



Course Catalog & Information



SCHOOL FOR HAIR, SKIN & NAILS
A NACCAS ACCREDITED INSTITUTION



734.762.0200

Included:

- Academy Overview
- Course Offerings, Descriptions & Requirements
- Career Opportunities
- Tuition & Fees
- Academy Policies
- Enrollment Schedule
- Federal Student Aid Programs

To Enroll Call: 734.762.0200

L'esprit Academy is reinventing cosmetology schools, exceeding student expectations, with the highest quality preparation for state licensure. *L'esprit Salon & Spa* has rapidly become a leader in the high-end salon and day spa business. Building upon that success, *L'esprit* has brought its extensive experience into the education arena. Our commitment is evident with everything we offer. Every detail is designed to support a unique atmosphere of higher learning. Spacious and modern interiors, exceptional instruction, and superior products and tools are the hallmark of the *L'esprit Academy* experience. Professionalism, technical skill and confidence are the outstanding qualities of all *L'esprit* graduates.

L'esprit Academy is located in an 8,000 square foot, state of the art facility with plentiful parking and easy location. The combination of exceptional education and beautiful campus make for a student experience filled with pride, excitement and enthusiasm! *L'esprit Academy* is a fully accredited institution with the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS) and is a licensed cosmetology school that exceeds the state educational requirements set forth by the Board of Cosmetology, Michigan Department of Labor & Economic Growth. We are a member of the Michigan Cosmetology School Association. We are approved with the U.S. Department of Education to offer Federal Student Aid (Title IV Funds.)

Mission Statement

L'esprit Academy's goal is to provide unparalleled instruction, through employee to student interactions and consistency in the learning experience so that our graduates can find employment in the Cosmetology, Manicuring, Esthetics or Instructor field. Our staff is carefully selected, highly qualified and vital to the student experience. This student-friendly, well supported and state of the art atmosphere is the sustainable competitive advantage to create well prepared, highly skilled graduates. The combination of exceptional education and beautiful campus make for a student experience filled with pride, excitement and enthusiasm!

Course Offerings & Requirements

The following courses are our current offerings:

Cosmetology—1500 hours (1575 with absence allowance)

Esthetics*—600 hours (630 with absence allowance)

Manicuring—400 hours (420 with absence allowance)

Instructor—500 hours (Cosmetology) 300 hours (Esthetics & Manicuring)

Refresher Course/State Board Prep—Custom Program

***Michigan state law requires 400 hours of training for licensure.**

Schedules

We offer full time and part time schedules. The full time schedule is Tuesday-Saturday 8:30am-4:30pm. The part time schedule is Tuesday-Thursday, 5:00-9:30pm. Part-time schedules are subject to seasonal changes. Saturday attendance is required for part time students. Specific requirements for attendance are described in your policy manual. *L'esprit Academy* will be closed on all national holidays.

Admission Requirements

L'esprit Academy follows Michigan State Board regulations. Students must be 17 years old and have a high school diploma or GED.

Transfer Students

We happily accept transfer students. There will be a \$250 (minimum) entry exam requirement. Transferees will be

charged a fee per exam (both practical and theory) in order to properly assess entry level. Tuition will be calculated on a pro-rated basis after skill and knowledge assessment is determined.

Non-Discrimination Policy

L'esprit Academy does not discriminate on the basis of sex, age, race, color, religion or ethnic origin.

Non-Recruitment

L'esprit Academy does not recruit students already attending or admitted to another school offering a similar program of study.

Financial Aid

L'esprit is proud to offer Federal Student Aid for those who qualify. Our advisors can guide you to private financial assistance as well. Some state programs may be available to you such as Michigan Works, No Worker Left Behind, and Michigan Rehab. We also accept cash, checks, Visa & MasterCard and have a payment plan schedule.

Federal Student Aid-- School Code: 041584

L'esprit Academy is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Student Educational Opportunity Grant (SEOG): An additional grant available only to Pell eligible students who meet the schools predetermined criteria. 75% of the award is contributed by the Federal Government and the other 25% is contributed by the school. ***L'esprit Academy does not offer this grant at this time.***

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Subsidized Stafford, Federal Unsubsidized Stafford and Federal Parent Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

Federal Direct Subsidized Stafford Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Stafford Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues after disbursement. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization.

