETICS

Innovate Salon Academy offers a 600 hour state approved training program in which the objective is to prepare esthetics students to perform above average skincare services to the general public. The Academy provides all aspects of training that is required by the State of New Jersey to pass the licensing exam.

Program Length: 600 hours

Full Time: 21 weeks, 30 hours per week

Part Time: 40 weeks, 16 hours per week

Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$13073.00
- Books and Equipment: \$2516.00

Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Students Permit Fee: \$5.00
- Approved State of New Jersey Written Exam Fee: \$53.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually
- State of New Jersey Work Permit Fee: \$20

## COURSE CONTENT

|                                                                                         | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|-----------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10            | 0                | 10           |
| Professional Image, Hygiene & Related Practices                                         | 2             | 0                | 2            |
| Decontamination & Infection Control                                                     | 15            | 5                | 20           |
| Anatomy, Physiology and Nutrition                                                       | 40            | 0                | 40           |
| Structure and Functions of skin                                                         | 35            | 0                | 35           |
| Superfluous Hair                                                                        | 10            | 30               | 40           |
| Chemistry Related to Skin Care                                                          | 48            | 0                | 48           |
| Electricity and Machines                                                                | 15            | 40               | 55           |
| Facial and Body Procedures                                                              | 50            | 150              | 200          |
| Make-up Techniques and Corrective Make- up techniques (post-surgical)                   | 50            | 100              | 150          |
| <b>TOTAL HOURS</b>                                                                      | <b>275</b>    | <b>325</b>       | <b>600</b>   |

## CAREER OPPORTUNITIES

- Esthetician
- Waxing Technician
- Makeup Artist
- Day Spa Owner/Manager

## BARBERING

Innovate Salon Academy offers a 900 hour state approved training program in which the objective is to prepare barbering students to perform above average barber services to the general public. The Academy provides all aspects of training that is required by the State of New Jersey to pass the licensing exam.

Program Length: 900 hours  
Full Time: 39 weeks, 24 hours per week  
Part Time: 58 weeks, 16 hours per week

### Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$11732.00
- Books and Equipment: \$2707.00

### Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Students Permit Fee: \$5.00
- Approved State of New Jersey Written Exam Fee: \$53.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually
- State of New Jersey Work Permit Fee: \$20

## CAREER OPPORTUNITIES

- Barbering
- Product Sales
- Color Specialist

## COURSE CONTENT

|                                                                                                 | Theory     | Practical  | Total      |
|-------------------------------------------------------------------------------------------------|------------|------------|------------|
| State Laws, Rules, & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations | 10         | 0          | 10         |
| History of Hair and Barbering                                                                   | 4          | 0          | 4          |
| Professional Image, Hygiene, & Related Practices                                                | 2          | 0          | 2          |
| Decontamination and Infection Control                                                           | 15         | 5          | 20         |
| Shampooing and Scalp Care                                                                       | 5          | 15         | 20         |
| Honing and Stropping                                                                            | 2          | 2          | 4          |
| Shaving                                                                                         | 20         | 105        | 125        |
| Men's Haircutting and Styling                                                                   | 25         | 200        | 225        |
| Beard and Mustache Trimming                                                                     | 5          | 10         | 15         |
| Women's Haircutting and Styling                                                                 | 15         | 55         | 70         |
| Facials and Facial Massage                                                                      | 5          | 10         | 15         |
| Anatomy of Head, Neck and Face                                                                  | 5          | 0          | 5          |
| Common Disorders of the Skin, Scalp, and Hair                                                   | 5          | 0          | 5          |
| Electricity                                                                                     | 5          | 0          | 5          |
| Chemistry and Chemical Related Services - Straightening/Permanent Waving                        | 75         | 135        | 210        |
| Men's Hairpiece Services                                                                        | 15         | 40         | 55         |
| Hair Color and Lightening                                                                       | 30         | 80         | 110        |
| <b>TOTAL HOURS</b>                                                                              | <b>243</b> | <b>657</b> | <b>900</b> |

## EDUCATOR TRAINING

Innovate Salon Academy offers a 600 hour state approved training program in which the objective is to prepare educators in training with the tools and knowledge to train future professionals in cosmetology, esthetics, and barbering. The Academy provides all aspects of training that is required by the State of New Jersey to pass the licensing exam. We believe mastery takes time. Our program includes 100 hours of additional training beyond the NJ State Board's 500 hour requirement. This extra time is dedicated to our Academy's exclusive educational programs, giving you the specialized skills needed to stand out in today's market.

Program Length: 600 hours  
 Full Time: 21 weeks, 30 hours per week  
 Part Time: 40 weeks, 16 hours per week

### Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$7920.00
- Books and Equipment: \$1076.00

### Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Students Permit Fee: \$5.00
- Approved State of New Jersey Written Exam Fee: \$53.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually

## COURSE CONTENT

|                                                                              | Theory     | Practical  | Total      |
|------------------------------------------------------------------------------|------------|------------|------------|
| State Laws, Rules & Regs                                                     | 5          | 0          | 5          |
| Decontamination & Infection Control                                          | 5          | 0          | 5          |
| Facials, Massage, Skin Care, Make Up, Depilatory, Eyebrow Arching, Shaving   | 15         | 15         | 30         |
| Shampooing Temporary Rinses                                                  | 5          | 10         | 15         |
| Hair and Scalp Treatments, Reconditioning Treatments                         | 5          | 10         | 15         |
| Hair & Basic Layer & Clipper Cut, Razor, Scissors, Thinning Shears, Tapering | 10         | 30         | 40         |
| Hairstyling - including pin curls, fingerwaving & blow waving                | 10         | 30         | 40         |
| Hair Tinting & Bleaching including frosting, tipping & streaks               | 10         | 20         | 30         |
| Permanent Waving                                                             | 10         | 20         | 30         |
| Chemical Relaxing & Pressing and Thermal Curling & Waving                    | 10         | 25         | 35         |
| Manicuring & Pedicuring                                                      | 10         | 20         | 30         |
| Chemistry relating to Cosmetology                                            | 10         | 0          | 10         |
| Teaching Methods                                                             | 60         | 110        | 170        |
| Motivation and Learning                                                      | 30         | 0          | 30         |
| Testing                                                                      | 10         | 0          | 10         |
| Teacher Preparation                                                          | 25         | 0          | 25         |
| Instruction Evaluation                                                       | 30         | 0          | 30         |
| Classroom Management                                                         | 50         | 0          | 50         |
| <b>TOTAL HOURS</b>                                                           | <b>310</b> | <b>290</b> | <b>600</b> |

## BARBER TO COSMETOLOGY CROSSOVER COURSE (Not offered in our Brick location)

Innovate Salon Academy offers a 300 hour NJ state approved training program in which the objective is to prepare a NJ licensed barber (licensed after 1985) that wishes to obtain a NJ cosmetology/hairstyling license. The Academy provides all aspects of training that is required by the State of New Jersey to pass the cosmetology/hairstyling licensing exam.

Program Length: 300 hours

Full Time: 10 weeks, 30 hours per week

Part Time: 19 weeks, 16 hours per week

Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$4,572.00
- Books and Equipment: Will be based on individual student needs

Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually

## CAREER OPPORTUNITIES

- Cosmetologist
- Color Specialist
- Product Sales
- Nail Technician
- Esthetician
- Salon Owner/Manager

## COURSE CONTENT

|                                                                                         | Theory     | Practical  | Total      |
|-----------------------------------------------------------------------------------------|------------|------------|------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10         | 0          | 10         |
| Professional Image, Hygiene & Related Practices                                         | 2          | 0          | 2          |
| Decontamination & Infection Control                                                     | 15         | 5          | 20         |
| Manicuring & Pedicuring                                                                 | 10         | 45         | 55         |
| Disease & Disorders of the Nail                                                         | 10         | 0          | 10         |
| Anatomy of the Hand, Arm, Foot & Leg                                                    | 10         | 0          | 10         |
| Nail Tips & Extensions                                                                  | 5          | 25         | 30         |
| Nail Wraps (Overlays)                                                                   | 5          | 25         | 30         |
| Make Up                                                                                 | 15         | 45         | 60         |
| Nail Art                                                                                | 5          | 5          | 10         |
| The Skin & Its Diseases                                                                 | 5          | 0          | 5          |
| Removal of Unwanted Hair                                                                | 10         | 30         | 40         |
| First Aid                                                                               | 5          | 0          | 5          |
| Chemicals & Chemistry Relating to Produce                                               | 13         | 0          | 13         |
| <b>TOTAL HOURS</b>                                                                      | <b>120</b> | <b>180</b> | <b>300</b> |

## MANICURING

Innovate Salon Academy offers a 300 hour state approved training program in which the objective is to prepare manicuring students to perform above average nail, and waxing services to the general public. The Academy provides all aspects of training that is required by the State of New Jersey to pass the licensing exam.

Program Length: 300 hours

Full Time: 11 weeks, 30 hours per week

Part Time: 20 weeks, 16 hours per week

Tuition:

- Registration Fee: \$200.00 due at Enrollment Agreement signing
- Tuition: \$5598.00
- Books and Equipment: \$1614.00

Fees:

- State of New Jersey Student Registration Fee: \$5.00
- State of New Jersey Students Permit Fee: \$5.00
- Approved State of New Jersey Written Exam Fee: \$53.00
- State of New Jersey Application for Exam and Licensure: \$50.00
- State of New Jersey License Fee: \$90 bi-annually
- State of New Jersey Work Permit Fee: \$20

## CAREER OPPORTUNITIES

- Manicurist
- Pedicurist
- Wax Specialist
- Product Sales
- Salon Owner/Manager

## COURSE CONTENT

|                                                                                         | Theory     | Practical  | Total      |
|-----------------------------------------------------------------------------------------|------------|------------|------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10         | 0          | 10         |
| Professional Image, Hygiene & Related Practices                                         | 2          | 0          | 2          |
| Decontamination & Infection Control                                                     | 15         | 5          | 20         |
| Manicuring & Pedicuring                                                                 | 10         | 45         | 55         |
| Disease & Disorders of the Nail                                                         | 10         | 0          | 10         |
| Anatomy of the Hand, Arm, Foot & Leg                                                    | 10         | 0          | 10         |
| Nail Tips & Extensions                                                                  | 5          | 25         | 30         |
| Nail Wraps                                                                              | 5          | 25         | 30         |
| Nail Gels                                                                               | 5          | 15         | 20         |
| Sculptured Nails                                                                        | 10         | 30         | 40         |
| Nail Art                                                                                | 5          | 5          | 10         |
| The Skin & Its Diseases                                                                 | 5          | 0          | 5          |
| Removal of Unwanted Hair                                                                | 10         | 30         | 40         |
| First Aid                                                                               | 5          | 0          | 5          |
| Chemicals & Chemistry Relating to Produce                                               | 13         | 0          | 13         |
| <b>TOTAL HOURS</b>                                                                      | <b>120</b> | <b>180</b> | <b>300</b> |

## ADDITIONAL INFORMATION FOR ALL COURSES

### GRADES

Students receive a number of theory and practical assessments during each lesson. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

**A – 100-95%    B – 94-90%    C – 89-85%    Not passing: 84-0%**

In case of a failure, the student will have the option to retake exam one additional time. Both exam attempts will be averaged for their final grade.

