

For office use only:

Agenda Item 2

LICENSE NUMBER _____
DATE ISSUED _____

South Dakota

School License Application

Cosmetology Commission 500 E Capitol Pierre, SD 57501
Phone 605-773-6193 • Fax 605-773-7175 cosmetology@state.sd.us

School Licenses are issued by the South Dakota Cosmetology Commission under the SDCL 36-15.
Print or type all information. Use the reverse side if additional space is required. Attach a non-refundable School License fee of \$300.00 for one school license.

1. Type of school: (check one)

This is an application for: New school New program to existing school
Branch school Ownership change Address change

Type of school/branch:

A. Cosmetology School B. Esthetics School C. Nail Technology School
(Check cosmetology only (includes hair, skin, and nails)
all that nail technology
applies) esthetics

Proposed opening date of new school: 1/15/2017 OR

Proposed opening date of branch school: _____ OR

New ownership/address change start date: _____ OR

Proposed new program start date: _____ Type of program? esthetics nail technology

2. Basic School Information.

Name of School: The Salon Professional Academy

School owner(s) or Corporation name: Beauty And Business Education, LLC

Physical address of school: 120 S. Main Street

Mailing address for school: 120 S Main Street

City: Marathon SD Zip: 57401

School Telephone Number: 605-228-4437 Fax number: N/A email address: _____

Federal ID # _____ web page address: _____

AUG 09 2016
\$300 OK 1028

3. Basic School Information (continued)

Days & times School open: Monday - Saturday

Days & times of Programs if different from School hours above: will submit detailed schedule

Start month(s) for Programs: 6x's Annually

	cosmetology	esthetics	nail technology
Estimated opening enrollment:	<u>20</u>	_____	_____
Estimated maximum enrollment:	<u>20 40</u>	_____	_____

Square footage of main school physical premises: 7,417 sq ft

Prior to beginning operation, will the proposed school/branch school have all facilities and equipment required of schools as set forth in the rules of the commission. YES NO If no, explain:

Will you seek accreditation? Yes No Already accredited Explain: _____

4. Program(s) information. South Dakota requires 2100 hours for a cosmetology program, 600 hours for an esthetics program, and 400 hours for a nail technology program.

For Cosmetology school, which programs are offered:

cosmetology	<input checked="" type="checkbox"/>	Number of clock hours: <u>2100</u>	date starting: <u>1-15-2017</u>
nail technology	<input type="checkbox"/>	Number of clock hours: _____	date starting: _____
esthetics	<input type="checkbox"/>	Number of clock hours: _____	date starting: _____

For Nail Technology school: Number of clock hours _____ date starting: _____

For Esthetics school: Number of clock hours _____ date starting: _____

5. Branch School Information.

Name of Branch School: TSPA ABERDEEN

Branch school address: 120 S Main St.

Branch school telephone number: 605-228-4437 fax number: _____

What programs are offered at the branch school? Cosmetology, Esthetics, Nail Technology

5. Branch School Information (continued).

Name of Branch School Director: Fallon Helm

Square footage of branch school physical premises: 7,407 Maximum enrollment: TBD

Days & Times Branch school open: TBD

Is any space to be used at the main school? Explain: N/A

The branch school is located N/A miles from the main school.

6. School Owner(s) Information

A. List the name and address of each individual, partner or corporate officer who own the above school.

Name	Residence address/city/zip	telephone number
<u>Fallon Helm</u>	<u>379779 10 Shore Drive Aberdeen SD</u>	<u>605-223-4437</u>
<u>Stephanie Helms</u>	<u>Aberdeen SD</u>	<u>605</u>

B. This school will be owned by (check one): Sole proprietorship Corporation
Partnership

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. (BABE) BEACH AND BUSINESS EDUCATION LLC
120 S MAIN ST Aberdeen SD 57401

D. Give the start date of partnership or incorporation and the state in which it was formed. 4-5-2010

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services. SEE "C"

F. Mark the appropriate answer below. If any question asked below requires a yes answer, submit an explanation with this application.

A. Have any principal owner(s), officer(s), or any person in a management capacity:

1. Ever been involved in a bankruptcy? Yes ___ No ✓
2. Ever been convicted of a felony or are charges pending? Yes ___ No ✓
3. Ever been convicted of a misdemeanor other than a minor traffic violation or are charges pending? Yes ___ No ✓
4. Ever been dismissed from any position for immoral or unprofessional conduct? Yes ___ No ✓
5. Ever had a license or permit denied or revoked in this or any other state? Yes ___ No ✓
6. Ever been denied (re)accreditation by any accrediting agency? Yes ___ No ✓

7. Instructor(s) and Qualifications. Instructors must have a South Dakota instructor license. Cosmetology instructors may teach/supervise cosmetology, esthetics, or nail technology programs/students. Nail Technology instructors may only teach/supervise nail technology programs/students. Esthetics instructors may only teach/supervise esthetics programs/students. There must be 1 instructor for every 20 students.

List all the persons who will be instructors, their license number, and what program they are teaching.

Name	license number	Program teaching
TBD will submit upon completion		
3 candidates for Senior Instructor		
Licenses will be taking their		
Instructor State Board Exams		
8-15-16		

8. Required Attachments

Outside photograph of the school showing school sign.

Floor plan of school with the various areas indicated.

List of required and non-required equipment (ARSD 20:42).

Copies of required signage.

School's current catalog.

Program(s) outline curriculum. -- a curriculum plan which shows the daily schedule that incorporates the required number of education hours for a program (2100, 400, or 600) and the number of curriculum areas (see the rules).

Lesson plans for the offered programs.

8. Required Attachments (continued).

Sample project sheets for practical and clinic floor assignments

School rules and regulations.

List of textbook(s) and workbook(s) to be used.

School advertising brochures

Explanation of procedure to track student hours.

Schedule, with days and times open; showing theory and practical times; holidays closed.

Resume of school manager and each instructor.

9. Agreement and Signature

It is understood and agreed that any license granted is not transferable to another person, partnership or corporation or another location. Whenever, the owner of the school or the location or the school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. And it is understood a listing of field trips must be submitted along with the renewal fee.

It is further understood and acknowledged that this is an application only, and the completion of this application does not entitle one to begin operation of a school or new program until authorized to do so by the Cosmetology Commission upon satisfactory proof being shown as to the compliance with the laws of the State of South Dakota, the Rules and Regulations of the Cosmetology Commission and the sanitary rules and regulations.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law relating to cosmetology, esthetics or nail technology, any rules of the Commission, or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signed: [Signature]

Signed: _____

Subscribed and sworn to before me this 5th day of August, 2016.