Federal Direct Parent Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological or adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC).

Verification

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Graduation

Students must have completed all contracted hours, passed all exams and tests, completed all required MPA's, and satisfied all financial obligations with the school, and be in satisfactory academic progress before a diploma is awarded. Please review anticipated graduation date with instructor. Individual dates will vary based on attendance. Any overtime or late charges must be paid prior to graduation.

Employment Assistance

We do not guarantee job placement, but we provide job postings through salon profiles (a form that salons/interested employers are required to complete), educational events sponsored by salons, manufacturers, and other organizations (ie. Fantastic Sam's, Redken, Americoif), and annual open houses for salons.

Grading Policy & Satisfactory Academic Progress

We use a pass/fail system for grading whereby 70%-100% is considered passing. Anything below 70% is a failure. Satisfactory progress is defined as fulfilling what is expected of you as you move towards graduation. This policy is established and maintained for all students attending regardless of funding source. All students must maintain a 67% cumulative rate of attendance and a 70% cumulative academic rate.

Course Descriptions

We follow the industry standard Milady's curriculum and all state and federal requirements. One of the distinguishing factors in the *L'esprit* curriculum is the special hands on and demo instruction from current platform artists. Students will be prepared to qualify for the state board examination for licensure in their field of study. All curricula include classes in basic business procedures, standards, and industry insights. Instructor courses are a custom program, with costs determined on an individual basis.

Cosmetology

In the 1500 hour program, students will learn hair cutting, coloring, styling, texture and chemical services, makeup, skincare and nail care.

Tuition:	\$ 9,800
Enrollment Fee	\$ 150
State Fee	\$ 15
Lab Kits	\$ 910 (all styling aids, MPA chemicals, board exam kit, freight)
<u>Kit, Books & Uniform:</u>	<u>\$ 1,500</u>
Total:	\$12,375

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/patron protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585 (Sanitation and patron protection shall be included in all services)
Facials Skin analysis and care Manipulation, massage, electricity removal of hair by the use of wax, tweezers, or depilatories Makeup and eyebrow arch	35	80	0	115	40 (a minimum of 5 services in each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation	125	400	0	525	300 (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair coloring Temporary Semipermanent Permanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80 (a minimum of 8 services in each category)
Chemical hair restructuring Permanent waving Straightening and relaxing	40	180	0	220	80 (a minimum of 15 services each category)
Applied chemistry/ occupational safety and health administration as related to skin, hair, nails, and scalp	20	10	0	30	5

Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/ pedicuring	15	55	0	70	35
Artificial nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
Totals	425	965	110	1500	1160

Esthetics

In the 600 hour program, students will learn advanced techniques in skincare; including, facials, hair removal, makeup application and body treatments. Michigan state law only requires 400 hours of training for licensure. L'esprit Academy requires completion of 600 hours of training in order to receive a diploma.

Tuition:	\$5,200
Enrollment Fee	\$ 150
State Fee	\$ 15
<u>Kit, Books & Uniform:</u>	<u>\$ 950</u>
Total	\$6,315

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws and rules Personal hygiene Salon management	38	38	0	76	135 (sanitation and patron protection shall be included in all services)
Mechanical and electrical equipment safety	37	37	0	74	23
Anatomy and disorders	60	0	0	60	0
Artistic principles/ Makeup	30	30	0	60	0
Facial/skin care techniques	30	188	0	215	75
Chemistry/occupational Safety and health administration	23	0	0	23	0
Temporary removal of hair	7	7	0	14	7
Unassigned hours	0	0	75	75	0
TOTALS	225	300	75	600	240

Manicuring

In the 400 hour program, students will learn advanced techniques in nail care; including, natural nail grooming, acrylic and other artificial nail preparations, and spa treatments for feet and hands.

