

# L'ESPRIT ACADEMY

## HAIR - SKIN - NAILS



M A D E  
FOR THIS

**STUDENT CATALOG**  
**20-21 EDITION**  
**CANTON • ROYAL OAK**  
**School code: 041584**

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# General Information

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## History

L'esprit Academy was founded by the Wells family in 2004 after decades of experience in the high end salon and day spa business. The L'esprit Academy vision is a commitment that is evident with everything we offer. Details of the facilities and the curriculum are 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 Academy graduates. Partnering with industry giants like Wella, American Crew, Kryolan Makeup, Dermalogica, CND, and Nuts & Bolts Business Training Program, L'esprit Academy aims to provide exposure to multiple product lines, concentrate on professionalism, and build technical skill. This focus creates a success culture filled with confidence that serves students well beyond the beauty industry. L'esprit Academy is dedicated to creating professionals who are on the leading edge of new talent in one of the nation's top careers. Now offering flexibility with a distance education component, L'esprit Academy continues to adapt to the changing industry and social demands while helping eliminate barriers to completion like transportation to on-campus attendance.

## Campuses

**L'esprit Academy** main campus is located in two non-contiguous suites in the Canton Shopping Plaza totaling 8,000 square feet of space including training classrooms, offices, and student salon. With plentiful parking and easy location on the busy retail corridor of Ford Road, L'esprit Academy has the Training Center and Headquarters at 42011 Ford Road on the east side of the plaza and the Student Salon at 42083 Ford Road on the west side of the plaza. The combination of exceptional education and beautiful campus make for a student experience filled with pride, excitement and enthusiasm! L'esprit Academy is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and is a licensed cosmetology school that exceeds the state educational requirements set forth by the Michigan Board of Cosmetology. We are approved with the U.S. Department of Education to offer Federal Student Aid (Title IV Funds) and we are a member of the American Association of Cosmetology Schools (AACS). L'esprit Academy is pleased to offer our branch campus in Royal Oak, accredited by NACCAS. Our Royal Oak campus is a two level 7,000 square foot building which offers an urban, creative, and sleek environment with the exceptional education that the L'esprit Academy name reflects.

### Canton Campus

Training Center & Headquarters: 42011 Ford Road, Canton MI 48187

Student Salon: 42083 Ford Road, Canton MI 48187

Phone: 734-762-0200

### Royal Oak Campus

501 S. Washington Avenue

Royal Oak, MI 48067

Phone: 734-762-0200

## Mission Statement

L'esprit Academy's mission is to prepare individuals through quality education for graduation, licensure and placement in the field of cosmetology, esthetics, manicuring and instruction.

## Vision Statement

L'esprit Academy's goal is to provide unparalleled instruction, through employee to student interactions and consistency in the learning experience with practical, theory and real-world application 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.

## Core Values

1. **ENERGY:** Start from a position of positive energy. It's an important gift to continuously give each other and our students, to meet a negative with a positive. Keeping the energy of the facilities upbeat and lively reflect the nature of the company and the industry.
2. **INTEGRITY:** Being honest and true to our mission as industry leaders, good people, solid professionals, and fantastic team mates. Work with compassion, dignity, and courage.
3. **FUN:** Have fun and celebrate the weird. We work in the best industry in the world and should always have fun working in our environment. We can be playful yet professional, and passionate about the industry!
4. **TEAMWORK:** We are committed to work together towards a common goal to develop and produce the best industry professionals, as well as constantly maintaining a creative, friendly, and solutions oriented work environment.
5. **LEADERSHIP:** We will guide our students with the standards of excellence which represent the *best* in the business. We are risk takers, creative thinkers, and innovators. We are the ones who change the world one stylist at a time!

6. **CHALLENGE:** Run to the things that scare you! Get comfortable being uncomfortable, try new things, learn a different skill. Nurture your personal and professional growth and learn from the challenges that have been presented to you. Be flexible, creative, and solutions oriented for yourself and others.
7. **RESOURCEFULNESS:** Do more with less. Take advantage of the available tools already in place and make the most of the endless knowledge, incredible facility, and vast experience around you.
8. **ACCOUNTABILITY:** Taking responsibility for the actions of yourself and others by not allowing the standards to fall even when it can be uncomfortable. Communicate clear expectations to prospects, students, clients, and team members.
9. **CUSTOMER DRIVEN:** Focus on exceptional customer experiences for both student and client, always with a sense of urgency, a spirit of fun, and a passion for the business.
10. **FAMILY FOCUSED:** We were founded on family and will always give back to families with compassion, understanding, and flexibility. This is a family friendly industry and we are committed to staying that way!

## ***Licensing***

The school's license is enforced by:

Michigan Licensing and Regulatory Affairs (LARA)  
 BCS/Enforcement Division, P O Box 30018  
 Lansing MI 48909  
 (517) 241-8720  
[cosbarbers@michigan.gov](mailto:cosbarbers@michigan.gov) [www.michigan.gov/lara](http://www.michigan.gov/lara)

## ***Requirements for Licensure***

Students will be prepared to qualify for the state board examination for licensure in their field of study upon completion of the required hours and successful graduation of the program; however, the state of Michigan (as stated in section 339.1207 of Cosmetology Rules) has additional requirements for application for licensure including but not limited to:

- Have the ability and will service the public in a fair, honest and open manner. If a judgement of guilt in a criminal proceeding or a civil action against applicant, the applicant agree that he/she is rehabilitated, or the substance of the former offense is not reasonable related to the occupation or profession for which I am seeking a license is sought.
- 17 years or older.
- Cost is \$48.00 every two years. Instructor licenses require an active license in the field of concentration. Unlimited Instructors must have three years of field experience.

## ***License Exam Requirements***

Michigan's licensing division, LARA, has contracted with PSI Licensure: certification (PSI) to deliver its examinations. Once the course is completed and a student graduates, they go online to [www.michigan.gov/mylicense](http://www.michigan.gov/mylicense) and apply for a license and for renewals. Once the student has been approved by LARA for testing, the candidate for Cosmetology, Esthetics or Manicuring licensure is responsible for contacting PSI to register and schedule an appointment to take the examinations. After the application is made, the graduate must mail in the completed PSI bulletin to schedule the practical exam. The cost is \$167.00 for both portions of the exam. After passing the practical exam, a date for their theory exam can be set with PSI. Once the graduate has passed, a photo i.d. license will be mailed to you. Instructor candidates only take a theory exam and the cost is \$93.00. Candidates can go to Grand Rapids or Southfield. Candidates for Instructor license do not receive photo identification automatically in the mail, but must make application with LARA to receive license. Re-takes of either portion are \$93.00 per attempt.

All questions and requests for information pertaining to the examination should be directed to PSI. PSI licensure: certification  
 3210 E. Tropicana Las Vegas, NV 89121  
 (800) 733-9267 Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Required Identification at Examination Site: The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by LARA, as registered with the State and School, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

## **Accreditation**

L'esprit Academy is accredited by:  
 NACCAS  
 3015 Colvin Street  
 Alexandria, VA 22314

NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

### **NACCAS Completion, Pass & Placement Rate\***

Completion Rate:

Program	Scheduled to Complete in 2018	Actually Completed	Completion Rate
Overall	113	87	76.99%

Licensure Rate:

Program	Took Licensing Test	Passed	Licensing Rate
Overall	60	55	91.67%

Placement Rate:

Program	Graduated in 2018	Working in the Field	Placement Rate
Overall	87	55	63.22%

\*As of November 2019 for annual report year 2018.

### **Training Philosophy**

L'esprit Academy believes in staying current with this highly demanding and exciting industry; therefore, our curriculum is constantly adjusting to reflect the needs of the student, client and demands of the industry. Partnering with the industry leaders has been an Academy strategy to effectively deliver the best in industry education. L'esprit Academy breaks down the training program into phases for efficiency in our staff schedules and best implementation of a dynamic curriculum. Students will receive training from multiple educators, not just one instructor.

- Phase One is the fundamentals and pre-clinic hours.
- Phase Two is the entry into clinic life, and continued skill building.
- Phase Three is skill refinement, speed and accuracy and career readiness.
- Phase Four is the mock board preparation before graduation.

### **Consumer Data, Compensation & Physical Demands**

Cosmetology (CIP Code: 12.0401)— JOB DEMAND

According to the BLS, there were 663,300 hair stylists, hairdressers and cosmetologists in the United States in 2012 ([www.bls.gov](http://www.bls.gov)).

- A State license is required for barbers, cosmetologists, and most other personal appearance workers, although qualifications vary by State.
- About 44 percent of workers are self-employed; many also work flexible schedules.

#### PHYSICAL DEMANDS:

Cosmetologists remain upright mostly throughout the day. They walk or stand while performing most operations. The upper body is utilized 100%. Individuals who have problems with their neck, back, arms, hands, wrists, or fingers need to consider their physical handicap(s) before they decide on a career in this field.

#### SAFETY DEMANDS:

Almost all hair care and beauty professionals on the job encounter health and safety hazards. Students will be exposed to chemicals, hazardous or not, which are found in shampoos and conditioners, hair colorings, hair bleaches, chemical hair relaxers, permanent wave solutions, and nails products. Certain tools such as thermal irons, hair dryers, manicure instruments, razors, and scissors may cause skin cut, skin burn, and/or electric shock, if proper precautions are not taken into consideration.

Nail Technology (CIP Code: 12.0410)— JOB DEMAND

- A State license is required for barbers, cosmetologists, and most other personal appearance workers, although qualifications vary by State.
- About 27 percent of workers are self-employed; many also work flexible schedules.

#### PHYSICAL AND SAFETY DEMANDS:

Manicurists mainly use their hands for their manicuring and pedicuring procedures. Their upper body is mainly used that individuals having problems with their neck, back, arms, hands, etc. need to consider their condition before deciding on a career in this field. Manicurists will be exposed to hazardous chemicals, which are found in nail polish, nail polish remover, cuticle solvents, etc. You will also be exposed to manicure instruments, such as clippers, nipper, file, and etc. that can cause injury to a client or yourself if not used properly.

Physical Demands: Consist of sitting for long periods and consistent long term use of arms and hands.

Safety Requirements: Consist of the ability to read and follow manufactures' directions for all chemicals and products used. Prolonged exposure to some nail chemicals may cause irritations, so protective clothing may be needed.

#### Esthetics (CIP Code: 12.0409)—JOB DEMAND

According to the BLS, there were 44,400 estheticians in the United States in 2012 ([www.bls.gov](http://www.bls.gov)).

- A State license is required for barbers, cosmetologists, and most other personal appearance workers, although qualifications vary by State.
- About 27 percent of workers are self-employed; many also work flexible schedules.

#### PHYSICAL AND SAFETY DEMANDS:

##### SAFETY REQUIREMENTS OF THE PROFESSION

Estheticians may wear lab coats and gloves in their work. They use chemical and herbal preparations and must not be allergic to them. They must be knowledgeable about disinfection and safety procedures for the protection of operators and clients. Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Estheticians mainly use their hands for facial manipulations and stand on their legs and feet throughout their work schedules. The upper body is used most of the time so that most individuals having problems with their neck, back, arms, or hands need to consider their condition before deciding on a career in this field.

Estheticians will also be exposed to hazardous chemicals, which are found in lotions, facial cream, make-up, etc. You will utilize also electrical apparatus, including dermal lights, capable of producing electrical current to stimulate but not contract muscles of body and face.

#### Instructor (CIP Code: 12.0413) —JOB DEMAND

PHYSICAL DEMANDS: Instructors typically work in clean, pleasant surroundings with good lighting and ventilation. Longer hours are common in this occupation, and schedules may include evenings and weekends or before holidays. Specific tasks include: preparing lesson plans, teaching classes, meeting with students during office hours, grading, recording and submitting grades, and attending staff meetings

SAFETY REQUIREMENTS: Must be able to read and follow manufacturers' instructions for all chemicals and products used. Must be aware of possible hazards while using electricity. Certain safety requirements must be followed for the safety of all. The instructor at a school is responsible for instructing students on these requirements.

