

# L'ESPRIT ACADEMY

## Student Catalog

February 2025



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# General Information

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## History

L'esprit Academy was founded by the Wells family in 2004 after decades of experience in the high-end salon and day spa business. The L'esprit Academy vision is a commitment that is evident with everything we offer. Details of the facilities and the curriculum are designed to support a unique atmosphere of higher learning. Spacious and modern interiors, exceptional instruction, and superior products and tools are the hallmark of the L'esprit Academy experience. Professionalism, technical skill and confidence are the outstanding qualities of L'esprit Academy graduates. Having partnered with industry giants like Wella, Dermalogica, Redken, Pigment Cosmetics, Borboleta, Mizani, Pureology, and Tammy Taylor; L'esprit Academy aims to provide exposure to multiple product lines, concentrate on professionalism, and build technical skill. This focus creates a successful 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's 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. L'esprit Academy is pleased to offer our additional location in Southfield, Michigan. Our Southfield campus is a single story 6,689 square foot building which offers a suburban and creative environment to promote the exceptional education that the L'esprit Academy name reflects. The combination of exceptional education and beautiful campuses make for a student experience filled with pride, excitement, and enthusiasm!

### Canton Campus (Main Campus)

42083 Ford Road, Canton, MI 48187

42011 Ford Road, Canton, MI 48187 (Additional Classroom Space)

Phone: 734-762-0200

### Southfield Campus (Additional Location)

26205 Greenfield Road, Southfield, MI 48076

Phone: 734-762-0200

## Ownership

Ownership of all L'esprit Academy institutions is L'esprit Academy, Inc.

## Founding Members

Peter F. Wells, Sr.: As a founding member of the institution, Pete was a critical contributor to the company's success. His exceptional background in real estate, politics, and corporate sales was 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.

Sally Wells: Founder; Ms. Wells brings 50 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 has been a licensed cosmetologist for nearly 60 years and currently plays an advisory role for the company.

## Executive Team

The members of the headquarters administration who have supervisory responsibility for the campuses are as follows:

Stacy A. Wells: Owner; Stacy has years of experience in the salon and day spa business, as well as many 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. You will often see her on campus performing cutting demonstrations. 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 curricula. Stacy is also a proud board member of the American Association of Cosmetology Schools (AACS).

Ross Bravo: CEO; Ross joins the L'esprit Academy team with a powerful desire to deliver on the promise of excellence in education. After 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.

Kristi Walz: Executive Director; Kristi exudes professionalism and excitement for the industry. She has been working in schools of beauty for many years and is the model of dedication to student and school success. She has held leadership positions in customer service,

student services, admissions and in both campuses and regional operations.

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.

The Administrative Staff and Faculty Listing is available in the *Student Catalog Addendum*.

### **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 instructor training.

### **Vision Statement**

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

### **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 reflects 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 working 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!

### **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.

### **Licensing**

The L'esprit Academy campus in Canton and Southfield are licensed by the Michigan Licensing and Regulatory Affairs (LARA) Bureau of Professional Licensing contact information is as follows:

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

## Requirements for Licensure

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

- Have the ability and will service the public in a fair, honest, and open manner. If a judgement of guilt in a criminal proceeding or a civil action against applicant, the applicant agree that he/she is rehabilitated, or the substance of the former offense is not reasonable related to the occupation or profession for which I am seeking a license is sought.
- 17 years or older.
- The 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 to deliver its examinations. Once a student enters State Board preparation, the following process is implemented to register with LARA and PSI Online:

- Prior to graduating and with an instructor, the student completes the following:
  - The LARA application online to apply for a license at: [aca-prod.accela.com/MILARA/CommunityView/account/new](http://aca-prod.accela.com/MILARA/CommunityView/account/new), the application fee is \$63.00.
  - Completes the **PSI Michigan Cosmetology Examination Registration Form** and creates a **PSI Account** on [PSI Online - Sign-up \(psiexams.com\)](http://psiexams.com)
- Once the candidate for Cosmetology, Esthetics or Manicuring licensure has been approved by LARA for testing with a test taker ID#, the academy will fax the PSI Registration Form Affidavit to PSI the following occurs:
  - Once PSI Licensure receives a signed affidavit from L'esprit Academy and verifies that student has applied for state licensure, PSI will email the candidate a registration link to schedule an appointment to take the theory and practical examinations.
- The cost for both portions of the exam (theory and practical) is as follows:
  - For **esthetics**, the cost is \$167.00.
  - For **manicuring**, the cost is \$161.00.
  - For **cosmetology**, the cost is \$167.00
  - Instructor candidates only take a theory exam, the cost is \$93.00
  - Re-takes of either portion are \$93.00 per attempt.
- After passing the practical (with a 75%) and theory exam (with 70%), an electronic a copy of license will be emailed to you Candidates for Instructor license do not receive photo identification automatically in the mail but must make application with LARA to receive license.
- Please note, L'esprit Academy will not sign-off on PSI testing unless the balance owed to the school has been paid in full and student has a \$0 balance.

Required Identification at Examination Site: The student must provide one (2) forms of identification.

- 1<sup>st</sup> form of 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.
- 2<sup>nd</sup> forms of ID (SS Card, School ID) must show candidates printed name and signature.
- 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 examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request alternative arrangements by reviewing the Michigan Exam Accommodation Information form.

Requirements for exam accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. 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](http://www.psiexams.com).

## Accreditation

Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education.

## Membership

L'esprit Academy is an active member of the American Association of Cosmetology Schools (AACS).

## NACCAS Student Outcome Rates

The following student outcomes rates are from the most recently submitted NACCAS Annual Report for the reporting year 2023.