[Signature]
Notary Public - South Dakota

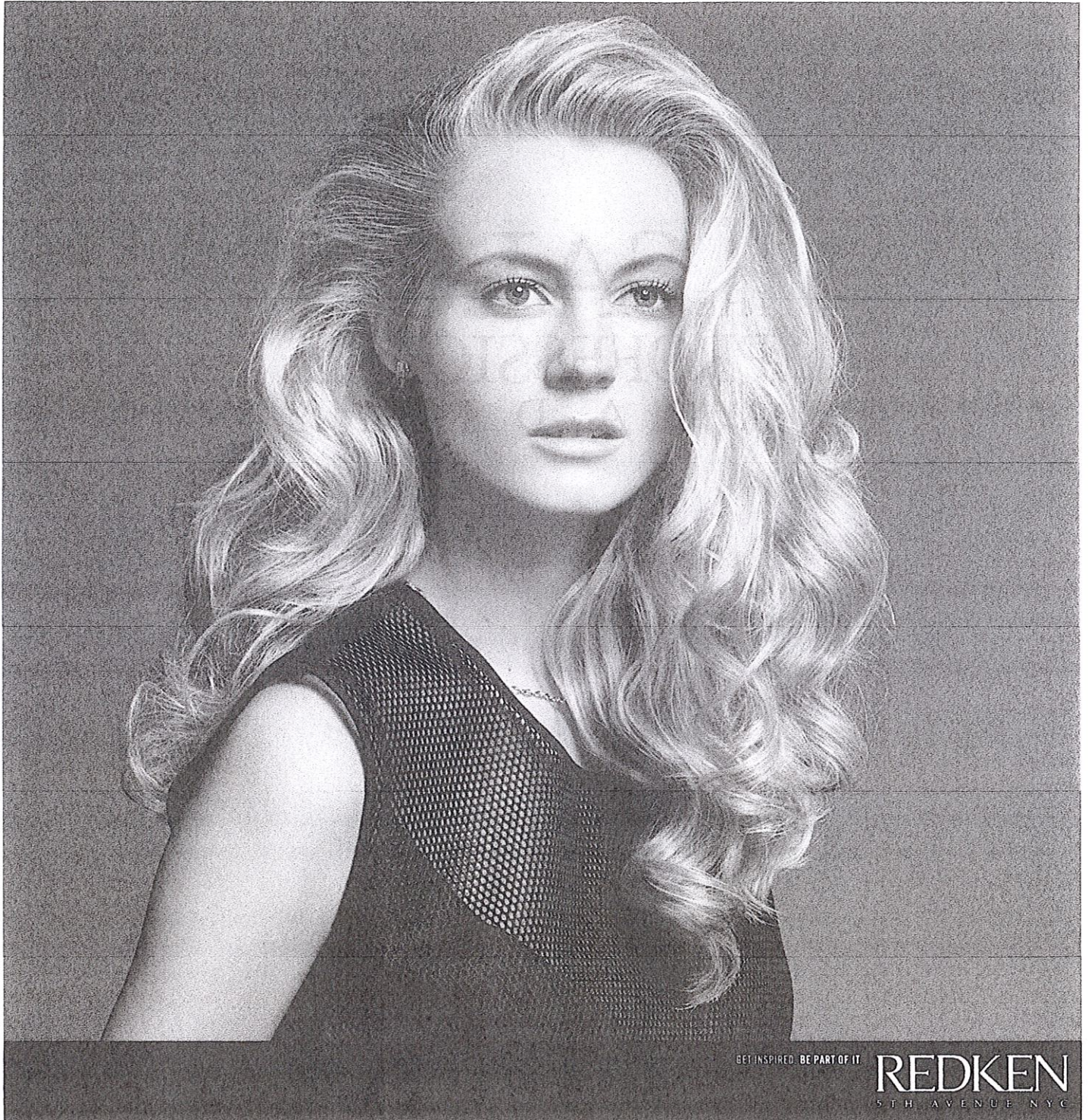
My commission expires: 10/26/2016

Agenda Item 2

THE SALON[®] PROFESSIONAL ACADEMY

July 2016
CATALOG

1234 56TH STREET, CITY NAME, ST 12345 | 555.123.4567 | WWW.TSPACITYNAME.COM



GET INSPIRED. BE PART OF IT.

REDKEN
5TH AVENUE NYC

THE **SALON**[®]
PROFESSIONAL
A C A D E M Y



MISSION STATEMENT

The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared to work in 21st Century Salons and Spas. As a member of The Salon Professional Academy Franchise, we are dedicated to keeping our educational quality at the highest level in the cosmetology arts and sciences. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success. In addition, we prepare our students to pass the (Your state) State Board licensing exam and preparation for employment.

CATALOG CONTENTS

The contents of this catalog reflect policies, procedures, and requirements of The Salon Professional Academy, hereinafter known as "The Academy," "Academy," & "TSPA."

HISTORY

Add your Academy history here and who owns (Must list ALL Owners per NACCAS or can list your LLC) The Academy with the owner's qualifications, continually updated to stay abreast with the changing cosmetology profession and to motivate students. Our focus is keeping our educational quality at the highest level.

LOCATION

The Academy is located in Address, City, State, Zip. Place a small description of your city demographics here.

RECOGNIZED BY REDKEN

The Salon Professional Academy franchise is "Recognized by Redken for Excellence in Education". The Salon Professional Academy uses Redken retail and professional products. Redken provides the franchise Academy educators opportunities for Redken educator training. Redken does not have an ownership interest in The Academy.

AMENITIES AND EQUIPMENT

The Academy is an 8,000 square foot facility, which has a spacious hair care, nail care, and skin care educational areas. The facility also contains classrooms, a student lounge, and offices.

PRIOR TO ENROLLMENT

Before enrolling a prospective student for admission, The Academy provides the prospective student a copy of The Academy Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics. (NOTE: THIS SCHOOL IS NOT ACCREDITED.) The prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students. All students admitted are beyond the compulsory age of attendance for the State of _____. All students must be enrolled as a regular student in an eligible program.

CATALOG RESPONSIBILITIES

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula.

TESTIMONIALS PROVIDED

The testimonials provided by Redken professionals in this catalog are opinion based and not to be taken as scientific data.

Patrick Parenty,
President L'Oréal Professional Products Division, USA

"I believe the Salon Professional Academies are some of the finest schools available in our industry. They have an excellent education philosophy and [their] curriculum stands out, providing their students with a complete cosmetology experience and prepares them for a great career in this industry."





RECOGNIZED BY REDKEN FOR
EXCELLENCE IN EDUCATION

REDKEN
5TH AVENUE NYC

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Chris Baran,
Education Artistic Director
– Redken

"The decision on choosing the correct academy to fast track your hairdressing career can be ominous. I think that means hard! LOL. Seriously, as the Artistic Director for Redken, President of Fuel Education and hairdresser for 47 years, I've traveled the world, taught and performed in 27 different countries. There is one common thing in the hairdressing industry... your "Learning to Earning" ratio. Simply put, the more you learn and the higher the quality of your learning -- the more you earn.

TSPA is affiliated with education-centric companies like Redken and Fuel Education Systems that train and help to produce the finest TSPA educators with the highest standards of education in the industry -- bar none. How does that affect you? The best educators produce the best students. Salon owners want graduates who are salon-area ready with minimal post-academy training.

TSPA understands your need to be grounded in the Principles of Design, Finish and Color upon entering your first salon. They help ground you in those principles and ready you for that position behind the chair, and TSPA has one of the highest rates of job placement ...and after all that is the point, isn't it."

ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLYING & ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the Internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an admissions interview meeting. During the meeting you will meet staff and students. Information concerning curriculum, books and kits, apparel code and career investment payment plans will be shared. Upon acceptance to The Academy, sign the enrollment agreement and pay the registration fee.

EDUCATIONAL REQUIREMENTS

All students must have a valid high school diploma or G.E.D. certificate or equivalent. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students.

ADMISSIONS REQUIREMENTS

In order to be admitted on the first day of class for an educational course and/or program, the student must have completed / provided the following documentation:

- Enrollment Application
- Valid Proof of Successful Completion of High School as evidenced by any of the items on the following non-exhaustive list:
 - Copy of the student's valid high school diploma or G.E.D certificate (or equivalent)
 - In mitigating circumstances, as an alternate to show proof of completion of high school, an official high school transcript (bearing signature of high school official) listing the student's graduation date
 - The Academy does not accept online diplomas
 - Have evidence of completion of home schooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable)
 - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree
 - Any foreign diploma must be verified for high school completion by an approved outside agency that is qualified to translate into English in order to confirm the academic equivalence to a U.S. High School Diploma.
- Academic Achievement:
 - Copy of the student's high school or college transcript(s)
- Personal Identification / Proof of Age:
 - Copy of the students identification, such as driver's license, passport, or government-issued identification, or birth certificate
- Required Pre-Enrollment Forms / Policies, signed when applicable
- Enrollment Agreement, completed, signed and dated
 - The enrollment agreement must be fully executed prior to the enrollee starting classes
 - The Academy maintains the original copy of this fully executed enrollment agreement

A copy of the signed agreement is provided to the enrollee and/or parent, legal guardian (when applicable)

- Registration Fee paid in full

TRANSFERS

A Cosmetology student wishing to transfer may be accepted to an educational course / program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. All accepted transfer hours will be credited at the _____ of the program. Students transferring from another location of The Salon Professional Academy Franchise will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit. Students transferring from franchised locations can be granted up to 100% of hours transferred. Student transfer hours from Redken Premier Schools will be based on transcripts and testing out of Redken curriculum. Courses with an 85% or higher grade will be eligible for transfer hour's credit. Students from Redken Premier Schools can be granted up to 50% hours transferred. Students transferring from other Cosmetology Schools will be granted transfer hours based on transcripts. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 20% of the student's completed hours allowable for transfer. We do not recruit students who are attending or have been admitted to other similar programs. A possibility exists that no transfer credit will be granted. Transfer students will pay \$_____ per hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will still be subject to over contract fees if applicable.

An Esthetics, Nail Technology, or Massage student wishing to transfer may be accepted to an educational course / program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. All accepted transfer hours will be credited at the _____ of the program. Students transferring from another location of The Salon Professional Academy Franchise will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit. Students transferring from franchised locations can be granted up to 100% of hours transferred. Student transfer hours from all other schools will be based on completed transcripts. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 20% of the student's completed hours allowable for transfer. We do not recruit students who are attending or have been admitted to other similar programs. A possibility exists that no transfer credit will be granted. Esthetics transfer students will pay \$_____ per hour for the remaining hours to fulfill graduation requirements. Nail Technology transfer students will pay \$_____ per hour for the remaining hours to fulfill graduation requirements. Massage transfer students will pay \$_____ per hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will be subject to over contract fees if applicable.

PREREQUISITES FOR EMPLOYMENT

Before enrollment, each applicant is provided a non-verbal access to information that reflects generally know prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. Such prerequisites are as follows.

(This section must provide any state or Academy information that reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided due to licensing requirements or regulatory oversight restrictions, including policy on felony and misdemeanor charges) Some examples of information may include: licensure

requirements, regulated by cosmetology boards, regulated requirements of the industry and ability to meet requirements set forth by regulatory boards and state and local government agencies.



Jesse Linares,
Redken Artist, Artistic
Director -- The Studio
by Studio Gaven

"As an educator for Redken (and as a working hairdresser), I have trained and worked with thousands of hairdressers in salons and schools all over the nation. No matter where I am, I can always tell a "TSPA" graduate because they are consistently one step ahead of their peers - in skills, professionalism, and customer service."

