

L'ESPRIT ACADEMY

STUDENT HANDBOOK

2022



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Ownership, Executive Team, Administration

Student Catalog Addendum: Campus Administrative Staff and Faculty Listing; Program Costs; and other addendums as needed.

Academy Philosophy & Background

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. Having partnered with industry giants like Wella, American Crew, Kryolan Makeup, Dermalogica, Design Essentials, Crown, and CND; 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.

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 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 with Headquarters at 42077 Ford Road. 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 (AACCS). 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: 42011 Ford Road, Canton MI 48187

Student Salon: 42083 Ford Road, Canton MI 48187

Headquarters: 42077 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 on trend 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 teammates. 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, Accreditation & Industry Data

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 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 and apply for a license. 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. For manicuring the cost is \$161.00 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 ID. 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. 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. All questions and requests for information pertaining to the examination should be directed to PSI: 3210 E. Tropicana Las Vegas, NV 89121 (800) 733-9267 Fax (702) 932-2666

www.psiexams.com

Accreditation

L'esprit Academy is accredited by NACCAS which 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
3015 Colvin Street
Alexandria, VA 22314
703-600-7600 www.naccas.org

NACCAS Completion, Pass & Placement Rate*

Completion Rate:

Program	Scheduled to Complete in 2019	Actually Completed	Completion Rate
Overall	146	110	75.34

Licensure Rate:

Program	Took Licensing Test	Passed	Licensing Rate
Overall	79	66	86.84%

Placement Rate:

Program	Graduated in 2019	Working in the Field	Placement Rate
Overall	110	79	71.82%

*As of November 2020 for annual report year 2019.

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

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).

- 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.

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).

- 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.

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.

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

Per the Student-Right-To-Know-Act, L'Esprit Academy makes our graduation, placement, and licensure rates available through our website: [Disclosures - Cosmetology | Beauty | Royal Oak, Canton, MI | L'Esprit Academy \(lespritacademy.com\)](#), under the heading "Course start dates."

Program Costs & Course Outlines

Course Offerings, Requirements & Standard Occupational Classification Codes

The following courses are our current offerings, hours & SOC: (visit 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 Specialty 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

Additional Costs

Convenience Fee for Online Invoicing 3%

- 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*	\$ 100	- Lock or New Badge*	\$ 10

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.

L'esprit Academy has a Bring Your Own Device policy (BYOD) requiring a laptop, iPad, or tablet; Speak with an Admissions Advisor if you do not have access to a technical device and L'esprit Academy can provide one to you for a small deposit during your enrollment (must be returned either at graduation or withdrawal). 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. First transcript request is free and all must use a written, signed form.

Parking fees are extra in the City of Royal Oak for a monthly pass please visit park-rite.parkitmonthly.com on 6th and Lafayette

Course Outlines

Program Outline—Cosmetology 1500 Hours

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:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- 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.
- Perform the basic analytical skills to advise clients in the total look concept.
- 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/video materials, and web-based information are available to support and supplement the program of study. 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. 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.

ONLINE TEXTBOOKS: CIMA - Cosmetology - 978-1-2857-6941-7

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.

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/patron protection: Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585 (Sanitation and patron protection shall be included in all services)
Facials: Skin analysis and care, 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
Totals	425	965	110	1500	1160

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:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for the value received.
- Perform the basic manipulative skills required for facial massage, body treatments, effective use of required implements and

equipment, proper application of makeup, unwanted hair removal, and individual lash enhancements.

- 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. 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, texts, and audio/video materials and web-based information are available to support the course of study and supplement the students' training. 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 program takes 18 weeks full time to complete.

ONLINE TEXTBOOKS: CIMA Esthetics ISBN: 9780357812563

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	188	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
TOTALS	225	300	75	600	293

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:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements.
- Perform the basic analytical skills to determine proper nail services and nail shaping's for the client's overall image and needs.

- 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, web based information, guest speakers, field trips, projects, activities, and other related learning methods are used in the course both in-person and via distance education platforms.