Tuition:	\$3,500
Enrollment Fee	\$ 150
State Fee	\$ 15
<u>Kit, Books & Uniform:</u>	<u>\$ 500</u>
Total:	\$4,150

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/patron Protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	50	50	0	100	100 (Sanitation and patron protection shall be included in all services)
Anatomy and disorders	25	0	0	25	0
Artistic principles	10	0	0	10	0
Manicuring/ pedicuring techniques	20	50	0	70	40
Chemistry/ occupational safety and health administration	15	0	0	15	0
Artificial nails/extensions/ Repairs	25	105	0	130	50
Unassigned Hours	0	0	50	50	0
TOTALS	145	205	50	400	190

Instructor Training – 500 hours

We offer a 500-hour course for licensed cosmetologists. Students will learn basic business procedures, standards and industry insights. Our goals are to teach the foundation of classroom and technical instruction in a hands-on format. The program includes classroom and curriculum preparation, lesson planning, interpersonal communication with staff and students, delivering lectures, and developing technical demonstrations.

Enrollment Fee: \$150

State Fee: 15

Books \$200

Total: \$365

We do not charge tuition for the Instructor training course; rather, you come in as an unpaid student instructor.

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20 (a minimum of 5 services in each category)
Laws and rules Record keeping School administration	15	10	25	70
Teaching Assisting in the clinic and theory classrooms	0	75	75	15
Practice teaching in the clinic and theory classrooms	0	130	130	25
Totals	150	350	500	150

Instructor Training – 300 hours

We offer a 300-hour course for licensed Manicurists or Estheticians. Students will learn basic business procedures, standards and industry insights. Our goals are to teach the foundation of classroom and technical instruction in a hands-on format. The program includes classroom and curriculum preparation, lesson planning, interpersonal communication with staff and students, delivering lectures, and developing technical demonstrations.

Enrollment Fee: \$150

State Fee: \$ 15

Books \$200

Total: \$365

We do not charge tuition for the Instructor training course; rather, you come in as an unpaid student instructor.

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
Orientation and review of the curriculum	10	15	25	10
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20 (a minimum of 5 services in each category)
Laws and rules Record keeping School administration	15	10	25	40
Teaching Assisting in the clinic and theory classrooms Practice teaching in the clinic and theory classrooms	0	55	55	15
Totals	135	165	300	85

Refresher

This course is customized after an assessment exam is given. The student is subject to the registration fee and kit, books and uniform fees as needed. The tuition is charged based on \$25 per hour.

Career Opportunities

Once a student completes the Cosmetology, Manicuring, Esthetics or Instructor course, and received license, s/he will have several career opportunities available. Some examples of career choices are:

Cosmetology Field

Color/Perm Specialist	Nail Technician
Cosmetic Chemist	Platform Artist
Extension Specialist	Retail specialist
Hair Designer	Salon Manager
Manager/Owner	Make-up artist
Scalp & Hair Specialist	Facial Specialist

Education Field

Cosmetology Teacher	State Board Inspector
Design Team Member	Seminar Instructor
Director	State Board Member
Supervisor or Dean	Educational & Motivational Speaker

Fees, Payment Plan

SCHOOL CODE: 041584

The following fees are applied to all courses:

- | | | | |
|------------------------|-------|-----------------|-----------|
| · Enrollment Fee | \$150 | · Drop Fee* | \$500 |
| · State Registration | \$15 | · Late payment* | \$25 |
| - Transfer Assessment* | \$250 | - Overtime* | \$10/hour |
| | | *if applicable | |

Payment Methods

We accept the following forms of payment or partial payment:

- | | |
|---|------------------|
| · Cash, check, Visa, MasterCard | · State programs |
| · Title IV Funds (Federal Student Loans & Grants) | - Other programs |

Payment Plan

L'esprit Academy offers a payment plan. There is a 5% administration fee applied to the total tuition cost for cash pay students who are on a monthly payment plan. You may pay for more than one month at a time. Overtime will be charged when absence allowance has been depleted and scheduled graduation date has passed.

Cosmetology

Deposit Required: \$2,575

Includes enrollment fee, state registration, lab fee, kit, books and uniform.