### INCOMPLETES

Incompletes may be given for unfinished projects or assignments in the classroom or student salon area. If you are making every attempt to learn a skill or subject but struggle with meeting the 85% grade average, additional time may be given to complete the work successfully. Your Educator will work with you to determine how long you will have to complete the work.

### PAYMENT PLANS

Payments may be made by cash, check, money order, credit card or through a non-federal agency, Title IV Aid, or consumer loan programs.

### SCHOLARSHIPS

The Academy offers scholarships when available. Please ask the Admissions office for scholarship information.

### FINANCIAL ASSISTANCE

Financial assistance is available to those who qualify. The Academy offers payment options for all students. *Financial Aid Code of Conduct can be found on our website, [www.innovatesalonacademy.com](http://www.innovatesalonacademy.com)*

### BOOKS AND EQUIPMENT

Books and Equipment must be purchased from the Academy for the program of study that the student is enrolled in accordance with the New Jersey State Board. Items are sold to students at cost plus shipping and packing fee. Book and Equipment items are non-refundable. Students are responsible for replacing broken or missing items. The Academy is not responsible for any items left in the academy after graduation or upon early withdrawal or termination.

Students must provide classroom supplies such but not limited to as pens, pencils, markers, paper, or any other items needed to complete class assignments. The Academy reserves the right to change books and kit items without notice.

### STUDENTS PERFORMING GUEST SERVICES

The Academy will provide hands on training and experience to students during their course of study. The student is mandated by the State of New Jersey to complete practical training, which may include providing services to the general public. Recipients of these services may pay The Academy for their services. The Student acknowledges and agrees that these are learning opportunities and does so voluntarily.

The student understands that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

### CONDUCT

While at The Academy choose your words and actions carefully. Swearing, improper language, inappropriate outburst or arguing with Academy staff or students will not be tolerated and may result in a suspension or dismissal. Gathering in the student salon area or around a station when another student is working with a guest, is not allowed, unless directed by an educator for the purpose of learning. You will be under the supervision of an educator at all times who are available for each step of the service.

## **PARKING**

**South Plainfield:** Please park at least 2 light posts back from the building, allowing student salon area guests closer accessibility into The Academy. **Ewing:** Please park in the rear of the building. **Brick:** please save first few rows for guests.

## **LOCKER**

You are provided with a locker and padlock to use while you are enrolled at The Academy. There will never be more than one student assigned per locker. Your locker is storage for your personal belongings including bags, purses, cell phone and jacket. You will also use your locker to store your equipment and textbooks. The lockers are subject to random searches. It is your responsibility to keep it clean and free of open food or drink. It is important to lock all belongings in your locker using the padlock provided. The Academy is not responsible for stolen or lost items. If your padlock is lost, you will be required to replace it. Students must collect all personal items/empty their locker within 30 calendar days of their last day of attendance or else their items will be discarded.

## **BREAKS**

Keep all eating and drinking in the student break room. Water in a sealed container is allowed in the classroom during theory. No other beverages or food are allowed without the educator's permission. No beverages or food are allowed in the student salon area. Smoking & vaping is not allowed in The Academy. If you smoke or vape, you must take your breaks outside in the rear of The Academy and you will be responsible for cleanup of this space.

## **PHONE USAGE**

The Academy phones are not for personal calls. Cell phone usage in the classroom and student salon area for educational purposes is allowed only with approval of your educator. Personal cell phone use is restricted to breaks or lunch periods. Cell phones must be turned off or silenced while in The Academy. Students may be sent home if caught on cell phones during class time.

## **WARNING/PROBATION/SUSPENSION/TERMINATION**

You may be placed on probation, suspended or terminated for poor performance, absence, tardiness, lying, stealing or in violation of any Academy policy. If you are placed on probation or suspended, you will be advised on what you will need to do to correct the problem. It is the intention of The Academy to prepare you for a public service career.

If you fall below an 85% grade point average and/or attendance average at any evaluation of training, you will follow the outlined (Financial Aid) Warning/Probation section of the Satisfactory Academic Progress Policy.

## **MAKE UP HOURS**

A student must make up scheduled hours missed by an absence or a tardy. The student must submit an Additional Hours Request Form to make up hours prior to the requested day. The student must get an educators approval to attend make up hours. Student must complete all make up hours prior to their contract graduation date in order to avoid over contact fees. The State of New Jersey does not permit students to make up more than 8 hours per week.

Students may lose the privilege to make up hours if they do not keep their commitment as per the Additional Hour Request Form.

## **OVER CONTRACT FEES**

Students will be charged a fee per hour for hours remaining after the students contract graduation date. The following per hour fees for each program of study are:

- Cosmetology - \$17.21
- Esthetics - \$21.78
- Barbering - \$13.03
- Educator Training - \$13.20
- Manicuring - \$18.66

Over contract fees must be paid in full prior to graduating or payment arrangements made with The Academy. Over contract fees cannot be paid by Federal funds.

## APPAREL CODE

**Look the part of a professional and you will feel like a professional!**

\*Uniforms must be purchased from the Innovate Store on our website. Must have the Academy logo.

### *Cosmetology Students Uniform:*

Cosmetology Students will wear two different color uniforms throughout the program. \*You will need at least one of each.

0-600 Hours: White scrub top & Black scrub pants  
600-1200 Hours: Black scrub top & Black scrub pants

### *Esthetics Students Uniform:*

Esthetics Students will wear the same uniform throughout the entirety of the program.

0-600 Hours: White scrub top & White scrub pants

### *Barbering Students Uniform:*

Barber Students will wear two different color uniforms throughout the program. Only the color of the shirt will change.

\*You will need at least one of each.

0-450 Hours: Maroon scrub top & Black scrub pants  
450-900 Hours: Black scrub top & Black scrub pants

### *Manicuring Students Uniform:*

Manicuring Students will wear the same uniform throughout the entirety of the program.

0-300 Hours: Blue scrub top & Black scrub pants

### *Shoes:*

Clean sneakers, no other type of shoe is allowed.

### *Apparel Code Rules:*

- ALL students must wear a name badge at all times, if it is lost, please see the office for a replacement.
- ALL students must wear socks every day.
- If you wear a shirt under your scrub top, it must be the same color as your scrub top, no exceptions.

#### **The following are NOT permitted:**

- No hats, baseball caps, scarves or head coverings of any type
- No exposed mid sections
- Nothing can be worn OVER the scrub top

Please represent yourself in a professional manner with professional attire. Inappropriate attire will not be permitted and will be at the discretion of The Academy.

Makeup

- Appropriate, presentable daytime makeup for women (full face of makeup to be worn, must be applied before you enter the Academy)

Nails

- Clean and filed
- Polish must be neat and not chipped if worn

Hair

- Clean, dry, and styled
- Hair accessories- head band and clips are allowed. Be Creative!!

All Students are to look presentable at all times including all clothing as well as having proper hygiene practices in place. We encourage you to accentuate your style with accessories and jewelry. **Be Creative!**

## POLICIES AND PROCEDURES

Students are responsible for reading and understanding Academy policies and procedures.

### STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in termination from The Academy.

### ATTENDANCE POLICY

Students are required to attend class schedules as executed in the Enrollment Agreement.

### ABSENCE POLICY

An absence is a failure to attend a student's scheduled shift. Students must notify The Academy at least 30 minutes prior to class starting time. Students who are absent for fourteen (14) consecutive calendar days will be considered a missing student and terminated from The Academy. Any absent hours must be made up prior to the students contract end date as stated in the Enrollment Agreement. The Academy does not recognize excused or unexcused absences.

The following is the maximum absent days allowable. Students who exceed these days will dismiss themselves from their program of study:

Cosmetology:

- Full Time – 15 Absences
- Part Time – 22 Absences

Esthetics

- Full Time- 7 Absences
- Part Time- 12 Absences

Barbering

- Full Time- 11 Absences
- Part Time- 16 Absences

Educator Training

- Full Time- 4 Absences
- Part Time- 8 Absences

Manicuring

- Full Time- 3 Absences
- Part Time- 7 Absences

### TARDY/LEAVE EARLY POLICY

From the first day of the month to the last day of the month, you may be late/leave early up to 5 times. After 5 late/leave early within that month, you may no longer sign in late or leave early for the remainder of the month.

| If you come in at: | You will sign in for: | Action taken:                                                                        |
|--------------------|-----------------------|--------------------------------------------------------------------------------------|
| 9:01am-9:10am      | 9am                   | Student will get the hour but the late will be counted towards the 5 allowed monthly |
| 9:11am-10am        | 10am                  | Student will be docked 1 hour and will also be counted towards the 5 allowed monthly |
| 2:01pm-2:10pm      | 2pm                   | Student will get the hour but the late will be counted towards the 5 allowed monthly |
| 2:11pm-3:00pm      | 3pm                   | Student will be docked 1 hour and will also be counted towards the 5 allowed monthly |
| 5:31pm-5:40pm      | 5:30pm                | Student will get the hour but the late will be counted towards the 5 allowed monthly |
| 5:41pm-6:30pm      | 6:30pm                | Student will be docked 1 hour and will also be counted towards the 5 allowed monthly |

- **Full Time morning shift may not sign in after 10:00 am at all**
- **Full Time evening shift may not sign in after 3:00 pm at all**
- **Part Time shift may not sign in after 6:30 pm at all**

Students should not plan to leave The Academy once their scheduled shift has begun except for meal breaks. Make up time and assignments must be scheduled by the educator.