### Cumulative Outcomes:

Program	Graduation Rate	Licensure Rate	Placement Rate
Cosmetology	80%	100%	66.7%
Esthetics	87.2%	100%	66.3%
Manicuring (600 hours)	N/A	N/A	N/A
Instructor	100%	100%	100.00%
Limited Instructor	100%	100%	100.00%
Total Institutional	86.15%	100%	68.14%

### Canton Campus Outcomes:

Program	Graduation Rate	Licensure Rate	Placement Rate
Cosmetology	79%	100%	64%
Esthetics	90.2%	100%	65.2%
Manicuring (600 hours)	N/A	N/A	N/A
Instructor	100.00%	100%	100.00%
Limited Instructor	100.00%	100%	100.00%
Total Institutional	87.8%	100%	66.7%

### Royal Oak (previous location of the new Southfield location) Campus Outcomes:

Program	Graduation Rate	Licensure Rate	Placement Rate
Cosmetology	100%	100%	100.00%
Esthetics	78.7%	100%	71.4%
Manicuring (600 hours)	N/A	N/A	N/A
Instructor	N/A	N/A	N/A
Limited Instructor	100.00%	100%	100.00%
Total Institutional	80%	100%	76.5%

## Career Opportunities

Once a student completes the Cosmetology, Manicuring, Esthetics, Instructor, or Limited Instructor program, and receives their 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  
Salon Manager or Owner  
Nail Technician  
Platform Artist  
Retail Specialist  
Makeup Artist

### Esthetics Field

Lash Technician  
Makeup Artist  
Brand Representative  
Beauty Blogger/Writer  
Brand Trainer  
Beauty Consultant  
Facialist  
Wax Specialist  
Airbrush Artist

### Manicuring Field

Retail/Consulting  
Mobile Manicurist  
Salon Manager or Owner  
Pedicuring  
Manicuring  
Nail Artist  
Artificial Nails  
Brand Representative  
Brand Trainer

### Instructor Field

Beauty School Instructor  
Design Team Member  
Educational & Motivational Speaker  
State Board Inspector  
Seminar Instructor  
State Board Member

## Physical and Safety Demands

### Cosmetology

**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 cuts, skin burns, and/or electric shock, if proper precautions are not taken into consideration.

### Esthetics

**Physical Demands:** 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.

**Safety Demands:** 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/institution. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

### Manicuring

**Physical 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, etc. that can cause injury to a client or yourself if not used properly. **Physical Demands:** Consist of sitting for lengthy periods and consistent long-term use of arms and hands.

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

### Instructor and Limited Instructor

**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 Demands:** 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 an institution is responsible for instructing students on these requirements.

### **Right to Modify Student Catalog**

All campuses are of common ownership and use a common Student catalog. The Student Catalog is subject to change at any time. L'esprit Academy reserves the right to modify or rescind the terms of the policies described in this catalog for any reason. Students will be notified of any necessary changes to the student catalog via TEAMS and email with the effective date.

### **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 | Southfield, Canton, MI | L'Esprit Academy \(lespritacademy.com\)](#)

# Admissions Information

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## Admissions Requirements

L'esprit Academy follows Michigan State Board regulations. Students must be 17 years old and have documentation of an earned high school diploma, GED, associate degree or higher, or home-schooling certification which will be verified by Academy officials and subject to U.S. 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, you 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.

## Notice of Non-Discrimination

L'esprit Academy does not discriminate on the basis of sex, age, race, color, religion, ethnic origin, or sexual orientation. Prohibited sex discrimination includes sexual harassment and all types of sexual misconduct and sexual violence. We have students, instructors, staff, and owners of both genders and cannot guarantee complete privacy (for religious reasons). The institution is a private beauty school and may refuse admission to an applicant for any reason not protected by state or federal law.

## Non-Recruitment Policy

L'esprit Academy does not recruit students already attending or admitted to another school offering a similar program of study. Additionally, a person attending L'esprit Academy cannot be enrolled in any other beauty school 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.

## Transfer & Crossover Hours

We happily accept transfer students. Tuition will be calculated on a pro-rated basis after skill and knowledge assessment is determined. An official transcript from a 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). If a student wants to complete the esthetics program and provides proof of completion in a licensed cosmetology school (maximum of 50 hours). A pro-rated assessment of previous 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 program.

## Readmission

Campus Management will evaluate the student's application to determine eligibility for readmission.

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

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



Approval for readmission is determined by Campus Management and is based on education, schedule, and space availability. L'esprit Academy reserves the right to approve or deny readmission following termination or withdrawal for any reason. Students are required to sign a new Enrollment Agreement and are subject to pay additional tuition, books, supplies, fees, 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 program 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 program 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 program. 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. If a student is unable to meet graduation requirements due to SAP, they are unable to enroll as a cash pay student.

# Student Financing Information

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## 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](http://www.studentaid.gov), the FAFSA school codes for L'esprit Academy campuses are:

**Canton (main campus) – 041584**

**Southfield (additional location) – 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 Descriptions

**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 be 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 institutions participate. Check with the institution'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 institutions 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 institutions 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 institution) minus any other financial aid received.

## Institutional Scholarships & Fee Waivers

L'esprit Academy reserves the right to offer institutional scholarships or fee waivers to students, alumni, employees, or immediate family members of employees. Institutional Scholarships awarded by L'Esprit Academy do not have cash value and cannot result in a refund to the student. In the event a credit balance is created from an Institutional scholarship, L'esprit Academy will reduce the amount of the scholarship.

## 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 & Counseling

For students participating in the Title IV loan programs, L'esprit Academy may 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 & 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 may 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 or withdrawal 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 institution's Third-Party Processor or financial aid professional will electronically process the correction. In some cases, the institution 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 during 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 institutions 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 institution 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 14 days of the request without response, the student is subject to either 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 unusual 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.

### Additional Costs & Fees

Non-refundable Application Fee	\$50.00	State Registration Fee	\$15.00
Drop Fee	\$100.00	Additional Transcript Fee	\$10.00
Internal Campus Transfer Fee	\$50.00	Name Badge	\$5.00
		Lanyard	\$5.00

There are additional costs to take the State Board Examination and application for State Licensure that are not covered in tuition but are made directly 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. Note: There is a 3% convenience fee for online invoicing. The first transcript is free and all must use a written, signed request form.

## Refund Policy

This policy applies to all terminations for any reason, by either party, including student decisions, course or program cancellation, or school closure. The policy requires that refund calculations are performed and refunds are made timely as outlined.