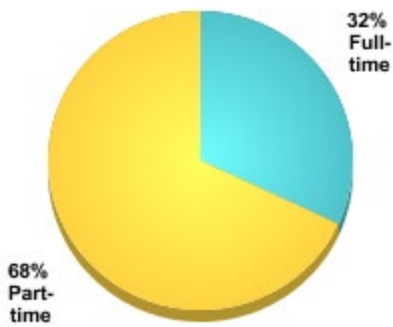
EMPLOYMENT POTENTIAL: The employment outlook depends on a wide variety of factors, including: trends and events affecting overall employment, location, employment turnover, occupational growth, etc. Jobs for adult education teachers are expected to grow 9%, as fast as average, through 2022.

#### ***Student Right-To-Know***

See previous displayed Outcome Rates reported to NACCAS. For additional Consumer Information and Gainful Employment, visit L'esprit Academy's website for printable material at <http://lespritacademy.com/ge/cosmetology/Gedt.html>.

Fall 2018 Cohort: Total Enrollment (All Undergraduate) visit the College Navigator at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator) for all the statistics.

**ATTENDANCE STATUS**



**STUDENT GENDER**



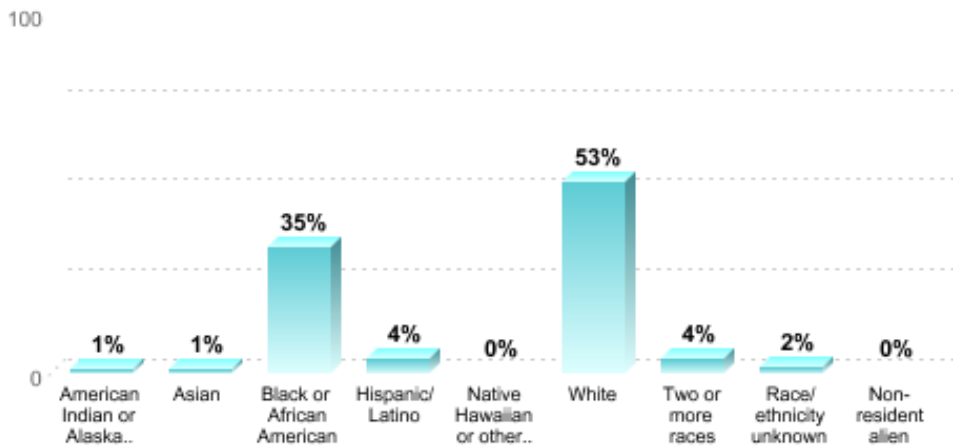
**Pell Grant Recipients**

Full-time Beginning Undergraduate Students receiving Pell Grant is 70%. The percentage for all undergraduates is 58%.

**Student Body Diversity**

Visit the College Navigator website [www.nces.ed.gov](http://www.nces.ed.gov) for our latest reporting on diversity in the school.

Student Race & Ethnicity:



Age & Residence:

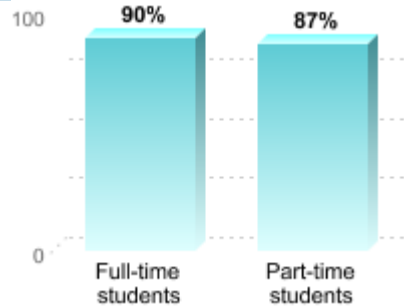


Retention Rate: Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall or completed their studies within the reporting period. Additional student right to know information may be found at: [www.lespritacademy.com](http://www.lespritacademy.com)

**FIRST-TO-SECOND YEAR RETENTION RATES**

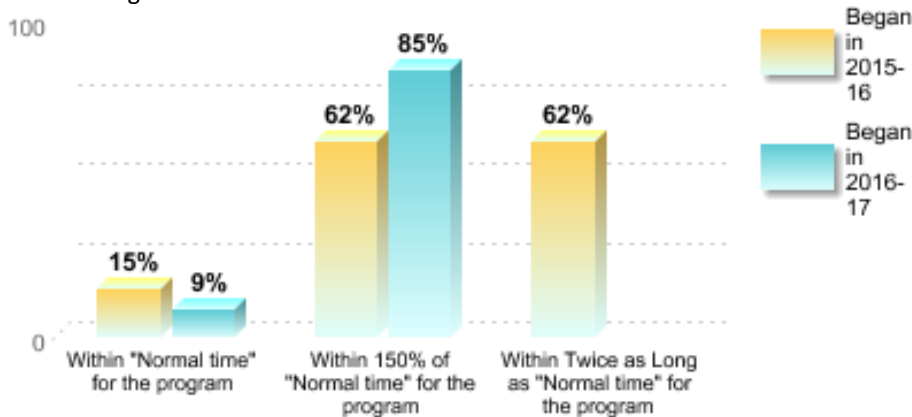
Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

**RETENTION RATES FOR FIRST-TIME STUDENTS**



*Percentage of Students Who Began Their Studies in Fall 2017 and Returned in Fall 2018*

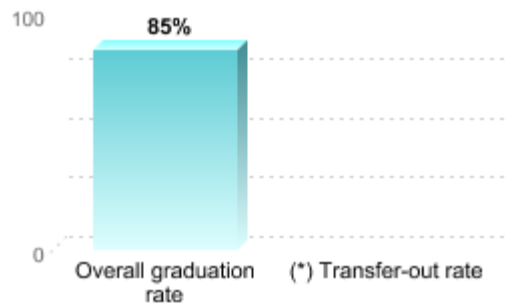
Graduation Rate: To calculate the completion rate, the School identifies a cohort of students each year and reviews the performance of that cohort over time, not to exceed one and one half times the normal course length. Only first-time, full-time certificate seeking students are included in the calculation.



*Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program*

**OVERALL GRADUATION RATE AND TRANSFER-OUT RATE**

**OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2016-17**





# General Policies

## Course Start Dates

Enrollment Schedule for Cosmetology, Esthetics, Manicuring, Instructor and Limited Instructor\*

- Speak with a campus enrollment advisor for exact start times and dates because they are subject to change based on holidays and enrollment. Instructor and Limited Instructor schedules are custom and agreed upon at time of enrollment.
- [www.fafsa.ed.gov](http://www.fafsa.ed.gov) enter school code: **041584** for BOTH campuses
- \*enrollment dates for all programs are subject to change.

## Schedule

**In-person only curriculum:** The full-time schedule for Cosmetology rolls out in phases. Phase One (Canton Campus) is Monday-Friday for the first three months, Tuesday-Saturday (Royal Oak Campus), Phases Two, Three and Four are Tuesday-Saturday. Hours are subject to change based on enrollment.

**Hybrid curriculum:** The hybrid curricula follow the in-person schedule for synchronous training. Asynchronous training is available throughout the program and does not have to be completed during the designated hours; however, the total hours clocked in and learning each week using the digitally tracked platforms will count toward the weekly hours not to exceed State maximums.

**L'esprit Academy** will list in advance the annual holiday closings in the course catalog and post throughout the facilities and various media. Please speak with an enrollment advisor about exact start dates at each location. See schedule options below:

## Part Time Schedule Options

Program	Days	Times	Total Weekly Hours	Campus	Initials
Cosmetology	M-F	10:30a-2:30p	20	CAN	
Cosmetology	T-F	10:30a-2:30p	16	RO	
Cosmetology	M-Th	5:30p-9:30p	16	CAN & RO	
Esthetics	T-F	10:30a-2:30p	16	CAN & RO	
Esthetics	M-Th	5:30p-9:30p	16	CAN	
Manicuring	M-Th	5:30p-9:30p	16	CAN & RO	

## Full Time Schedule Options

Program	Days	Times	Total Weekly Hours	Campus	Initials
Cosmetology	M-F (Phase 1)	8:30a-4:30p	35	CAN	
Cosmetology	T-S (all Phases)	8:30a-4:30p	35	RO	
Esthetics	T-S	8:30a-4:30p	35	CAN & RO	

## Academic Calendar

**Holidays—L'esprit Academy observes the following holiday closures:**

- New Year's Day
- Saturday before Easter
- Memorial Day

- *The week of Independence Day (exact dates vary each year)*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*

### **Closings or Delays**

Additional closings may occur due to in-service training, inclement weather, loss of power or utilities, local, State or Federal closing order or other unexpected incident. Look for the latest on Facebook, Twitter, local news channels, radio and on-line news for updates on closings. Notifications will be sent via text message, Microsoft Teams and school email. We make every effort to stay open so students can complete on-time and clients can be serviced; however, your absence allowance should be used in the case when you do not feel you can attend school during weather events. School will only be delayed, early dismissed or cancelled in extreme situations. Students will be responsible to make up scheduled time missed due to delays or closure.

### **Additional Costs**

The following fees are applied to all courses:

- Non-refundable Application Fee	\$ 50	- Drop Fee*	\$ 150
- State Registration Fee	\$ 15	- Late payment Charge*	\$ 25
- Transfer Assessment*	\$ 250	- Over-contract Charge*	\$ see contract
- Re-Enrollment Fee*	\$ 150	-Transcript/File Charge*	\$ 10 minimum
- Campus Transfer/Schedule Change Charge *	\$ 100	-Lock or New Badge*	\$ 10
- No consultation penalty, no show for special event*	\$ 50	-Convenience Fee for Online Invoicing	3%

**\*if applicable**

There are additional costs to take the State Board Examination and application for State Licensure that are not covered in tuition but are made to PSI and Michigan LARA. Students may also want to purchase additional supplies, upgrade to advanced equipment and tool offerings as well as participate in specialized certifications or classes outside of the standard curriculum. Minimal office/school supplies are required, but it is a good idea to be prepared to have a pen, notebook and highlighter during class in order to be a prepared and engaged student. Costs for these incidentals shouldn't exceed \$25. Parking fees are extra in the City of Royal Oak and cost roughly \$25 per month for a pass that can be purchased at City Hall. First transcript request is free and all must use a written, signed form.

### **Course Outlines**

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or related career fields.

**OBJECTIVE:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, haircoloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To assure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, handouts, texts, audio/videos, DVD's, and web-based materials are available to support the program of study and supplement the program of study. This library is contained in the Microsoft Teams file sharing as well as in the MindTap online portal. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods and is delivered both in-person as well as through distance education platforms. Subjects are

presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, student participation, and self-study. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. The student is prepared via distance education in both practical and theory indicated specifically in the course rotation guides.

***Cosmetology Units of Instruction***

In the 1500 hour program, students will learn hair cutting, coloring, styling, texture and chemical services, makeup, skincare and nail care. Distance education can be used up to but not exceeding 750 hours.

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Unassigned Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Application</b>
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, massage, electricity, removal of hair by the use of wax, tweezers or depilatories Makeup 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 Semi-permanent Permanent Bleaching, 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 & 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
<b>Totals</b>	<b>425*</b>	<b>965**</b>	<b>110**</b>	<b>1500</b>	<b>1160</b>

#### Academic Progress/Grading Scale

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted into a pass or fail. The month end practical test out is based on a total of 100 possible points, and each student receives a percentage score. Failure or zero score might result in the student being required to repeat a rotation. The clinic floor work (labs or MPA's) is not factored into the GPA. The following grading scale is used at our school:

80% - 100%	Passing
79% and below	Failure

#### Practical/Academic Grading Criteria

L'esprit Academy utilizes practical grading system based on percentage of tasks or skills completed by a number of yes answers. Each practical grade given to a student is based on a practical grading sheet. Grades are given for written exams and practical evaluations.