## **STUDENT SIGN IN SHEET POLICY**

Your hours will be exclusively monitored using the State Board of NJ, Board of Cosmetology approved sign in sheets. You will be required to sign in and out for all approved times leaving our Academy. Any forgery to said sign in sheets may result in expulsion.

## **GRIEVANCE PROCEDURE GUIDELINES**

A student, educator, or interested party may file a complaint against The Academy.

- The student should first speak with their educator to try to resolve the issue.
- If the issue cannot be resolved with the educator, the student may then submit a written complaint outlining the nature of the complaint to the Academy Director within (60) calendar days of the actual grievance.
- The Academy Director will respond or meet with the complainant to review allegations or grievances within (30)calendar days of receiving the complaint.
- If The Academy Director is not able to satisfy the grievance after careful evaluation, the complaint may be referred to The Academy Owners. The Academy Owners will evaluate the allegations or grievance.
- If no further information is needed the complaint committee will act on the allegations and a letter be sent to the complainant within (15) calendar days, stating the steps taken to correct the problem, or information to show that the allegations are not warranted or based on fact.
- If the complainant wishes to pursue a matter, the student may contact the New Jersey State Board at P.O. BOX 45003 Newark NJ 07101 Phone: 973.504.6400
- If the complainant wishes to pursue a matter, the student may contact The Academy's accrediting agency. Innovate Salon Academy's accrediting agency requires that the complainant attempt to resolve any issues through The Academy's complaint process prior to filing a complaint with The Academy's accrediting agency. This procedure does not in any way limit a Student's right to exercise his or her legally protected rights.

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St. Alexandria, VA 22314  
(703) 600-7600 [www.naccas.org](http://www.naccas.org)

## **LEAVE OF ABSENCE POLICY**

- An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.
- All LOA's need to be approved, approval is at the discretion of the Academy officials.
- The LOA refers to a specific period of time in which a student is not in attendance.
- An LOA is not required during an institutional break, however; a scheduled break may occur during a LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal which would then require The Academy to perform a withdrawal calculation.
- The student will not be assessed any additional charges as a result of the LOA.
- A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to Innovate Salon Academy with no loss of SAP if the student was making SAP when the student left.
- To qualify for an authorized LOA:
  - The student must follow The Academy's Leave of Absence Policy when requesting an LOA.
  - There must be reasonable expectations that the student will return from the LOA.

- The LOA must be requested and approved in writing according to The Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance. *For example, if a student were injured in a car accident, and needed a few weeks to recover before returning to the Academy, the student would not have been able to request the LOA in advance.*
- The Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. *In this example, the beginning date of the approved LOA would be determined by the Academy to be the first date the student was unable to attend the institution because of the car accident.*
- The LOA must be dated and signed by the student.
- The student is required to list the reason for the LOA.
- Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Innovate Salon Academy via mail or in person within a reasonable resolution of the emergency.
- A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A student may be granted a LOA for any of the following reasons:
  - 1) Medical Issues
  - 2) Military Requirements
  - 3) Jury Duty
  - 4) Mitigating Circumstances beyond the Student's Control
  - 5) Academy Staff recommendation
- The day the student returns from a LOA the student is required to inform the financial aid/education office of their return.
- If, while on an LOA, the learning materials have been updated, you will be required to purchase and/or update your materials at your own cost.
- 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.
- A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
  - For those Academies who are required to take attendance, the student will be withdrawn and the withdrawal date for the purpose of calculating a refund is always the last date of attendance.
- Innovate Salon Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12 month period.
- If a student needs an extension to their LOA, pending all 180 days have not been used, the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
- If the student is receiving Title IV Funding / Consumer Loans, no aid will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from Innovate Salon Academy and the student's Federal Loans (if applicable) will enter into repayment 6 months from the students last date of attendance. Consumer Loans, if applicable, will enter repayment according to the terms of the loan agreement.
- If the student's LOA was a full 180 calendar days and the student did not return, the student's Federal Loans (if applicable) go into immediate repayment.

## RECORD RETENTION POLICY

The Academy maintains records for a period of five years, and attendance records for a period of seven years.

## ZERO TOLERANCE POLICY

Innovate Salon Academy has a zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, harassment, possession or use of illegal substances or alcohol, possession of weapons, ammunition, explosives, fireworks or any other item that may be used to inflict bodily harm. If anyone is suspected of these types of violations, suspension or expulsion may result upon The Academy's completion of all facts ascertained, the police will be called, and an investigation will be conducted. Innovate Salon Academy may terminate an applicant's enrollment for any of the following reasons: Immoral or improper conduct, disruptive behavior, noncompliance with educational requirements, insufficient progress, nonpayment of tuition, failure to comply with Academy rules or policies, violation of NJ State Laws or Regulations, willful destruction to Academy property, theft or anything illegal.

Students who are terminated are charged **\$150** administrative fee and are required to empty their student locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time they become school property.

## **HARASSMENT POLICY**

Innovate Salon Academy has developed a “Discrimination and Harassment Policy” that is included in Consumer Information, provided to the student pre-enrollment. The policy provides students information on the procedure of bringing violations to the Academy’s attention. The policy also includes guidelines for the investigation of complaints and enforcement of the policy. Please address The Academy Director with any questions regarding this policy.

## **SOCIAL MEDIA STUDENT GUIDELINES**

Innovate Salon Academy Students are responsible for what they post on social media networks. These sites are including but not limited to Facebook, Instagram, TikTok, Snapchat, X, YouTube, Pintrest, Wikis, blogs, Tumblr, file-sharing and user generated video and audio. The Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in The Academy or on any of Innovate Salon Academy’s social media sites. The Academy reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Innovate Salon Academy to protect itself from undue harm related to information that is shared on social networking sites.

## **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: [www.copyright.gov/title17/92appf.pdf](http://www.copyright.gov/title17/92appf.pdf). Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information system will be terminated.

## **DISABILITY SUPPORT SERVICES**

### **Disability Services:**

- Accessibility for disabled persons includes, but is not limited to, restrooms, building entrances/exits, classrooms, styling areas, and administrative offices.
- The academy is required to implement accommodations and adaptations for qualified individuals protected under the Americans with Disabilities Act of 1990.
- If a requested accommodation is too costly for the program, The Academy may legitimately seek a less expensive alternative.
- If the request is for a Service Dog, the dog must be housebroken, controlled on a leash and if the Service Dog barks at students, staff or student salon training area guest, the dog will not be allowed to stay or return to The Academy premises.

### **Request for Reasonable Accommodations:**

- The Owner, Donna Hernandez, has been designated to handle inquiries regarding non-discrimination policies and services for disabilities, including intellectual disabilities.
- Individuals with disabilities are afforded an equal opportunity to participate in The Academy’s programs and activities, along with equal employment opportunities in the industry, but note that The Academy and future potential employers may only be required to make reasonable modifications or accommodations for such individuals, as required by law.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Academy (full time and part time alike). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations by the United States Department of Education.

SAP is defined as reaching each evaluation of training with a cumulative 85% theory and practical grade average, as well as having a minimum of 85% attendance. Students who meet these requirements are considered to be making SAP until the next scheduled evaluation. Satisfactory Academic Progress evaluates two components: cumulative attendance since the beginning of the students course and qualitative academic performance.

**COURSES OFFERED:** (All courses are based off a 900 hour / 30 week academic year)

Cosmetology: 1200 Actual Clock hours needed for completion.

Barbering: 900 Actual Clock hours needed for completion.

Esthetics: 600 Actual Clock hours needed for completion.

Educator Training: 600 Actual Clock hours needed for completion.

Barber to Cosmetology Crossover Course: 300 Actual Clock hours needed for completion. *This program is not offered or approved by NACCAS to be offered at the Brick location*

Manicuring: 300 Actual Clock hours needed for completion.

### **ACADEMIC PROGRESS EVALUATIONS:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students receive a number of theory and practical assessments during each lesson. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

**A – 100-95% B – 94-90% C – 89-85% Not passing: 84-0%**

In case of a failure, the Student will have the option to retake the assessment up to two times. The average of the two scores will be recorded. A student **must** be at an 85% or higher GPA to graduate.

### **MAXIMUM TIME FRAME:**

85% equates to 117% maximum time frame for completion of the program.

Maximum time frame in hours to complete divided by the hours in the program=117%

For Example: 1200 hour program times 117%=1404 maximum hours to complete. 1404 hours divided by 1200 hours=117%

Normal time = 10 months, maximum time frame = 12 months

900 hours times 117%=1053 maximum hours to complete. 1053 hours divided by 900=117%

Normal time = 10 months, maximum time frame = 11 months

600 hours times 117%=702 maximum hours to complete. 702 hours divided by 600=117%

Normal time = 5 months, maximum time frame = 6 months

300 hours times 117%=351 maximum hours to complete. 351 hours divided by 300=117%

Normal time = 2.5 months, maximum time frame = 3 months

The maximum time frame for each student is monitored by the Director of Financial Aid to ensure each student is within the allowable guidelines to complete the program within 117% of the scheduled attendance. Students who are behind in attendance are counseled regarding consequences of failure to meet maximum time frame necessary in order to graduate. Failure to complete within the maximum time frame will result in dismissal as soon as the Director of Financial Aid becomes aware of the student's inability to complete within the maximum time frame. The student will not be allowed to reenroll in the program on a cash pay basis once they have been terminated for exceeding the maximum timeframe.

#### EVALUATION PERIODS:

Students are evaluated for SAP based on actual hours attended

Cosmetology: 450 (15 weeks), 900 (30 weeks), 1050 (5 weeks)

Esthetics: 300 actual hours attended (10 weeks)

Barbering: 450 actual hours attended (19 weeks)

Educator Training: 300 actual hours attended (10 weeks)

Barber to Cosmetology Crossover Course: 150 actual hours attended (5 weeks)

Manicuring Course: 150 actual hours attended (5 weeks)

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have an ample opportunity to meet both the attendance and academic progress requirements. The first evaluation will occur no later than mid-point of the respective courses.