Monthly Payment: \$1,144

First payment due on the first day of attendance, eight (8) additional monthly installments are due on the fifteenth (15th) of each month.

Esthetics

Deposit Required: \$1,115

Includes enrollment fee, state registration, kit, books and uniform.

Monthly Payment: \$1,365

First payment due on the first day of attendance, three (3) additional monthly installments are due on the fifteenth (15th) of each month.

Manicuring

Deposit Required: \$665

Includes enrollment fee, state registration, kit, books and uniform.

Monthly Payment: \$919

First payment due on the first day of attendance, three (3) additional monthly installments are due on the fifteenth (15th) of each month.

Owner: *L'esprit Academy, Inc.*

Executive & Administrative Team

Stacy A. Wells: CEO and Chief of Operations; Ms. Wells has years of experience in the salon and day spa business, as well as some 10 years in event management and marketing. Stacy's visionary leadership forms the cornerstone for the management team's consensus decisions. Stacy is a licensed cosmetologist in Michigan.

Sally Wells: Academy Director; Ms. Wells brings 40 years of operational experience to the team. Her impressive credentials include licenses to practice and instruct cosmetology in Michigan. Sally served nine years as Chairman of the Board of Cosmetology in the State of New Hampshire.

Peter Wells: Director of Facilities; Mr. Wells' background includes 40 years of successful real estate expertise and salon management. Peter's keen skills in location prospecting and facilities consultation have proven critical to the company's success and growth ambitions.

Debbie Campbell: Operations Manager. She has a degree in accounting and management from Central Michigan. She has 20 years of experience in some form of bookkeeping.

Angie Gasparotto: Administrative Assistant. Angie has worked for L'esprit for several years and has terrific organizational skills, hands-on experience and great practical knowledge of the salon and cosmetology school business.

Instructional Team

Patricia Dragish – Director of Education
Laveta Gardner – Cosmetology Instructor
Joann Berger – Cosmetology Instructor

Debbie Hillebrand – Esthetics Instructor
Valerie Struther-Smith – Cosmetology Instructor
Matthew Heddle – Student Instructor

Academy Policies

Attire & Grooming

- Uniforms and name badges must be worn during all clocked-in hours. Uniform includes L'esprit Academy shirt, apron, completely black pants (tailored and appropriate length) and black shoes. Open toed or open heeled shoes are forbidden. Athletic shoes in black only and new condition are acceptable. Uniforms available for rent.
- No hoodies, sweatshirts or other non-uniform clothing are to be worn during clocked in hours.
- A professional presentation is a must. Clothes must not be wrinkled or excessively stained.
- Hair must be styled and appropriate makeup applied.
- Hands should be manicured with no polish chips or nail fractures.
- A neat, professional appearance is required. Any appearance improvements deemed necessary by staff shall be done off the clock.
- Purses, handbags or other containers must be kept in lockers during school.
- Coats must be put in coat closet near the facility entrance.

Academy Decorum

- No gum chewing during client services. Gum must be properly disposed in waste containers.
- L'esprit Academy is a gossip-free environment. Any concerns should be raised with the appropriate staff member not gossiped about. The only way to effect change is to talk to the people who can make it happen! Gossip and/or hurtful talk regarding other students, staff or clients will not be tolerated.

- Cell phone use is prohibited in the facility. Phones should be left in your car or locker (on silent mode) during your school time. Emergency calls may be received on the L'esprit Academy main telephone line (734-762-0200). You may check voice mail outside of the facility during your breaks, before and after school. Cell phone use is a distraction to your learning and looks unprofessional. No phones in your apron. If found, they will be confiscated for the day.
- Employees and students are expected to conduct themselves with dignity and composure under all circumstances. No swearing, curse words or crude gestures will be tolerated.
- Employees and students are expected to demonstrate positive, creative energy, maintaining a safe, secure, welcoming environment for everyone.
- Discussing company, student or staff concerns in front of clients is prohibited.
- The lounge/kitchen area and classrooms are for students and staff only. Guests should remain in public spaces of the school.