#### Satisfactory Academic Progress Policy

SAP will be based on the timely completion of course work with passing grades that receive 80% or above and minimum attendance of 85%. Satisfactory progress is defined as fulfilling what is expected of you as you move towards graduation. This policy is established, maintained and applied to all students enrolled at the school regardless of funding source (cash, scholarship, state grant, self-loan, Title IV, etc.) or program attending. All students must maintain an 80% cumulative academic rate and a minimum 85% cumulative rate of attendance to be considered in Satisfactory Academic Progress (SAP). NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

#### Evaluation Periods

Students are evaluated for Satisfactory Progress as follows:

Cosmetology: 450, 900, 1200, 1500 actual clocked hours

Esthetics: 300, 600 actual clocked hours

Manicuring: 200, 400 actual clocked hours

Instructor Limited 300: 150, 300 actual clocked hours

Instructor 500: 250, 500 actual clocked hours

Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

\*Distance Education for hybrid program only

\*\*Partial Distance Education for hybrid program only

**Program Outline—Esthetics 600 Hours**

**DESCRIPTION:** The primary purpose of the Esthetics course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, body treatments, effective use of required implements and equipment, proper application of basic and airbrush makeup, unwanted hair removal, and lash application.
5. Apply the theory, technical information, and related matter to assure sound judgments, decision, and procedures.  
To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans which reflect effective educational methods and is delivered both in-person as well as through distance education platforms. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, student participation, synchronous and asynchronous distance learning and self-study. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course both in-person and via distance education platforms.

**REFERENCES:** A comprehensive library of references, periodicals, books, handouts, texts, audio/videos, DVD’s, and web-based materials are available to support the program of study and supplement the program of study. This library is contained in the Microsoft Teams file sharing as well as in the MindTap online portal. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program. The student is prepared via distance education in both practical and theory indicated specifically in the course rotation guides. The program takes 18 weeks full time to complete.

**TEXTBOOKS:** Milady MindTap Beauty & Wellness Standard Esthetics ISBN: 9781337397025

***Esthetics—Units of Instruction***

In the 600 hour program, students will learn techniques in skincare; including, facials, hair removal, makeup application and spa treatments. Michigan state law only requires 400 hours of training for licensure; however, L’esprit Academy requires completion of 600 hours of training. The additional hours allow for more advanced and in-depth training.

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/electrical equipment safety	37*	37**	0	74	23
Anatomy and disorders	60*	0	0	60	0
Artistic principles/ Makeup	30*	30**	0	60	30
Facial/skin care techniques	30*	18**8	0	218	75
Chemistry/occupational Safety and health administration	23*	0	0	23	0

Temporary hair removal	7*	7**	0	14	30
Unassigned hours	0	0	75	75	0
<b>TOTALS</b>	<b>225*</b>	<b>300</b>	<b>75</b>	<b>600</b>	<b>293</b>

### Academic Progress/Grading Scale

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted into a pass or fail. The month end practical test out is based on a total of 100 possible points, and each student receives a percentage score. Failure or zero score might result in the student being required to repeat a rotation. The clinic floor work (labs or MPA's) is not factored into the GPA. The following grading scale is used at our school:

80% - 100%	Passing
79% and below	Failure

### Practical/Academic Grading Criteria

L'esprit Academy utilizes practical grading system based on percentage of tasks or skills completed by a number of yes answers. Each practical grade given to a student is based on a practical grading sheet. Grades are given for written exams and practical evaluations.

### Satisfactory Academic Progress Policy

SAP will be based on the timely completion of course work with passing grades that receive 80% or above and minimum attendance of 85%. Satisfactory progress is defined as fulfilling what is expected of you as you move towards graduation. This policy is established, maintained and applied to all students enrolled at the school regardless of funding source (cash, scholarship, state grant, self-loan, Title IV, etc.) or program attending. All students must maintain an 80% cumulative academic rate and a minimum 85% cumulative rate of attendance to be considered in Satisfactory Academic Progress (SAP). NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

### Evaluation Periods

Students are evaluated for Satisfactory Progress as follows:

Cosmetology: 450, 900, 1200, 1500 actual clocked hours

Esthetics: 300, 600 actual clocked hours

Manicuring: 200, 400 actual clocked hours

Instructor Limited 300: 150, 300 actual clocked hours

Instructor 500: 250, 500 actual clocked hours

Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

\*Distance Education for hybrid program only

\*\*Partial Distance Education for hybrid program only

### Program Outline—Manicuring 400 Hours

**DESCRIPTION:** The primary purpose of this manicuring course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements.
5. Perform the basic analytical skills to determine proper nail services and nail shapings for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decision, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio DVDs (including the Milady's Standard Nail Technology DVD) is available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, student

participation, synchronous and asynchronous distance learning and self-study. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course both in-person and via distance education platforms.

TEXTBOOKS: Milady MindTap Standard Nail Technology ISBN: 9781337786621

**Manicuring—Units of Instruction**

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. The program takes 25 weeks part-time to complete.

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/patron protection Laws and rules Personal hygiene Salon management Mechanical/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	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
<b>TOTALS</b>	<b>145</b>	<b>205</b>	<b>50</b>	<b>400</b>	<b>190</b>

**Program Outline— Limited Instructor 300 Hours**

DESCRIPTION: The primary purpose of the limited instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice a proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 80% and pass a final written and teacher performance evaluation prior to graduation. Students must make up missed or incomplete assignments.

TEXTBOOKS: Milady MindTap Master Educator ISBN: 9781337398831

**Limited Instructor Training – Methods and Units of Instruction**

We offer a 300-hour course for licensed limited Manicurists or Estheticians. Students 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 both in-person and via distance education platforms. The program includes classroom and curriculum preparation, lesson planning, interpersonal communication with staff and students, teaching methodology, delivering lectures, developing technical demonstrations, and self-study. Speak to Admissions for tuition and schedule details and agreements. The program takes 9 weeks full time to complete.

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
Orientation and review of the cosmetology 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 exams	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
<b>Totals</b>	<b>135</b>	<b>165</b>	<b>300</b>	<b>85</b>

### Program Outline—Instructor 500 Hours

DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice a proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 80% and pass a final written and teacher performance evaluation prior to graduation. Students must make up missed or incomplete assignments.

TEXTBOOKS: Milady MindTap Master Educator ISBN: 9781337398831

### ***Instructor Training – Methods and Units of Instruction***

We offer a 500-hour course for licensed cosmetologists. We offer a 300-hour course for licensed Manicurists or Estheticians. Students 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, both in-person and via distance education platforms. The program includes classroom and curriculum preparation, lesson planning, interpersonal communication with staff and students, teaching methodology, delivering lectures, developing technical demonstrations, and self-study. Speak to Admissions for tuition and schedule details and agreements. The program takes 15 weeks to complete.

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 exams	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
<b>Totals</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>150</b>

### ***Physical, Learning Disabilities & Special Advising***

Our instruction staff is trained to handle a dynamic curriculum for students with many different learning styles. It is important to speak with an instructor about documented learning disabilities. We will make a reasonable effort to accommodate particular students; however, we are not certified in special needs teaching. It is the student's responsibility to reach out for academic help as needed. After practical and theory evaluations, faculty will work with students who need assistance in either area and create a mutually agreed upon Success Plan. The schools do not maintain special facilities directly related to physically disabled students; however, reasonable accommodations will be made, by the school, for individuals who request accommodations in writing. The school has the right to determine whether an accommodation is reasonable. The school also has a right to request medical documentation for the accommodation. Any qualified individual with a disability requesting an accommodation should follow this procedure:

1. Notify the Academy Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. The request should be made at least four weeks in advance of the date needed. You may contact the Academy Director by phone at 734-762-0200 or email: lori@lespritacademy.com
2. L'esprit Academy will respond within two weeks of receiving the request.

### ***Grading***

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted into a yes or no answer to a practical task, total number of yes answers is divided by the total number of questions, then each student receives a percentage score. Failure or zero score might result in the student being required to repeat a rotation. The clinic floor work (labs or MPA's) is not factored into the GPA. The following grading scale is used at our school:

80% - 100%	Passing
79% and below	Failure

### ***Practical/Academic Grading Criteria***

L'esprit Academy utilizes practical grading system based on a yes or no answer to a practical task, total number of yes answers is divided by the total number of questions, then each student receives a percentage score. Theory exams are scored on the number of correct answers divided by the number of questions. Grades are given for written exams and practical evaluations. A grade of Zero (0) will be assigned when an excused illness, emergency or unusual circumstances beyond the student's control prevent the student from completing the assignments in the rotation and or examination(s) prior to the end of their program. A student will be given the opportunity to remove the grade of "0" if the assignment is missed. It is the students' responsibility to see all work has been completed and made up. Students should record their test scores in their personal notebook. Retake exams can earn no more than 80%.

### ***Progress Reports & Transcripts***

- 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. Distance education hours earned will be indicated.
- Students who transfer, drop or have been terminated from a program will be given their transcripts upon request once all financial obligations have been paid to the Academy.
- A transcript request form must be completed and turned into administrative offices if an additional request is made. The school will process the request within 5 business days from receipt. Third parties requesting transcripts and records must follow the FERPA rules and are subject to additional fees for shipping and administrative costs.
- Student requests for copies of documents in an individual's file must be in writing and is subject to copy fees. Students have free access to review individual files (see Access Rights under FERPA below).

## **Privacy & Access Policies (also see our FERPA guidelines posted)**

### **Privacy of Student Information (FERPA rules)**

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- To review their education records,
- To seek to amend inaccurate information in their records, and
- To provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student is admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

**Access Rights:** The school will provide any student and parents/guardians of dependent minors the opportunity to review the student's educational records, and to seek correction of any inaccurate information contained within. Parents of students under 18 and emancipated do not have access rights to files or information. To review your file, you must speak with a school administrator. The school will provide access and opportunity to review files within 45 days of receipt of a request. Although the school will not charge a fee for access to the records, it will however charge a nominal fee for copies of the records.

**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 a dependent minor. 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, a response to a directive by the Commission, and designated staff members. Before publishing "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.

### **Student Contact Information & Communication**

Academy students are required to keep the contact information on file with the school current and accurate (name, address, email and phone numbers, including emergency contacts). The school must be notified in writing of all changes, and name changes require legal documentation/proof of the adjustment. L'esprit Academy uses email as a primary communication tool for students, so it is the responsibility of the student to have a **working email address that is checked regularly. This includes the assigned, secure @lespritacademy.com Office 365 access.** Students are responsible for understanding the content of all communications from the institution. Ensure school emails are not going into a "Spam" or "Junk" folder.

### **Schedule or Campus Change Request**

Any student wishing to change schedules or campuses must submit the request in writing to the administrative offices. The request can take up to two weeks to be approved or denied based on student academic progress, current enrollments and space availability in the classroom and/or clinic. There is a fee associated with approved changes based on the administrative time to process the request.

### **Student Advising, Guidance & Counseling**

Each assessment offers students the opportunity to gauge their academic progress. Educators will create a mutually agreed upon Success Plan for students needed support. 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. See the Annual Security Report for additional details and policies/procedures.

## **CRISIS HOTLINES**

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### **TOLL-FREE NATIONAL INFORMATION:**

Al-Anon 1-800-356-9996

American Council on Alcoholism Help-line 1-800-527-5344

Cocaine Hotline 1-888-319-2606

National Council on Alcoholism 1-800-NCA-CALL

National Institute on Drug Abuse Hotline 1-800-662-HELP

National Suicide Prevention Hotline 1-800-273-8255

National Sexual Assault Hotline 1-800-656-HOPE

**OTHER HEALTH ISSUES HOTLINE NUMBERS:**

- AIDS Hotline 800-CDC-INFO
- Sexually Transmitted Diseases Hotline 800-227-8922
- Smoking & Health 800-QUIT-NOW
- Domestic Violence Hotline 800-799-7233
- Child Abuse & Neglect 800-422-4453
- Alcohol Treatment Referrals 800-662-4357
- The Southeast Michigan Community Alliance (SEMCA) 800-686-6543
- Detroit Wayne County Mental Health Agency 800-241-4949
- Hegira Programs, Inc. 734-458-4601
- Eating Disorders Counseling Associates 248-848-1558
- AAA Pregnancy Resource Center 734-425-8060
- Planned Family Centers 734-721-4700

**Employment Assistance & Career Planning**

We do not guarantee job placement, but we provide job postings through school emails, Open Houses, educational events sponsored by salons, manufacturers, and organizations. We post career opportunities in our Student Access Teams group and social media. We also have a partnership with Wellajobs.com and Nuts & Bolts web based NaBLink which partners thousands of salons with qualified NaB graduates worldwide! This provides students an opportunity to have their portfolios viewed by participating salons and gain access to available industry positions quickly, effectively and in a modern approach.