#### DETERMINATIONS MADE:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will sign SAP form and progress report to show the validity of the results. A copy is given to the student and one is placed in the students individual file.

Students deemed not maintaining satisfactory academic progress may have their Title IV funding interrupted, unless the student has been placed on a warning or has prevailed upon appeal resulting in a status of probation. All students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

#### WARNING:

The student's SAP can affect Title IV aid eligibility. A student not achieving the qualitative and quantitative components of SAP at their first evaluation will be placed on Warning. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

#### SAP / FINANCIAL AID PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### APPEAL PROCESS:

If a student is determined to not be making satisfactory progress, the student may appeal unsatisfactory progress determination within **7 business days**. The student must submit a written appeal to the Financial Aid Director. The appeal must include a complete explanation of why the student failed to make satisfactory academic progress and what has changed that will allow the student to make SAP at the next evaluation. The **written appeal** should be accompanied by documentation that would verify the extenuating circumstances, for example, the death of a relative, an injury or illness of the student, or other special circumstances and or what has changed in the student's situation that will allow the student to

demonstrate satisfactory academic progress at the next evaluation period. The appeal will be reviewed and the student will be notified of the decision within **7 business days**. If an appeal is granted, the student may be determined to be eligible for financial aid while they are working towards achieving Satisfactory Progress.

Appeal documents will be reviewed by the Academy Director and a decision will be made and reported to the student within **7 business days**. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Appeal Denial:** An appeal that has been denied for students who are receiving Title IV funds will no longer be eligible for Title IV funds. Student will be required to make alternative financial arrangements or face withdrawal.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probation period.

#### DISMISSAL DUE TO UNSATISFACTORY PROGRESS:

A student, who was dismissed from The Academy due to unsatisfactory progress, may appeal the dismissal to an owner in writing within 5 business days of being dismissed. The owner will make a determination within 10 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted to Innovate Salon Academy, however; the student will follow the same SAP Warning and SAP Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint in order to be eligible for Title IV aid in the next payment period and to remain enrolled at Innovate Salon Academy.

#### COURSE INCOMPLETES/WITHDRAWALS:

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.

#### TEMPORARY INTERRUPTIONS/LEAVE OF ABSENCE:

All approved Leave of Absences will extend the contract period and maximum time frame by the same number of days taken in the approved leave of absence. The student will return to school with the same progress status as prior to the leave of absence. 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.

#### NONCREDIT, REMEDIAL COURSES, REPETITIONS:

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

#### TRANSFER HOURS:

Transfer hours that are accepted from another institution will count as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at The Academy.

## ACADEMY WITHDRAWAL AND SETTLEMENT (REFUND) POLICY

The Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Admissions Representative is available for further clarity, if needed.

This refund policy applies to all withdrawals by either party for any reason, including student decision, expulsion from the Academy, course or program cancellation, or Academy closure. The Academy Withdrawal and Settlement (Refund) Policy can be found in this Agreement and The Academy's catalog.

The Academy Withdrawal and Settlement (Refund) Policy complies with any mandated state or federal policies for each student and all refund calculations are performed and refunds are made in a timely manner. If the Student (or the Student's parent or legal guardian if the Student is a dependent minor) cancels the enrollment in person or in writing **within three business days** of the execution of this Agreement, all monies paid, pursuant to this Agreement, including the registration fee, shall be refunded by The Academy to the Student. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and registration fee. If the Student cancels enrollment **after three business days** of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the registration fee. The registration fee for each course is **\$200.00**. Refund calculations are performed for each course individually.

The date of the official cancellation, termination or withdrawal of the Student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an administrator of The Academy or Academy Operations Director in person. Any monies due the Student, who officially withdraws or is terminated by The Academy, shall be refunded as soon as possible (but no later than 45 calendar days) following the date of official cancellation, termination or withdrawal.

The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 calendar days from the Student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded as soon as possible (but no later than 45 calendar days) after such date of determination or, in the case of an approved leave of absence, 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 Academy that the Student will not be returning.

In the event the Student begins but does not complete the course and/or program, the Student is charged according to the Academy Refund Policy and the Student is assessed a \$150 administrative fee. The student charges will be based on **scheduled hours** and the refund calculation will be based on the student's last date of attendance. Books and Equipment items are non-refundable charges **unless** the student has not been accepted for enrollment or cancels their enrollment agreement prior to starting classes.

### **Minimum Tuition Adjustment Schedule followed by The Academy**

The Academy maintains evidence that refund calculations have been performed, when applicable, and Academy refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

| <b>Percentage of Length Completed to Total Length of Course and/or Program</b> | <b>Amount of Total Tuition Owed to The Academy</b> |
|--------------------------------------------------------------------------------|----------------------------------------------------|
| 0.01% to 4.9%                                                                  | 20%                                                |
| 5% to 9.9%                                                                     | 30%                                                |
| 10% to 14.9%                                                                   | 40%                                                |
| 15% to 24.9%                                                                   | 45%                                                |
| 25% to 49.9%                                                                   | 70%                                                |
| 50% and over                                                                   | 100%                                               |

If the Student has completed 50% or more of the course and/or program of study hours, the Student must pay any remaining contracted tuition, fees and any applicable charges due to The Academy. Payment schedules for tuition and other debt may be arranged between the Student and The Academy. When situations of mitigating circumstances exist, as determined by the Director of The Academy, The Academy may, at its discretion, refund the Student a tuition percentage greater than the percentage set forth in the Minimum Tuition Adjustment Schedule.

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

If The Academy cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, The Academy shall at its option: (a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) Provide completion of the course and/or program; or (c) Participate in a Teach-Out Agreement; or (d) Provide a full refund of all monies paid.

If The Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, The Academy must make arrangements for students. The Academy has at its option: (a) Provide a pro rata refund; or (b) Participate in a Teach-Out Agreement. The student will be given a copy of the refund calculations, including the R2T4, if applicable, and The Academy Tuition Refund Worksheet indicating in writing, the results of those calculations, including any applicable debts owed to The Academy or refund The Academy owes to the student.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of The Academy. Any collection procedures will reflect ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge the existence of The Academy Withdrawal and Settlement Policy.

For students using Title IV funds, the refund policies listed below will apply AFTER the Return to Title IV funds (R2T4) calculation has been made in accordance with this paragraph. The R2T4 is calculated by payment period for any student who was awarded Title IV aid and withdrew from the program. The R2T4 is calculated based on aid that was disbursed or could have been disbursed within the payment period timelines of the student's scheduled attendance at the time of withdrawal. Payment period timelines are dependent on the length of the program. The R2T4 calculation is mandated by federal law for students who have received financial assistance under the Federal Higher Education Act (Federal Pell Grants or Stafford Direct Loan Program Subsidized and Unsubsidized Loans or the Stafford Direct Plus Loan Program) and who fail to complete the portion of their instructional program

for which the funds were awarded and disbursed. If the enrollment is terminated at or before 60% of the scheduled hours of any payment period have elapsed, the R2T4 calculation may require the Student to return to the federal government a portion of the disbursed funds. If over 60% of the scheduled payment period has elapsed, no return of Title IV funds is due to the federal government. In addition, if the student has received Title IV funds from a credit balance, she/ he may be required to return a portion of the funds to the applicable program as a result of the R2T4 calculation.

### **Title IX of the Education Amendments of 1972**

Innovate Salon Academy is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), the Academy has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Director or when updated Reports are distributed annually.

Additionally, in accordance with our school's obligations under Title IX, the Academy will grant a leave of absence for Student absences due to pregnancy or related conditions, as long as the Student's doctor deems the absences to be medically necessary. Students would need to provide the School with written confirmation from the doctor confirming that the absence occurred based on the doctor's medical opinion that the Student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.

## **FAMILY EDUCATION RIGHT TO PRIVACY**

### **ACT POLICY (FERPA)**

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days from the day Innovate Salon Academy receives a request for access.  
Students should submit to the Director/Owners, a written request that identifies the record(s) the student wishes to inspect. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Students may ask Innovate Salon Academy to amend a record by writing the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Innovate Salon Academy decides not to amend the record as requested, Innovate Salon Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Innovate Salon Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Innovate Salon Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Innovate Salon Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Innovate Salon Academy has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Phone: 202-260-3887

**Note:** In addition, an institution may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

The “U.S.A. Patriot Act”, which was effective October 26, 2001, established the following exceptions relative to the release of information from institutional files:

Ex Parte Orders – Innovate Salon Academy can disclose, without the consent or knowledge of a student or parent or guardian of dependent minor, personally identifiable information from a student’s records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When Innovate Salon Academy makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student’s file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, an institution can disclose, without consent, information from a student’s education records in order to comply with a lawfully issued subpoena or court order:

- 1 Grand Jury Subpoenas
- 2 Law Enforcement Subpoenas – For these subpoenas, the court may order Innovate Salon Academy not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.
- 3 All Other Subpoenas

Health or Safety Emergency - Innovate Salon Academy is permitted to disclose personally identifiable information from a student’s education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the U.S. Immigration and Customs Enforcement - Innovate Salon Academy may release PII of a student who has signed a Form I-20 and any F, J, or M nonimmigrant student in compliance with the Student Exchange Visitor Information System (SEVIS) program.

Innovate Salon Academy may disclose PII without consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent or guardian of a dependent minor as defined by the IRS
- Parent or guardian of a student under 21 years of age regarding the violation of a law regarding alcohol or drug abuse

## STUDENT PERSONAL SERVICES POLICY

The following policies are followed when a student wishes to receive salon or spa services:

### Student Salon/ Spa Area Services with a Senior Student:

- A student may receive services with a Senior Student when they are not clocked in.
- If a student clocks out for the service they cannot clock back in.
- Clocking out early will count as an early dismissal for the month.
- Services should be scheduled when they are not scheduled to be in class.
- Service must be booked through the Front Desk Support Staff. Educator approval is needed.
- Students who have earned Innovate dollars can use them on the scheduled Innovate Dollar Day.
- Students pay half price for the service if they do not have Innovate dollars.
- Students using Innovate dollars pay full price for services. The remaining balance is half price.
- While receiving services in the Student Salon Area, the Senior Student is graded on services performed.