Attendance & Absences

- We require a 75% rate of attendance in order for you to be in satisfactory progress (see separate policy). You are expected to be punctual and ready for school. If you are over 15 minutes late without prior approval, you will not be allowed to clock in for the day.
- If you are unable to attend school, you must contact the school (734-762-0200) before your scheduled arrival time. Three absences without notification will result in a one-week suspension. Any make-up work/tests must be arranged with your individual instructor. There may be fees associated with make-up exams.
- Any planned absence should be submitted to your instructor ahead of time.
- Saturday attendance is mandatory unless prior arrangements have been made. If you do not attend on Saturday you will not be allowed to attend on Tuesday. You will also be fined \$50 for missing a Saturday. A doctor's note is the only acceptable excuse for missing for Saturday.
- Absences beyond 5% of your total hours in your course will be charged at an hourly rate, including hours missed for disciplinary reasons.
- We do not have an excused vs. unexcused absence policy; rather, you are allowed up to 5% absences of your total hours before you are charged the extra-instructional charge of \$10.00 per hour.
- Leaves of absence will only be granted for reasons of severe illness, medical condition, injury or death of immediate family member. Any leave of absence is for a minimum of 30 days and a maximum of 6 months off in a 12-month period. Students must be current with their payments and contract before taking time off.
- If you are not in school for fourteen (14) consecutive calendar days you will be dropped.
- If you have not attended school in thirty (30) consecutive calendar days, any property left here at the school beyond the thirty (30) consecutive calendar day absence will become the property of L'esprit Academy.

Clinic Services

- Students who have earned enough hours to work on the public are expected to perform the services that are booked. As assistance is needed, the instructor will help in every way possible.
- Students cannot refuse a service. Every effort will be made to appropriately place clients with students based on the need of MPA's by the student.
- Students are allowed to receive services with instructor approval. Students must pay the student fee for a service prior to receiving the service.

Housekeeping

- Students are expected to treat their surroundings with respect.
- All workspace, including shared spaces (lounge, classroom, etc.) must stay clutter free and clean, and kept in a condition to meet or exceed State standards.
- Color bowls, bottles and associated tools must be cleaned and put away after each client.

- No food or beverages are to be consumed in any area other than the student lounge or outside.
- Students are expected to complete chores given by instructors.

Time Clock & Student Identification Badges

- All students must use the time clock by his/herself. It is unlawful to clock in or out for someone else.
- Use only the barcode scanner time clock at the front desk.
- If you fail to clock in or out, you will only receive hours for the documented time.
- You must sign in and out for lunch using the accurate time from the clock by the desk. Inaccuracies are considered cheating.
- It is your responsibility to notify staff if you believe the time clock failed to scan your barcode badge.
- State law requires you must wear your name badge at all times. If your badge is lost or stolen, please report it to staff immediately. You will be charged a \$5 fee for any replacement badges.

Service Tickets & Register

- All services rendered must be written on the service ticket.
- All transactions must go through the computer's register.
- Giving services away or adding services and not documenting on the ticket is considered theft and grounds for immediate dismissal from school.

Theft & Cheating

- Suspected theft or cheating will be investigated seriously and completely.
- Theft or cheating is grounds for immediate dismissal.

Tobacco & Alcohol

- According to requirements set for by Wayne County, L'esprit Academy is a smoke-free environment. You may smoke outside in designated areas. All smoking materials must be properly extinguished and disposed of in appropriate containers.
- You may not smoke within six feet of any entrance, ventilation system or open window.
- Use of alcohol or illicit drugs is strictly prohibited.
- Sale, purchase or possession of drugs, alcohol, or other dangerous substances on premises is strictly prohibited.
- Attending or working at L'esprit Academy while under the influence or possession of alcohol or drugs is grounds for immediate dismissal. If suspected, you will be subject to a drug or alcohol test.

Messages & Packages

- For safety reasons, L'esprit Academy is not authorized to receive packages either by an individual, solicitor, or shipping company for any student with the exception of flowers or balloon deliveries.
- L'esprit Academy will not accept personal phone messages for students, unless considered an emergency.