**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
- Cosmetic Chemist
- Extension Specialist
- Hair Designer
- Manager/Owner
- Nail Technician
- Platform Artist
- Retail specialist
- Salon Manager
- Make-up artist

**Education Field**

- Cosmetology Instructor
- Design Team Member
- Supervisor
- Educational & Motivational Speaker
- State Board Inspector
- Seminar Instructor
- State Board Member

**Graduation Ceremony**

At the beginning of each month, each campus hosts a graduation ceremony to celebrate special achievements of not only the graduate, but current students. Friends, family and alumni are encouraged to attend this extraordinary occasion. Alternative announcements are done when in-person ceremonies are not possible. Please review anticipated graduation date with instructor, Student Development and Operations as your Contract End Date approaches. Individual dates will vary based on attendance. Any over-contract charges or fees must be paid prior to graduation or payment arrangements must be made through the Business Office.

**Student Parking**

Free parking is available on-site at the Canton campus in a shared lot with other stores. It is recommended students park in the side lots. The Royal Oak campus is in an urban environment with on-street and garage parking. We highly recommend purchasing a monthly pass for one of the close lots for less than \$30 per month. Passes can be purchased at Royal Oak City Hall. Students are not allowed to move or park cars while clocked in for hours.

**Student Benefits**

Students receive many benefits while attending L'esprit Academy, including but not limited to:

- Elite Status Privileges to include free personal hair, skin, and nail services based on qualifying performance in the classroom and attendance (see Student Board for Elite Student guidelines), professional attire uniform, recognition and certificate.
- Earn rewards for product and services based on attendance and other indicators.
- Student's immediate family (single student would be mother and father, single with children would be children, married would be husband/wife and children) will receive free haircuts and styles at no charge. All other services will be at 50% off the total cost of the service Monday-Thursday.
- Students receive free haircuts, styles, makeup applications, and manicures during designated times.

- Students and Alumni receive a 30% discount on all retail products and 50% discount on all services (excluding specially priced items and tools; no discounts will be given on credit coupons for achievement vouchers on Elite Status or similar awards).
- Alumni receive a free service (blowout style, haircut or manicure) upon licensure!
- Alumni receive a free blowout style or makeup application on day of job interview.
- Alumni can attend a free State Board refresher class until successful passing of state test.
- Students on suspension or alumni in default will not receive discounted retail or services.
- Access to AACCS Scholarships and Competitions

### ***Student Participation & Safety***

We follow the industry standard Milady's curriculum and all state and federal requirements. One of the distinguishing factors in the *L'esprit Academy* curriculum is the partnership with industry titans; Wella, American Crew, Dermalogica, Kryolan and CND as well as special hands on and demo instruction from current platform artists, classes in basic business procedures, standards, and industry insights from our Nuts and Bolts Business Training Program. As a student, you will be required to participate in building your clientele and recruit models as part of the course of study. A student must be in good overall physical health to endure the regular training curriculum and a verbal and written understanding of the English language. *L'esprit Academy* distributes school information, teaches and tests only in English. Students are not employees of the school. Training includes preparation for working in a salon environment and contributions towards a professional beauty community. Self-study is required.

Safety (particularly in the areas of sanitation and sterilization) is important and is part of the theory and practical curriculum. Students are not only in touch-contact with clients but do so in a manner which involves the use of sharp/pointed tools and implements, chemical solutions, heat, light and electricity. Students must be aware constantly of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance. Daily sanitation and cleaning are required of each student and current local, State and Federal health concerns could dictate additional safety and sanitation procedures. Any transmissible disease or injury to a client, student or staff member on the property (inside or outside of the facility) should be reported immediately to a staff member. An Incident Report must be completed and filed by staff member and people involved as applicable. Health conditions of a client that warrant suspension or denial of a service must be done in consultation with an instructor and documented in the client file and in an Incident Report. Follow current sanitation requirements for any restricted operating situations due to circumstances like the COVID-19 pandemic.

### ***Voter Registration***

Voter registration forms and information is available online by going to <http://lespritacademy.com/disclosures/>.

### ***Constitution & Citizenship Day***

Per federal regulation, each year, *L'esprit Academy* will hold an educational program commemorating the September 17, 1787 signing of the U.S. Constitution. This event will be documented and done on or before September 17<sup>th</sup>.

### ***Rights Reserved***

*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, in-house and off site 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 policies, at any time, solely at its own discretion while maintaining compliance with NACCAS and the U.S. Department of Education.

For safety and security of the school and work environment, *L'esprit Academy* reserves the right to conduct random inspection of any property on the Academy premises, including but not limited to: carts, lockers, bags, purses, coats, cars, and other storage containers. If any property is locked, the Academy has the right to gain access to the item or have the lock removed in order to conduct the inspection.

# Admissions Policies

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## **Admission Requirements**

**L'esprit Academy** follows Michigan State Board regulations. Students must be 17 years old and have a high school diploma, GED, or home schooling certification which will be verified by Academy officials and subject to Department of Education approval or denial. Student must have a valid and current license for any instructor program. L'esprit Academy distributes school information, teaches and tests only in English. Foreign diplomas or transcripts will only be accepted when translated and evaluated from a recognized agency that is qualified to translate diplomas into English and confirm the academic equivalence to a U.S. High School diploma. Some post-secondary education documents could be required for Financial Aid reasons. L'esprit Academy does not admit ability-to-benefit students.

## **Non-Discrimination & Non-Recruitment Policy**

L'esprit Academy is a private beauty school and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students enrolled in another cosmetology course. A person registering at an L'esprit Academy cannot be enrolled in any other cosmetology course. L'esprit Academy does not discriminate on the basis of sex, age, race, color, sexual orientation, religion or ethnic origin. We have students, instructors, staff and owners of both genders and cannot guarantee complete privacy (for religious reasons). We do not recruit students already attending or admitted to another school offering a similar program of study.

## **Vaccination & General Health Policy**

L'esprit Academy does not require proof you have received any vaccinations as part of our admission requirements; however, we recommend you speak with your primary care physician regarding recommended vaccinations for persons working in close proximity to the general public. Always seek the advice of a physician if you are concerned about any health condition or issue and working in the industry. If you have severe food or other allergies, you need to complete the Background Information form with the information and have an Epi-pen in the facility at all times. If you are sick, please stay home and away from others until symptom free. When required, please wear a face mask or shield.

## **Transfer & Crossover Hours 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. An Affidavit of Hours (from the State) and an official transcript from previous school must be provided before the transferee is assessed. We do not accept hours more than three years old. A "crossover" student may be granted hours toward completion of cosmetology program if the student provides proof of successful completion in a licensed school of an esthetics program (maximum of 115 hours will be applied) or a manicuring program (maximum of 70 hours will be applied). A pro-rated assessment of practical applications needed for graduation will also be determined at the time of enrollment.

## **Transferability of Hours**

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at L'esprit Academy is at the complete discretion of the institution to which you transfer. If the hours that you earn at L'esprit Academy are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course.

## **Re-admission**

To be eligible for readmission to the most recent L'esprit Academy campus the student attended, the student must meet the following readmission requirements:

- Meet all Admission requirements.
- Be current on any outstanding debts with the School or make satisfactory payment arrangements with the Business Office. Previous balances owed may be applied to the new agreement balance.
- Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

Under certain conditions, including military withdrawals supported by written certifiable documentation, you may be eligible for readmission without incurring an additional Registration Fee. Approval for readmission is determined by the Appeals Board and is based on education, schedule and space availability. L'esprit Academy reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant may be required to submit a new Registration Fee (if applicable), sign a new Enrollment Agreement and pay additional tuition, books, supplies and equipment costs (if applicable). If a

student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs. This policy does not apply to L'esprit Academy seeking a transfer to another campus or a change in enrolled course. In this case, student will be considered a new applicant requesting transfer of prior hours. The Business Office can explain the financial implications of transferring, based on your individual circumstances. L'esprit Academy reserves the right to deny a transfer request for any reason including, but not limited to attendance, behavior or academic performance. A student can file a written appeal following the same appeals procedure as SAP. Per Federal regulation, a student who has re-enrolled once and has exceeded Maximum Time Frame and has been dropped cannot re-enroll in the same institution even as a cash pay student.

### ***Distance Education Policy***

L'esprit Academy has a distance education policy that is closely monitored by education team, directors and support staff based on the following requirements:

1. The interaction with the instructor must be validated in clock hours for academic programs.
2. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. The institution must evaluate the student's qualitative academic performance for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in-person) by a qualified instructor.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;
6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

# Programs

## Course Offerings, Requirements & Standard Occupational Classification Codes at all campuses:

The following courses are our current offerings, hours & SOC: (visit [www.onetcodeconnector.org](http://www.onetcodeconnector.org) for more details)

### Cosmetology—1500 hours (1575 with absence allowance)

- Hairdresser, Hairstylist, Cosmetologist 39-5012
- Shampooer 39-5093

### Manicuring—400 hours (420 with absence allowance)

- Manicurist, Pedicurist 39-5092

### Limited Instructor—300 hours (Esthetics & Manicuring)

- Vocational Ed Teacher, Postsecondary 25-1194

### Esthetics\*—600 hours (630 with absence allowance)

- Skin Care Specialist 39-5094
- Makeup Artist, Theatrical and Performance 39-5091

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

### Instructor—500 hours (Cosmetology)

- Vocational Education Teacher, Postsecondary 25-1194

### Refresher Course/State Board Prep—Custom Program

## Cosmetology

In the 1500 hour program, students learn hair cutting, coloring, styling, texture and chemical services, makeup, skincare and nail care. Both in-person and hybrid program available.

Tuition:	\$ 18,500
Non-refundable Application Fee	\$ 50
State Registration Fee	\$ 15
Kits, Books & Uniform	\$ 2,410
<b>Total:</b>	<b>\$ 20,975</b>

## Esthetics

In the 600 hour program, students learn techniques in skincare; including, facials, hair removal, makeup application and spa treatments. Michigan state law only requires 400 hours of training for licensure; however, L'esprit Academy requires completion of 600 hours of training. The additional hours allow for more advanced and in-depth training. Both in-person and hybrid program available.

Tuition:	\$ 8,900
Non-refundable Application Fee	\$ 50
State Registration Fee	\$ 15
Kit, Books & Uniform:	\$ 1,200
<b>Total</b>	<b>\$ 10,165</b>

## 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:	\$ 4,500
Non-refundable Application Fee	\$ 50
State Registration Fee	\$ 15
Kit, Books & Uniform:	\$ 800
<b>Total:</b>	<b>\$ 5,365</b>

## Instructor Training – 500 hours

We offer a 500-hour course for licensed cosmetologists. Students 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, teaching methodology, delivering lectures, and developing technical demonstrations. Speak to Admissions for tuition and schedule details and agreements.

Tuition:	\$ 5,000
Non-refundable Application Fee	\$ 50
State Registration Fee	\$ 15
<b>Total:</b>	<b>\$ 5,065</b>

## Limited Instructor Training –300 hours

We offer a 300-hour course with same course outline as Instructor Training with less hours for licensed Manicurists or Estheticians. Speak to Admissions for tuition and schedule details and agreements.