### Personal Services in the Foundations Classrooms/ Student Salon Area Classrooms:

- Students may use each other to practice skills in the classroom during that unit of study.
- If a student is being used for demonstration purposes, there is no charge for product/ services.
- There is no charge for services not requiring the use of product.
- Students receiving conditioning services in the classroom will pay \$5 per application.
- Students receiving color services in the classroom will pay \$12 per bottle/ tube of color.
- Students receiving lightening services in the classroom will pay \$12 per 3 scoop bowl of bleach.
- Students receiving perm/ relaxer services in the classroom will pay \$12 per application.
- Students receiving keratin services in the classroom will pay \$25 per oz. of product.
- Students receiving facial services will pay for the cost of product used.
- Product should be paid for in advance with the front desk.
- Services should only be done on scheduled beauty days or during unit of instruction.
- Beauty days are reserved for students that have completed required classroom work.

All services should be cleared with the Educator and approved by the Lead Educator.  
Services in the Student Salon Area must be booked by the Front Desk Support Staff.

## **INSERTS – Table of Contents**

- **Insert #1 Start Dates for All Programs**
- **Insert #2 Educational and Administrative Staff**
  - **Insert #3 Course Outlines**
  - **Insert #4 Outcome Rates**

# INSERT #1

## CLASS START DATES

### **SOUTH PLAINFIELD**

#### **FULL TIME COSMO 41 weeks**

02/23/2026 B (12/16/2026)  
 03/23/2026 B (01/22/2027)  
 05/04/2026 A (03/05/2027)  
 06/01/2026 A (03/31/2027)  
 07/13/2026 B (05/11/2027)  
 08/10/2026 B (06/08/2027)  
 09/21/2026 A (07/16/2027)  
 10/19/2026 A (08/13/2027)  
 11/30/2026 B (09/21/2027)

#### **PART TIME COSMO A 80 weeks**

03/09/2026 (09/08/2027)  
 04/06/2026 (10/06/2027)  
 05/04/2026 (11/03/2027)  
 07/06/2026 (01/10/2028)  
 08/17/2026 (02/21/2028)  
 09/08/2026 (03/09/2028) \*Tuesday start  
 11/30/2026 (05/30/2028)

#### **PART TIME COSMO B 80 weeks**

01/05/2026 (07/08/2027)  
 02/02/2026 (08/04/2027)  
 03/02/2026 (09/01/2027)  
 09/28/2026 (03/29/2028)

#### **FULL TIME ESTI 21 weeks**

02/09/2026 (07/07/2026)  
 03/09/2026 (08/05/2026)  
 04/20/2026 (09/18/2026)  
 05/18/2026 (10/15/2026)  
 06/29/2026 (12/03/2026)  
 07/27/2026 (12/23/2026)  
 09/08/2026 (02/15/2027) \* Tuesday Start  
 10/05/2026 (03/12/2027)  
 11/16/2026 (04/22/2027)  
 12/14/2026 (05/18/2027)

#### **PART TIME ESTI 40 weeks**

02/09/2026 (11/11/2026)  
 04/27/2026 (02/08/2027)  
 06/22/2026 (03/31/2027)  
 09/08/2026 (06/15/2027) \* Tuesday Start  
 11/03/2026 (08/09/2027) \* Tuesday Start

#### **FULL TIME BARBERING 39 weeks**

03/09/2026 (12/10/2026)  
 04/27/2026 (02/08/2027)  
 07/20/2026 (04/28/2027)  
 09/08/2026 (06/15/2027) \* Tuesday Start  
 11/30/2026 (09/01/2027)

#### **PART TIME BARBERING 58 weeks**

03/02/2026 (04/22/2027)  
 04/27/2026 (06/17/2027)  
 06/01/2026 (7/20/2027)  
 09/21/2026 (11/04/2027)  
 11/16/2026 (01/05/2028)  
 12/21/2026 (02/01/2028)

#### **FULL TIME EDUCATOR 18 weeks**

02/09/2026 (06/15/2026)  
 03/16/2026 (07/21/2026)  
 06/08/2026 (10/13/2026)  
 07/13/2026 (11/17/2026)  
 10/05/2026 (02/18/2027)  
 11/09/2026 (03/24/2027)

#### **PART TIME EDUCATOR 35 weeks**

02/09/2026 (09/28/2026)  
 04/13/2026 (12/01/2026)  
 06/08/2026 (02/02/2027)  
 09/21/2026 (05/13/2027)  
 11/30/2026 (07/20/2027)

### **EWING**

#### **FULL TIME COSMO 41 weeks**

01/12/2026 (11/03/2026)

#### **FULL TIME ESTI 21 weeks**

04/06/2026 (9/04/2026)

#### **FULL TIME BARBERING 39 weeks**

03/09/2026 (12/10/2026)

## **BRICK**

### **FULL TIME COSMO 41 weeks**

02/23/2026 B (12/16/2026)  
03/23/2026 B (01/22/2027)  
05/04/2026 A (03/05/2027)  
06/01/2026 A (03/31/2027)  
07/13/2026 B (05/11/2027)  
08/10/2026 B (06/08/2027)  
09/21/2026 A (07/16/2027)  
10/19/2026 A (08/13/2027)  
11/30/2026 B (09/21/2027)

### **FULL TIME ESTI 21 weeks**

02/09/2026 (07/07/2026)  
03/09/2026 (08/05/2026)  
04/20/2026 (09/18/2026)  
05/18/2026 (10/15/2026)  
06/29/2026 (12/03/2026)  
07/27/2026 (12/23/2026)  
09/08/2026 (02/15/2027) \* Tuesday Start  
10/05/2026 (03/12/2027)  
11/16/2026 (04/22/2027)  
12/14/2026 (05/18/2027)

### **FULL TIME BARBERING 39 weeks**

03/09/2026 (12/10/2026)  
04/27/2026 (02/08/2027)  
07/20/2026 (04/28/2027)  
09/08/2026 (06/15/2027) \* Tuesday Start  
11/30/2026 (09/01/2027)

### **FULL TIME EDUCATOR 18 weeks**

02/09/2026 (06/15/2026)  
03/16/2026 (07/21/2026)  
06/08/2026 (10/13/2026)  
07/13/2026 (11/17/2026)  
10/05/2026 (02/18/2027)  
11/09/2026 (03/24/2027)

### **FULL TIME MANICURING 11 weeks**

02/23/2026 (05/08/2026)  
05/18/2026 (08/04/2026)  
08/17/2026 (11/03/2026)  
11/16/2026 (02/11/2027)

### **PART TIME COSMO A 80 weeks**

03/09/2026 (09/08/2027)  
04/06/2026 (10/06/2027)  
05/04/2026 (11/03/2027)  
07/06/2026 (01/10/2028)  
08/17/2026 (02/21/2028)  
09/08/2026 (03/09/2028) \* Tuesday start  
11/30/2026 (05/30/2028)

### **PART TIME ESTI 40 week**

02/09/2026 (11/11/2026)  
04/27/2026 (02/08/2027)  
06/22/2026 (03/31/2027)  
09/08/2026 (06/15/2027) \* Tuesday Start  
11/03/2026 (08/09/2027) \* Tuesday Start

### **PART TIME BARBERING 58 weeks**

03/02/2026 (04/22/2027)  
04/27/2026 (06/17/2027)  
06/01/2026 (7/20/2027)  
09/21/2026 (11/04/2027)  
11/16/2026 (01/05/2028)  
12/21/2026 (02/01/2028)

### **PART TIME EDUCATOR 35 weeks**

02/09/2026 (09/28/2026)  
04/13/2026 (12/01/2026)  
06/08/2026 (02/02/2027)  
09/21/2026 (05/13/2027)  
11/30/2026 (07/20/2027)

### **PART TIME MANICURING 19 weeks**

03/02/2026 (07/20/2026)  
08/03/2026 (12/23/2026)

**Innovate Salon Academy will be closed on the following days in 2026:**

- **New Year's Day**                      **January 1, 2026**
- **Memorial Day**                      **May 25, 2026**
- **Independence Day**                      **July 3, 2026**
- **Labor Day**                      **September 7, 2026**
- **Thanksgiving Day**                      **November 26, 2026 & November 27, 2026**
- **Winter Break**                      **December 24, 2026**
- **Winter Break**                      **December 25, 2026**
- **Winter Break**                      **December 28, 2026**
- **Winter Break**                      **December 29, 2026**
- **Winter Break**                      **December 30, 2026**
- **Winter Break**                      **December 31, 2026**

## **INSERT #2**

### **Innovate Salon Academy President:**

John Sickles (owner)

### **Innovate Salon Academy Vice President:**

Donna Hernandez (owner)

### **Owner:**

Sean Sickles

### **Director Of Operations:**

Susan Guido (South Plainfield Campus)

Yenny Johnson (Ewing Campus)

Angela Curbelo (Brick Campus)

### **Director Of Education:**

Karen Young

### **Director of Financial Aid:**

Astrid Menicucci

### **Enrollment Team:**

Alison Case (South Plainfield Campus)

Danielle Villegas (South Plainfield Campus)

Aimee Sickles (Brick Campus)

Dallas Lamme (Brick Campus)

Mindy Shulman (South Plainfield Campus)

Melissa Martin (Senior Financial Aid Representative)

Gabriella Porcelli (Bursar)

### **Compliance Officer/ Title IX Coordinator:**

Astrid Menicucci

## **INSERT #2 (continued)**

### **South Plainfield Educators:**

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| Johnaida Velazquez     | Cosmetology                                                   |
| Melissa Trent          | Cosmetology                                                   |
| Debarass Shider        | Cosmetology                                                   |
| Jennifer Daino         | Cosmetology/Barbering                                         |
| Nidia C. Strauss       | Cosmetology/Manicuring                                        |
| Angela Price           | Cosmetology/Barber to Cosmetology Crossover/Educator Training |
| Dawn Rannigan          | Cosmetology                                                   |
| Christiana Desrivieres | Esthetics                                                     |
| Caitlin Angel          | Esthetics                                                     |
| Brianna Hollingsworth  | Esthetics/Cosmetology                                         |
| Clara Hedary           | Esthetics                                                     |
| Alejandra Beltran      | Esthetics                                                     |
| Kristina Gwiazdowski   | Barbering                                                     |
| Michele Moscaritolo    | Barbering                                                     |
| Briana Sorrell         | Barbering                                                     |

### **Ewing Educators:**

|               |                                      |
|---------------|--------------------------------------|
| Kimmeth Clark | Lead Salon Area Cosmetology Educator |
| Dawn Clarry   | Cosmetology                          |
| Angela Rey    | Cosmetology                          |

### **Brick Educators:**

|                    |                                           |
|--------------------|-------------------------------------------|
| Christina Rehak    | Lead Cosmetology Educator/Manicuring      |
| Fran Lillo         | Lead Esthetics Educator/Educator Training |
| Karen Young        | Substitute                                |
| Angela Curbelo     | Substitute                                |
| Lorraine Martorano | Cosmetology                               |
| Susan Pitcher      | Cosmetology                               |
| Alexa Prisco       | Cosmetology                               |
| Natalie Borbone    | Cosmetology                               |
| Michele Bryant     | Cosmetology                               |
| Donna Kosty        | Cosmetology                               |
| Alyssa Eckert      | Esthetics                                 |
| Kelly Cunningham   | Esthetics                                 |
| Rebecca Morris     | Barbering                                 |
| Nicole Borges      | Barbering                                 |

## INSERT #3

### Cosmetology Course Outline

#### **Course Description:**

The cosmetology course is 1200 clock hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for the beauty industry.