ONLINE TEXTBOOKS: CIMA -Nail Technology - 978-1-337-78655-3

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.

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
TOTALS	145	205	50	400	190

Program Outline— Limited Specialty 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:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice a proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- 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.
- 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: CIMA ISBN: 9781337786867

Limited Specialty 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.

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
Totals	150	350	500	150

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:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice a proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- 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.
- 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.

ONLINE TEXTBOOKS: CIMA ISBN: 9781337786867

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.

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
Totals	150	350	500	150

Schedules & Calendar

Course Start Dates

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

Speak with a campus admissions 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 enter school code: **041584 for CAN and E40479 for RO**
- *Enrollment dates for all programs are subject to change; check the website for details.

Distance Education

Some of our programs are approved for Distance Education that uses technology to deliver instruction to students who are separated from the instructor and to support regular substantive interaction between the students and the instructor. The interaction must be verifiable and measurable whether clock hour, credit hour, or competency based.

Schedule

Our programs roll out in phases. In person and distance education days vary slightly by program and campus based on multiple factors, including safety regulations for occupancy at the facilities. Distance education hours are for theory portions of the program only. In-person schedules could be affected by local, State or federal order; Schedules below do not indicate distance education days which vary by location, phase, and program.

COSMETOLOGY Schedule Options

Program	Days	Times	Total Weekly Hours	Total Weeks	Campus
Cosmetology FT	M-F (Phase 1)	8:30a-4:30p	35	43	RO
	T-S (Phase 2, 3 & 4)				
Cosmetology FT	M-F (Phase 1)	8:30a-4:30p	35	43	CAN
	M-TH & S (Phase 2, 3 & 4)				
Cosmetology PTD	M-F (All Phases)	10:30a-2:30p	20	75	CAN
Cosmetology PTN	M-TH (All Phases)	5:30p-9:30p	16	94	CAN

ESTHETICS Schedule Options

Program	Days	Times	Total Weekly Hours	Total Weeks	Campus
Esthetics FT	M-F (Phase 1)	8:30a-4:30p	35	18	CAN/RO
	T-S (Phase 2)				
Esthetics PTD	M-TH (all Phases)	10:30a-2:30p	16	38	CAN/RO
Esthetics PTN	M-TH (all Phases)	5:30p-9:30p	16	38	CAN/RO

Manicuring Schedule Options

Program	Days	Times	Total Weekly Hours	Total Weeks	Campus
Mani	M-TH	5:30p-9:30p	16	25	CAN/RO

Academic Calendar

Please speak with an enrollment advisor about exact start dates at each location. Holiday closings are listed here in advance and are posted throughout the facilities, social media, and Teams. ***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 makeup scheduled time missed due to delays or closure.

Grading & Academics

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%.

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.

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. Progress report includes any distance education hours if program eligible.
- 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 as well as secured off premise servers. 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.

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 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:
2. L'esprit Academy will respond within two weeks of receiving 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 online at www.lespritacademy.com for additional details and policies/procedures.

TOLL-FREE NATIONAL INFORMATION:

Alcoholics Addiction Hotline – 1-855-908-0271
Cocaine Hotline 1-888-319-2606
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
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
AAA Pregnancy Resource Center 734-425-8060
Planned Family Centers 734-721-4700
Substance Abuse and Mental Health 800-662-4357
Bullying Hotline 800-273-8255

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. Online fillable forms can be found on Student Access in Teams.

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.

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. Our campus leaders meet with potential employers and forms relationships with L'esprit Academy students throughout their journey to help make appropriate suggestions for available positions in the field.

Graduation Ceremony

Each campus hosts a graduation ceremony to celebrate special achievements of not only the graduate, but current students. As long as there are no restrictions for in person meetings, 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. *Can vary by Campus*

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. Students are not allowed to move or park cars while clocked in for hours. We highly recommend purchasing a monthly pass for one of the close lots which is recommended to use 6th and Lafayette <http://park-rite.parkitmonthly.com/>

Student Benefits

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

- Students can apply for a coveted position as a L'esprit Academy Ambassador. Ambassadors are chosen based their application, interview outcome, and desire to promote education in the beauty industry!
- 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
- ASCP membership for all Esthetics students with many perks! <https://www.ascpskincare.com/>
****Note all student benefits can be subject to change****

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, Crown 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 education team, industry leaders, and ownership. 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 17th.