Tuition:	\$ 3,000
Non-refundable Application Fee	\$ 50
State Registration Fee	\$ 15
<b>Total:</b>	<b>\$ 3,065</b>

# Financial Policies

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## **Financial Aid & Planning Office**

L'esprit Academy is proud to offer Federal Student Aid for those who qualify. Our advisors can guide you to private financial assistance as well. Our office hours vary by campus, but are available during the day, evening and Saturdays. Some Federal and State programs may be available to you such as VA, Michigan Works and Michigan Rehab. We also accept cash, checks, Visa & MasterCard, American Express, and a payment plan schedule. **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. Our school codes (<http://www.fafsa.ed.gov/>) are the same for both locations:

- **Canton (main campus)—041584**
- **Royal Oak (branch campus)—041584**

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 and is determined on the yearly FAFSA information. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received. A student with a bachelor's degree or higher is ineligible for Pell Grants. 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 SEOG 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 parent or step-parent.

## **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. If any of the student's information is found to be incorrect, the school's Third Party Processor will electronically process the correction or the school will notify the student to correct through his/her FAFSA.
5. 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.
6. Department of Education regulations (34 CFR 668.16(g)) require schools to refer to the Department's Office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The school will report any suspected fraud to OIG at 1-800-MISUSED.



## **Financial Documentation**

Determining eligibility requires substantial documentation from students and dependent families. It is important to return documentation requests in a timely way to ensure funding is received. In general, students should provide document requests within 14 days of the date of request. Beyond 21 days of the request without response, the student is subject to either a Leave of Absence, cash payment, or withdrawal.

## **Payment Plans & Agreements**

***L'esprit Academy offers a payment plan at zero percent financing during the time you are enrolled in school!*** You may pay for more than one month at a time. Payments are due on the fifteenth (15th) of each month and are made through an online invoicing system. A 3% convenience fee is charged. Other custom payment options are available for short term beyond graduation that can accommodate your budget needs for small balances. We accept the following forms of payment or partial payment:

- Cash, check, Visa, MasterCard, American Express, money order
- Title IV Funds (Federal Student Loans & Grants)
- Limited Institutional Scholarships available for Instructor Program only—see Admissions
- State programs, MEAP, MET
- Other programs, GI Bill®
- Scholarships (private)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## **Cosmetology**

Deposit Required: \$65

Monthly Tuition Payment: \$1,900.90 per month for 11 months for full time/ \$1,161.66 for 18 months for part time

## **Esthetics**

Deposit Required: \$65

Monthly Tuition Payment: \$2,525.00 per month for 4 months for full time/ \$1,122.22 for 9 months for part time

## **Manicuring**

Deposit Required: \$65

Monthly Payment: \$883.33 per month for 6 months

## **Scholarships & Fee Waivers**

L'esprit Academy reserves the right to offer tuition scholarships or fee waivers to eligible students, employees or immediate family relations of employees.

## **Withdrawal and Settlement Policy (Refund Policy)**

L'esprit Academy's Withdrawal and Settlement Policy applies to all terminations, for any reason by either party, including student decision, course or program cancellation or school closure and complies with the state mandated requirements. Refund calculations will be performed accurately and refunds made in a timely manner per the institution's procedures and forms, and copies made available to the student. Any collection procedures will reflect good taste and sound, ethical business practices and will comply with our withdrawal and settlement policy.

1. An applicant not accepted by the school shall be entitled to refund of all monies, with the exception of the non-refundable application 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 non-refundable application 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 a non-refundable application fee of \$50.00.
4. All refunds are based on scheduled hours. 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 scheduled time elapsed from the student's actual start date and the last date of actual physical 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). Students who are not in school for 14 consecutive days will be dropped. Withdrawal Date is always the last day of physical attendance (LDA) and Date of Determination as the day notified or 14 days after LDA.
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. Pursuant to the Code of Federal Regulations, 34 CFR Section 668.22 of the Higher Education Act 484B, Return of Title IV Funds, the School must calculate the amount of Title IV funds the Student has earned at the time of withdrawal or termination from the School. R2T4 calculations are performed by a Third Party Processor and will follow all required Federal regulations.
10. If a course is cancelled subsequent to student's enrollment, and before instruction in the course and/or program has begun, the school shall, at its option: provide a full-refund of all monies paid or provide completion of the course.
11. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - o Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - o Provide the completion of the course and/or program; or
  - o Participate in a Teach-Out Agreement; or
  - o Provide a full refund of all monies paid.
12. If the school closes permanently and no longer offers instruction after a student has enrolled, and before instruction in the course and/or program has begun, the school will provide a pro-rata refund of tuition.
13. Any refunds due the student will not be disbursed prior to completion of the course by student.

### ***Treatment of Title IV Aid When a Student Withdraws (R2T4)***

The law specifies how L'esprit Academy must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, and PLUS Loans.

When you withdraw during a payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. The school is required by Federal Regulations to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance (either an official or unofficial withdrawal) based on the amount of time the student was scheduled to be in attendance. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The school is required to return any unearned Title IV funds, it is responsible for, within 45 days of the date the school determined the student withdrew (last date of physical attendance), and offer any post-withdrawal disbursement within 30 days of the date the school determined the student withdrew.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

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

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day. If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an *overpayment*. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the amount disbursed from each source:

1. Unsubsidized Direct Federal loans (other than PLUS loans)
2. Subsidized Direct Federal loans
3. Direct Plus loans
4. Federal Pell Grants (if returned funds is required)
5. FSEOG (Federal Supplemental Educational Opportunity Grant)

***The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in the School Catalog. See the withdrawal policy in this catalog for the official procedure.***

***L'esprit Academy uses four payment periods for the Cosmetology Program and two for Esthetics. PP2, 3 & 4 is cancelled on the student's start date. PP2 is added when a cosmetology student reaches 450 hours, PP3 at 900, PP4 at 1200. For esthetics, PP2 is added when student reaches 300 hours.***

# Attendance Policy

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## **Attendance**

### **Attendance Progress/Maximum Time Frame**

All students must maintain a minimum 85% rate of attendance of the hours possible and complete the course in 118% of the course length (the maximum time frame). What this means is if you are contracted to come to school 35 hours per week, you must at least attend and average of 29.75 hours per week cumulatively in order to be considered in satisfactory progress. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same status at which they departed. 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.

### **Leaves of Absence**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Changes to the contract period must be signed and dated by all parties on the enrollment agreement. LOA's must be approved by a Manager or School Official under the following conditions: a) the request must be submitted in advance in writing and signed (unless unforeseen circumstances prevent the student from giving advance notice), specifying the reason for the LOA, b) total days of LOA's will be a minimum of 15 days and a maximum of 180 calendar days in any 12 month period, c) a student's contract will be extended out by the same number of days of the leave (changes must be signed and dated by all parties on the contract), d) no more than two leaves of absence during enrollment. Extending a leave is considered an additional LOA, e) there's a reasonable expectation that the student will return from LOA, and f) no LOA's will be granted during the first 90 days of a student's enrollment. Review of an LOA request can take up to five calendar days. A student granted an LOA that meets the criteria is not considered withdrawn and no refund calculation is required at that time. If a student does not return from a LOA, the last day of attendance will be considered the termination. Not returning from a LOA will affect your grace period for the repayment of loans. A student returning from LOA will be placed in the module deemed most appropriate by staff. The institution will not assess the student any additional charges as a result of the LOA.

### **Course Incompletes, Repetitions, Non-Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution; therefore, they have no effect on progress at this school.

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted 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 institution.

## **Absences, Leaves & Withdrawal**

To be a successful student you must attend regularly scheduled classes, regardless of in-person or distance education delivery. All absences need to be authorized by a school staff official. Self-discipline in work habits create successful professionals, so it is recommended that students attend for all scheduled hours in their entirety.

- We require an 85% rate of attendance ( $\text{Student's Actual Hours Attended} \div \text{Scheduled Hours} = \text{Cumulative \% of Attendance}$ ) in order for you to be in satisfactory progress (see separate policy). You are expected to be punctual and ready for school. Being on time means that you are in your assigned class and ready at the start time.
- Students are allowed a 30 minute late window from the start time and still be allowed to attend for the day. This is a courtesy given to allow for emergencies or unforeseen delays in a student's life. ***Arriving late takes away from scheduled time.*** Class is scheduled so that students can stay on track for their planned curriculum and rotation.
- If you are unable to attend school, you must contact the school (734-762-0200 x 104 for Canton, or 117 for Royal Oak) prior to your scheduled start time. Failure to call in prior is considered an unexcused absence. L'esprit Academy will attempt to contact the student that day, including calling the emergency contact that's been authorized. Contacting your distance education instructor directly in Teams for any attendance issues in virtual classes is required.
- ***Unexcused Absence:*** An absence is considered unexcused if the school has not been notified prior to the designated start time, leaving school before the designated leave time, not being in class when scheduled and/or being unavailable for scheduled appointments. Unexcused absences are unacceptable. The first through third unexcused absence will result in a written warning. The fourth is a one week in school suspension. The fifth unexcused absence will result in termination. Any make-up work/tests must be arranged with your individual instructor. A student can erase an unexcused absence by having four weeks consecutive perfect attendance. Write ups for unexcused absences are treated separately from other

disciplinary write ups.

- Any planned absence should be submitted to your instructor ahead of time. The school retains the right to make attendance mandatory for all school events, competitions, guest speaker, special assemblies, etc. Failure to attend may result in an unexcused absence.
- Saturday attendance is mandatory if it's part of your schedule unless prior arrangements have been made.
- **Leave of Absence:** An authorized leave of absence (LOA) is temporary interruption in student's program of study. A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. An LOA request must be submitted in advance to the Manager or School Official before being approved, unless unforeseen circumstances prevent a student from doing so, under the following conditions: **a) the request must be submitted in writing, specifying the reason for the LOA, b) total days of LOA's will be a minimum of 15 days and a maximum of 180 calendar days in any 12 month period (returning on the first Monday or Tuesday of the month after the completion of the minimum 15 days), c) a student's contract will be extended out by the same number of days of the leave, d) no more than two leaves of absence during enrollment. Extending a leave is considered an additional LOA, e) there's a reasonable expectation the student will return from LOA, and f) no leaves will be granted within the first 90 days of a student's enrollment.** The institution may grant an LOA to the student with unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. Review of an LOA request can take up to five calendar days, and can be denied. A student granted an LOA that meets the criteria is not considered withdrawn and no refund calculation is required at that time. If a student does not return from a LOA, the last day of attendance will be considered the termination. Not returning from a LOA will affect your grace period for the repayment of Title IV loans. A student returning from LOA will be placed in the module deemed most appropriate by staff.
- Any request must be written explaining reason for leave, dated and signed. Students must be current with their payments and contract and approved through a Third Party Processor before taking time off.
- If you are not in school, in-person or virtually, for fourteen (14) consecutive calendar days you will be dropped. If you choose to withdraw from school, you must submit in writing with the Manager or School Official, signed and dated and proceed with exit checklist.
- L'esprit Academy is required to take attendance; therefore, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.
- All withdrawal information will be given to the student either in person or via U.S. Mail and will include a notice on the Exit Counseling requirement set forth by the Department of Education (if the student has not completed Exit Counseling with the school.)
- Any property left here at the school beyond ten (10) consecutive calendar days of an official or unofficial withdrawal will become the property of L'esprit Academy.

# Student Policies

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## **Orientation**

Students will receive an orientation to the Academy and the policies on or before the first day of attendance. A full review of student daily procedures will be conducted; emergency procedures, technology, communication methods, VAWA and security measures, question and answer sessions, student fellowship, and teambuilding by class are some of the activities that might be included to assist in the orientation process. Any students who are absent for these sessions will be given an opportunity to have small group reviews as soon as possible. Orientation will be provided either in-person or via a distance education platform. More detailed instruction on procedures will be given throughout the progression of the program.