#### **Course Objective and Goals:**

Upon completion of the course, the student will be able to pass the state board theory and practical examination and will have the knowledge behind all hair, skin and nail services. The student will be able to perform hair, skin and nail services at a salon ready skill level.

#### **Instructional Methods:**

The Academy offers varied instructional methods. In the classroom, educators use Pivot Point Fundamentals textbook as well as a digital version, LAB for student interaction. Visual, audio and kinesthetic learning such as powerpoint, video, interactive learning and demonstration is used to reinforce learning objectives. Activities and group interaction are incorporated into each lesson to create a fun learning environment. The Academy uses REDKEN Principle Based Color, & Pulp Riot Color, Vidal Sassoon Haircutting, Prosper U and BAAB (Beauty as a Business) to give our students advanced instruction. In our Student Salon Area, students will experience hands on training in all aspects of the beauty industry including technical, professional and business skills. Our curriculum is updated regularly to offer the highest level of education to prepare our students for the beauty industry.

#### **Curriculum:**

Innovate Salon Academy uses the following curriculum resources.

- Pivot Point Fundamentals
- REDKEN Principle Based Training
- Vidal Sassoon Haircutting System
- BAAB - Beauty as a Business
- Prosper U Business Training
- Canvas Me

#### **Educators:**

Innovate Salon Academy's licensed; experienced educators are trained in REDKEN Principle Based Curriculum, Mizani Textured/Curly Hair Methodology, Prosper U business training & BAAB to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future cosmetology professionals to be successful in their career.

#### **Grading Procedure:**

After each chapter of study, learning will be assessed with a theory exam and practical evaluation. The student will take a practical exam before beginning the senior curriculum. Senior students are graded on each practical and guest service that they complete in the Student Salon Area. Students are required to have an 85% grade point average in both theory and practical to graduate from Innovate Salon Academy.

#### **Student Salon Area Business Training:**

In our Student Salon Area, we use the Prosper U Tracker to identify performance goals for our students. Goals are set to train students in the business aspect of salon life to help them learn how to earn more by setting goals each day. Student salon area training also includes activities that will assist students with job readiness, including learning to properly clean up, doing laundry, and how to keep supplies stocked.

#### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our everyday practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

#### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to reinforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill or educate our students on advanced topics.

#### **Student Resource Center:**

Industry books, audio/video materials and related educational materials are available for the student in the student library.

#### **Books and Equipment:**

Each student receives the following Textbooks & Digital Books:

- IPAD and PP LAB
- Prosper U Student Modules and Tracker
- Pivot Point Fundamentals Textbook and Study Guide

Each student receives the following equipment:

- Student Name Badge, Tool Bag, Shears, Thinning Shears, Haircutting Razor and Blades, Clipper set, Shaving Razor, Blow Dryer, Curling Iron, Flat Iron, Manicure/Pedicure set, Color Bowl, Brush, Bottle, Cape, 5 Mannequins, Mannequin Stand, Water Bottle, Rollers, Clips, Comb-out, Press, Vent, Paddle, Denman and Round Brush, Styling-Cutting, Lifter, Tail and Foil Combs & Tripod

All other products and equipment needed to practice skills are provided by The Academy.

\*Tools and Kits are subject to change without notice \*Any equipment left in The Academy for a period of 30 days will be discarded.

|                                                                                                | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|------------------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations | 10            | 0                | 10           |
| Decontamination & Infection Control                                                            | 15            | 5                | 20           |
| Professional Image, Hygiene, & Related Practices                                               | 2             | 0                | 2            |
| History of Barbering                                                                           | 4             | 0                | 4            |
| Shaving                                                                                        | 15            | 66               | 81           |
| Beard & Moustache Trimming                                                                     | 5             | 10               | 15           |
| Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching                             | 25            | 53               | 78           |
| Shampooing & Temporary Rinses                                                                  | 20            | 40               | 60           |
| Hair and Scalp Treatments, Reconditioning Treatments                                           | 15            | 35               | 50           |
| Hair & Basic Layer & Clipper Cut— Razor, Scissors, Thinning Shears, Tapering                   | 40            | 120              | 160          |
| Hairstyling—including Pin Curls, Finger-waving, & Blow Waving                                  | 25            | 135              | 160          |
| Hair Tinting & Bleaching including Frosting, Tipping & Streaks                                 | 35            | 110              | 145          |
| Permanent Waving                                                                               | 25            | 90               | 115          |
| Chemical Relaxing & Pressing                                                                   | 30            | 60               | 90           |
| Thermal Curling & Waving                                                                       | 10            | 35               | 45           |
| Manicuring & Pedicure                                                                          | 45            | 90               | 135          |
| Chemistry Relating to Cosmetology                                                              | 30            | 0                | 30           |
| <b>TOTAL HOURS</b>                                                                             | <b>351</b>    | <b>849</b>       | <b>1200</b>  |

## **Esthetics Course Outline**

### **Course Description:**

The Esthetics course is 600 hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for the beauty industry.

### **Course Goals and Objective:**

Upon completion of the course, the student will be able to pass the state board theory and practical examination and will have the knowledge behind all basic skin care and skin care products, make-up application and waxing services. The student will be able to perform skin, make-up and waxing services at a spa ready skill level.

### **Instructional Methods:**

Our Academy offers varied instructional methods. In the classroom, educators use Pivot Point Fundamentals Textbook as well as a digital version, LAB for student interaction. Visual, audio and kinesthetic learning such as powerpoint, video, interactive learning and demonstration is used to reinforce learning objectives. Activities and group interaction are incorporated into each lesson to create a fun learning environment. The Academy uses Dermallogica techniques, consultation, skin analysis and Prosper U and BAAB (Beauty as a Business) to give our students advanced instruction. In our Student Spa Area, students will experience hands-on training in all aspects of the skin care industry including technical, professional and business skills. Our curriculum is updated regularly to offer the highest level of education to prepare our students for the beauty industry.

### **Curriculum:**

The Academy uses the following curriculum to support the system of learning.

- Pivot Point Fundamentals
- Prosper U Business Training
- Dermallogica The Book
- BAAB (Beauty as a Business)
- Canvas Me

### **Educators:**

Innovate Salon Academy's licensed, experienced educators are trained in REDKEN Principle Based Curriculum, Dermallogica techniques, Prosper U business training and BAAB to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future skin care professionals to be successful in their career.

### **Grading Procedures:**

After each chapter of study, learning will be assessed with a theory exam and practical evaluation. The student will take a mid-term theory and practical exam before beginning the senior curriculum and a final theory and practical exam before graduation. Senior students are graded on each practical and guest service that they complete in the Student Spa Area. Students are required to have an 85% grade point average in both theory and practical to graduate from Innovate Salon Academy.

### **Student Spa Area Business Training:**

In our Student Salon Area, we use the Prosper U Tracker to identify performance goals for our students. Goals are set to train students in the business aspect of salon/spa life to help them learn how to earn more by setting goals each day. Student salon area training also includes activities that will assist students with job readiness, including learning to properly clean up, doing laundry, and how to keep supplies stocked.

### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our everyday practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to reinforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill or educate our students on advanced topics.

### **Student Resource Center:**

Industry books, audio/video materials and related educational materials are available for the student in the student library.

### **Books and Equipment:**

Each student receives the following Textbooks & Digital Books:

- IPAD and PP LAB
- Prosper U Student Modules and Tracker
- Pivot Point Fundamentals Textbook and Study Guide
- Dermallogica The Book

Each student receives the following equipment:

- Student Name Badge, Massage Head, Headband, Tweezers, Make-up Kit, Tool Bag

All other products and equipment needed to practice skills are provided by The Academy.

\*Equipment is subject to change without notice

|                                                                                         | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|-----------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10            | 0                | 10           |
| Professional Image, Hygiene & Related Practices                                         | 2             | 0                | 2            |
| Decontamination & Infection Control                                                     | 15            | 5                | 20           |
| Anatomy, Physiology and Nutrition                                                       | 40            | 0                | 40           |
| Structure and Functions of skin                                                         | 35            | 0                | 35           |
| Superfluous Hair                                                                        | 10            | 30               | 40           |
| Chemistry Related to Skin Care                                                          | 48            | 0                | 48           |
| Electricity and Machines                                                                | 15            | 40               | 55           |
| Facial and Body Procedures                                                              | 50            | 150              | 200          |
| Make-up Techniques and Corrective Make- up techniques (post-surgical)                   | 50            | 100              | 150          |
| <b>TOTAL HOURS</b>                                                                      | <b>275</b>    | <b>325</b>       | <b>600</b>   |

## **Barbering Course Outline**

### **Course Description:**

The Barbering course is 900 hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for the beauty industry.