1. All refund calculations are based on **scheduled hours**.
2. Monies due the applicant or student are refunded within forty-five (45) calendar days of official cancellation or withdrawal.
3. An applicant not accepted by the school is entitled to a refund of all monies except the non-refundable application fee of \$50.00.
4. If a student or legal guardian (if under legal age) cancels his/her Student Enrollment Contract and demands his/her money back in writing, within three (3) business days of signing the contract regardless of whether the student has actually started training, will be refunded all monies collected by the school except the non-refundable application fee of \$50.00.
5. If a student or legal guardian (if under legal age) cancels his/her Student Enrollment Contract after three (3) business days of signing, but prior to entering classes, will be refunded all monies paid to the school less the non-refundable application fee of \$50.00.
6. If a student cancels his/her Student Enrollment Contract, notifies the school of his/her withdrawal, or is expelled by the school, the date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator in person.
7. For a student on an approved leave of absence who notifies the school that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he/she will not be returning.
8. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days. Students who are not in school for fourteen (14) consecutive days will be dropped.
9. The refund is calculated based on the student's last date of physical attendance (LDA) and date of determination as the date notified or fourteen (14) calendar days after LDA.
10. Any monies due a student who withdraws from the school shall be refunded within forty-five (45) calendar days of a determination that the student has withdrawn, whether officially or unofficially.
11. For students who enroll in and begin classes, but notifies the institution of his/her withdraw, or is expelled prior to program completion, the following schedule of tuition earned by the school applies:

<b><i>Percentage of time enrolled to total time of course</i></b>	<b><i>Amount of total tuition owed or retained by School</i></b>
<b><i>.01% to 4.9%</i></b>	<b><i>20%</i></b>
<b><i>5% to 9.9%</i></b>	<b><i>30%</i></b>
<b><i>10% to 14.9%</i></b>	<b><i>40%</i></b>
<b><i>15% to 24.9%</i></b>	<b><i>45%</i></b>
<b><i>25% to 49.9%</i></b>	<b><i>70%</i></b>
<b><i>50 % and over</i></b>	<b><i>100%</i></b>

12. In situations of serious illness, disabling accident, death in the immediate family, or other mitigating circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both parties.
13. All extra costs, such as learning platform code, books, kit, equipment, state registration fee, application fee of \$50.00, drop fee of \$100.00, uniforms, rentals, and other such charges that are not included in the tuition price. These items become the property of the student when issued and are non-refundable.
14. Pursuant to the Code of Federal Regulations, 34 CFR Section 668.22 of the Higher Education Act 484B, Return of Title IV Funds (R2T4), 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.
15. If a program is canceled subsequent to student's enrollment, and before instruction in the program has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the program.
16. If a school cancels a 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 completion of the program; or
  - c. Participate in a Teach-Out Agreement; or
  - d. Provide a full refund of all monies paid.
17. If the school closes permanently 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; or
  - b. Participate in a Teach-Out Agreement.

## **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 receive 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 Financial 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.

### **Federal Student Aid Credit Balance Policy**

Whenever L'esprit Academy credits Federal Student Aid (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 and students may make a full payment at the time of enrollment. Payments are due on the fifteenth (15<sup>th</sup>) 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 completion of the program that can accommodate your budget needs for small balances. We accept the following forms of payment or partial payment:

Credit Card (Visa, MasterCard, American Express)  
Check  
Money Order  
Private Scholarships

Federal Student Grants and Loans  
State programs  
Other programs  
Institutional Scholarships

Students who continue to not make timely payments may be at risk of being terminated based on their missed payments. L'esprit Academy reserves the right to make accommodations due to special circumstances.

### **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.



# Program and Curriculum Information

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## Program Offerings and Standard Occupational Classification Codes

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

### Cosmetology—1500 clock hours

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

### Esthetics—750 clock hours

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

### Manicuring—600 clock hours

- Manicurist, Pedicurist 39-5092

### Instructor—600 clock hours (Cosmetology)

- Vocational Education Teacher, Postsecondary 25-1194

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

- Vocational Ed Teacher, Postsecondary 25-1194

## Program Outlines

### COSMETOLOGY – 1500 Clock Hours

**DESCRIPTION:** The Cosmetology Program 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.

**EDUCATIONAL OBJECTIVES:** Upon completion of the program 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, , 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.

**INSTRUCTIONAL 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 program 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 program both in-person and via distance education platforms.

**GRADING POLICY:** 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 program 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 institution:

100% - 80%	Passing
79% - Below	Failure

- ONLINE TEXTBOOK:
- Cosmetology 14e, 9780357871492, List Price \$189.95
- Cosmetology 14e Exam Prep 9780357379103 List Price \$49.95

DISTANCE EDUCATION TECHNOLOGIES: A student must have access to the following:

- high speed internet
- a computer, laptop, tablet, IPAD, with camera and microphone
- Microsoft Teams account

#### *Cosmetology—Units of Instruction*

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

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Health and Safety	100	100	200	0
Esthetic services that include all of the following topics: (i) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping. (ii) Cleansing the skin with hands and equipment. (iii) Temporary hair removal. (iv) Facials, makeup, and eyelashes.	50	75	125	25
Hair care services and natural hair cultivation that include all of the following topics: (i) Arranging. (ii) Artificial Hair. (iii) Bleaching. (iv) Cleansing. (v) Curling. (vi) Cutting. (vii) Coloring and bleaching. (viii) Dressing. (ix) Perming. (x) Relaxing. (xi) Singeing. (xii) Straightening. (xiii) Tinting. (xiv) Waving. (xv) Natural hair cultivation.	250	800	1050	425
Manicuring services that include all of the following: (i) Artificial nails, extensions, and repairs. (ii) Manicuring. (iii) Pedicuring.	50	75	125	25
<b>Totals</b>	<b>450 *</b>	<b>1050</b>	<b>1500</b>	<b>475</b>

\* Theory hours may be delivered via distance education (up to 50%).