## **Dress Code, Hygiene, Attire & Grooming**

Students are expected to maintain a professional appearance consistent with the beauty industry. Additional uniform and L'esprit Academy merchandise are available for purchase. Personal hygiene, attire, and grooming must be at a high standard and complete before the student enters our school. Hair must be clean and styled and appropriate makeup applied. Hands should be neat with no polish chips or breaks. Any appearance improvements deemed necessary by staff shall be done off the clock. Per State law, uniforms and name badges must be worn during all clocked-in hours. Students in violation of the policy will be asked to clock out until they can be at school per uniform policy. The school reserves the right to determine the appropriateness of dress code. Not all violations will be caught, since it is the focus of the school to prepare students for the profession; however, each situation will be dealt with individually. Students will not be allowed to debate a situation based on previous violations or other student situations. Daily uniform must show L'esprit Academy logo (other than name badge) and must meet these criteria:

- Academy shirt (any of the available colors)—uniform shirts are not to be modified, unless professionally tailored.
- Black pants, full length or capris without holes, rips or stains
- Black skirt (any skirts shorter than fingertip length must have tights or stockings)
- Black shorts (Bermuda length or shorter ones with tights)
- No writing or large logos on pants
- No rips, tears, or un-hemmed pants or excessively stained, bleached, see through or wrinkled clothing
- L'esprit Academy apron
- L'esprit Academy hoody or zip up jacket (if issued), or ALL black cardigan sweater—Academy logo must show!
- L'esprit Academy scrubs (distributed to students when clinic floor hours are reached)
- No coats are allowed to be worn in the classroom or clinic. Coats must be put in closet or designated area.
- Shoes must be all black, no open toed or open heeled. Any decoration or studding on clothing or shoes cannot be hazardous to the equipment or client. Athletic shoes must be all black and in good condition. Heels must be an appropriate height to maintain safety in the workplace.
- L'esprit Academy name badge must be worn during all clocked in hours. Do not personalize name badge with stickers, writing, or artwork making the name difficult to read.
- Accessories of any color such as scarves, jewelry, and hair decorations are acceptable (except hats) as long as they do not interfere with classroom or clinic activities or pose a safety hazard to the student or client. No "do rags" or skull caps or bandanas unless for documented medical or religious reasons.
- It is suggested female students wear at least three forms of makeup (example: lip gloss, mascara, and powder) reflecting positive beauty industry standards.
- Students should not smell of smoke, food, or any offensive odor when in the classroom or performing services on clients in the clinic.

## **Academy Conduct**

L'esprit Academy believes good conduct and decorum are imperative to the ultimate success of the student and management of the school. Fairness, effectiveness, professionalism, and safety are the premise for our policies.

- No gum chewing during client services. Gum must be properly disposed in waste containers. Breath mints are acceptable in the school.
- 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, or negativity regarding other students, staff or clients will not be tolerated including online conversations.
- Cell phone use is allowed in the facility during approved times in the break room and kept on silent mode. Emergency calls may be received on the L'esprit Academy main telephone line (734-762-0200 dial 101 for CAN front desk, 117 for RO front desk). You may check your phones outside of the facility during your breaks, approved time and before and after school. If

policy is violated, the phone will be confiscated for the day. Do NOT keep your phone in your apron pocket; it is a state code violation. It is the student's responsibility to keep the phones safe and out of sight. If a phone is in sight then it is assumed you are using it.

- Electronic devices, including smart phones, are to be used for educational purposes or timely warnings only during clocked-in hours. Ear buds or headphones during student salon hours are not to be worn. They can be used during study time only when approved by an educator or staff member.
- Employees and students are expected to conduct themselves with dignity and composure under all circumstances. No swearing, curse words, racial or sexual slurs, or crude gestures will be tolerated.
- Employees and students are expected to demonstrate positive, creative energy, maintaining a safe, secure, welcoming environment for everyone.
- Fighting, provoking a fight, threatening, harassing or disrespecting another student, client, or staff member is grounds for disciplinary action including termination.
- Discussing company, student or staff concerns in front of clients is prohibited.
- Any postings (your own or others) on social networking sites in any way related to the Academy must be in a positive context. It is your responsibility to manage the professionalism of your school references.
- Slander or libel of the school, personnel, students, or clients in any form, including social media, is prohibited and grounds for immediate termination.
- The break rooms and classrooms are for students and staff only; please follow the break schedules to reduce crowds. Guests should remain in public spaces of the school.
- Due to the sensitive personal nature of our client, student and staff interactions as well as maintaining the integrity of our curriculum, we do not allow recording devices on the premises. The only acceptable recordings are approved videos for promotions, special events, or portfolio building.
- Misusing school time, failing to clock out when leaving the building, wandering the premises, avoiding assignments or inactivity is considered unacceptable and unprofessional behavior.
- Students are required to remain under their instructor's supervision, in their assigned classroom or clinic area at all times.
- Students are expected to be alert and engaged learners. Sleeping or dozing off in class or on school time is unacceptable both in-person or on a distance learning platform. If a student cannot stay awake and alert while clocked in, an instructor will ask the student to clock out for the day to avoid any safety or accountability issue. It is impossible to deliver a contracted curriculum to a student who is asleep.
- A student who is emotionally unbalanced, unstable, or unprepared to learn should not be clocked in and should only return when able to learn in an alert and engaged state. It is distracting to other students and is hazardous to the work environment.
- In the classroom, talking out of turn, swearing, profanity, sleeping, feet on desk, chairs, or walls, cell phones in sight, coats, purses, unapproved food or beverage, or general disrespect for students, staff and facility are prohibited.
- Student issues, concerns or questions should be written on a form and submitted to administrative staff to process an answer effectively, unless it is a question that can be handled by front desk staff or found in the policy manual.

### ***Student Salon Services***

- Students who have earned enough hours to work on the public are expected to perform the services that are booked. Students must be evaluated in-person on practical services prior to being allowed to perform the service on a client. As assistance is needed, the instructor will help in every way possible. Students must understand that services will be performed on real people and complete the student salon orientation.
- Gratuity is a gift from the client and can be given directly to the student. L'esprit Academy will not accept tips at the front desk, nor will credit cards be run through with gratuity included. Students are not employees and will not be paid for any task, function or service while enrolled in school.
- Students cannot refuse a service, but can ask for assistance with 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 subject to disciplinary action for starting or finishing a client without consulting an instructor first. Students are expected to complete a service within a reasonable and expected time and must have an instructor sign off on the service.
- Students are expected to follow Michigan state law when servicing clients in the clinic, including any executive orders for safety and health. Students using inappropriate products or equipment on clients, or unsanitary procedures will be subject to disciplinary action. Any physical or medical condition found on a client should be reported immediately to an instructor for evaluation and reporting.
- Students are allowed to receive services with instructor approval during allotted times. Students must be in good academic standing, have achieved attendance minimums and are in good health. Students must pay the student fee prior to receiving the service. Students in Elite status are allowed more frequent services and without having to pay the fee. See

posting on Student Board for Elite status requirements.

### ***Student Salon Duties & Facility***

- Students are expected to treat their surroundings with respect. Immediately report any equipment malfunctions to an instructor or staff member. Destruction of property or disrespect of facility is taken seriously and subject to termination.
- All workspace, including shared spaces (break room, clinic, classroom, etc.) must stay clutter free and clean, and kept in a condition to meet or exceed State standards. This practice is part of the curriculum which builds good work habits and creates a balanced and contributory community of like-minded salon professionals to deliver an excellent student and customer experience.
- Color bowls, bottles, manicuring tools, facial tools and/or other 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 kitchen, student lounges or outside. Water and coffee is allowed in L'esprit Academy water/beverage bottles only in the classroom and clinic.
- Trash must be disposed of immediately. Trash cans that are overflowing must be brought to designated waste areas and bag replaced.
- Students are expected to complete salon duties and sanitation MPA's given by instructors in order to be best prepared for the next client, task, student or the following day.
- Students can sign up for volunteer salon duty assignments to enhance salon preparedness, contribute to the school and salon community at L'esprit Academy, and to complement practical hours spent on other learning objectives, but every student is required to perform a high level of sanitation.

### ***Time Clock & Student Identification Badges***

- All students must use the time clock by his/herself. It's unlawful to clock in/out for someone else.
- Use only the fingerprint scanner time clock at the front desk or student desk.
- If you fail to clock in or out, you will only receive hours for the documented time.
- It is your responsibility to notify staff if you believe the time clock failed to scan your fingerprint.
- State law requires you must wear your name badge at all times when in the school buildings. If your badge is lost or stolen, please report it to staff immediately. Do not decorate your badge or lanyard. You will be charged a \$10 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 accurately and completely.
- Giving services away or adding services not documented on ticket is considered theft and grounds for immediate dismissal from school.
- All procedures for clients services must be followed every time; including, client consultation with an instructor, service, up service, retail suggestions, sanitation and cleanliness, and pre-booking.

### ***Lunch & Breaks***

Lunch is 12:00-12:30, unless otherwise scheduled by staff. Break times for the day schedule is from 10-10:15 and 3-3:15. Exception to the rule is if the lunch break overlaps a client service. Speak with an instructor regarding evening hours break times. Please coordinate with the front desk and your instructor to arrange your lunch for an alternate time. Another exception is if your instructor sends you on a break at an alternate time. You are not allowed to take a break whenever you choose. Students are the Academy's responsibility while in the building, this practice of staying on task and on time are important skills to build in the industry. Staggering breaks to avoid overcrowding will also be required.

### ***Theft***

Suspected theft of any information or property will be investigated seriously and completely and personal items in the Academy and on the Academy campus will be subject to search. It is the students' responsibility to safely secure and lock items at the end of the day. Incident Reports must be completed and filed. All student files are maintained in a locked area in fire-proof cabinets. L'esprit Academy takes every precaution to safeguard the personal identity of students, employees and clients. Theft is grounds for immediate termination.

### ***Tobacco, Alcohol & Drugs***

- According to requirements set for by State of Michigan, L'esprit Academy is a smoke-free environment. You may smoke outside in designated areas only. In Canton, the smoking area is on the grassy east side of the building with the chairs and



tables. 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.
- L'esprit Academy is a drug free workplace. Sale, purchase or possession of drugs, alcohol, or other dangerous substances on premises is prohibited. See Campus Security Report for more details.
- Attending or working at L'esprit Academy while using, under the influence of or possession of alcohol or drugs is grounds for immediate termination. If suspected, you will be required to submit a drug or alcohol test and personal items in the Academy or on its grounds will be subject to search.
- A federal or state drug conviction can disqualify a student for Title IV funds. Please refer to the HEOA notice given to students upon enrollment, on our website and posted in student lounge.
- L'esprit Academy's drug prevention policy includes information on state and federal penalties for illegal drug use, consequences of drug and alcohol convictions on federal student aid, disciplinary action for breach in policy as well as recommendations to outside state, federal and private counseling services. These items are reviewed during orientation with all incoming students and are available on the school website in the Annual Security Report and Drug and Alcohol Abuse Prevention Program (DAAPP).
- Since L'esprit Academy is a federally regulated school, federal drug laws apply to our facilities; regardless of state legalization of marijuana use, marijuana is not allowed in our facilities and students cannot smell of marijuana or be under the influence of marijuana to be clocked in and participating in school.
- L'esprit Academy does not allow clients to bring alcohol into the facility.

### ***Messages, Packages & Communication***

- 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 items like flowers or balloon deliveries.
- L'esprit Academy will not accept personal phone messages for students, unless considered an emergency.
- All outgoing and incoming mail is the property of L'esprit Academy.
- All notifications will be posted in the student lounge and other boards throughout the facility and by text and email.
- It is the student's responsibility to notify the school in writing of any change in phone number, phone carrier, email address, or address change immediately. Communication between school and student is important and relies on accurate and current information and will regularly use Teams, school email and text.