Procedures & Customer Satisfaction

- Clients must sign waiver before services are initiated.
- L'esprit owns all client information entered into the computer database. For the protection of client's personal information, it is prohibited to access, allow access, print, sell, give away or use this information in any way. Violations will result in dismissal and legal action.
- Due to network safety concerns, internet use and checking e-mail is strictly forbidden and will be grounds for immediate dismissal.
- For professional and safety reasons, we recommend never giving away personal information including address, phone number, etc. to clients.
- Use professionalism, self control, respect, patience, and good communication with the client and instructor.

- Bring any suspected issues to the immediate attention of the instructor.
- Inappropriate comments, gestures or threats should be brought to the immediate attention of an instructor or staff member.

Sexual Harassment

Sexual harassment is unlawful under state and federal laws and is prohibited. If harassment is suspected, management should be notified immediately so the facts can be investigated thoroughly. Appropriate corrective action will be taken up to and including dismissal of student and/or employee.

Discipline & Consequences

- Discipline for breaches in the any of the above policies will result in:
 - Verbal reprimand/warning for first offense.
 - One day suspension for second offense.
 - Two day suspension for third offense.
 - After third offense, one week suspension or expulsion.
- Discipline matters are confidential and will only be discussed with the student and staff and will not include a parent, friend or family member (unless student is a minor). Offenses will be documented and discussed with an instructor, student and another staff member. Discussions amongst students and staff outside of the original disciplinary meeting will result in an additional write up.
- If counseling is needed in areas other than academics, including, but not limited to physical and mental health, welfare, or financial areas, the student will be directed to our crisis hotline information and guided to the appropriate support systems.

Financial Concerns, Hours & MPAs

- Per your contract, you are required to remain current with your financial obligations to the school. If you owe money and have not paid by the deadline given, your attendance will be held in abeyance and you will be subject to overtime charges.
- Late payments are subject to a \$25 fee.
- If you are having financial difficulty, please speak with our Operations Manager to make payment arrangements.
- Financial matters will only be discussed with student, person or organization providing financial support, and staff.
- You will receive a monthly progress report of your academic achievements, hours and MPAs. You have three (3) business days to review and dispute any discrepancies. Once the three days have passed, the reports will be submitted to the state and school for official record and cannot be changed.

Kit, Books, Uniform

You are expected to be prepared for each school day. This includes wearing your uniform properly, having all kit materials, books and state law manual available to you every day. If you are not prepared for the day, you can rent the appropriate items for a nominal fee. Your uniform, kits, books and state law manual are your property. L'esprit Academy is not responsible for lost or stolen items. L'esprit Academy will have replacement items available for purchase. Any of your items left in common areas may be confiscated by staff and reclaimed for a fee. State law manuals are available for replacement at \$10 each.

Privacy Policies

Access Rights: The school will provide any student (or, if a minor, the student's parent or legal guardian) the opportunity to review the student's educational records, and to seek correction of any inaccurate information contained within. To review your file, you must speak with a school administrator.

Release of Information to a Third Party: The school will not disclose information from any student record to unauthorized persons without the signed written consent of the student (or the student’s parent or legal guardian if the student is under the age of 18.) This policy relates to all information, which is personally identifiable and may not be altered without the signed written permission of the student. Student records are safeguarded in fire-resistance file cabinets. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes (school is currently seeking accreditation from NACCAS), a response to a directive by the Commission, and designated staff members.

Before publishing or selling “directory information” for either the student or guardian such as student’s name, address, e-mail and phone number of student, date and place of birth, field of study, graduation date, honors and awards, dates of attendance, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items. We will also allow you the right to refuse our using your image in publications, website and any other media events.