OBJECTIVE

The objective of The Academy is to educate and train students to become cosmetology service providers with professional standards in cosmetology, esthetics, and nails.

ORIENTATION

All programs have a student orientation completed during _____.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at The Salon Professional Academy.

HOURS

The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance. Students will be in class everyday through week _____. The student will then be in class _____ day(s) a week (or _____ half days a week) until graduation. The student's student salon training area and classroom schedule will be given at the time of enrollment.

CLASS START DATES

Cosmetology classes start every _____ weeks. Class Start Dates are shown on the Catalog Insert #3. If The Academy cancels or alters a program start date; the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

SCHOLARSHIPS

Please contact the Admissions office for available scholarship applications.

FINANCIAL ASSISTANCE

Payment Plans are offered at The Academy. Financial assistance is available to those students who qualify. The Academy makes accessible, from time to time and as financing permits, a private grant opportunity available to qualifying students.

BOOKS AND KIT

Students are required to purchase from The Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbook and kit items are non-refundable. Costs for the required Academy textbook and kit items including sales tax, shipping, and handling are \$_____. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion. The Academy is not responsible to keep

items remaining in a student's locker after graduation or upon early withdrawal or termination.

Students provide their own basic classroom school supplies such as stationary supplies that may include pens and pencils and notebook(s) for note taking. Materials for class projects will be announced in the class.

APPAREL CODE

Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

HOLIDAYS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are the holidays in which The Academy is closed for observance.

GRADUATION

A diploma is awarded to graduates at the completion of their training, during the exit interview process.

HOUSING

The Academy does not provide on campus housing, however; information regarding property management companies will be shared upon request. Contact the admissions office concerning questions related to housing needs.

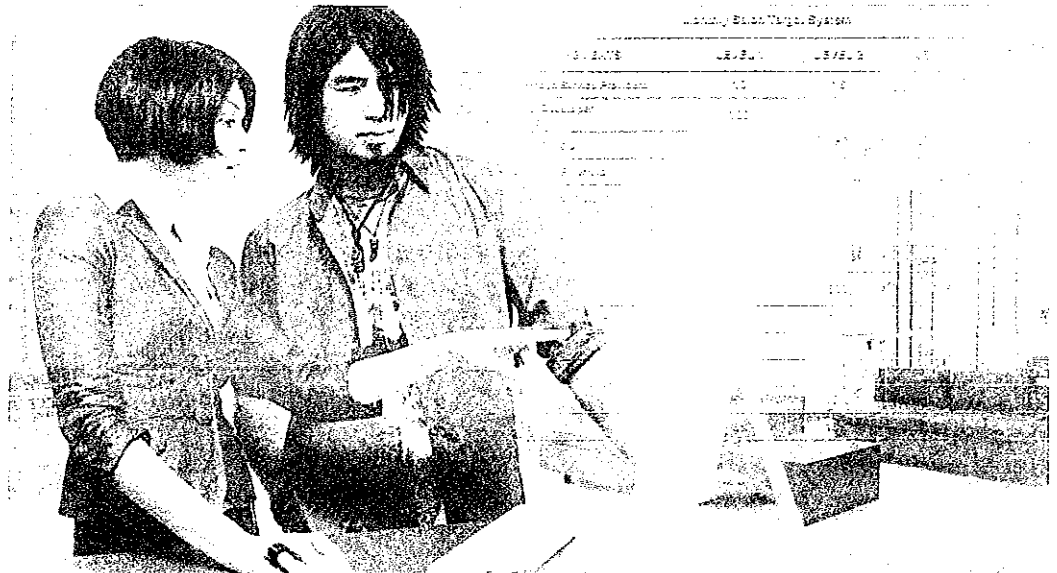
EXTRA EDUCATION

There are opportunities for additional educational events available to The Academy students. These opportunities will be announced to the entire student body in advance of the educational event.



Kenny Berk,
Redken Artist, 35 years
industry experience

"TSFA is undoubtedly the finest and most thorough academy for coaching and grooming the hairdressers of tomorrow! By not only learning your new hair skills from the industry's best, most experienced instructors, but also how to combine them with essential business strategies, you will be fully prepared for success!"



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EXCELLENCE IN EDUCATION.

REDKEN
THE ARTIST'S CHOICE

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

An 85% grade average and 85% attendance average are required for graduation from any program at The Salon Professional Academy. Students are evaluated on theory and practical. The Performance Goal System trains the student in business skills needed to grow a clientele. All work must be completed to graduate.

The following are required to graduate from any program:

- State required hours have been successfully completed
- All assignments, including tests and projects must be completed
- 85% attendance and 85% GPA
- All Tuition and Fees agreed upon per the enrollment agreement must be completed or arrangements made. All over contract fees must be paid in full.

GRADES

- The Academy utilizes a 100-point grading scale of which 100-95% is equivalent to an "A"; 94-90% is equivalent to a "B"; 89-85% is equivalent to a "C"; and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate. The student salon training area grading scale is based on a 10 step process:
 - 100% = 10 Completes in all 10 steps
 - 90% = 9 Completes
 - 80% = 8 Completes

- 70% = 7 Completes
- 60% = 6 Completes
- 50% = 5 Completes
- 40% = 4 Completes
- 30% = 3 Completes
- 20% = 2 Completes
- 10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

INCOMPLETES

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

INADEQUATE GRADES

Inadequate grades may indicate a student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or a student salon training area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

TERMINATION

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to comply with any of The Academy rules or policies including but not limited to: insufficient progress; nonpayment of tuition; refusal to follow directions of educators; violation of state laws or regulations; disruptive behavior or improper conduct; any action which causes or could cause bodily harm to a student salon area guest, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by The Academy, refunds, if any, will be determined in accordance with The Academy Withdrawal and Settlement Policy. **Release of transcripts / hours completed will be given to the withdrawn/terminated student once all tuition debt owed to The Academy has been paid in full.** The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy.



Phil Lee,
RedKen Educator,
Salon Owner.

"I am thoroughly impressed by the well-rounded skills of the students that The Salon Professional Academy provides our industry.

And as an owner, it is refreshing to hire students that are so well prepared."

TERMS OF RE-ENTRY

A student who must withdraw temporarily may re-enter under the following terms:

The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.

The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.

The student or student's family member required medical attention that required the temporary withdrawal.

The student appealed to the owners in writing and won the appeal.

Under any one or a combination of the above conditions, the student will be re-admitted without prejudice. Upon re-entry (the day the student signs up to re-enter), all tuition and fees owed to The Academy from the original enrollment must be paid in full. The student will re-enter at the same SAP standing as when the student left and will retain the same attendance record as when the student left. The maximum absences allowed for the program will remain and the student will not be granted additional absences based on the re-enrollment.

The Academy will charge a re-entry fee of \$175 to students who have withdrawn and wish to re-enter more than 30 days after withdrawal. Students who withdraw and re-enter within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint following re-entry, as listed on the SAP Policy.

If a student re-enters, for the remaining period of enrollment beyond the next closest SAP checkpoint, tuition will be at the then current level in the applicable catalog as of the date of re-entry. Tuition costs under this enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation.

If the student has tried to resolve the issues through The Academy's complaint process and is unsuccessful, the student may contact the _____ (your state) State Board (address) _____.

Phone: _____.

If The Academy is also accredited, then this additional verbiage would be added:

The student is required to try to resolve the problems through The Academy's complaint process, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from The Academy's accreditation website go to: www.naccas.org under "Member Resources", "Applications and Forms", and select "Complaint Form" or contact NACCAS at

4401 Ford Avenue, Suite 1300, Alexandria, VA. Phone: 703-600-7600.

CAREER FORECASTING

PLACEMENT

The Academy staff maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted in the student lounge. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

RECIPROCITY

Licensed cosmetologists, estheticians and nail techs from (your state) may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

LICENSING REQUIREMENTS

Licensing for cosmetology in the state of (your state) includes students completing _____ hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for esthetics, in the state of (your state) includes students completing _____ hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for nail technology, in the (your state) includes students completing _____ hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

CAREER OPPORTUNITIES

Licensed cosmetologists, estheticians, and nail techs have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school.



Sam Villa,
Redken Education
Artistic Director,
Platform Artist

"Beauty schools are a great way for students to learn practical cosmetology skills while simultaneously preparing themselves for a rewarding career path and there is only one that I recommend and that is The Salon Professional Academy. In today's world of cosmetology schools there is no better school that trains a student for the salon community than TSPA. TSPA schools teach technical skills, as well as solid business skills to support any salon, as the school atmosphere is professional and conducive to the achievement of excellence by student and faculty alike based on learner-focused education.

The educators at TSPA find the knowledge and guidance to prepare a cosmetology student for a long successful future in the cosmetology field. The staff and management of TSPA schools instill the student with confidence to succeed in the professional salon industry."

ACADEMY POLICIES

POLICIES

During the enrollment process, each student is given a copy of the Student Handbook and agrees to abide by The Academy policies including the standards of attendance, conduct, appearance and courtesy to all. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance. The Satisfactory Academic Progress Policy is given to students prior to signing an enrollment agreement.