### ***Procedures & Customer Satisfaction***

- All clients, including models, must sign waiver before services are initiated. Models must pay a nominal fee for chemical services unless otherwise specified.
- L'esprit Academy 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.
- Internet use and checking e-mail is allowed only at designated computers.
- 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. Instructors must sign off on the client consultation before the any part of the service begins. The instructor must sign off on the completion of the service before the client is checked out. Not following any part of this procedure is subject to a write up and/or fine.
- Inappropriate comments, gestures or threats by a client should be immediately brought to a staff member.
- Students are expected to complete a service within the recommended allotted timeframe.
- Students should refrain from having discussions with another student who is working on a client. The client deserves a technician's undivided attention.
- For safety reasons, only professional products provided by the school are to be used on a client, with the exception of a physician's prescription.
- Appointments are not to be changed or exchanged without an instructor's permission.
- Adjustments made to a haircut that was done at the Academy are always free of charge to the client. L'esprit Academy is a learning facility and we will make up to three adjustments to a client's color service for a minimal product charge (\$5 per bowl). Any client who calls and wants an adjustment should be reminded of the policy and an appointment booked right away. An assessment of the hair will be made when the client comes back into the facility.

### ***Anti-Bullying & Harassment***

L'esprit Academy models the Michigan State Board of Education Anti-Bullying policy. We consider bullying or harassment as a

gesture or written, verbal, graphic or physical act (including electronically transmitted acts) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, gender, sexual orientation, gender identity or expression, or disability which interferes with educational opportunities or adversely affects the student's ability to participate in school or associated events. As stated in our policy on Academy Decorum, the school expects everyone to demonstrate positive behavior. Alleged bullying should be brought to the immediate attention of Academy staff. Appropriate measures will be taken to ensure a safe, creative environment for everyone in the school and disciplinary action will result if required. An Incident Report must be completed and filed. Discipline for breaches in policy by students is not considered harassment by the school; however, an enforcement of the agreement.

### ***Sexual Harassment***

Sexual harassment is unlawful and prohibited under state and federal laws. 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. See Annual Security Report and Title IX and Violence Against Women Act (VAWA) Policy on the website for more details.

### ***Campus Crime & Security Policy***

L'esprit Academy will report any known crime on campus. The school will provide students with a report on campus crime each year, per Department of Education regulations and posts the findings. See the latest Annual Security Report for statistics on the school website.

#### **CANTON POLICE:**

Emergency call 911  
Non-emergency call 734-394-5400

#### **ROYAL OAK POLICE:**

Emergency call 911  
Non-emergency call 248-246-3500

### ***Discipline & Consequences***

- Discipline for breaches in the any of the academy policies may result in:
  - Verbal warning as a reminder of policy.
  - Written warnings for first offense through third offense.
  - Fourth offense will result in a one week suspension.
  - Fifth offense will result in termination from the school. Offenses do not have to be for the same type of violation; however, attendance write ups are treated separately.
- 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 dependent 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.
- Discipline is subject to the institution's discretion based on reasonable and fair judgment of offense and student's overall performance. Decisions can be influenced by honesty, remorse, and proactive solutions by the student. Benefits become inactive during suspensions; in-house suspensions will also temporarily eliminate access to special events, make-up hours, and contests.
- Instructors will work with staff to implement discipline. For serious or repeat concerns, or for a third offense or higher, there will be more than one staff member in the meeting with student. Disciplinary action for any offense include, but are not limited to; verbal warning, write up, counseling, dismissal for the remainder of the day, suspension and expulsion.
- 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.
- As a matter of general policy, staff will not speak with parents about a student unless the student is a dependent minor. It is important that parents understand the rules and policies of the school if they are going to play an active role in a student's education; however, it is under the student's control whether the student wants to share their own behavior and experience with the parent. For example, staff will not be able to speak with parents over the phone when a student has been sent home for conduct or for being unprepared for class. If there is a significant concern about an adult student's development and progress at the academy, a strategy session appointment should be made with a school official, instructor, student and parents to discuss all possible variables for success.

## **Termination Policy**

L'esprit Academy will terminate a student's enrollment (drop) if not in school for 14 consecutive calendar days, breach in policy based on discipline procedures, or other gross negligence on behalf of the student. Other terminations can include failure to return from LOA, exceeding maximum time frame, or failure to reach minimum school standards in order to graduate. In compliance with NACCAS and Department of Education standards, L'esprit Academy will perform all refund calculations and administer fees based on its institutional Withdrawal and Settlement Policy.

## **Kit, Books, Uniform & Supplies**

You are expected to be prepared for each school day, including having writing implements and note paper. This includes wearing your uniform properly, having all kit materials in working order, 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 or you will be sent home. Your uniform, kits, books and state law manual are your property. L'esprit Academy is not responsible for lost, stolen items, or broken items, and kit items are subject to change. Please contact administration immediately if your equipment fails prematurely. L'esprit Academy will have replacement items available for purchase. Students are not to decorate or modify their equipment. It can be a safety hazard, voids warranty, and looks unprofessional. 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. Kit items and equipment are not to leave the premises each day. It is recommended that you keep items that you do not use on a daily basis in a locker. Lockers are available for all students and you must obtain a lock through L'esprit Academy.

## **Extra-Instructional Charges**

Each program has been scheduled for completion within an allotted time frame. Absences beyond 5% of your total hours in your course will be charged at an hourly rate, including hours missed for disciplinary reasons. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and program. Missing five or more days in any rotation may result in repeating that module. Missing any class time in a Phase 2-4 module can result in having to repeat the module. You are allowed up to 5% absences of your total hours before you are charged the over-contract charge of the hourly tuition rate of your program. This rate is calculated by dividing the contracted program tuition by the number of contracted program hours. 2020 Rates are: Cosmetology is \$12.33/hr, Esthetics is \$14.83/hr, Manicuring is \$11.25/hr, Instructor and Limited Instructor are \$10/hr. You will begin to accrue over contract fees when you have reached your Contract End date and have not completed the program. L'esprit Academy provides make-up time for missed hours, so speak with an educator to sign up.

## **Making-Up Missed Work**

Any make-up work/tests must be arranged with your individual instructor and is required to plan in advance and with approval during any make-up hours. You should have a written work plan for that time.

## **Satisfactory Academic Progress Policy (SAP)**

SAP will be based on the timely completion of course work with passing grades that receive 80% or above and minimum attendance of 85%. Satisfactory progress is defined as fulfilling what is expected of you as you move towards graduation. This policy is established, maintained and applied to all students enrolled at the school regardless of funding source (cash, scholarship, state grant, self-loan, Title IV, etc.), program attending, or schedule. All students must maintain an 80% cumulative academic rate and a minimum 85% cumulative rate of attendance to be considered in Satisfactory Academic Progress (SAP). Student's Actual Hours Attended ÷ Scheduled Hours = Cumulative % of Attendance. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

### **Maximum Time Frame**

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS (approx)	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs/wk) 1500 Hours	51 Weeks	1770
Cosmetology (Part time, 16 hrs/wk) 1500 Hours	111 Weeks	1770
Esthetics (Full time, 35 hrs/wk) 600 Hours	21 Weeks	708
Esthetics (Part time, 16 hrs/wk) 600 Hours	45 Weeks	708
Manicuring 16 hrs/wk 400 Hours	30 Weeks	472
Instructor & Limited Instructor	(schedule dependent)	590/354

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. Exceeding maximum time frame could result in financial aid ineligibility and termination.

### **Evaluation Periods**

Students are evaluated for Satisfactory Progress as follows:

**Cosmetology:** 450, 900, 1200, 1500 actual clocked hours

**Esthetics:** 300, 600 actual clocked hours

**Transfer Students:** Midpoint of the actual contracted hours or the established evaluation periods, whichever comes first.

**Manicuring:** 200, 400 actual clocked hours

**Limited Instructor 300:** 150, 300 actual clocked hours

**Instructor 500:** 250, 500 actual clocked hours

### **Determination of Progress/Warning/Probation**

Students will be evaluated at least once at the midpoint of each academic year or the program, whichever occurs sooner, and prior to graduation for both satisfactory academic and attendance progress. Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students must meet both the attendance (85%) and academic (80%) minimum requirements on at least one evaluation by the midpoint of an academic year or midpoint of the course, whichever comes first.

### **Warning Period**

Students failing to meet minimum cumulative satisfactory progress requirements will be placed on warning until the next scheduled point of evaluation. During this warning period, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the warning period, the student's progress will be re-evaluated. If the student is meeting the minimum cumulative requirements, he/she will be determined as making satisfactory progress and warning will be lifted. If the student fails to meet minimum cumulative requirements at a second consecutive evaluation point, the student can appeal the negative determination of progress. If appeal is granted, Title IV funds will be disbursed. If no appeal is submitted, the student will no longer be eligible for Title IV funds and will be converted to cash pay status.

### **Appeal Process**

Students who fail to achieve minimum cumulative requirements after the warning period may appeal the negative progress determination at the beginning of the probationary period. Students on probation are still eligible for Title IV funds. The student must submit a written appeal to the school owner, along with any supporting documentation, reasons for why the determination should be reversed, such as death of a relative, an injury or illness of the student, or other allowable special circumstance. This should also include what has changed about a student's situation that will allow them to make satisfactory progress, and a plan to meet minimum cumulative requirements by the end of probationary period. The school will determine if achieving SAP by the end of the next evaluation period is possible. This appeal must be received within five (5) business days of the determination. An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the General Manager, Financial Aid/Business Office and the school owner (or appointed designee). A decision on the student's appeal will be made within five (5) business days and communicated to the student in writing. This decision is final and results filed in the student's academic folder.

### **Probation Period**

Students who prevailed upon the appeal after failing to meet minimum cumulative satisfactory progress requirements will be placed on probation until the next scheduled point of evaluation. During this probation period, students are placed on an academic plan and 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 success 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. At the end of the probation period, the student's progress will be re-evaluated. If the student is meeting the minimum cumulative requirements, he/she will be determined as making satisfactory progress and probation will be lifted. If the student fails to meet minimum cumulative requirements at a second consecutive evaluation point, the student will no longer be eligible for Title IV funds and will be converted to cash pay status.

### **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 warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative

attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **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**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Grading**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted into a yes or no answer to a practical task, total number of yes answers is divided by the total number of questions, then each student receives a percentage score. Failure or zero score might result in the student being required to repeat a rotation. The clinic floor work (labs or MPA's) is not factored into the GPA. The following grading scale is used at our school:

80% - 100%	Passing
79% and below	Failure

### **Practical/Academic Grading Criteria**

L'esprit Academy utilizes practical grading system based on a yes or no answer to a practical task, total number of yes answers is divided by the total number of questions, and then each student receives a percentage score. Theory exams are scored on the number of correct answers divided by the number of questions. Grades are given for written exams and practical evaluations. A grade of Zero (0) will be assigned when an excused illness, emergency or unusual circumstances beyond the student's control prevent the student from completing the assignments in the rotation and or examination(s) prior to the end of their program. A student will be given the opportunity to remove the grade of "0" if the assignment is missed. It is the students' responsibility to see all work has been completed and made up. Students should record their test scores in their personal notebook. Retake exams can earn no more than 80%.

### **Financial Accountability**

- 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 over-contract charges.
- If you incur any over-contract charges throughout your time here at the Academy, they must be paid in full to receive your diploma or payment arrangements made through the business office in order to graduate.
- Financial matters will only be discussed with student, person or organization providing financial support, and staff and once appropriate privacy release form is signed.