REFUND POLICY

1. An applicant not accepted by the school shall be entitled to refund of all monies, with the exception of the enrollment fee.
2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three (3) business days of the signing of the contract, all monies collected by the School shall be refunded, with the exception of the enrollment fee. Any monies due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student. The cancellation date will be determined by the postmark of written notification, or the date the cancellation notice is delivered to the School administrator/owner in person. This policy applies regardless of whether or not the student has started training.
3. If a student cancels his/her enrollment more than three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the School, less an enrollment fee of \$150.00, registration fee and evaluation fee if applicable.
4. For students who enroll in and begin classes, but withdraw or are expelled prior to course completion, the following schedule of tuition earned by the school applies:

Percentage of time enrolled to total time of course	Amount of total tuition owed or retained by School
.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%

5. Enrollment time is defined as the time elapsed from the student’s actual start date and the last date of scheduled attendance. Any monies due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student, or formal termination by the school, or in the case of a LOA, the documented date of return or notification of intention not to return, whichever is earlier.
6. Any monies due a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the school. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days).
7. In situations of serious illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make a settlement which is reasonable and fair to both parties.

8. All extra costs, such as books, kit, equipment, registration fees, drop fee, uniforms, rentals, and other such charges are not considered in tuition adjustment compensation. These items become the property of the student when issued and are non-refundable.
9. If a course is cancelled subsequent to student's enrollment, the school shall, at its option: provide a full-refund of all monies paid or provide completion of the course.
10. If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro-rata refund of tuition.
11. Any refunds due the student, will not be disbursed prior to completion of the course by student.

Complaint Procedure Guidelines

Anyone, student, teacher or interested party may file a complaint against the school. The complaint must be in writing to the school owner or directors. A complaint form is available at the front desk. The complainant must outline the allegation or nature of complaint in detail.

A school representative will meet with the complainant within 10 days of receipt of the written complaint. If the problem cannot be resolved after initial evaluation, the complaint will be forwarded to the school's complaint committee, which is comprised of three members from the school (owner, directors, administrators, or instructors), public or a student. The committee will meet within 21 days of receipt of complaint to review the allegations.

If additional information is required of the complainant, the committee will make that request in writing outlining the need. If the review was complete by the committee, the group will act upon the allegations with an appropriate, agreed upon solution. A letter to the complainant will be sent within 15 days of the review, which outlines the actions taken to rectify the situation, or information to show the allegations were false.

If the complainant wishes to pursue the matter further, complaint forms are available through the agencies below.

The school's license is enforced by:
Michigan Department of Labor & Economic Growth
BCS/Enforcement Division
P O Box 30018
Lansing MI 48909
(517) 241-9202
www.michigan.gov/dleg

The school is accredited by:
NACCAS
4401 Ford Ave.
Suite 1300
Alexandria, VA 22302
703-600-7600
www.naccas.org

The complainant is required to follow the school's complaint procedure first before filing with any agency. The school will maintain records of all complaints filed through 2 complete accreditation cycles.

Policy Manual Acceptance

L'esprit Academy reserves the right to dismiss, at any time, any student who does not meet the school's standards of conduct and performance. Discipline includes verbal reprimands, suspension and termination. The above policies are comprehensive but not necessarily complete. Specific information on various procedures and functions within the school are provided during training sessions and may change periodically. L'esprit Academy reserves the right to make changes to any of the above policies, at any time, solely at its own discretion.

I have read this policy manual and fully understand the principles, policies and guidelines for L'esprit Academy. I agree to abide by these standards and codes of conduct. I understand that by not complying with the policy manual, I am subject to disciplinary action, up to and including dismissal. I understand all documents included in the *L'esprit Academy Policy Manual* are confidential and the sole property of L'esprit Academy. These materials must not be duplicated or distributed. All rights reserved. All materials are subject to change at management's discretion. I understand this acceptance document will be retained on file as a record of my acknowledgement of the above.

L'esprit Academy Student

L'esprit Academy Official

Course

Date



2010 Enrollment Schedule for Cosmetology, Esthetics & Manicuring

January 13th March 10th May 5th July 14th September 15th November 10th

*dates and fees subject to change.

Holidays

L'esprit Academy observes the following holidays:

New Year's Day Saturday before Easter Memorial Day July 4th and 5th

Labor Day Thanksgiving Christmas Day

Additional closings may occur due to inclement weather, loss of power or other unexpected incident. We follow the local school closings during the day. We will make the call for school closings for evening classes, when necessary.

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