STANDARDS

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

ATTENDANCE POLICY

Insert your Attendance Policy here.

OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date (completion date), an additional fee per clock hour will be charged until the required clock hours are completed. Per hour over contract charges per each program are as follows:

Cosmetology	\$	Nail Technology	\$
Esthetics	\$	Massage Therapy	\$

Taking days off can result in over contract fees. Days absent may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress (SAP) Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program. Over contract fees are calculated the day after the student's contract graduation date (completion date) expires. Payment arrangements must be agreed upon by The Academy the student at that time. All over contract fees must be paid in full prior to completion of hours. Over contract fees do not negate any current payment plans for tuition.

Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 85% grades and attendance within the maximum time frame, the student will not be eligible for graduation. Student hours are posted weekly.

All monies received for over contract fees PRIOR to completion of the student's contract end date (completion date) are refunded if the student terminates prior to the student's contract end date (completion date).

DISMISSAL AND THE APPEAL PROCESS

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The owner will make a determination. If the appeal is approved, the student will be re-admitted to The Salon Professional Academy, however; the student will still be on probation (if applicable) upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

LEAVE OF ABSENCE

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



Jayson Morgan,
FUEL Artist, Salon
Owner

"Exclusive training and unforgettable moments are in store for the student that attends The Salon Professional Academy. [They] offer top-notch education that will create healthy habits early on in your career behind the chair, as well as, more money in your wallet for the rest of your life. The point of difference with TSPA is this: While you are building your technical skill, you aren't just learning to pass the State Board exams, you are learning how to build, run and grow a business."

- The LOA must be requested and approved in writing according to The Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- The LOA must be dated and signed by the student.
- The student is required to list the reason for the LOA.
- Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.
 - The first date of the LOA would be the beginning date of the approved LOA where the student, due to an emergency situation, was unable to attend The Academy.
- A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A student may be granted a LOA for any of the following reasons:
 - 1) Medical Issues
 - 2) Military Requirements
 - 3) Jury Duty
 - 4) Mitigating Circumstances beyond the Student's Control
 - 5) Academy Staff recommendation
- The day the student returns from a LOA the student is required to inform staff in the financial aid office / admissions office and education office of their return.
- A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student.
 - All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties to reflect the new contract end date.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
 - The Academy is required to take attendance, therefore; the withdrawal date for the purpose of calculating a refund is always the last date of attendance as listed in the student's attendance records.
- The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180-calendar days in any 12-month period.
- If a student needs an extension to their LOA, pending all 180-calendar days have not been used in prior LOA(s), the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
- If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from The Salon Professional Academy.
 - The student's loans (if applicable) will enter into repayment per the terms of the loan.



RECOGNIZED BY REDKEN FOR
EXCELLENCE IN EDUCATION

REDKEN
5 TH AVENUE NYC

PROGRAMS OF STUDY

COSMETOLOGY

Registration Fee: \$ _____ due at the time of signing the Enrollment Agreement

Student State Permit Fee: \$ _____

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: \$ _____

Books and Kit: \$ _____

Technology Fee \$ _____

Program Length: _____ Hours

Full Time Program: ____ weeks

Part Time Program: ____ weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

During the Educational Program The Academy will provide opportunities to the student to practice hair cutting, hair coloring, hair styling, skin / nail care and other related cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate skills. The student further understands and agrees that the student undertakes such opportunities voluntarily, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits. The student further understands that if she/he is not willing to be a student and undertake these



Ryan Morgan,
Redken Artist, Redken
Exchange Facilitator

"The combination of strong technical skills and unique business building essentials make TSPA one of the top education facilities in the country.

Students are provided the opportunity to gain skill excellence from amazing instructors as well as internationally recognized guest artists from across the country. When students graduate from TSPA they are fueled with a skill set to build a solid foundation behind the chair."

opportunities on these terms, then the student may request, in writing, for The Academy to provide mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her/his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If the student chooses to practice on mannequins during her/his training, the student acknowledges benefits lost from practicing guest handling skills in the student salon training area. Currently, the additional cost, in the amount of \$_____, will be charged for this choice. The additional cost will result in _____ mannequins The Academy provides for the student that will comply with any state requirements and styling product costs of \$_____ associated with the student practicing, as preferred, on mannequins instead of live guests that would reimburse The Academy for the practiced services that the student would otherwise provide to the guest instead of to a mannequin.

Payment Plans

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers a _____ hour training program in the cosmetology arts and sciences that meet (insert your state), state standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by (insert your state) state laws. The graduate will have the background and skills to pass the state board licensing exam and work as an entry-level cosmetologist in a salon, cosmetologist and cosmetology manager in the salon.

PROGRAM CONTENT

- * Professionalism
- * Hairstyling & Haircutting
- * Chemical Reformation
- * Hair color
- * Hair & Scalp
- * Nails
- * Skin Care & Makeup
- * Nutrition
- * Electricity
- * Anatomy and Physiology

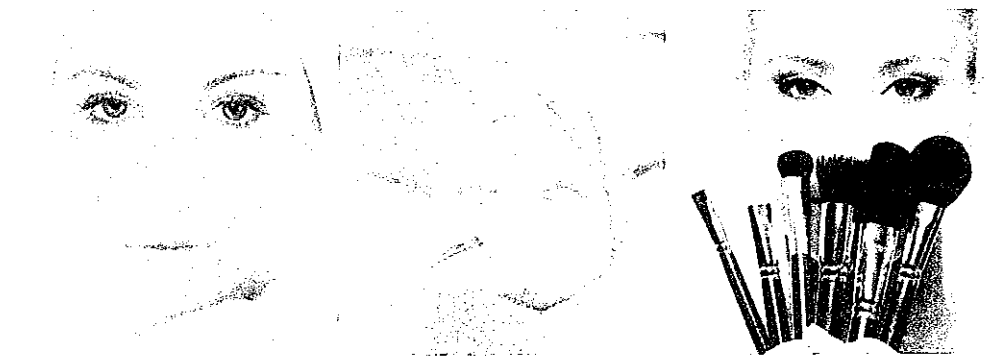
(Program Content above must match your state laws)

MANAGER TRAINING

The _____ hour's curriculum includes the required preparation for the cosmetology manager license in (insert your state) (If Manager Training is applicable; otherwise do not include this paragraph in catalog).

INTERNSHIP

The Student may participate in an internship program allowed under (insert your state) state law. Up to ____ hours may be earned working in a salon atmosphere outside The Academy. (If Internship is applicable; otherwise do not include this paragraph in the catalog.)



ESTHETICS

Registration Fee: \$____ due at the time of signing the Enrollment Agreement

Student State Permit Fee: \$ _____

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: \$ _____

Books and Kit: \$ _____

Technology Fee \$ _____

Program Length: _____ Hours

Full Time Program: ____ weeks

Part Time Program: _____ weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

During the Educational Program The Academy will provide opportunities to the student to practice skin care and other related cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate skills. The student further understands and agrees that the student undertakes such opportunities voluntarily, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits. The student further understands that if the student is not willing to be a student and undertake these opportunities on these terms, then the student may request, in writing, for The Academy to provide massage mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her/his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If the student chooses to practice on massage mannequins during her/his training, the student acknowledges benefits lost from practicing guest handling skills in the student salon training area. Currently, the additional cost, in the amount of \$ _____, will be charged for this choice. The additional cost will result in _____ massage mannequins The Academy provides for the student that will comply with any state requirements and skin care product costs of \$ _____ associated with the student practicing, as preferred, on massage mannequins instead of live guests that would reimburse The Academy for the practiced services that the student would otherwise provide to the guest instead of to a massage mannequin.



Scot Sherman,
Fuel Artist, and Salon
Owner

"I have been working with the educators at TSPA for many years. The difference is in the educators. They say... 'the bigger the party, the more people show up.' TSPA schools attract passionate, committed professionals who love teaching others what they've learned. You can feel their commitment in everything they do and that translates to the TSPA graduate in more confidence, better skill retention, and at the end of the day - more earning power."

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Esthetics training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. The Academy offers a ____ hour training program that meets (insert your state) state law standards.

The Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by (insert your state) state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an entry-level esthetician and esthetics manager.

PROGRAM CONTENT

- Sanitation and Bacteriology
- Anatomy
- Specialized Equipment/Treatments
- Massage
- Chemistry
- Facial
- Skin
- Makeup
- Salon Operations & Communications Skills
- Cosmetology Laws & Rules

Program Content above must match your state laws)

MANAGER TRAINING

The ____ hour's curriculum includes the required preparation for the esthetics manager license in (insert your state) (If Manager Training is applicable; otherwise do not include this paragraph in catalog).

INTERNSHIP

The Student may participate in an internship program allowed under (insert your state) state law. Up to ____ hours may be earned working in a salon atmosphere outside The Academy. (If Internship is applicable, otherwise do not include this paragraph in catalog).