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. When necessary, disciplinary action or corrective advising may be taken to address campus policy or procedure and can include 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 Policy

Admissions 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. Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government issued identification, birth registration, passport. If enrolling in any instructor program, 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. You should plan to use allowed absence time for this use to avoid over-contract fees. 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. Transfer fees 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 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.

Graduation Requirements

- Students must have completed all contracted hours
- Passed all exams and tests with an 80% or better
- Maintained 85% attendance requirement
- Completed all required MPA's

- Completed all required graduation paperwork including exit interview and counseling
- Satisfied all financial obligations with the school before a diploma and transcript 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 and official transcripts unless you have completed all the graduation 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.

Attendance Policy

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.

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 timeframe 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. 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 for Canton ext. 102 and ext. 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.
- ***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. warning. The fourth is a one week in school suspension. The fifth
- 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.

Jury Duty

Time-off will be granted for jury duty. However, the campus management must be notified in advance and a copy of the jury summons must be submitted. Those chosen to participate on a jury should contact campus management as soon as possible after being selected with the estimated length of the trial. Upon return from jury duty, the student must submit a dated certificate of completion to campus management, to ensure all hours lost during the dates of the student's jury service may be adjusted so the overall attendance percentage is not impacted

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:

1. the request must be submitted in writing, specifying the reason for the LOA,
2. total days of LOA's will be a minimum of 14 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 14 days),
3. a student's contract will be extended out by the same number of days of the leave,
4. no more than two leaves of absence during enrollment.
5. Extending a leave is considered an additional LOA
6. there's a reasonable expectation the student will return from LOA, and
7. 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 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.

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. 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	
	<i>WEEKS (approx)</i>	<i>SCHEDULED HOURS</i>
Cosmetology (Full time, 35 hrs/wk) 1500 Hours	51 Weeks	1770
Cosmetology (Part time night, 16 hrs/wk)(Part time Day, 20 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

Student Financing

Primary Funding Options

Prior to enrolling, students will begin working with L'esprit Academy Financial Aid professionals, who will assist with the financial aid application process and will clarify all available options. With the help of L'esprit Academy's Financial Aid professionals, information and advice on available financial assistance is accessible to students. Students typically utilize a combination of the options described below to create a financing plan option that works for their financial circumstances.

Federal Student Aid (Title IV) Programs

Federal Student Aid is available to those who qualify. All students interested in financial aid for college will need to complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov, the FAFSA school codes for L'esprit Academy campuses are:

- **Canton (main campus)—041584**
- **Royal Oak (branch campus)—E40479**

Students who apply for and complete the steps necessary to participate in Federal Student Aid (Title IV) programs will receive a college financing plan which will outline the total cost of the program and estimated financial aid eligibility. College financing plans may be sent electronically to students and parents (if dependent student). Students and parents (Dependent Students) will be required to accept the awards electronically or with written authorization.

Where applicable, L'esprit Academy participates in the following Federal Student Aid programs (see section below for an expanded description of each program)

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loan Program:
 - Federal Direct Loans (Subsidized and Unsubsidized)
 - Federal Direct PLUS Loans

FEDERAL STUDENT AID (TITLE IV) PROGRAMS – EXPANDED DESCRIPTION

Federal Pell Grant

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan does not have to repaid.

Federal Supplemental Opportunity Grant (Fseog)

This federal student grant program is designed to provide assistance to eligible undergraduate students pursuing post-high school education. The value of the award varies depending on the financial need of the student and is administered by the Institution. Not all schools participate. Check with the school's financial aid office to find out if this program is offered.

Federal Stafford Loans (Subsidized And Unsubsidized)

Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. (Some people refer to these loans as Stafford Loans or Direct Stafford Loans.).