#### ESTHETICS – 750 Clock Hours

DESCRIPTION: The primary purpose of the Esthetics program 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.

EDUCATIONAL OBJECTIVES: Upon completion of the program 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.

REFERENCES: A comprehensive library of references, periodicals, , texts, and audio/video materials and web-based information are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

INSTRUCTIONAL METHODS: The 750 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 program 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 program both in-person and via distance education platforms.

GRADING POLICY: 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 program 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 institution:

100% - 80%	Passing
79% - Below	Failure

- ONLINE TEXTBOOK
- Esthetics 12e, 9780357263792, List Price \$205.95
- Esthetics 12e Exam Prep, 9780357871478, List Price \$49.95
- Eyelash 1e, 9780357923207, List Price \$53.95

DISTANCE EDUCATION TECHNOLOGIES: A student must have access to the following:

- high speed internet
- a computer, laptop, tablet, IPAD, with camera and microphone
- Microsoft Teams account

UNITS OF INSTRUCTION AND HOURS: In the 750-hour program, students will learn techniques in skincare; including, facials, hair removal, makeup application and spa treatments. The program also includes 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.

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Esthetic services that include the following topics: (i) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping. (ii) Cleansing the skin with hands and equipment. (iii) Temporary hair removal. (iv) Facials, makeup, and eyelashes.	250	350	600	50
Health and Safety	50	100	150	0
<b>TOTALS</b>	<b>300</b>	<b>450</b>	<b>750</b>	<b>50</b>

\* Theory hours may be delivered via distance education (up to 50%).

## MANICURING – 600 Clock Hours

**DESCRIPTION:** The primary purpose of this nail technology program 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 manicuring or a related career field.

**EDUCATIONAL OBJECTIVES:** Upon completion of the program 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 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, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**INSTRUCTIONAL METHODS:** The 600-clock hour program 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, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, distance education, and other related learning methods are used in the program.

**GRADING POLICY:** 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 program 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 institution:

100% - 80%	Passing
79% - Below	Failure

- ONLINE TEXTBOOK
- Nail Tech 8e, 9780357446867, List Price \$172.95
- Nail Tech 8e Exam Prep, 9780357871485, List Price \$49.95

**DISTANCE EDUCATION TECHNOLOGIES:** A student must have access to the following:

- high speed internet
- a computer, laptop, tablet, IPAD, with camera and microphone
- Microsoft Teams account

**UNITS OF INSTRUCTION AND HOURS:** In the 600-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. These topics include: sanitation/patron protection; laws and rules of personal hygiene; salon management; mechanical/electrical equipment; safety; anatomy and disorders; artistic principles; manicuring/pedicuring; chemistry, and occupational safety and health administration.

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Manicuring services that include all of the following topics: (i) Artificial nails, extensions, and repairs. (ii) Manicuring. (iii) Pedicuring.	125	175	300	50
Health and Safety	50	50	100	0

Advanced Techniques	52	148	200	0
<b>TOTALS</b>	<b>227</b>	<b>373</b>	<b>600</b>	<b>50</b>

\* Theory hours may be delivered via distance education (up to 50%).

#### INSTRUCTOR – 600 Clock Hours

**DESCRIPTION:** The primary purpose of the instructor program 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.

**EDUCATIONAL OBJECTIVES:** Upon completion of the program 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 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.

**REFERENCES:** A comprehensive library of references, periodicals, , texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**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 TEXTBOOK:** Professional Educator by Milady

Item#: 9780357871485

Price: \$223.95

**UNITS OF INSTRUCTION AND HOURS:** We offer a 600-hour program for licensed cosmetologists. We offer a 300-hour program 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.

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Orientation and review of the cosmetology curriculum.	25	50	75	20
Teaching skills that include all of the following topics: (i) Program outlining and development. (ii) Lesson planning. (iii) Teaching techniques. (iv) Teaching aids. (v) Developing, administering, and grading examinations.	45	50	95	20
Administration skills that include all of the following topics: (i) Laws and rules. (ii) Record keeping. (iii) School administration.	80	20	100	10
Teaching theory and practical hours that include all of the following topics: (i) Assisting in the clinic and theory classrooms. (ii) Practice teaching in the clinic and theory classrooms.	100	230	330	40

<b>Totals</b>	<b>250</b>	<b>350</b>	<b>600</b>	<b>90</b>
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#### LIMITED INSTRUCTOR – 300 Clock Hours

**DESCRIPTION:** The primary purpose of the limited instructor program 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.

**EDUCATIONAL OBJECTIVES:** Upon completion of the program 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.

**REFERENCES:** A comprehensive library of references, periodicals, , texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**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 TEXTBOOK:** Professional Educator by Milady

Item#: 9780357871485

Price: \$223.95

**UNITS OF INSTRUCTION AND HOURS:** We offer a 300-hour program 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.

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
One of the following: (i) For an electrology instructor or electrology limited instructor, orientation and review of the electrology curriculum. (ii) For an esthetics limited specialist instructor, orientation and review of the esthetician curriculum. (iii) For a manicuring limited specialist instructor, orientation and review of the manicuring curriculum. (iv) For a natural hair cultivation limited specialist instructor, orientation and review of the natural hair cultivation curriculum.	10	15	25	10
Teaching skills that include all of the following topics: (i) Program outlining and development. (ii) Lesson planning. (iii) Teaching techniques. (iv) Teaching aids. (v) Developing, administering, and grading examinations.	30	85	115	20



Administration skills that include all of the following topics: (i) Laws and rules. (ii) Record keeping. (iii) School administration.	80	10	90	10
Teaching theory and practical hours that include all of the following topics: (i) Assisting in the clinic and theory classrooms. (ii) Practice teaching in the clinic and theory classrooms.	15	55	70	15
<b>Totals</b>	<b>135</b>	<b>165</b>	<b>300</b>	<b>55</b>

### Program Start Dates

Enrollment schedules for all programs of study are provided via the Student Catalog Addendum. Please speak with an 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. Please note, enrollment dates for all programs are subject to change; check the website for details.