### **Entrance & Exit Counseling**

Before the school disburses Direct Loans (subsidized, unsubsidized, or Parent PLUS), regulations require that you complete an entrance counseling session. The counseling session provides information about how to manage your student loans, both during and after school, sample repayment terms, repayment schedules, and personal budgeting. This part of the process can be done with the Admissions Office, FA Office or online at [studentloans.gov](http://studentloans.gov).

Important: Before you drop, withdraw, stop attending classes, or graduate, you must complete an exit counseling session. You should meet with the Financial Aid Advisor to review the effect that dropping or withdrawing will have on your eligibility for financial aid or any balances due as well as to complete the Exit Counseling session.

### **Graduation Requirements**

Students must have completed all contracted hours, passed all evaluations, exams and tests with an 80% or better, completed all required MPA's, completed all required graduation paperwork including exit interview and counseling, and satisfied all financial obligations with the school before a diploma is awarded. The state does not require as many hours as L'esprit Academy for the Esthetics program. You will not be awarded your diploma unless you have completed all the contracted and required hours by L'esprit Academy, regardless if you have completed the state requirements. Please review anticipated graduation date with instructor and administration as your contract end date approaches. Individual dates will vary based on attendance. Any over-contract, late charges or balance due should be paid prior to graduation or payment arrangements must be made.

## Copyrighted Material

L'esprit Academy does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the schools information systems will receive an advisement up to and including dismissal from L'esprit Academy. L'esprit Academy imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

Offense	Penalty
Misdemeanor Infringement: Unauthorized duplication of a copyrighted work(s) with a retail value less than \$2,500	Up to 1 year in prison, up to \$100,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (first offense)	Up to 5 years in prison, up to \$250,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (subsequent offense(s))	Up to 10 years in prison, up to \$250,000 fine or both

## Academic Dishonesty

Academic Dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of Academic Dishonesty will be disciplined appropriately. An Incident Report must be completed and filed.

## Release

The student and/or legal guardian grant L'esprit Academy the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the students participation in School including for the commercial purposes of L'esprit Academy.

## Concerns, Issues or Complaints

Anyone can bring a concern to the institution's attention. A concern, issue or question is not a formal complaint but an effort to show something is a matter of interest or importance to someone, requiring clarification, special attention, or adjustment by the institution. A student issue form is available at the front desk, administrative or educator office, or online and in Teams. The form will be directed to the appropriate department to handle the concern, for example, financial aid, business office, education or administration. 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 or on [lespritacademy.com](http://lespritacademy.com). 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 student body. 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 that 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, contact the agencies below.

The school license is enforced by:	Accredited by:
Michigan Licensing And Regulatory Affairs (LARA) BCS/Enforcement Division, PO Box 30018 Lansing MI 48909 (517) 241-8720 <a href="mailto:cosbarbers@michigan.gov">cosbarbers@michigan.gov</a> <a href="http://www.michigan.gov/lara">www.michigan.gov/lara</a>	NACCAS 3015 Colvin Street Alexandria, VA 22314 703-600-7600 <a href="http://www.naccas.org">www.naccas.org</a>

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 two complete accreditation cycles. Any complaints fielded over the phone should be directed to an instructor or staff member.

### **Reporting Hotline**

To report fraud, waste, abuse, misuse or mismanagement of U.S. Department of Education (ED) program funds (this could include complaints concerning employees, fund recipients, educational institutions, contractors, collection agencies, or lending institutions), please use the online Hotline Complaint Form on the government website. Your report may be made anonymously or in confidence.

- Calling the OIG Hotline's toll free number 1-800-MIS-USED. Hotline Operators take calls during the hours of Monday and Wednesday 9:00 AM until 11:00 AM, Eastern Time; Tuesday and Thursday, 1:00 PM until 3:00 PM, Eastern Time except for holidays.
- Downloading a hardcopy of [the Hotline Complaint Form](#), and completing, mailing or faxing to:

**Inspector General's Hotline  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1500  
Fax: (202) 245-7047**

# Administration & Faculty

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**Owner of all L'esprit Academy Institutions: L'esprit Academy, Inc.**

## **Founding Members**

**Peter F. Wells, Sr.:** As a founding member of the school, Pete was a critical contributor to the company's success. His exceptional background in real estate, politics, and corporate sales were second only to his caring, generous and kind personality. A cheerleader for the industry, Pete believed the beauty business to be a wonderful, flexible and family-friendly career choice. Known for lighting up a room with a smile, a word of encouragement, or bringing in his fresh baked cookies, Pete is deeply missed, but his legacy lives on through the Academy and in our memories. *Peter Fletcher Wells, Sr. March 21, 1943-September 21, 2014.*

**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 Michigan licensed cosmetologist and cosmetology instructor, a certified American Crew, Euro SoCap Extension, and Nuts & Bolts Team Leader. She is U.S. Department of Education trained in the Fundamentals of Title IV Administration. Although Stacy's primary office is at headquarters in Canton, you will often see her at cutting demonstrations or in her office at the Royal Oak campus. Her background in and love for creative direction for hair and makeup on photo shoots, live events, tv and film is one of the areas of expertise Stacy brings to the Academy curriculum.

**Sally Wells:** Executive 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 honorably served nine years as Chairman of the Board of Cosmetology in the State of New Hampshire. Sally's has been a licensed cosmetologist for over 50 years.

## **Administrative Team CAN—Canton Headquarters and Campus, RO—Royal Oak Branch Campus**

**Lori Groat:** Academy Director; CAN & RO Lori's unbridled energy as an educator and NaB Team Leader translates to enthused, passionate and knowledgeable graduates. Our clients reap the rewards from her efforts by having salon ready new talent at school prices!

**Ashley Shnerpunas:** Education Director; CAN Ashley has a wonderful sense of organization and an incredible creative talent...a terrific leader to develop and implement our ongoing excellence in curriculum.

**Rose Gordon:** Business Office; CAN & RO; Rose handles our bookkeeping and other projects. We are so fortunate to have her straight forward, no nonsense approach on our team!

**Laura Nowak:** Business Office, CAN & RO. Laura is a steady force always willing to take time with each student.

**Marc Davis:** Financial Aid Manager; CAN & RO Marc started in the student administration and financial aid arena for credit hour schools in 2004. His enthusiasm for helping the student is a winning edge for L'esprit Academy!

**Felicia Bachman:** Student Salon Manager & NaB Team Leader; CAN Felicia is an exceptional example of what represents the best in the beauty business. She is 2017 Nuts and Bolts Student of the Year!

**Wafia Alchurbaji:** Admissions; Wafia has great energy and enthusiasm for the beauty industry. Her background at a creative trade school makes her a perfect fit in speaking with future L'esprit Academy students!

**Nikki Iuliano:** Operations and Customer Service; Nikki is another licensed graduate of L'esprit Academy who rises to challenges. Her experience working in her family business helps in all of her responsibilities at L'esprit Academy.

**Holly Moody:** Operations Support; Holly is a valued member of the team showing diligence and great attention to detail with a delightful spirit!

## **Instructional Team Canton=CAN, Royal Oak=RO**

Sally Wells—Cosmetology Instructor, CAN & RO

Lori Groat—Esthetics Instructor, Academy Director CAN & RO

Holly Reuter—Cosmetology Instructor, CAN, Part Time Leader CAN

Angel West—Cosmetology Instructor, CAN

Zawadi Scott—Manicuring Instructor, CAN

Sonya Campbell—Cosmetology Instructor, RO

Ariel Buford—Cosmetology Student Instructor, RO

Stacy Wells—Cosmetology Instructor, CAN & RO

Ashley Shnerpunas—Cosmetology Instructor/Education Director, CAN

Sara Henry—Cosmetology Instructor, CAN

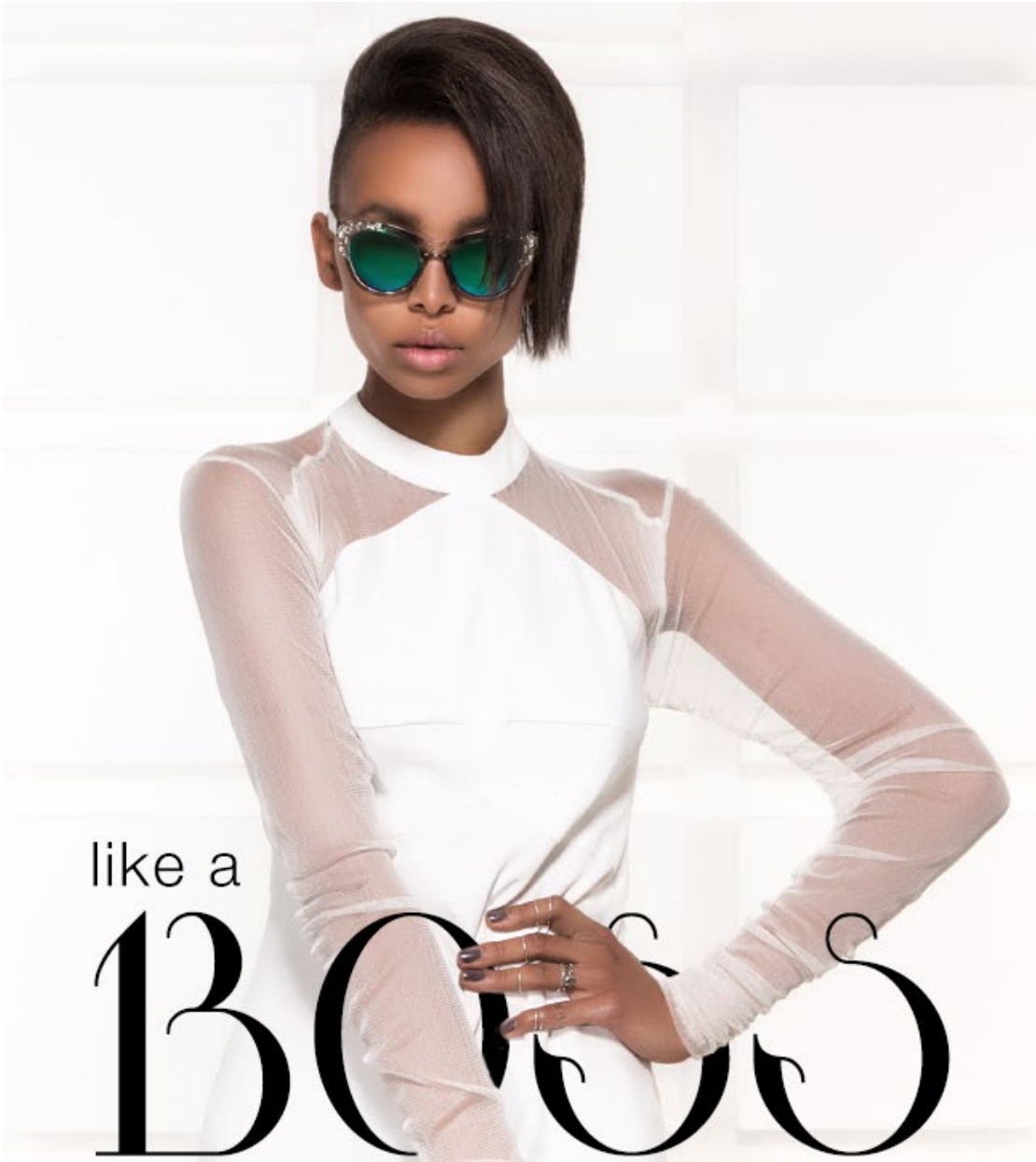
Jill Woods—Esthetics Instructor, CAN

Sherry Sisco-Ray—Cosmetology Instructor

Dawn Jennings—Manicuring Instructor, CAN

Carla Jones—Esthetics Instructor, CAN





like a  
**BOSS**

**Headquarters:**  
**42011 Ford Road**  
**Canton, MI 48150**  
**Phone: 734-762-0200**  
**[www.lespritacademy.com](http://www.lespritacademy.com)**

**Branch Campus:**  
**501 S. Washington Avenue**  
**Royal Oak, MI 48067**