Federal Direct Plus Loans

The U.S. Department of Education makes Direct PLUS Loans to eligible parents and graduate or professional students through schools participating in the [Direct Loan](#) Program. Here's a quick overview of Direct Plus Loans:

- The U.S. Department of Education is the [lender](#).
- The parent must not have an [adverse credit history](#). A credit check will be conducted.
- The maximum PLUS loan amount that can be obtained can be up to the cost of attendance (determined by the school) minus any other financial aid received.

Veterans Affairs (VA) Education Benefits

Individuals eligible for VA benefits may participate in an approved program if the individual provides to L'esprit Academy a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits. **GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA).**

L'esprit Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, course materials or school facilities and will not require an eligible individual borrow additional funds because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under Chapter 31 or 33. Please check with the L'esprit Academy Financial Aid office or VA School Certifying Official for the approval of these programs. Approvals may vary by campus. GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA).

Institutional Scholarships And Fee Waivers

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

Outside Financial Assistance

Students may apply for outside financial assistance which may include state, private or other outside funding sources. Approvals are at the discretion of the approving agency.

Loan Disclosures and Counseling

For students participating in the Title IV loan programs, L'esprit Academy will provide required disclosures, counseling, and other information to ensure students understand the responsibilities and requirements of the programs. The student is responsible for reviewing and agreeing to the terms of the master promissory note for all borrowed federal Stafford loans.

Entrance and Exit Counseling

Prior to the first disbursement of a Title IV loan, L'esprit Academy must provide first-time borrowers with comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. This will occur as the student works with their financial aid professional. Prior to the completion of the program, L'esprit Academy will provide exit loan counseling to the student, which will include information required by the U.S. Department of Education. ****All student loans must be repaid****

Verification

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information to the student 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 the required documentation within the 14-day time frame, the student may 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 student 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 or financial aid professional will electronically process the correction. In some cases, the school may also notify the student to submit corrections on the 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 1-800-647-8733.
7. In some cases, the student finance office reserves the right to self-select a non-selected file for the verification process.

Financial Documentation

Determining eligibility requires substantial documentation from students and parents (Dependent Students). 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.

Educational Purpose

Funds received under the Federal Pell Grant, Federal Direct Loan (Subsidized and Unsubsidized) and Federal Direct PLUS Loan Programs are to be used solely for expenses related to attendance or continued attendance at the college.

Professional Judgement/Dependency Overrides

The student finance office may consider a student's special circumstances to adjust student's expected family contribution for educational expenses, standard budget, and/or financial aid dependency status, as determined by federal guidelines. For additional information, please contact the financial aid office.

Third Party Servicer (Default Prevention)

From time to time, student loan borrowers may be contacted by our third-party servicer, Wright International Student Services (WISS). WISS acts as a liaison between student borrowers and loan servicers. This third-party servicer will provide resources to students to avoid and address loan repayment delinquency. Campus management will educate students on the details of WISS as well as their contact information: Phone: 1-800-257-4757 / Website: www.wiss.info (select "Contact" to submit online inquiry).

Cancellation, Withdrawal and Settlement Policy

The following policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or institution closure.

1. If an applicant is not accepted by L'esprit Academy the student is entitled to a refund of all monies, with the exception of the non-refundable application fee.
2. **BUYERS RIGHT TO CANCEL:** A student (or in case of a student under legal age, his/her parent or guardian) has the right to cancel their enrollment by providing written notice to L'esprit Academy within three (3) business days of the signing of the contract and 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 the program.
3. If a student cancels his/her enrollment more than three (3) business days after signing the contract but prior to starting classes, he/she shall be entitled to a refund of all monies paid to the school, less the non-refundable application fee.
4. All refunds are based on scheduled hours. Enrolled students who begin classes, but withdraw or are expelled prior to course completion, the following schedule of tuition earned by the school applies:

<i>Percentage of time enrolled to total time of course</i>	<i>Amount of total tuition owed or retained by School</i>
.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. Official withdrawal will occur when the student notifies the institution's school official/owner that he/she will not return, either by the postmark date for written notification, or the date said information is delivered to the institution's school official/owner in person.
7. Unofficial withdrawal may occur immediately should the student exceed fourteen (14) consecutive calendar days of absence, as determined by the institution through monitoring clock hour attendance at least every thirty (30) days. In these cases, the official withdrawal date will be the student's last date of attendance
8. In situations of serious illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school may make a settlement which is reasonable and fair to both parties.
9. 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.
10. 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.
11. 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.
12. 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:

- a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide the completion of the course and/or program; or
 - c. Participate in a Teach-Out Agreement; or
 - d. Provide a full refund of all monies paid.
13. If the school closes permanently and ceases to offer 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.
14. Any refunds due the student will not be disbursed prior to completion of the course by student.

COLLECTION POLICY: L'esprit Academy will work with each student to ensure that all balances are fully paid, or a satisfactory payment plan is in place.

Return Of Title IV Funds (R2T4)

Federal student aid regulations specify how L'esprit Academy must determine the amount of Title IV aid earned by the student if a withdrawal occurs. The Title IV programs covered by federal student regulations are Federal Pell Grants, Stafford Loans, and PLUS Loans.

When the student withdraws during a payment period or period of enrollment, the amount of Title IV aid earned is based on attendance. The school is required by federal student aid regulations to determine the earned and unearned Title IV aid a student based on the date the student ceased attendance (either as an official or unofficial withdrawal). If the student received less aid than the amount earned, they may be able to eligible for additional funds. If the student received more aid than the amount earned, the excess funds must be returned by the L'esprit Academy. The school is required to return any unearned Title IV funds within 45 days from the date of determination. The date of determination (DOD) is the date the school determined the student withdrew (in some cases this may be the last date of attendance) and offer any post-withdrawal disbursement within 30 days from the date the school determined the student withdrew.

The amount of aid the student earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, he or she earned 30% of the aid scheduled to be received. Once the student completes more than 60% of the payment period or period of enrollment, they have earned all the aid scheduled for the payment period or period of enrollment. There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once he or she withdraws because of other eligibility requirements. If the student receives (or the school or parent receive on student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

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

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

RETURN OF TITLE FUNDS (R2T4)– TITLE IV HIERARCHY

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 fund 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)
6. Other Title IV, HEA assistance, federal, state, private, and institutional funding received by the student

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

Post Withdrawal Disbursement

In general schools may not disburse federal student aid to a student who has ceased to be enrolled, the student is no longer eligible. In some circumstances, however, a student who has withdrawn from L'esprit Academy may be eligible for a post-withdrawal disbursement of all or some portion of Title IV F aid. L'esprit Academy will automatically use all or a portion of a student's post-withdrawal disbursement of Pell Grant funds for tuition charges and kit fees as reflected on fully executed contract. A student may be eligible for a post withdrawal disbursement of a Federal Stafford or PLUS loan if, prior to withdrawing if the student earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation. Post-withdrawal disbursements for Federal Stafford or PLUS loans must be authorized by the student. It is important to understand that accepting a Federal Stafford or PLUS loan post withdrawal disbursement will increase the overall student loan debt that must be repaid under the terms of the Master Promissory Note.

Return Of VA Funds

All VA funds paid directly to the school will remain on the student ledger to cover the cost of all tuition and fees. If a student withdraws officially or unofficially, any remaining VA funds will be returned to the student who will be responsible for repaying the VA for any overpayments or debts due to the VA. If a student completes the program and has a remaining credit balance due to VA funds, these funds will be returned to the student who will be responsible for repaying any overpayments or debts due to the VA.

Federal Student Aid (FSA) Credit Balance Policy

Whenever L'esprit Academy credits FSA program funds to a student's account, and those funds exceed the student's allowable charges, an FSA credit balance occurs. L'esprit Academy will pay the excess FSA credit balance directly to the student within fourteen (14) days of the day the credit balance occurred. If the student withdraws, L'esprit Academy is required to perform the Return to Title IV calculation to determine whether adjustments to the credit balance would occur. For this reason, the existing 14-day rule is placed on hold to determine the final amount of any Federal Title IV credit balance. The 14-day rule is triggered when the school performs a Return to Title IV calculation.