### Program Schedules

Speak with an admissions advisor to discuss our program scheduling options. 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. The schedules below do not indicate distance education days which vary by location and program.

Program	Schedule Type	Days	Times	Total Weekly Hours	Total Weeks	Campus
Cosmetology	Full-Time	Monday-Friday	8:30am-4:30pm	35	43	Canton Southfield
Cosmetology	Part-Time Days	Monday-Friday	10:30am-2:30pm	20	75	Canton Southfield
Cosmetology	Part-Time Nights	Monday-Thursday	5:30pm-9:30pm	20	75	Canton Southfield
Esthetics	Full-Time	Monday-Friday	8:30am-4:30pm	35	22	Canton Southfield
Esthetics	Part-Time Days	Monday-Friday	10:30am-2:30pm	20	38	Canton Southfield
Esthetics	Part-Time Nights	Monday-Thursday	5:30pm-9:30pm	20	38	Canton Southfield
Manicuring	Part-Time Nights	Monday-Thursday	5:30pm-9:30pm	20	30	Canton Southfield
Instructor	Full-Time	Monday-Friday	8:30am-4:30pm	35	18	Canton Southfield
Instructor	Part-Time Days	Monday-Friday	10:30am-2:30pm	20	30	Canton Southfield
Instructor	Part-Time Nights	Monday-Thursday	5:30pm-9:30pm	16	38	Canton Southfield
Limited Instructor	Full-Time	Monday-Friday	8:30am-4:30pm	35	9	Canton Southfield
Limited Instructor	Part-Time Days	Monday-Friday	10:30am-2:30pm	20	15	Canton Southfield
Limited Instructor	Part-Time Nights	Monday-Thursday	5:30pm-9:30pm	16	19	Canton Southfield

# School Policies

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## Grading Policy

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 program 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 institution:

100% - 80%	Passing
79% - Below	Failure

Additional grading policy criteria include the following.

- Any failed exam or evaluation can be retaken; however, any 2<sup>nd</sup> or subsequent attempts will be scored at the retake score of 80%.
- Chapter exams in CIMA are and can be timed if an instructor uses the function. Chapter exams have unlimited attempts. However, if an exam is passed on the 1<sup>st</sup> attempt, there is no need to retake it.
- All final exams are timed to mimic the state board exam.
- Initial attempt at the final theory exam, students have one (1) attempt. However, the retake exam is not timed and they have unlimited attempts until they score 80%. Students should get with their instructor to schedule study sessions prior to making another attempt at the final exam.
- If students need additional time, an IEP with documentation for a disability needs to be completed prior to a student taking any exams and reviewed with Director and Instructor. No special accommodations will be made without a completed 504 accommodation form and approval.

## Practical Grading Criteria

Students will be required to bring in models for some practical evaluations, your instructor will advise what practical's require models and are listed on your course rotation. L'esprit Academy utilizes a 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 that has been completed and made up. Students should record their test scores in their personal notebook. Retake exams can earn no more than 80%.

## Make Up Work

Any make-up work and evaluations must be arranged with your individual instructor, must be planned in advance, and approval received for any make-up hours. Students should have a written work plan for that time. A missed exam is entered as a "0" into the student information software in order for a student to keep track of missed exams on their progress reports. Additionally, missed exams can be taken and the 1<sup>st</sup> attempt grade will be entered into student information software.

## Academic Dishonesty Policy

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.

## Attendance Policy

All students must maintain a minimum 85% rate of attendance of the hours possible and complete the program in 118% of the program length (the maximum time frame). What this means is if you are contracted to come to school 35 hours per week, you must attend at least an average of 29.75 hours per week cumulatively in order to be considered in satisfactory progress.

To be a successful student you must attend regularly scheduled classes. All absences need to be authorized by an institution staff official. Self-discipline in work habits creates successful professionals, so it is recommended that students attend 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 Satisfactory Academic Progress 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 15-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 prior to your scheduled start time. 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 institution 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.
- Any planned absence should be submitted to your instructor ahead of time. The institution retains the right to make attendance mandatory for all institution events, competitions, guest speaker, special assemblies, etc.
- Students requesting to withdraw from L'esprit Academy will be required to put this in writing with the effective date and reason for withdrawal request. All students will be responsible for a \$100.00 drop fee and will be paid prior to being eligible for readmissions.
- School breaks and holidays that are reflected in the School Calendar will not count against students when calculating the consecutive dates due to campus closure.

### **Financial Accountability**

Per your contract, you are required to remain current with your financial obligations to the institution. If you owe money and have not paid by the deadline given, your attendance will be held in abeyance. Financial matters will only be discussed with student, person or organization providing financial support, and staff and once appropriate privacy release form is signed.

### **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.

### **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) will be based on the timely completion of program work with passing grades that receive 80% or above and minimum attendance of 85%. SAP is defined as fulfilling what is expected of you as you move towards graduation. This policy is provided to all applicants prior to enrollment, established, maintained, and applied consistently to all students enrolled at the institution 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 making SAP until the next scheduled evaluation.  $\text{Student's Actual Hours Attended} \div \text{Scheduled Hours} = \text{Cumulative \% of Attendance}$ . 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**

All students must complete their educational program within the maximum time frame, which is not to exceed 118% of the program length based on 100% attendance measured in clock hours. The maximum time frame allowed for transfer students who need less than the full program requirements will be determined based on 85% of the scheduled contracted hours. Exceeding maximum time frame could result in financial aid ineligibility and termination of enrollment.

### **Grading Scale**

The following factors will be measured to determine academic progress. Qualitative factors such as theory, practical, and clinical work will be graded according to the following grading scale:

100% - 80%	Passing
79% - Below	Failure

### **Evaluation Periods**

Evaluation periods are established by the total length, measured in clock hours, and corresponding academic year (AY) of each program offered by the institution. The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks. Student evaluation periods will be evaluated at least once at the midpoint of each AY of the program, whichever occurs sooner, and prior to graduation for both satisfactory academic and attendance progress.