NAIL TECHNOLOGY

Registration Fee: \$____ due at the time of signing the Enrollment Agreement

Student State Permit Fee: \$ _____

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: \$ _____

Books and Kit: \$ _____

Technology Fee \$ _____

Program Length: _____ Hours

Full Time Program: _____ weeks

Part Time Program: _____ weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

During the Educational Program The Academy will provide opportunities to the student to practice nail care and other related cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate skills. The student further understands and agrees that the student undertakes such opportunities voluntarily, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits. The student further understands that if the student is not willing to be a student and undertake these opportunities on these terms, then the student may request, in writing, for The Academy to provide practice hands or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her/his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If the student chooses to practice on practice hands during her/his training, the student acknowledges benefits lost from practicing guest handling skills in the student salon training area. Currently, the additional cost, in the amount of \$ _____, will be charged for this choice. The additional cost will result in _____ practice hands The Academy provides for the student that will comply with any state requirements and nail care product costs of \$ _____ associated with the student practicing as preferred on practice hands instead of live guests that would reimburse The Academy for the practiced services that the student would otherwise provide to the guest instead of to a practice hand.



Hugo Urias,
Redken Artist, FUEL
Facilitator, Hairdresser
for 20 years

"Being that the TSPA academy is a Redken endorsed academy I believe that the principles that make Redken a huge success in education are easy to recognize when you're experiencing the academy. I'm excited to see what we will witness in our profession in the near future because I know that the principles I've learned have changed my career and life. Now, seeing our youth start with these skills is very exciting to see unfold."

The quality that a TSPA academy creates is a salon professional that is more technically skilled and is more career-focused, over all a better professional ready out of school."

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Nail Technology training at The Academy includes theory, practical instruction, and business building skills, which prepare the student to perform nail care services on the general public. The Academy offers a ____hour training program that meets (insert your state) state law standards.

The Academy provides education in all phases of nail technology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by (insert your state) state laws. The graduate will have the background and skills to pass the state board-licensing exam and to work as an entry-level nail tech and nail tech manager.

PROGRAM CONTENT

- Sanitation and Bacteriology
- Anatomy & Physiology
- Hand, Arm & Leg Massage
- Manicuring & Pedicuring Procedures
- Artificial Nails
- Specialized Equipment
- Salon Operations & Communications Skills
- Cosmetology Laws & Rules

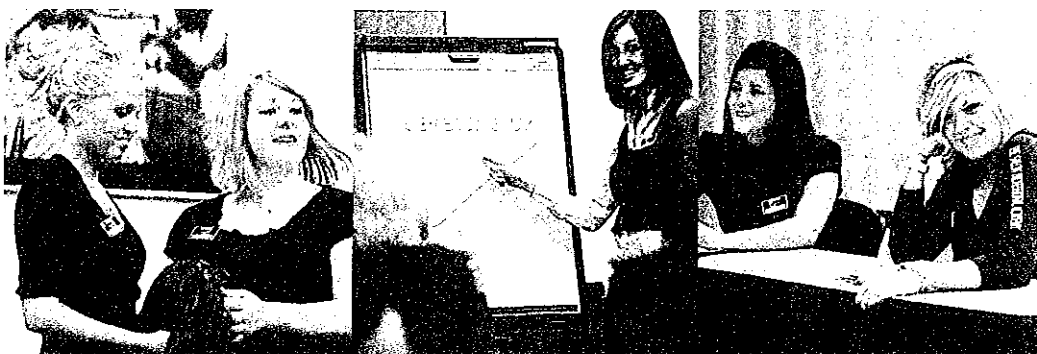
(Program Content above must match your state law)

MANAGER TRAINING

The ____ hour's curriculum includes the required preparation for the nail technology manager license in (insert your state) (If Manager Training is applicable; otherwise do not include this paragraph in catalog).

INTERNSHIP

The Student may participate in an internship program allowed under (insert your state) state law. Up to ____ hours may be earned working in a salon atmosphere outside The Academy. (If Internship is applicable, otherwise do not include this paragraph in catalog).



INSTRUCTOR TRAINING

Registration Fee: \$_____ due at the time of signing the Enrollment Agreement

Student State Permit Fee: \$ _____

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: \$ _____

Books and Kit: \$ _____

Technology Fee \$ _____

Program Length: _____ Hours

Full Time Program: _____ weeks

Part Time Program: _____ weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

During the Educational Program The Academy will provide opportunities to the student to practice teaching skills and strategies to pass on knowledge and talents related to cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate skills. The student further understands and agrees that the student undertakes such opportunities voluntarily, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Instructor Training at The Academy includes how to teach / demonstrate in both the theory and practical classroom setting, how to prepare for class, properly lecture /demonstrate on all subjects of cosmetology, how to prepare and grade examinations and

grading in the student salon training area. The Academy offers a ____ hour training program that meets (insert your state) state law standards.

The Academy provides education in all phases of instructor training. The graduate will have knowledge in preparing for / conducting of student's theory and practical classroom instruction. The graduate will have the background and skills to pass the ____state board licensing exam and to work as an entry-level licensed educator.

PROGRAM CONTENT

- Preparatory Training
- Class Attendance
- Conducting Theory Classes
- Conducting Practical Classes
- Methods of keeping Student Records



Kris Sorbie,
Redken Education
Artistic Director and
President Kris Sorbie
LLC, NYC

"To have a passion in life is one of the strongest emotions we can have, to experience it every day is a gift, and to earn our living doing it is the blessing only few of us discover... hairdressing for me is all of the above.

If being a salon professional is your dream then realize it in the capable hands of the Educators at The Salon Professional Academy, endorsed by Redken 5th Avenue NYC. It's the place to be to learn what you need to enable you to live better and earn better.

You will leave school with intense enthusiasm, continued support and a stronger passion for one of the best professions that can take you to where you want to be."

REGULATORY INFORMATION

OWNERS

The Salon Professional Academy, address, city, state, zip, phone, is owned by _____ (List all owners)

ORGANIZATIONS

The Academy is licensed by the (insert your state) State Board of Cosmetology, Address, City, State, Zip. Phone _____ Fax _____ Online: [www](#).

ACCREDITATION

Add information on name, address, and phone of your accreditation agency once your Academy becomes accredited. Omit this paragraph prior to accreditation but don't forget to add once accredited.

RIGHTS AND PRIVACY

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees students and parents / guardians of dependent minors the right of access to the student's personal file and information and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student. The full FERPA policy is listed in the Student Handbook.

NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. All service members of the armed services will not be denied admissions based on reasons related to their service.

GAINFUL EMPLOYMENT (GE) DISCLOSURES (SEE WEB PAGE ON HOW TO LINK TITLE IV FINANCIALS)

FOR MORE INFORMATION ABOUT OUR GRADUATION RATES, MEDIAN LOAN DEBT OF STUDENTS WHO COMPETE THE PROGRAM AND OTHER INFO VISIT _____ YOU MUST PUT THE EXACT DIRECT URL LINK TO THE GE DISCLOSURE TRANSLATE FOUND ON YOUR WEBSITE HERE, NOT YOUR WEBSITE LINK.)

CAMPUS SECURITY ACT DISCLOSURE INFORMATION

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you safety information about our campus. The full Campus Security Disclosure can be found in the admissions office and in the Student Handbook. All students will be given a copy of this full Disclosure prior to signing the Enrollment Agreement.

The facilities are open Tuesday through Saturday according to assigned class/student salon training area schedules. The building may also be open for educational classes for

licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local Authorities will be scheduled at least once annually for all staff and students.

REFUND POLICY

(This example of the Refund Policy is a template only. The Refund Policy must match your State Law, Enrollment Agreement and Refund Worksheet.)

FOR THOSE OF YOU WITH TITLE IV FUNDING BE SURE TO ADD IN THE FEDERAL LANGUAGE SO THIS REFUND MATCHES YOUR ENROLLMENT AGREEMENT WORD FOR WORD. PLEASE DELETE THESE YELLOW PARAGRAPHS.)

ACADEMY WITHDRAWAL AND SETTLEMENT (REFUND) POLICY

The Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Admissions Representative is available for further clarity, if needed. This refund policy applies to all withdrawals by either party for any reason, including student decision, course or program cancellation, or Academy closure. The Academy Withdrawal and Settlement (Refund) Policy can also be found in The Academy's Enrollment Agreement.

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

The date of the official cancellation, termination or withdrawal of the Student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an Academy administrator or Academy owner in person. Any monies due the Student, who officially withdraws or is terminated by The Academy, shall be refunded as soon as possible (but no later than **45** days) following the date of official cancellation, termination or withdrawal. The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than **14** days from the Student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded as soon as possible (but no later than **45** days) after such date of determination or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the Student notifies The Academy that the Student will not be returning. In the event the Student begins but does not complete the course and/or

program, the Student is charged according to (Your State Law or Academy Refund Policy) and the Student is assessed a \$150 administrative fee. **(Scheduled or Actual) hours / days up to the last date of attendance equals completed hours / days for refund purposes.** Books and Kit items are non-refundable.