### **Course Goals and Objective:**

Upon completion of the course, the student will be able to pass the state board theory and practical examination and will have the knowledge behind all barbering, basic skin care and hair services. The student will be able to perform barbering, basic skin care and hair services at a salon ready skill level.

### **Instructional Methods:**

The Academy offers varied instructional methods. In the classroom, educators use Pivot Point Fundamentals Textbook as well as a digital version, LAB for student interaction. Visual, audio and kinesthetic learning such as powerpoint, video, interactive learning and demonstration is used to reinforce learning objectives. Activities and group interaction are incorporated into each lesson to create a fun learning environment. We use REDKEN's Principle Based color, & Pulp Riot color, Prosper U and BAAB (Beauty as a Business) to give our students advanced instruction. In our Student Salon Area, students will experience hands on training in all aspects of the beauty industry including technical, professional and business skills. Our curriculum is updated regularly to offer the highest level of education to prepare our students for the beauty industry.

### **Curriculum:**

Innovate Salon Academy uses the following curriculum resources.

- Pivot Point Fundamentals
- REDKEN Principle Based Training
- Prosper U Business Training
- BAAB (Beauty as a Business)
- Vidal Sassoon Haircutting System
- Canvas Me

### **Educators:**

Innovate Salon Academy's licensed; experienced educators are trained in REDKEN Principle Based Curriculum, Prosper U business, and BAAB training to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future cosmetology professionals to be successful in their career.

### **Grading Procedures:**

After each chapter of study, learning will be assessed with a theory exam and practical evaluation. The student will take a practical exam before beginning the senior curriculum. Senior students are graded on each practical and guest service that they complete in the Student Salon Area. Students are required to have an 85% grade point average in both theory and practical to graduate from Innovate Salon Academy.

### **Student Salon Area Business Training:**

In our Student Salon Area, we use the Prosper U Tracker to identify performance goals for our students. Goals are set to train students in the business aspect of salon life to help them learn how to earn more by setting goals each day. Student salon area training also includes activities that will assist students with job readiness, including learning to properly clean up, doing laundry, and how to keep supplies stocked.

### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our everyday practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to reinforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill or educate our students on advanced topics.

### **Student Resource Center:**

Industry books, audio/video materials and related educational materials are available for the student in the student library.

### **Books and Equipment:**

Each student receives the following Textbooks & Digital Books:

- IPAD and PP LAB
- Prosper U Student Modules and Tracker
- Pivot Point Fundamentals Textbook and Study Guide

Each student receives the following equipment:

- Student Name Badge, Full Barber Kit, Headband, Mannequin, Mannequin Stand, Tripod, Rollers, Tool Bag

All other products and equipment needed to practice skills are provided by The Academy.

\*Equipment is subject to change without notice

|                                                                                                 | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|-------------------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws, Rules, & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations | 10            | 0                | 10           |
| History of Hair and Barbering                                                                   | 4             | 0                | 4            |
| Professional Image, Hygiene, & Related Practices                                                | 2             | 0                | 2            |
| Decontamination and Infection Control                                                           | 15            | 5                | 20           |
| Shampooing and Scalp Care                                                                       | 5             | 15               | 20           |
| Honing and Stropping                                                                            | 2             | 2                | 4            |
| Shaving                                                                                         | 20            | 105              | 125          |
| Men's Haircutting and Styling                                                                   | 25            | 200              | 225          |
| Beard and Mustache Trimming                                                                     | 5             | 10               | 15           |
| Women's Haircutting and Styling                                                                 | 15            | 55               | 70           |
| Facials and Facial Massage                                                                      | 5             | 10               | 15           |
| Anatomy of Head, Neck and Face                                                                  | 5             | 0                | 5            |
| Common Disorders of the Skin, Scalp, and Hair                                                   | 5             | 0                | 5            |
| Electricity                                                                                     | 5             | 0                | 5            |
| Chemistry and Chemical Related Services - Straightening/Permanent Waving                        | 75            | 135              | 210          |
| Men's Hairpiece Services                                                                        | 15            | 40               | 55           |
| Hair Color and Lightening                                                                       | 30            | 80               | 110          |
| <b>TOTAL HOURS</b>                                                                              | <b>243</b>    | <b>657</b>       | <b>900</b>   |

## **Educator Training Course Outline**

### **Course Description:**

The Educator Training course is 600 hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for a career as an Educator.

### **Course Goals and Objective:**

Upon completion of the course, the student will be able to pass the state board theory and practical examination and will have the knowledge and skill to be able to educate in a cosmetology school.

### **Instructional Methods:**

The Academy offers varied instructional methods. In the classroom, educators use Milady's standard textbook as well as Pivot Point Fundamentals Textbook for student interaction. Visual, audio and kinesthetic learning such as power point, video, interactive learning and demonstration is used to re-enforce learning objectives. Activities and group interaction is incorporated into each lesson to create a fun learning environment. We use REDKEN's Principle Based color and design and Pulp Riot color and Prosper U to give our students advanced instruction. Our curriculum is updated regularly to offer the highest level of education to prepare our future educators for success. Student Educators will shadow in classrooms and the Student Salon Area as well as receive theoretical and practical training on teaching methods, shaving and educator responsibilities under the close supervision of an experienced, licensed instructor.

### **Curriculum:**

Innovate Salon Academy uses the following curriculum resources.

- Milady by Cengage Learning
- Milady Master Educator Textbook
- REDKEN Principle Based Training
- Prosper U Business Training

### **Educators:**

Innovate Salon Academy's licensed; experienced educators are trained in REDKEN Principle Based Curriculum and Prosper U to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future cosmetology professionals to be successful in their career.

### **Grading Procedures:**

After each chapter of study, learning will be assessed with a theory exam. Practical evaluations are based on presentations, lesson plans, shaving, and state board exam preparation. The student will have a final practical evaluation before graduation. Students are required to have an 85% grade average in both theory and practical to graduate from Innovate Salon Academy.

### **Salon Area Business Training:**

In our Student Salon Area, we use the Prosper U Tracker to identify performance goals for our students. Goals are set to train students in the business aspect of salon life to help them learn how to earn more by setting goals each day. Student Educators will learn the Prosper U Client Value Stream while training in the Senior Salon Area.

### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our everyday practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to re-enforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill or educate our students on advanced topics.

### **Student Resource Center:**

Industry books, audio/video materials and related educational materials are available for the student in the student library.

### **Books and Equipment:**

Each student receives the educator edition of the Milady textbook, and exam review guide and Pivot Point Fundamentals Textbook and Exam Review Guide.

Each student receives the following tools:

- Student Name Badge, Mannequin, Mannequin Stand, Tripod, Rollers, Tool Bag, Shaving Razor

All other products and equipment needed to practice skills are provided by The Academy.

\* Equipment is subject to change without notice

|                                                                              | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws, Rules & Regs                                                     | 5             | 0                | 5            |
| Decontamination & Infection Control                                          | 5             | 0                | 5            |
| Facials, Massage, Skin Care, Make Up, Depilatory, Eyebrow Arching, Shaving   | 15            | 15               | 30           |
| Shampooing Temporary Rinses                                                  | 5             | 10               | 15           |
| Hair and Scalp Treatments, Reconditioning Treatments                         | 5             | 10               | 15           |
| Hair & Basic Layer & Clipper Cut, Razor, Scissors, Thinning Shears, Tapering | 10            | 30               | 40           |
| Hairstyling - including pin curls, fingerwaving & blow waving                | 10            | 30               | 40           |
| Hair Tinting & Bleaching including frosting, tipping & streaks               | 10            | 20               | 30           |
| Permanent Waving                                                             | 10            | 20               | 30           |
| Chemical Relaxing & Pressing and Thermal Curling & Waving                    | 10            | 25               | 35           |
| Manicuring & Pedicuring                                                      | 10            | 20               | 30           |
| Chemistry relating to Cosmetology                                            | 10            | 0                | 10           |
| Teaching Methods                                                             | 60            | 110              | 170          |
| Motivation and Learning                                                      | 30            | 0                | 30           |
| Testing                                                                      | 10            | 0                | 10           |
| Teacher Preparation                                                          | 25            | 0                | 25           |
| Instruction Evaluation                                                       | 30            | 0                | 30           |
| Classroom Management                                                         | 50            | 0                | 50           |
| <b>TOTAL HOURS</b>                                                           | <b>310</b>    | <b>290</b>       | <b>600</b>   |

## **Barber to Cosmetology Crossover Course Outline**

### **Course Description:**

The Barber to Cosmetology Crossover Course is 300 hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for the beauty industry.

### **Course Goals and Objective:**

Upon completion of the course, the student will be able to pass the state board theory and practical examination and will have the knowledge behind all basic nail, and skin care and nail and skin care products, make-up application and waxing services.

### **Instructional Methods:**

Our Academy offers varied instructional methods. In the classroom, educators use Pivot Point Fundamentals Textbook as well as a digital version, LAB for student interaction. Visual, audio and kinesthetic learning such as powerpoint, video, interactive learning and demonstration is used to reinforce learning objectives. Activities and group interaction are incorporated into each lesson to create a fun learning environment. The Academy uses Dermallogica techniques, consultation, skin analysis and Prosper U and BAAB (Beauty as a Business) to give our students advanced instruction. In our Student Spa Area, students will experience hands-on training in all aspects of the skin care industry including technical, professional and business skills. Our curriculum is updated regularly to offer the highest level of education to prepare our students for the beauty industry.

### **Curriculum:**

The Academy uses the following curriculum to support the system of learning.

- Pivot Point Fundamentals
- Prosper U Business Training
- Dermallogica The Book
- BAAB (Beauty as a Business)

### **Educators:**

Innovate Salon Academy's licensed, experienced educators are trained in REDKEN Principle Based Curriculum, Dermallogica techniques, Prosper U business training and BAAB to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future skin care professionals to be successful in their career.

### **Grading Procedures:**

After each chapter of study, learning will be assessed with a theory exam and practical evaluation. The student will take a mid-term theory and practical exam before beginning the senior curriculum and a final theory and practical exam before graduation. Senior students are graded on each practical and guest service that they complete in the Student Spa Area. Students are required to have an 85% grade point average in both theory and practical to graduate from Innovate Salon Academy.