Evaluation periods are based on **actual** hours completed per academic year (AY), as follows:

<b>Program (Total Clock Hours)</b>	<b>Evaluation Points AY 1 (actual clock hours &amp; weeks)</b>	<b>Evaluation Points AY 2 (actual clock hours &amp; weeks)</b>
Cosmetology (1500)	450 hours & 13 weeks; 900 hours & 26 weeks	1200 hours & 34 weeks; 1500 hours & 43 weeks
Esthetics (750)	375 hours & 11 weeks; 750 hours & 22 weeks	Not Applicable
Manicuring (600)	300 hours & 9 weeks; 600 hours & 18 weeks	Not Applicable
Instructor (600)	300 hours & 9 weeks; 600 hours & 18 weeks	Not Applicable
Limited Instructor (300)	150 hours & 4.5 weeks; 300 hours & 9 weeks	Not Applicable

#### Determination of Progress

Student evaluations must be completed with seven (7) business days following the established evaluation periods. All students will receive a hard-copy and or electronic copy of their Satisfactory Academic Progress determination at the time of each evaluation. 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 program, whichever comes first. Students meeting the minimum requirements for attendance and academic performance are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### Warning Period

Students failing to meet satisfactory academic progress requirements are considered not meeting SAP and 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 to be making satisfactory academic 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, student will be placed on probation and Title IV funds will be disbursed, if eligible. If no appeal is submitted, the student will no longer be eligible for Title IV funds and may be converted to cash pay status.

#### Probation Period

Students who prevailed upon the appeal after failing to meet SAP 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 SAP, they will be determined as meeting SAP and probation will be lifted.

#### Appeal Process

Students who fail to meet SAP requirements after the warning period may appeal the negative progress determination. Students on probation are still eligible for Title IV funds. The student must submit a written appeal to the administration, 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 institution 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 an additional five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), with campus management. A decision on the student's appeal will be made within five (5) business days and communicated to the student in writing. If appeal is approved student may be eligible for financial aid. This decision is final and results filed in the student's academic folder.

### 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, Leaves of Absences, and Readmissions

If enrollment is temporarily interrupted, the student will return to the institution in the same SAP status as prior to the interruption or 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 program and wish to readmit will return in the same SAP status as at the time of withdrawal.

### Incompletes, Repetitions, and Non-Credit Remedial Courses

Noncredit, remedial programs, and repetitions do not apply to this institution. Therefore, these items have no effect upon the institution's SAP standards.

### Transfer Hours

With regard to SAP, a student's transfer hours from another institution will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Leave of Absence Policy**

An authorized Leave of Absence (LOA) is a temporary interruption in student's program of study. L'esprit Academy may grant such a leave to a student with unforeseen circumstances. The following are reasons for which a LOA may be granted:

- Care for the student's child after birth or adoption: maternity or paternity leave.
- Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
- Due to the student's own illness, injury, or serious health condition that prevents students from being able to continue with their education.
- Death of an immediate family member.
- Enrolled students who are members of the military and receive official military orders
- Personal leave of absence

To seek approval for a LOA, it requires that a student follow the school's policy in requesting a LOA. Before requesting a LOA, the following conditions must be met:

- No LOA will be granted within the first thirty (30) days of a student's enrollment;
- There must be a reasonable expectation of returning to school from the LOA;
- The total number of days on LOA are a minimum of fourteen (14) calendar days and a maximum of sixty (60) calendar days; and
- No more than two (2) LOAs during enrollment.

Students must request the LOA in advance. The LOA must be in writing; include the student's reason(s) for the LOA; provide documentation supporting the reason; and must include the student's signature. Completed requests shall be submitted to the Student Success Advisor or Campus Director for review. A LOA will not be granted until the LOA request is completed with signature, dates of LOA, and proper documentation. Students with less than thirty (30) days of attendance are not eligible for a LOA. After thirty (30) days, a LOA may be granted for no less than fourteen (14) consecutive calendar days and may not exceed sixty (60) consecutive calendar days or what is deemed necessary by the student's, student's spouse's, partner's, child's, or parent's healthcare provider. A LOA and/or together with any additional LOAs previously granted cannot exceed one hundred eighty days (180) in a twelve (12) month period. The school may collect the LOA request at a later date and may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. In these cases, the school will document the reason for its decision and establish the start date of the approved LOA as the first date the student was unable to attend. Review of an LOA request can take up to five (5) calendar days and can be denied. An LOA can be extended beyond the initial request date due to the student's academic progress.

A student granted a LOA in accordance with the policy is not considered to have withdrawn, no refund calculation is required at that time, and the student will not be assessed any additional charges as a result of a requested LOA. A student's contract period will be extended by the same number of calendar days taken in the LOA. As a result, any change to the contracted period will be documented in an addendum to the enrollment agreement which must be acknowledged and signed by all parties to reflect the new contracted end date. Additionally, students will return to the school in the same Satisfactory Academic Progress status at which they began his/her LOA. A student returning from LOA will be placed in the module deemed most appropriate by staff.

If a student needs to extend his/her LOA, reach out to campus administration within 48 hours prior to your scheduled return date to request an extension. Students will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. In those cases, the withdrawal process will begin and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Not returning from a LOA will affect your grace period for the repayment of Title IV loans.

### **Distance Education Policy**

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.

The following are elements of delivering distance education (DE), that participating students need to follow:

1. Campuses and programs may vary so please contact the Admissions or Campus Director for guidance.
2. Students will be scheduled for DE based on their campus' curriculum and current program schedule. For example, if 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/CIMA to provide communication and instruction, as well as for tracking student hours. Live student participation on TEAMS/CIMA 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 student's learning progress.
7. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
8. 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.
9. 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.
10. All students will need to be in proper institution dress code while online and participating, if not students will be asked to log out and not receive hours for that day.
11. Students must provide their own working technical device.
12. All practical hours and practical applications in the curriculum must be done in-person.
13. In-person performance evaluation must be completed after each 10% of the DE component.

### **Graduation Requirements**

Diplomas will not be awarded until the following requirements are met:

- 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 institution.

You will not be awarded your diploma 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.