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)

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 or printable PDF 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 Academy Director, 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.

Student Policies & Expectations

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, 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, no crocs. 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.

Distance Education

The following are elements of delivering DE, that participating students need to follow:

1. Campuses and programs may vary so please contact the Admissions or Academy Director for guidance
2. Students will be scheduled for DE based on their campus curriculum and current program schedule
 - Example is your program schedule is 8:30a-4:30p you will need to be online during this time

3. Interaction with teachers must be validated by measurable participation through tracking of clock hours in the academic program. Teachers will be using TEAMS to provide communication and instruction, as well as for tracking of student hours. Live student participation on TEAMS is an important part of a student's DE experience.
4. Student attendance is tracked daily and entered into the Student Information System.
5. All transcripts (official or unofficial), listing academic attainment received will identify the DE hours
6. At predetermined points of the students DE hours, the student will be assessed by a teacher on campus to evaluate the students learning progress.
7. DE will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical applications on a live model or client.
8. Prior to beginning DE delivery, new and continuing students are provided with a disclaimer that academic achievement earned via DE may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclaimer must be found in the student's academic permanent file.
9. All students will need to be in proper school dress code while online and participate, if not students will be asked to log out and not receive hours for that day.
10. Students must provide their own working technical device

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 in MindTap or Teams.
- 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 102 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 always.
- 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 (in person and online), 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 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.

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. 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.
- Equipment should be sanitized after each client and at the end of the day.
- No food or beverages are to be consumed in any area other than the kitchen, student lounges or outside. Water and coffee are 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.

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 key fob 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 accept your key fob.
- State law requires you must wear your name badge at all times. If your badge is lost or stolen, please report it to staff immediately. 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/grounds for immediate dismissal
- All procedures for client 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. Breaks and lunches can vary from campuses.

Theft

Suspected theft of any information or property will be investigated seriously and completely and personal items in the Academy 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.

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 Teams and student email.
- It is the student's responsibility to notify the school in writing of any change in address or phone number immediately. Communication between school and student is important and relies on accurate and current information.

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. Create a professional social media account instead.
- 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.

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. If there is a meeting set up then the student will need to sign a FERPA consent form prior to meeting.

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 and could lead to termination. An Incident Report must be completed and filed.

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, Learning Materials, Uniform & Supplies

You will need to have access to your own personal laptop, tablet, or iPad to access textbooks and materials. Students are expected to be prepared for each school day (both for in-person and distance education) 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 or are not in an appropriate learning environment for distance education, your instructor will counsel you and could not allow you to clock hours for the time you were not prepared.

Your uniform, kits, and learning materials 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 download from the State of Michigan website. Being prepared for school every day is key to your success as a student; therefore, 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.

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.

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 student's 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. 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. 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.

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.

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 cosbarbers@michigan.gov www.michigan.gov/lara	NACCAS 3015 Colvin Street Alexandria, VA 22314 703-600-7600 www.naccas.org

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

Ownership and Administration

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

Founding Members & Leadership

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; Stacy 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 Educator. 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.

Ross Bravo: COO; Ross joins the L'esprit Academy team with a powerful desire to deliver on the promise of excellence in education. Decades of experience in the passion fields of post-secondary education, Ross is a tremendous asset on the leadership team as well as an advocate for the student and graduate.

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 and currently plays an advisor role for the company.

Kristi Walz: *Executive Director;* Kristi exudes professionalism and excitement for the industry. Highly experienced in multiple areas of the school, Kristi delivers for both students and staff.

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.

Amy Tewell: Director of Admissions; Amy is a bundle of fun energy and enthusiasm for beauty education. She is an excellent leader in guiding students through the process of beginning their dream.

SCAN HERE FOR OUR
SOCIAL MEDIA:



L'ESPRIT ACADEMY