### **Student Spa Area Business Training:**

In our Student Salon Area, we use the Prosper U Tracker to identify performance goals for our students. Goals are set to train students in the business aspect of salon/spa life to help them learn how to earn more by setting goals each day. Student salon area training also includes activities that will assist students with job readiness, including learning to properly clean up, doing laundry, and how to keep supplies stocked.

### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our everyday practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to reinforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill or educate our students on advanced topics.

### **Student Resource Center:**

Industry books, audio/video materials and related educational materials are available for the student in the student library.

### **Books and Equipment:**

Each student receives the following Textbooks & Digital Books:

- IPAD and PP LAB
- Prosper U Student Modules and Tracker
- Pivot Point Fundamentals Textbook and Study Guide
- Dermallogica The Book

Each student receives the following equipment:

- Student Name Badge, Massage Head, Headband, Tweezers, Make-up Kit, Tool Bag

All other products and equipment needed to practice skills are provided by The Academy.

\*Equipment is subject to change without notice

|                                                                                         | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|-----------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10            | 0                | 10           |
| Professional Image, Hygiene & Related Practices                                         | 2             | 0                | 2            |
| Decontamination & Infection Control                                                     | 15            | 5                | 20           |
| Manicuring and Pedicuring                                                               | 10            | 45               | 55           |
| Disease and Disorders of the Nail                                                       | 10            | 0                | 10           |
| Anatomy of the hand, arm, foot and leg                                                  | 10            | 0                | 10           |
| Nail Tips and Extensions                                                                | 5             | 25               | 30           |
| Nail Wraps (Overlays)                                                                   | 5             | 25               | 30           |
| Make Up                                                                                 | 15            | 45               | 60           |
| Nail Art                                                                                | 5             | 5                | 10           |
| The Skin and its Diseases                                                               | 5             | 0                | 5            |
| Removal of Unwanted Hair                                                                | 10            | 30               | 40           |
| First Aid                                                                               | 5             | 0                | 5            |
| Chemicals and Chemistry Relating to Produce                                             | 13            | 0                | 13           |
| <b>TOTAL HOURS</b>                                                                      | <b>120</b>    | <b>180</b>       | <b>300</b>   |

## **Manicuring Course Outline**

### **Course Description:**

The Manicuring Course is 300 hours as mandated by the state of New Jersey and contains both theory and practical curriculum to prepare the student for the beauty industry.

### **Course Objectives and Goals:**

Upon completion of this course, the student will be able to pass the state board theory and practical examination and will have the knowledge behind all nail and hair removal services. The student will be able to perform nail and hair removal services at salon ready skill level.

### **Instructional Methods:**

The Academy offers varied instructional methods. In the classroom, educators use the Pivot Point Fundamentals textbook as well as the digital version, LAB, for student interaction and learning reinforcement. Visual, audio and kinesthetic learning such as powerpoint, videos, interactive learning and demonstrations are used to reinforce learning objectives. Activities and group interaction are incorporated into each lesson to create a fun learning environment. The Academy uses BAAB and Prosper U to give our students advanced instruction. In our Student Salon Area, students will experience hands-on training in all aspects of the beauty industry, including technical, professional and business skills. Our curriculum is updated regularly to offer the highest level of education in order to prepare our students for the beauty industry.

### **Curriculum:**

Innovate Salon Academy uses the following curriculum resources:

- Pivot Point Fundamentals
- BAAB (Beauty as a Business)
- Prosper U Business Training
- Canvas Me

### **Educators:**

Innovate Salon Academy's licensed; experienced educators are trained in Prosper U business training curriculum, BAAB curriculum and LAB digital learning systems to offer the highest level of education available. All educators are required to attend ongoing training in teaching methodology and professional development in all aspects of the beauty industry. Our educators are passionate about training future manicuring professionals to be successful in their career.

### **Grading Procedure:**

After each chapter of study, learning is assessed with a theory exam and practical evaluation. The students complete a practical evaluation before becoming a senior student. Students are graded on each practical service they complete in the Student Salon Area. Students are required to have a 85% grade point average to graduate from Innovate Salon Academy.

### **Student Salon Area Business Training:**

In the Student Salon Area we use the Prosper U Tracker to identify performance goals for our students. Goals are used to train the students in the business aspect of the salon business by helping them learn how to earn more by setting goals each day. Student Salon Training also includes activities that will assist students with job readiness, including learning how to properly clean up, do laundry and keep supplies stocked.

### **Employment Assistance:**

Employment assistance is available for our students by many different means. Professionalism is part of our daily practices. The Academy's teachings include resume writing, preparation for an interview as well as where to look to find employment.

### **Field Trips, Salon Visits and Guest Speakers:**

We incorporate field trips to reinforce learning objectives. Salon visits are scheduled to observe local salons and their daily activities. Guest speakers share their experiences, demonstrate a skill and educate our students on advanced topics.

### **Student Resource Center:**

Industry books, audio/ video materials and related educational materials are available for students in our student library.

### **Books and Equipment:**

Each student receives the textbooks and digital books:

- Ipad and Pivot Point LAB
- Digital Prosper U Modules and Tracker
- Pivot Point Fundamentals Textbooks and Study Guide

Each Student Receives the Following Equipment:

Student name badge, tool bag, manicure/ pedicure kit, nail file, emery board, nail brush, tips, adhesive, wraps, sanitizing container, finger bowl, styptic powder, protective eyewear, tweezers, cold wax kit and a practice hand.

All other products and equipment needed to practice skills are provided by the Academy.

\*Tools and kits are subject to change without notice. \*Any tools and equipment left in the Academy for a period of 30 days will be discarded.

|                                                                                         | <b>Theory</b> | <b>Practical</b> | <b>Total</b> |
|-----------------------------------------------------------------------------------------|---------------|------------------|--------------|
| State Laws & Regulations for Cosmetology and Hairstyling Administrative shop operations | 10            | 0                | 10           |
| Professional Image, Hygiene & Related Practices                                         | 2             | 0                | 2            |
| Decontamination & Infection Control                                                     | 15            | 5                | 20           |
| Manicuring and Pedicuring                                                               | 10            | 45               | 55           |
| Disease and Disorders of the Nail                                                       | 10            | 0                | 10           |
| Anatomy of the hand, arm, foot and leg                                                  | 10            | 0                | 10           |
| Nail Tips and Extensions                                                                | 20            | 10               | 30           |
| Nail Wraps                                                                              | 15            | 15               | 30           |
| Nail Gels                                                                               | 5             | 15               | 20           |
| Sculptured Nails                                                                        | 15            | 25               | 40           |
| Nail Art                                                                                | 5             | 5                | 10           |
| The Skin and its Diseases                                                               | 5             | 0                | 5            |
| Removal of Unwanted Hair                                                                | 10            | 30               | 40           |
| First Aid                                                                               | 5             | 0                | 5            |
| Chemicals and Chemistry Relating to Produce                                             | 13            | 0                | 13           |
| <b>TOTAL HOURS</b>                                                                      | <b>150</b>    | <b>150</b>       | <b>300</b>   |

## INSERT #4

### South Plainfield Location

Most Recent Outcome Rates as reported to NACCAS

2024

#### Cosmetology

Graduation Rate: 96.80%

Placement Rate: 97.36%

Licensure Rate: 100%

#### Esthetics

Graduation Rate: 96.66%

Placement Rate: 90.65%

Licensure Rate: 100%

#### Barbering

Graduation Rate: 96.15%

Placement Rate: 95%

Licensure Rate: 100%

#### Educator Training

Graduation Rate: 100%

Placement Rate: 100%

Licensure Rate: 100%

The following is cumulative of all programs offered at main and branch locations:

Graduation Rate: 93.45%

Placement Rate: 97.62%

Licensure Rate: 100.00%

The following is cumulative of all programs offered at the South Plainfield location:

Graduation Rate: 97.40%

Placement Rate: 95.75%

Licensure Rate: 100.00%

In the calendar year of 2024, 74 graduates were placed in positions as cosmetologists/hairstylists, 97 graduates were placed as estheticians, 19 graduates were placed as barbers and 1 graduate was placed as an educator.

## Ewing Location

Most Recent Outcome Rates as reported to NACCAS

2024

### Cosmetology

Graduation Rate: 80.95%

Placement Rate: 100%

Licensure Rate: 100%

### Esthetics

Graduation Rate: 98.43%

Placement Rate: 100%

Licensure Rate: 100%

### Barbering

Graduation Rate: 75.67%

Placement Rate: 100%

Licensure Rate: 100%

### Educator Training

Graduation Rate: 100%

Placement Rate: 100%

Licensure Rate: 100%

### Barber to Cosmetology Crossover Training

Graduation Rate: 100%

Placement Rate: 0%

Licensure Rate: 0%

The following is cumulative of all programs offered at main and branch locations:

Graduation Rate: 93.45%

Placement Rate: 97.62%

Licensure Rate: 100.00%

The following is cumulative of all programs offered at the Ewing location:

Graduation Rate: 90.98%

Placement Rate: 80.00%

Licensure Rate: 80.00%

In the calendar year of 2024, 19 graduates were placed in positions as cosmetologists/hairstylists, 42 graduates were placed as estheticians, 10 graduates were placed as barbers and 2 graduates were placed as educators.

## **Brick Location**

Most Recent Outcome Rates as reported to NACCAS

2024

### *Cosmetology*

Graduation Rate: 92.10%

Placement Rate: 100%

Licensure Rate: 100%

### *Esthetics*

Graduation Rate: 100%

Placement Rate: 100%

Licensure Rate: 100%

### *Barbering*

Graduation Rate: 83.78%

Placement Rate: 100%

Licensure Rate: 100%

### *Educator Training*

Graduation Rate: 77.77%

Placement Rate: 100%

Licensure Rate: 100%

The following is cumulative of all programs offered at main and branch locations:

Graduation Rate: 93.45%

Placement Rate: 97.62%

Licensure Rate: 100.00%

The following is cumulative of all programs offered at the Brick location:

Graduation Rate: 88.41%

Placement Rate: 100.00%

Licensure Rate: 100.00%

In the calendar year of 2024, 32 graduates were placed in positions as cosmetologists/hairstylists, 72 graduates were placed as estheticians, 27 graduates were placed as barbers and 7 graduates were placed as educators.