### **Academy Conduct Policy**

L'esprit Academy believes good conduct and decorum are imperative to the ultimate success of the student and management of the institution. 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 institution.
- 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 CIMA 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. 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 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 institution references.
- Slander or libel of the institution, 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 institution.
- 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 institution 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 institution 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.
- Students are not permitted to bring in children during school hours unless they are being used for a model or client.
- 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.

### **Discipline & Consequences**

Discipline for breaches in the any of the academy policies may result in:

- Verbal warning
- Written warning
- Suspension
- Final
- Termination

In cases of gross misconduct, termination from the institution may be taken, whether or not prior warnings have been given. Every effort will be made to apply disciplinary action as soon as possible after the incident occurs, in order to make the student aware of the action being taken and provide full consideration of all facts pertaining to the situation. In some cases, suspension may be necessary to investigate the situation. Campus management has discretion to escalate disciplinary actions as deemed appropriate.

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.

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 institution 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 an institution 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 the meeting.

### 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 institution 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. Any property left at the school beyond ten (10) consecutive calendar days of an official or unofficial withdrawal will become the property of L'esprit Academy.

### Grievance Policy

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. The form will be directed to the appropriate department to handle the concern.

Anyone, student, teacher or interested party may file a complaint against the institution. The complaint must be made in writing to the Campus Director. A complaint form is available from campus management. The complainant must outline the allegation or nature of complaint in detail. An institution representative will meet with the complainant within ten (10) days of receipt of the written complaint. If the problem cannot be resolved after initial evaluation, the complaint will be forwarded to the institution's complaint committee. The committee will meet within twenty-one (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 completed by the committee, the group will act upon the allegations with an appropriate, agreed upon solution.

**The complainant is required to follow the institution's complaint procedure first before filing with any agency.** The institution 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 <a href="http://www.michigan.gov/lara">www.michigan.gov/lara</a>	NACCAS 3015 Colvin Street Alexandria, VA 22314 (703) 600-7600 <a href="http://www.naccas.org">www.naccas.org</a>

### 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.

- Call the OIG Hotline's toll-free number at 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 (202-245-7047):

**Inspector General's Hotline Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-1500**

# Student Information

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## School Calendar

Please speak with an admissions 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. Note: days in a given calendar year are subject to change based on what day a holiday may fall. L'esprit Academy typically observes the following holiday closures and may vary:

- New Year's Day
- Martin Luther King, Jr.'s Day
- Memorial Day
- Juneteenth
- The week of Independence Day (exact dates vary each year)
- Labor Day
- Thanksgiving Day and Day After
- Christmas Eve/Day

## School 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, Microsoft team, email, local news channels, 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, dismissed early, or cancelled in extreme situations. Students will be responsible to makeup scheduled time missed due to delays or closure.

## Progress Reports & Transcripts

- Students have access to view their academic achievements, hours and MPAs through an online student portal. Students have three (3) business days to review and dispute any discrepancies. Once the three (3) days have passed, the reports will be submitted to the state and school for official record and cannot be changed. Students who transfer, drop, or have been terminated from a program will be given their transcripts upon request.
- Transcripts will be processed within 7-14 business days after the student is considered a graduate.
- 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 FERPA Guidelines below).

## Privacy of Student Information

The Family Educational Rights and Privacy Act (FERPA Guidelines) 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 institution's FERPA policy or the notification to students and parents, although it may have some input.

Access Rights: The institution 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 an institution administrator.

The institution will provide access and the opportunity to review files within 45 days of receipt of a request. Although the institution will not charge a fee for access to the records, it will charge a nominal fee for copies of the records.

## Release of Information to a Third Party

The institution 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 institution attended, and/or date of graduation from previous institution, 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 use of your image in publications, website, and any other media events.

### **Schedule & Campus Change Requests**

Any student wishing to change schedules or campuses must submit the request in writing to the Campus Director or Student Success Advisor. 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 campus transfers and must be paid prior to processing a transfer request.

### **Program Incompletes, Repetitions & Non-Credit Remedial Courses**

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

### **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 institutions do not maintain special facilities directly related to physically disabled students; however, reasonable accommodations will be made, by the institution, for individuals who request accommodations in writing. The institution has the right to determine whether accommodation is reasonable. The institution also has a right to request medical documentation for the accommodation. Any qualified individual with a disability requesting an accommodation should follow this procedure:

- Notify the Campus Director or SSA to get an accommodation form to complete 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 Campus Director by phone or email.
- 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 needing 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](http://www.lespritacademy.com) for additional details and policies/procedures.

#### Toll-Free National Information:

- Alcoholics Addiction Hotline (855) 908-0271 Cocaine
- Hotline (888) 319-2606
- National Suicide Prevention Hotline (800) 273-8255
- National Sexual Assault Hotline (800) 656-HOPE

#### Other Health Support Information:

- 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 institution current and accurate (name, address, email, and phone numbers, including emergency contacts). The institution 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 institution emails are not going into a "Spam" or "Junk" folder. Online fillable forms can be found on Student Access in Teams.

### **Employment Assistance & Career Planning**

L'esprit Academy does not guarantee employment, but we provide job postings through institution 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.

### **Student Parking**

Free parking is available on-site at the Canton and Southfield campuses in a shared lot with other stores. Students are not allowed to move or park cars while clocked in for hours.

### **Student Benefits**

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

- Elite Status Privileges to include free personal hair, skin, and nail services based on qualifying performance in the classroom and attendance (see Student Board for Elite Student guidelines), professional attire uniform, recognition, and certificate.
- The 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 on designated friends and family days
- Students receive free haircuts, styles, makeup applications, and manicures during designated times and with prior approval.
- Alumni receive a free service (blowout style, haircut, or manicure) upon licensure!
- Alumni receive a free blowout style or makeup application on the day of job interview.
- Alumni can attend a free State Board refresher class until successfully passing the state test.
- Students on suspension or alumni in default will not receive discounted retail or services.
- Access to AACS Scholarships and Competitions

### **Student Participation & Safety**

We follow the industry standard Milady's curriculum and all state and federal requirements. One of the distinguishing factors in the L'esprit Academy curriculum is the partnership with industry brand leaders 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, business leaders, and ownership. As a student, you will be required to participate in building your clientele and recruiting models as part of the program 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 institution information, teaches and tests only in English. Students are not employees of the institution. 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 infection control 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 infection control is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance. Regular infection control procedures 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

### **Voter Registration**

Voter registration forms and information is available online by going to: [Registering to Vote - A Step-By-Step Guide \(michigan.gov\)](#).