For students who qualified for the **Accessing Educational Opportunities Grant (AEO) or Accessing Scholastic Opportunities Grant (ASO)**; In the event of a student's withdrawal or termination from the program /course of study, only the earned portion of the Grant will be applied to the Academy Refund Worksheet calculation as part of "paid tuition" as no part of this Grant can be redeemed or refunded as cash. "Earned portion / percentage" of the Grant is calculated by taking the student's actual completed hours of attendance divided by full contracted hours in course / program of study = earned percentage (%) of completion as of the time of withdrawal. The amount of AEO /ASO Grant applied to the student's ledger times earned percentage of completion = the amount of Grant applied on Academy Refund Worksheet as credited toward "paid tuition". Following the calculation to determine the "earned portion / percentage" of the Grant, an adjustment to the ledger balance, if applicable, will be posted to reflect the change due to the "unearned portion / percentage" of the Grant balance that was previously applied.

Minimum Tuition Adjustment Schedule followed by The Academy

The Academy maintains evidence that refund calculations have been performed, when applicable, and Academy refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

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

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

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

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

If The Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, The Academy must make arrangements for students. The Academy has at its option: (a) Provide a pro rata refund; or (b) Participate in a Teach-Out Agreement.

The student will be given a copy of the results of the refund calculation in writing, including any applicable debts owed to The Academy or refund The Academy owes to the student.

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

INSERTS

- **Catalog Insert #1 Distinctions of The Salon Professional Academy Franchise**

- **Catalog Insert #2 Class Start Dates**

- **Catalog Insert #3 Career Investment Costs and Fees**

- **Catalog Insert #4 Administrative and Instructional Staff**

- **Catalog Insert #5 Enrollment Application**

DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

CATALOG INSERT #1

- "Recognized by Redken for Excellence in Education"
- Our approach to personal, practical industry training accommodates the visual, hands-on learner by means of smaller class-sizes which allows for more one-on-one interaction with educators
- The Academy curriculum and training has been co-developed and continually updated with help from Redken 5th Ave. NYC leaders
- The Academy aids in placement with the primary target being privately owned salons and spas, where incomes are among the highest in the industry
- Contacts for placement in over 6,000 Redken Club 5th Avenue salons across all 50 states
- Salon and Spa owners who serve on Advisory Board recruit from The Academy
- Academy designed by Internationally known New York City Designer, Peter Millard
- Affiliated with Redken industry leaders such as Chris Baran, Michael Cole, Peter Mahoney and Kris Sorbie

CLASS START DATES

CATALOG INSERT #2

COSMETOLOGY

Insert Start Dates

ESTHETICS

Insert Start Dates

NAIL TECHNOLOGY

Insert Start Dates

The Academy will be closed on the following holidays in 2016. These dates are subject to change.

- | | |
|-----------------------------------|-------------------|
| ▪ Labor Day | September 5, 2016 |
| ▪ Thanksgiving Day | November 24, 2016 |
| ▪ Christmas (Day after Christmas) | December 26, 2016 |

CAREER INVESTMENT COSTS

CATALOG INSERT #3

Cash Payment Plans

Down payments with monthly payments available upon request

Financial Assistance

Financial Assistance available to students who qualify

The tuition and textbooks / kit costs per program are as follows:

COSMETOLOGY TUITION

\$ _____

Books and Kit Cost \$ _____

ESTHETICS TUITION

\$ _____

Books and Kit Cost \$ _____

NAIL TECHNOLOGY TUITION

\$ _____

Books and Kit Cost \$ _____

REGISTRATION FEE FOR ALL PROGRAMS:

\$ _____ due when Enrollment Agreement is signed

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CATALOG INSERT #4

THE SALON PROFESSIONAL ACADEMY PRESIDENT:

List name

THE SALON PROFESSIONAL ACADEMY VICE PRESIDENT:

List name

ADMISSIONS:

List name

FINANCIAL ASSISTANCE:

List name (In beginning will be the same as the admissions person and once have Federal Student Title IV Funding, the name "Financial Assistance" will change to "Financial Aid Administrator".)

COMPLIANCE OFFICER / TITLE IX COORDINATOR:

List name (Person on staff assigned to insure all policies and regulations are being followed and to whom incidents may be reported-delete this sentence.)

EDUCATORS:

List names in alphabetical order by first name and list type of license held

Example:

Marilyn Fulkerson Cosmetology

Sonja Plunkett Cosmetology and Esthetics

INSTRUCTOR IN TRAINING (IF APPLICABLE):

List name

THE SALON PROFESSIONAL ACADEMY ENROLLMENT APPLICATION

INSERT #5

Academy address

website: www.tspaxxxxx.com

phone: xxx.xxx.xxx or xxx.xxx.xxx

email: admissions@tspaxxx.com

ALL COURSES ARE TAUGHT IN ENGLISH.

HOW TO APPLY

1. Complete this application and return it to The Academy Admissions office via email, mail, or in person.
2. Have your high school and post-high school transcripts sent to The Academy address above.
3. Contact us to schedule an admissions interview meeting. During the meeting information concerning curriculum books and kit, apparel code, and available Title IV Aid / payment plans will be shared.

GENERAL INFORMATION Please print.

Course of study: Cosmetology **Massage Therapy** Esthetics **Nail Technology**

Name First Middle Last

Address City State Zip

Cell Phone () Home Phone () Email

Citizenship U.S. Other Veteran? Yes No

List health conditions and allergies

Person to Notify in Case of Emergency:

Name Relation to Student

Address City State Zip

Cell Phone () Home Phone () Work Phone ()

Parent Contact Information:

Name

Address City State Zip

Cell Phone () Home Phone () Work Phone ()

Parent Contact Information:

Name

Address City State Zip

Cell Phone () Home Phone () Work Phone ()

Contact for Personal Reference:

Name Relation to Student

Address City State Zip

Cell Phone () Home Phone () Email

EDUCATION

The Academy requires a high school diploma or G.E.D.

High School _____ City _____ State _____

Year Graduated _____ Grade Average _____

List all training/college attended since high school. Add additional pages as needed.

School _____ City _____ State _____

Major _____ Year Graduated _____ Grade Average _____ Honors _____

EMPLOYMENT HISTORY Add additional pages as needed.

Employer _____

Address _____ Phone (____) _____

Position _____ Start Date _____ End Date _____ Salary _____

Employer _____

Address _____ Phone (____) _____

Position _____ Start Date _____ End Date _____ Salary _____

QUESTIONS

How did you hear about The Academy? _____

When did you first become interested in this career? _____

When would you like to start?

Cosmetology: Month _____ Year _____

Massage Therapy: Month _____ Year _____

Esthetics: Month _____ Year _____

Nail Technology: Month _____ Year _____

Do you wish to be employed right after graduation?

Full-time Part-time

Have you ever been convicted of a felony? Yes No

May we text message you in the event of an emergency situation? Yes No

(I understand I have the ability to opt out of any text messaging by notifying the admissions office of my request.)

I certify that all statements made in this application are true and complete.

Signature _____ Date _____

Lesson: Advanced Haircutting

Topic: Blue Printing Option 1, Lesson 1

Class Time: 3 – 3 ½ hours

Objectives: The student will revisit Principle Based Design and Blue Printing. The students will learn the importance of BEING ON PURPOSE to alleviate any challenges they have in haircutting.

Class Preparation:

- Classroom arrangement: The tables will need to be arranged to allow the students to see the white board or screen with ease.
- The students will be performing haircuts on their mannequins during the second half of class so tables will need to be set up accordingly.

Resources and Materials Needed:

- One new mannequin per student and educator
- Cutting Tools (Shears, Razor, Texture Shears)
- Sectioning Clips
- Cutting Comb
- Redken styling products
- Towels
- Spray Bottle
- Denman Brush, Paddle Brush, Round Brush
- Blow Dryer
- Flat Iron/Curling iron
- Principle Based Design Manual
- Redken.com
- Redken Artist Zone
- Document Resource Center
- Magazines

Class starts time:

Content: **OPEN / WELCOME (15 minutes)**

Activities / Power Point
Flip Chart / White Board

QUESTIONS

Opening the class with 2 or 3 questions that everyone can answer helps to gain 100% enrollment and encourage conversation.

EXAMPLE: “By a show of hands, how many of you would like to take your haircutting skills to the next level? “How many of you have ever found yourself getting lost in a haircut? How did this make you feel? Would anyone like to share their story? Thank the student(s) for sharing.

The educator may choose to list how the students felt when they got lost in a haircut. Doing so shows the class you are listening and willing to help them in alleviating their fears.

WIIFM

Today we will revisit Redken’s Principle Based Design. We will discuss our discoveries and/or challenges that we have faced in the student salon area regarding our

<p>haircutting skills so far in your training. Our goal in Advanced Haircutting is to learn how to alleviate some of those challenges and BE ON PURPOSE! Who is up for Advanced Learning and taking our skills to the next level?</p> <p>CODE OF THE CLASSROOM Setting the Code of the Classroom is essential in the development of a successful presentation. This is the act of setting up the rules and agreements of the class at the beginning. When this information is discussed up-front it will be easier to maintain order, stay on track, and stay on time. It is important to create an environment that is safe and comfortable for everybody. You can eliminate a lot of fear by letting everyone know what they are in for, giving them freedom, and allowing them to be responsible for their own learning.</p>	<p>Have the Code of the Classroom listed on a Flip Chart or on the White Board</p> <p>Code of the Classroom</p> <ul style="list-style-type: none"> • Time schedule and agenda • How questions will be fielded • Breaks and lunch • Location of restrooms, smoking areas, etc • Rules of conduct (leaving the room when necessary) • Cell Phones turned off and stored in personal locked locker • Policies and Procedures
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Time:

<p>Content: Advanced Haircutting (90 minutes, includes a break)</p>	<p>Resources and Notes:</p>
<p>Activity: PBD Tear Sheets Objective: This activity will allow the educator to see what knowledge of PBD the students have absorbed throughout their training so far. This activity will bring the students back to the "basics" of PBD.</p> <p>The educator will have 2 to 3 tear sheets (from magazines) of the five different Principle Based Design Haircuts. Each one needs to be a picture of medium to long hair.</p> <ul style="list-style-type: none"> • 6 Panel Bob • Swelling Graduation • Straight Graduation • Scooping Graduation • Planes of the Head <p>The educator will number each tear sheet and divide the students into groups of 2 or 3. Each group will analyze each tear sheet and write down which PBD haircut they see in the picture and WHY. Remember... each picture may have 1 or more haircuts combined. Each group will share with the class what haircut they chose for each tear sheet and WHY.</p>	<p>The educator can create their own Activity that would allow the students to recall the information learned previously in Principle Based Design Haircutting.</p> <p>Materials Needed:</p> <ul style="list-style-type: none"> • Magazine pictures <p>Students may work in groups or individually depending on the class size.</p>

Blue Printing

- Ask the students “What is the purpose of Blue Printing?”
- Blue Printing a haircut will allow the students to stay focused and **BE ON PURPOSE** throughout their haircut they are performing.
- The educator will take a few minutes to review Blue Printing using the Principle Based Design resources.

Activity: Blue Printing

The educators will use the tear sheets from the previous activity. The students will remain in their same groups from the previous activity.

The students will Blue Print the following using their tear sheets.

- Points of Reference
- Desired Length
- Finger Angle
- Finger Position
- Type of Movement (Over Direction)
- Degree of Elevation
- Type of PBD haircut
- Texturizing (if needed)

Allow 10 minutes for the Activity.

Each group will share their Blue Prints with the class. Using each groups Blue Print, the educator will create a discussion asking questions such as

- ✓ With a show of hands did anyone have challenges Blue Printing?
- ✓ With a show of hands, who goes through this process with every guest?
- ✓ What were some of your discoveries?
- ✓ Would anyone agree, by taking an extra moment to Blue Print every guest/service would alleviate any challenges or “guess work”?

The students and educator will take a 10 minute break. It is vital the educator is in the room prior to the students returning.

Time:

<p>Content: Advanced Haircutting (90 minutes, includes break)</p>	<p>Activity / Process:</p>
<p>The students will be given a tear sheet to Blue Printed alone. Using their Blue Print, the student will perform the haircut on a mannequin.</p> <p>The educator will discuss with the students to BE ON PURPOSE. The educator will walk around the room and observe closely to ensure</p> <ul style="list-style-type: none"> ✓ The student has correct body position ✓ The student has correct finger angle ✓ The student's elbow position ✓ The student's finger position ✓ Etc..... <p>The students will finish their mannequin using products and techniques from Fuel from Finishing.</p> <p>The students will present their mannequin along with their Blue Print to the class. Their presentation will include:</p> <ul style="list-style-type: none"> • Their Blue Print information • Finishing Products that were used • Styling Tools that were used • Fuel for Finishing technique <p>If time allows the educator can share texture techniques that are found are Redken.com and have students perform these techniques on their mannequin.</p>	<p>Materials Needed:</p> <ul style="list-style-type: none"> • Blue Prints • Mannequin • Shears • Razor • Texture Shears • Blow Dryer • Finishing Products/Tools <p>Resource Needed:</p> <ul style="list-style-type: none"> • Redken.com

Time:

<p>Content: The Close (15 minutes)</p>	<p>Activity / LF Process:</p>
<p>The students will share one thing they learned in class.</p> <p>Notes and ideas for future classes:</p>	<p>The students will clean up after themselves in the classroom. The educator will see the classroom is clean and ready for the next class.</p> <p>The students will do their daily assigned sanitation. All the students will gather in the classroom. One student will select a word; gather in the middle of the room, everyone put one hand in the middle of the circle. Someone counts off 3, 2, 1 and everyone shouts out the word!</p>

AGENDA ITEM #3

Request to Approve Reciprocity Application

Sabreena Schmitz is a Minnesota reciprocity applicant. Shown below is the status of her cosmetology education and work experience. (Note: we accept two hours of work experience for every one hour of education that a reciprocity candidate is lacking to meet our 2100 hours requirement.)

<u>Hours</u>	<u>Education Provider/Work Experience</u>
1,550	Minnesota Cosmetology School Education
40	Minnesota Cosmetology Refresher Course Hours
70	Work Experience at Kalla Lily Salon (140 hours divided by 2)
<u>329</u>	Work Experience at Creative Beauty (658 hours divided by 2)
1,990	TOTAL COSMETOLOGY EDUCATION & WORK EXPERIENCE

Ms. Schmitz needs 110 hours of additional education or 220 hours of work experience to meet our 2100 hour cosmetology education requirement.

She is requesting that the Commission approve the following education courses to help her meet South Dakota's 2100 cosmetology education hour requirement:

<u>Hours</u>	<u>Education Provider</u>
400	MKC Beauty Academy, Los Angeles, California
32	International Dermal Institute -- 8 hours each <ul style="list-style-type: none">• Cosmetology Diseases/Disorders• Behind the Breakouts (Skin)• Speed Waxing• Skin Analysis
4	Beauty Certified Education Association <ul style="list-style-type: none">• Safety & Sanitation
	MKC Beauty Academy
21	<ul style="list-style-type: none">• Professional Airbrushing Course
<u>21</u>	<ul style="list-style-type: none">• Special Makeup Effects for Television, Film and Theatre
478	TOTAL ADDITIONAL EDUCATION HOURS

PLEASE PRINT. The applicant is **required** to answer all of the following questions. Read and follow the directions on the checklist (see reverse side). \$100.00 FEE IS NON-REFUNDABLE. Money Order or Cashier's Check Acceptable -- No personal checks accepted for reciprocity.

1. Personal Information - Print clearly

Name: Sabreena Schmitz Social Security Number: _____
 Address: _____ City: Sioux Falls State: SD Zip: 57105
 Telephone: (home) N/A (Cell) _____ Date of Birth 1-19-1991

2. Current and Prior Licensing (must have a current license from another state board or country **You must request a certification of licensure from every state in which you have ever been licensed. Please note that a copy of your license is NOT a certification - see Item #2 on the attached reciprocity checklist**)

Current Valid License Number: 13510710 in the State of: Minnesota Expiration Date: 6/31/16
 Type of license (check only one): Cosmetology Esthetician _____ Nail Technician _____
 (Only license for license is accepted, there is no crossover allowed.)

List any other states/country that you hold license(s) OR have held a license: _____
 Have you ever had your license(s) suspended or revoked? Yes _____ No If yes, why: _____
 Is your spouse an active member of the armed forces? Yes _____ No If yes, is your spouse subject to military transfer to South Dakota, and did you leave employment to accompany your spouse to South Dakota? Yes _____ No _____
 Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs? _____ Yes _____ No If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

3. Testing (Cosmetologists must have passed a state theory and state hands-on practical test; nail technicians and estheticians must take and pass the NIC theory and NIC hands-on practical in South Dakota. A certification is needed from the other state board(s) showing testing information.

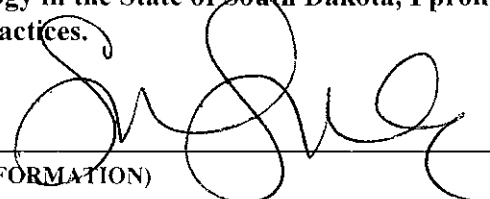
Indicate your language preference for the written theory & South Dakota laws examination: English _____ Vietnamese _____
 Do you need reasonable testing accommodations due to a disability? Yes _____ No

4. Education (Education: 2100 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)

Cosmetology School Attended: Minnesota School of Cosmetology City: Plymouth State: MN
 Date Started at School: 9/10/12 Completion Date: 9/13/13 Total Hours Completed: 1550
 Were any education hours earned in a foreign country? Yes _____ No (If yes, additional rules apply.)
 High School or GED or ACT: Mitchell High School City: Mitchell State: SD
 Graduation Date or GED Date: 5/18/2009 Your Name in high school or when tested: Sabreena Schmitz

5. Work Experience (complete & attach the work experience affidavit if you do not meet the required education hours)

I declare and affirm under the penalties of perjury that this information has been examined by me and to the best of my knowledge and belief, is, in all things true and correct. If granted a license to practice Cosmetology, Esthetics, or Nail Technology in the State of South Dakota, I promise to abide by all the laws of the State of South Dakota governing these practices.

Signature of Applicant:  Dated: 6/21/2016
 (OVER FOR ADDITIONAL INFORMATION) Updated 4/16

South Dakota Board of Cosmetology and Commissioners:

My name is Sabreena Schmitz. I am writing today on behalf of several personal situations that have altered my ability to practice as a professional cosmetologist, none the less affecting my opportunity to obtain a license in the great state of South Dakota, which I call home. I am reaching out to ask for your strong consideration in granting a cosmetology license in my name, in the State of South Dakota, so I may operate as a Cosmetologist.

My passion for this industry did not “spark” from something, it did not stem from a specific situation. My passion for this industry has been ingrained in my being, always. I sought out different career paths in cosmetology, and after working with a Vogue Fashion photographer at the young age of 14, was granted multiple opportunities to work behind the scenes with him on many occasions. I started seeking potential schools, and at the age of 16 was accepted into MKC Beauty Academy in Los Angeles, CA. From here I placed my every ounce of my work into school so that I could graduate from Mitchell High School a semester early at the age of 17. Weeks later I moved to Los Angeles to attend the first of many weeks of my 400 hour Masters Makeup Course Certification. I spent ten weeks, from February 17, 2009 to April 27, 2009, working tirelessly at becoming the best artist I could be. Fine tuning my skills and taking much constructive criticism from some of the most influential individuals in our industry (who I am blessed to call my Educators) was exactly what drove me to the top. Studying everything from HD, Beauty, Print, Fashion, Runway, Hair Styling, Men’s Grooming, and success coaching made me hungrier for the world of beauty than I had ever dreamed. I pushed forward to Graduate at the very Top of my Class, as well as setting a new point record for the school. Many of my educators had me assisting them on high profile jobs directly out of school. Between music video shoots, TV, magazine shoots, and many celebrity clients, I grew my very own business as a free lance artist. I worked between Los Angeles and Orange County from 2009-2012. When the opportunity to become part of a Midwest Talent Agency came around, I jumped on it. Being back in the Midwest was exactly where I wanted to be sharing all of the education I had absorbed over the last few years. I decided furthering my education was necessary, and among relocating to the Western suburbs of Minneapolis, I enrolled and attended school at the Minnesota School of Cosmetology, Plymouth. During my 1550 hours of class I not only fully involved myself with my education but furthered it within by attending many hair shows, putting in extra hours of education at the International Dermal Institute, Minneapolis, but I too shared my education with others. I was chosen to fulfill the title of Ambassador of the School and during my title implemented many changes and listened to the voices of the student body to create many new opportunities and to bring in new education (like sugaring, lash extensions, advanced makeup artistry, portfolio building, etc.) I was targeting an August Graduation, as I accomplished many months of Perfect Attendance. However, I ended up taking a short leave of absence when the Apartment complex my husband and I were residing in, burned to the ground, and we lost nearly everything. Living out of a hotel 20 miles away, I continued on, seeing the light at the end of the tunnel. September 2013 came and I graduated, with honors. During my time in school I was working for Creative Beauty Agency, Minneapolis. I spent hundreds of hours with the agency predominantly doing wedding hair and makeup. I took a few opportunities to fly to Los Angeles to Film a TV show that invites me back as a guest artist every year, and continued to thrive despite some of the mountains I had climbed this year. I continued work with the agency as I looked for

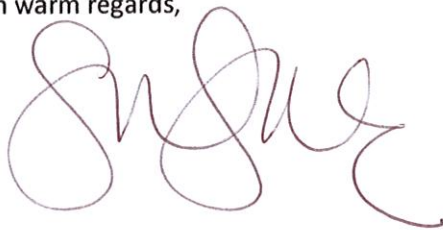
other job possibilities, and found the job I had yearned for. I was hired at Kalla Lily Salon and Spa, Maple Grove to do extensive training under the current Esthetician as well as a plastic surgeon, because I was going to be opening their new location in Medina as the sole operator of a new Laser Machine that would do skin resurfacing, hair removal, skin tightening, etc.). Did I mention I was building a house at this point with my husband and we were going to be welcoming a little boy into the world the upcoming September? There was lots of moving parts, but great light from the disaster we had faced from the Apartment Fire. I began my education at Kalla Lily and became fully certified to operate the laser. June 2014 rolled around and we decided to head back to visit family in South Dakota and celebrate our little man on the way! After 24 hours in South Dakota, I had gone into preterm labor at Avera McKennan. Unknown, with no scientific explanation. There are so many details to the story I wish to share, but will stick to the bullet points; but know that it is a situation that was hard to wrap our heads around. My son, MarJon was born 14 weeks early. They called him a "Mico Premie" and he was sent to the Neonatal Intensive Care Unit immediately. Chances of survival were slim, nearly impossible to the medical staff; but I believe in something so much greater. MJ (that's what I call him) was being kept alive by multiple means of life support. The first few days he was doing well; better than expected. He was deemed non-transportable, and at that moment I knew he would, we would, be living in South Dakota for quite some time. I went to hold MJ for the first time on day three, our worst day yet. MJ had blood in his breathing tube and was suffering from pulmonary hemorrhaging. They followed with a few other scans that showed MJ was too hemorrhaging in his brain. This caused many complications, and now our next goal was to get MJ big enough and "healthy" enough to endure his first brain operation. The rollercoaster continued each day, some good, and some bad. That day came, the surgery took place, and equipment was placed in MJ's brain and abdomen. We had forfeited our home that was being built, as I decided to stay by his side every day since he was an hour-to-hour case and than a day-to-day case for quite some time. We took MJ home from the NICU that September of 2014. But that was just the beginning. MJ's father left, so I was now a single mother, providing complete care for my son with many special needs. Since September of 2014 MJ has spent well over 400 days in the hospital, having more than 12 different surgeries, suffering from more than 7 different seizure disorders, facing more than 24 diagnoses, having feeding tubes placed in his stomach ... the list goes on. But this child was defying all odds; he was proving Neurosurgeons wrong, doctors, nurses, everyone. They told me I would never take my sweet MJ home, and if I did he would lack all quality of life. MJ just recently endured his fourth brain surgery. This was a huge, complicated, and very rare surgery called a Hemispherectomy and Corpuscolotomy to accomplish seizure freedom. Because of the "storm" of the constant 1-500 seizures a day MJ was suffering, he wasn't able to learn or grow properly. It was intended to be smooth, but after unexpected complications MJ ended up on life support for a few days, and we ended up staying at the Children's Hospital, St. Paul, for over three months. We came home with three new diagnoses that have recently and miraculously resolved with no medical reasoning, but in the months of managing by means of medication around the clock, and multiple daily lab draws at the hospital, it grew tiring. Doctors and specials said it would be dangerous to have more than one person managing these diagnoses, as one of them was the very reason he was placed on life support. I was told to manage them to the best of my ability, and to make it my job, unless we could get in home care. (The waiting list in the state of South Dakota for in home nursing is pushing 1.5-2 years). Despite all of the negativity that graced us the last two years, there have been so many beautiful days and beautiful opportunities. If you met MJ, you have

a tough time believing anything was "different" about him, because he is a complete joy to be around. Since surgery he is learning tasks that his seizure ridden brain could not, as he has now been seizure free since February. He is a whole new child, and I have recently had the opportunity to throw around the idea of earning gainful employment, in hopes to have some in-home care for MJ in the next 6 months- a year.

With all of that background, I don't want to lose sight of what I am asking, what I am trying to get across. I have been trying to obtain a SD cosmetology license and gain reciprocity. This is pretty near impossible with the Laws in place. Life has brought me back to South Dakota and I know, without a doubt, that I have so many gifts to share and so much knowledge to teach from my experiences as a professional all around the world. I have much more than 2100 hours of education in this field. I have paid off student loans near \$45,000 between Los Angeles and Minneapolis. I have been a single mother to a son who could not daycare and who had no other opportunities because he has been looked at less a human and more a liability. I cannot relocate to work in Minnesota where I am licensed; with MJ and a lack of aide it is not a current option, as his entire medical and family support is here in this state. I cannot afford to attend school in SD while providing private care for my son. It puts us in an unfortunate situation and a difficult category. I want so badly to provide for my child and myself, to put my feet back on the ground and run, but the walls stand before me. I ask that you help me see beyond the walls. I am asking that you take my work experience along with my extensive education in both Los Angeles and Minnesota into consideration, and not only grant a license here in SD for myself, but grant me the opportunity for an independent future with my son so I can teach him the very values of work ethic and determination that I have learned in my life getting me over every mountain thus far. I assure you I stand today determined to share many things in this great state. So please, allow me to share my passions, my love for this industry. Let me spread my knowledge to others around that may not have the chance to obtain an education in a place like Los Angeles as I have done. Allow me to prove to you that granting a license and allowing me to be among your alumni would positively impact South Dakota and all you strive to achieve for our industry here.

Thank you for your listening ears, for your time and understanding in this matter, both personal and professional. I look forward to hearing from you soon.

With warm regards,



Sabreena Schmitz