## **Constitution & Citizenship Day**

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

## **Rights Reserved**

L'esprit Academy reserves the right to dismiss, at any time, any student who does not meet the institution'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 institution 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 institution 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.

## **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 institution. 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 institution reserves the right to determine the appropriateness of dress code. Not all violations will be caught, since it is the focus of the institution 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.

### Cosmetology, Esthetics, and Manicuring Programs

#### Level 1:

- Solid Black Shirt-no halter tops or tube tops
- Black pants, full length or capris without holes, rips, or stains-NO SHORTS or BIKER SHORTS
- Black skirt (any skirts shorter than fingertip length must have tights or stockings)
- 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 logo attire (if issued), or ALL black cardigan sweater—Academy logo must show!
- 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, no slippers. 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.
- Students should not smell of smoke, food, or any offensive odor when in the classroom or performing services on clients in the clinic.

#### Levels 2-4:

- L'esprit Academy scrubs



### Instructor and Limited Instructor Programs

Maintaining a professional appearance is vital to your success in the industry.

- White, black, or black and white business attire is expected – no solid white pants.
- The uniform must be well maintained, clean, and pressed at all times.
- Jeans, shorts, casual capri-length pants, sweatshirts or sweatpants, mini-skirts, halter-tops, tube tops or tank tops are not allowed.
- Closed toe colored shoes (can include black gym shoes) are required.
- Flip-flops, crocs, or slippers are not allowed.
- Hair should be stylishly kept.
- 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.

### **Student Salon Information**

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 the 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 . Students must pay the student fee prior to receiving the service.**

### 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.
- Students are expected to complete salon duties and infection control 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 institution and salon community at L'esprit Academy, and to complement practical hours spent on other learning objectives.

### Procedures & Customer Satisfaction

- All clients, including models, must sign waiver before services are initiated. Models must pay a nominal fee for chemical and spa 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 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 institution 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 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.

#### 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, infection control and cleanliness, and pre-booking.

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

- All students must use the time clock . It is unlawful to clock in/out for someone else.
- Students will use biometrics to clock in and out
- 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
- State law requires you to 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.

#### **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. Part time day is from 12-12:15 and part time nights is 7-7:15. 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 and shifts.

#### **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 institution in writing of any change in address or phone number immediately. Communication between institution and student is important and relies on accurate and current information.

#### **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.

#### **Drug & Alcohol Abuse Prevention Program (DAAPP)**

- 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. 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 institution website in the Annual Security Report and Drug and Alcohol Abuse Prevention Program (DAAPP).
- L'esprit Academy is a federally regulated institution; therefore, federal drug laws apply to our facilities. Regardless of State or local 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.

### **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 institution 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 institution 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 institution; however, an enforcement of the agreement.

### **Annual Security Report Overview**

The health, safety, and security of all of our constituents—particularly our students, associates (employees), and guests—is a priority for L'esprit Academy. Accordingly, the institution has developed a broad set of policies and procedures intended to protect, to the extent possible, all people spending time in our facilities. These policies and procedures are developed by the executive team and implemented and enforced by the Campus Security Authorities. The CSAs include the Campus Director at each facility and the Education Director and leadership team.

This Annual Security Report (ASR) is required as a result of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the U.S. Department of Education's regulations for post-secondary institutions. The institution fully embraces the intention of the Clery Act and appreciates the support of the Department of Education in developing and administering our various safety and security programs.

L'esprit Academy's ASR is a comprehensive document holding ALL key components of our safety and security programs, policies, and procedures, as well as crime statistics related to the campus. For example, included within the ASR is the Drug and Alcohol Abuse Prevention Program (DAAPP), as well as the process and results of our review of our DAAPP. The ASR is updated annually and contains the following sections:

- Sexual Misconduct Prevention, Interpersonal Violence, and Response Policy
- Drug and Alcohol Abuse Prevention Program (DAAPP)
- Review of Effectiveness of DAAPP – Most Recent Results
- Campus Security Information, Policies & Procedures
- Campus Crime Statistics

We believe that having one single document that holds all related content will streamline the distribution and communication of the information. In turn, this should improve the health, safety, and security of all constituent groups.

### **Annual Security Report Dissemination**

On or before October 1 of each year, all students and associates are informed of the existence of the Annual Security Report and are provided information on how to easily access a copy of it via the Campus Director (or equivalent) and/or website found at the following link: [L'esprit Academy Disclosures](#). All students are made aware of the Annual Security Report (and DAAPP) through this Student Catalog, which is reviewed with all students during the enrollment process. Further, orientation for all new students, which occurs before or during the first day of classes.

### 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 institution's 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

### 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 will not allow you to clock hours for the time you were not prepared.

Our uniform and learning materials are your property. L'esprit Academy is not responsible for lost, stolen items, or broken items. 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 to download from the State of Michigan website. Being prepared for school every day is the 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.

### Student Kit

Student kits are distributed on the first day of class for those students that are eligible. Students are provided with the necessary professional tools and online textbooks to successfully complete their education. Students are responsible to make sure all required kit items are brought to school each day. If a student comes to school without their kit items they will be sent home. Please note, kit items are subject to change.

If a piece of warranted equipment malfunctions or is broken, it is the student's responsibility to contact the equipment provider. L'esprit Academy is not responsible for any items that are lost, stolen, or broken. Any missing or damaged kit items will need to be replaced by the student, at the student's expense, within 24 hours.

### 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.

# L'ESPRIT ACADEMY

SCAN HERE FOR OUR  
SOCIAL MEDIA:

