



MONTANA ACADEMY
OF SALONS



STUDENT CATALOG

501 2nd ST S, Great Falls, MT 59405

406-771-8772

MontanAAcademy.edu

Table of Contents

WELCOME!	1
ESSENTIAL INFORMATION FOR ALL COURSES	2
COURSES	5
BARBERING COURSE	5
COURSE FORMAT/INSTRUCTIONAL METHODS	6
SUPPLEMENTAL BARBERING COURSE	8
COSMETOLOGY COURSE	11
ESTHETICS COURSE	14
MANICURING COURSE	17
MASSAGE THERAPY COURSE	20
MICRODERMABRASION COURSE	23
TEACHER TRAINING COURSE	25
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	28
OTHER AVAILABLE SERVICES	46
GENERAL INFORMATION	47
COST OF EACH COURSE	54
FINANCIAL AID INFORMATION	58
ADMISSIONS INFORMATION	61
ADDITIONAL ACADEMY INFORMATION	64
CONTINUED EDUCATION	70

WELCOME!

Montana Academy of Salons wants to take this opportunity to welcome you to the very exciting and fulfilling world of Barbering, Cosmetology, Esthetics, Manicuring, and Massage Therapy. These courses taught in English offer endless opportunities to those who have a passion for art, strive for success, and are willing to dedicate themselves to the spa and beauty industry. We are committed to helping you become successful after graduation.

LOCATION

Montana Academy is located at 501 2nd ST S, Great Falls, MT, 59405. Great Falls is the third-largest city in Montana and is in Cascade County. Based on the latest census, the estimated population for Cascade County is approximately 82,344. Great Falls is famous for having the shortest river in the world, the Roe River. The city is home to Montana Academy, Great Falls College, Montana State University, University of Great Falls, and the Montana Academy for the Deaf and the Blind. The local newspaper is the Great Falls Tribune. Great Falls is located along the Missouri River, near several waterfalls, it is also known as the “Electric City” because of its numerous dams and power plants. Malmstrom AFB is a military base located in Great Falls.

FACILITIES AND EQUIPMENT

Montana Academy is an 11,000-square foot facility, which has spacious hair, nail, skincare, and massage educational areas. The facility is designed to meet the needs of the students and courses offered. The facility contains four classrooms for theory and practical instruction, a student lounge, a student library, a conference room, and staff offices. The student clinic area consists of 48 cosmetology stations, eight barbering stations, eight manicure stations, eight pedicure stations, eight facial tables, four massage tables, a brow bar, and a library with the internet.

MISSION STATEMENT

Montana Academy of Salons is a post-secondary academy dedicated to student success by enriching lives and cultivating professionals through innovative, personalized education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace, for licensure and gainful employment.

ESSENTIAL INFORMATION FOR ALL COURSES

OBJECTIVE

The objective of Montana Academy is to educate and train students to become service providers with professional standards in Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, Microdermabrasion, and Teacher Training.

CLOCK HOURS

Montana Academy of Salon's courses is measured in clock hours.

OUT OF STATE

Out of state applicants shall meet the same requirements as in-state applicants applying for Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, Microdermabrasion, and Teacher Training.

APPLYING & ENROLLMENT PROCESS

The Enrollment Application must be submitted to the Montana Academy admissions office via the internet, mail, or in person. Send an official copy of high academy or post-high academy transcripts. Schedule a career planning session. During the meeting, you will meet staff and students. Information concerning curriculum, books/kit, apparel code, and career investment payment plans will be shared. Sign the enrollment agreement and pay the registration fee.

FINANCIAL ASSISTANCE

Payment Plans are offered at Montana Academy. Financial assistance is available to those students who qualify.

ENROLLMENT REQUIREMENTS FOR EACH COURSE

Applications are available on our website <http://www.montanAAcademy.edu>, at Montana Academy or can be mailed if needed. Application procedures are as follows:

STEP 1. SCHEDULE A CAREER PLANNING SESSION:

- Call admissions office, 406-771-8772 to schedule a session and tour
- Complete a FAFSA if you plan on using Financial Aid
- All students admitted are beyond the compulsory age of attendance
- Montana Academy does not admit ability-to-benefit students

You will be presented with either an acceptance or denial letter

STEP 2. AT REGISTRATION THE FOLLOWING ARE REQUIRED:

- Complete an application
- Sign an Enrollment Agreement
- Complete Occupational Qualification Fact Sheet
- Receive Kit list
- Pay registration fee
- Have a photo taken for the file

ADMISSIONS REQUIREMENTS

The following documents must be submitted upon registration and before the student signing an enrollment contract and being admitted into the academy:

- + Personal Identification (Copy)
 - A valid driver's license or
 - A social security card or
 - A valid passport or
 - Photo I.D.
- + Valid Proof of High Academy Graduation
 - An official High Academy Transcript or Hi-Sat Certificate (GED) or Official Post-Secondary Transcript
 - College graduate transcripts
 - Home academy Certificate, including State, issued credential
 - **NOTE:** Foreign Diploma – must have evidence that verification of a foreign student's high academy diploma has been performed by an outside agency that is qualified to translate documents into English and confirms and confirm the academic equivalence to a U.S. high academy diploma. The student is responsible for contacting and working with the outside agency to provide this documentation to the institution.
- + Teacher Training Course - must provide a copy of the current Montana practitioner license
- + Supplemental Barbering Course – must be a recent graduate of the Montana Academy's Cosmetology Course or provide a copy of current Montana Cosmetology license
- + Microdermabrasion Course – must be a recent graduate of Montana Academy's Cosmetology or Esthetics Courses or provide a copy of a current Montana Cosmetology or Esthetics license

TRANSFER STUDENT POLICY

Students withdrawing, transferring, or graduating from Montana Academy, upon payment of all fees owed, shall be provided a current and accurate official transcript reflecting hours and grades and a statement of good standing from Montana Academy to receive credit for their education.

Montana Academy does not accept transfer hours from any institution.

Montana Academy does not recruit students who are attending or have been admitted to other similar programs.

RE-ENTRY/INTERRUPTIONS

All students who are approved for re-entry may do so after a waiting period of 180 days and will enter the same satisfactory academic progress status as at the time of withdrawal. Students who drop and re-enroll will be required to pay off any previous balance owed to Montana Academy, pay a \$200 registration fee and the current rate of tuition, and sign a new enrollment agreement.

CAREER OPPORTUNITIES

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, Massage Therapists, and Manicuring Students, as well as those graduating from our Teacher Training, Supplemental Barbering, and Microdermabrasion programs. Montana Academy prepares all graduates for the licensing exam and entry-level positions for employment in their specific field.

O*NET RESOURCE CENTER The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the

public at no cost, is continually updated by surveying a broad range of workers from each occupation. O*NET CODES: <http://www.onetonline.org>

EMPLOYMENT ASSISTANCE POLICY

While Montana Academy cannot guarantee employment for graduates, assistance in posting area job openings on a career opportunities bulletin board and on <http://www.montanAAcademy.edu> for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. Graduates are encouraged to maintain contact with Montana Academy and follow-up with Montana Academy on current employment or employment needs. Job referrals are made known to interested graduates as available.

COURSES

BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

COURSE DESCRIPTION

The course teaches Barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers Barbering services to the public.

COURSE OBJECTIVES

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Barbering State Board examination and gain entry-level employment in the Barbering profession. In addition to theoretical knowledge, the student shall be able to perform all Barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry-level professional Barbering abilities.

Montana Academy of Salons offers an 1100-hour training course in barbering that meets Montana State standards of which at least 150 hours is in theory, 1100 hours distributed as follows:

COURSE CLOCK HOURS | SUBJECT

185	Haircutting, (including proper use of implements, e.g., shears, razors, clippers, thinning shears)
165	Shampooing, scalp treatment, and hair styling (thermal and hairstyling, finger waving, hairpieces to include weaves and extension)
45	Skin Care (including facial shaving, facials, massage, essential oils, and facial masks)
295	Chemical Services (waving, relaxing, hair coloring, and lightening)
60	Chemistry Bacteriology, sanitation, sterilization, safety, skin, hair, scalp anatomy, physiology, blood spill procedure, diseases and disorders of skin, hair, and scalp
75	Salon Management Business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, personal grooming
275	Discretionary Hours These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum

Total 1100 Course complete when the student reaches 1100 hours

Each barbering student will complete a minimum of 225 hours of basic instruction prior to working or performing any service on the public.

When a student has completed 90% of the course (990 hours), the student may take the NIC Practical Test and National Written Test

A licensed Chemical Barber in Montana who enrolls in cosmetology shall receive 1000-hour credit toward the 1500-hour course for a cosmetology license

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Barbering course: the ability to stand or sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for scissors, clippers combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. Exposed to scalp irritations, rashes, cuts, disease, or infections. Students are responsible for wearing protective gear such as facemasks, disposable gloves and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

Course	Course Hours
Barbering	1100

BARBERING BOOKS/KIT LIST

Program Tools & Equipment	Kit Item Number	Item Cost
Wahl 5 Star Magic Clip	Marianna #02804	
Wahl 5 Star Detailer	Marianna #03003	
Wahl 5 Star Shaver Cordless	Marianna #03004	
Wahl Icon Clipper	Marianna #03006	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-Clip 8 oz	Marianna #029015	
Ms. Suzie Kin Manikin	Marianna #14901	
Ms. Kim Manikin with clamp	Marianna #14102	
Magnum Manikin	Marianna #14108	
Brad Manikin	Marianna #14156	
Feather Folding Razor	Marianna #01462	
Feather Folding Razor blades (2)	Marianna #01426	
Barber Clipper Combs (4)	Marianna #05266	
9"X12" Large Picture Mirror	Marianna #08301	
Total Cost		\$600.00
Barbering Book Bundle:		
Milady Hardcover Barbering Book	ISBN-9780357617137	
Foundations Book	INCLUDED	
NL61T Education Chromebook with IPS Touchscreen	ISBN-9781337676649	
Total Cost		\$350.00
Program Support Items:		
MindTap Support Software	ISBN-9781337196901	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on Chromebook	
Academy Name Badge	SPANB2	
Academy Book Bag	American Diversity	
Academy Tool Tote	SPA385	
Sam Villa Barbering Kit	61000	
Total Cost		\$950.00
	Total Books/Kit Cost	\$1,900.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

SUPPLEMENTAL BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

COURSE DESCRIPTION

The course teaches Barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers Barbering services to the public.

COURSE OBJECTIVES

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

Pass the State Board examination and gain entry-level employment in the barbering profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry-level professional barbering abilities

Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Montana Academy of Salons offers a 150-hour training course in supplemental barbering that meets Montana State standards of which at least 15 hours is in theory, 150 hours distributed as follows:

COURSE CLOCK HOURS | SUBJECT

- 125 Clipper cuts, men's haircutting and styling including proper use of implements, e.g., shears, razors, clippers, thinning shears
- 25 Facial, neck, and outline shaving
- 22.5 Each cosmetology student will complete a minimum of 22.5 hours of basic instruction prior to working or performing any service on the public

At 150 When a student has completed 100% of the course (150 hours), the student may take the NIC practical test and National written test

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Supplemental Barbering course: the ability to stand or sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for scissors, clippers combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. Exposed to scalp irritations, rashes, cuts, disease, or infections. Students are responsible for wearing protective gear such as facemasks, disposable gloves and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

Course	Course Hours
Supplemental Barbering	150

SUPPLEMENTAL BARBERING BOOKS/KIT LIST

Program Tools & Equipment	Kit Item Number	Item Cost
Wahl 5 Star Magic Clip	Marianna #02804	
Wahl 5 Star Shaver Cordless	Marianna #03004	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-clip 8 oz	Marianna #029015	
Feather Folding Razor	Marianna #01462	
Feather Folding Razor blades (2)	Marianna #01426	
Barber Clipper Combs (4)	Marianna #05266	
Magnum Manikin	Marianna #14108	
Troy Manikin	Marianna #14166	
Ms. Kim with clamp	Marianna #14102B	
Total Cost		\$600.00
Barbering Book Bundle:		
Milady Hardcover Barbering Book	ISBN-9781305100558	
Barbering Workbook	ISBN-9781305100664	
Barbering Exam Review	ISBN-9781305100671	
Total Cost		\$200.00
Program Support Items:		
Montana State Laws	Printout	
Academy Name Badge	SPANB2	
Sam Villa 7" Dry Cutting Shears	Sam Villa	
Sam Villa Artist Series Comb Set	Sam Villa	
Total Cost		\$400.00
	Total Books/Kit Cost	\$1,200.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

COSMETOLOGY COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide | Make-Up Designory | Bio-Therapeutic.

COURSE DESCRIPTION

The course teaches cosmetology with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to: Pass the State Board examination and gain entry-level employment in the cosmetology profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform the basic manipulative skills in the areas of hair care, skincare, and nail care. Perform the basic analytical skills to determine appropriate hair care, skincare, and nail care services to achieve the best total look for each guest. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures to ensure continued career success. The graduate will continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields.

Montana Academy of Salons offers a 1500-hour training course in cosmetology that meets Montana State standards of which at least 200 hours is in theory, 1500 hours distributed as follows:

COURSE CLOCK HOURS | SUBJECT

95	Manicures (including hand and arm massage and polish) Pedicures (including foot, ankle, and lower leg massage and polish) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art and the use of manicuring implements including the electric nail file
110	Skincare, (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eyelashes) skin exfoliation, (including manual, chemical, mechanical exfoliation) waxing, tweezing, electricity and light therapy
195	Shampooing, (including scalp treatment), hair styling, (pin curls, finger waving, thermal curling, blow-dry styling, braiding, backcombing and wet setting)
395	Chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening)
155	Haircutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning
115	Salon management, business method, customer service, appointment book, professional ethics, current state board laws and rules
60	Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails
375	These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum
Total 1500	Course complete when the student reaches 1500 hours

Each cosmetology student will complete a minimum of 300 hours of basic instruction prior to working or performing any service on the public

When a student has completed 90% of the course (1350 hours), the student may take the NIC practical test and National written test

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Cosmetology course: the ability to stand or sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for scissors, clippers combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. Exposed to scalp irritations, rashes, cuts, disease, or infections. Students are responsible for wearing protective gear such as facemasks, disposable gloves and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

Course	Course Hours
Cosmetology	1500

COSMETOLOGY BOOKS/KIT COSTS

Program Tools & Equipment	Kit Item Number	Item Cost
Wahl 5 Star Detailer	Marianna #03003	
Wahl Icon Clipper	Marianna #03006	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-Clip 8 oz	Marianna #029015	
Ms. Suzie Kin Manikin	Marianna #14901	
Ms. Kim Manikin with clamp	Marianna #14102	
Manicure and pedicure set (includes fingernail clippers, metal nail file, slanted tweezers, nail nippers, pointed cuticle pusher, rounded cuticle pusher, curved cuticle scissors)	Marianna #07357	
Marianna Toenail Clippers	Marianna #07221	
Americanails Round Sable Acrylic Nail Brush	Americanails	
Americanails Nylon Gel Nail Brush	Americanails	
Kolinsky Acrylic Nail Brush	Nail Supply Store	
Tack It Removable Adhesive Tabs	Ali Express	
Nail Tip Practice Training Display Holder	Ali Express	
Nail Art Brush Set	Ali Express	
Nail Art Dotter Set	Ali Express	
Eyebrow Scissors	Marianna #07097	
9"X12" Large Picture Mirror	Marianna #08301	
Total Cost		\$250.00
Cosmetology Book Bundle:		
Milady Hardcover Cosmetology Book	ISBN- 9781285769417	
Foundations Book	ISBN-9780357617144	
MindTap Software	ISBN-9781305721937	
NL61T Education Chromebook with IPS Touchscreen	ISBN- 9781337676649	
Total Cost		\$760.00
Program Support Items:		
Fast Track Planner	ISBN- 9780983096467	
Sugaring Manual	Sugaring Manual	
Montana State Laws	Included on Chromebook	
Academy Student Name Badge	SPANB2	
Academy Tool Tote	SPA385	
Academy Book Bag	Amer. Diversity	
Academy Apron	Amer. Diversity	
Sam Villa Essential Kit	6100	
MUD Fundamentals Medium Kit- Light	MUD	
MUD Small Travel Brush Kit	MUD	
Cynch Student Lash Kit	Cynch Cosmetics	
Total Cost		\$890.00
	Total Books/Kit Cost	\$1,900.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

ESTHETICS COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide | Bio-Therapeutic | MUD.

COURSE DESCRIPTION

The course teaches esthetics with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

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

Pass the State Board examination and gain entry-level employment in the esthetic profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform the basic manipulative skills in the areas of facial massage, effective use of the implement. Perform the basic analytical skills to determine appropriate skincare and makeup services to achieve the best look for each guest. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

Montana Academy of Salons offers a 650-hour training course in esthetics that meets Montana State standards of which at least 65 hours is in theory, 650 hours distributed as follows:

COURSE CLOCK HOURS | SUBJECT

70	Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy
300	Massage, skincare, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eyelashes and skin exfoliation, (including manual, chemical, and mechanical exfoliation)
50	Waxing (face, neck, hands, and superfluous hair anywhere on the body, including tweezing)
70	Salon Management, business method, customer service, appointment book, professional ethics, current state board laws and rules
50	Microdermabrasion
110	These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum

Total 650 Course complete when the student reaches 650 hours

Each cosmetology student will complete a minimum of 150 hours of basic instruction prior to working or performing any service on the public

When a student has completed 90% of the course (585 hours), the student may take the NIC practical test and National written test

****A licensed esthetician in Montana who enrolls in cosmetology shall receive 245-hour credit toward the 1500-hour course for a cosmetology license****

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Esthetics course: the ability to sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for facials, waxing, and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although the academy utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus, as well as skin irritations and rashes. Students are responsible for wearing protective gear such as facemasks, disposable gloves and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

Course	Course Hours
Esthetics	650

ESTHETICS BOOKS/KIT LIST

Program Tools & Equipment	Kit Item Number	Item Cost
Marianna Skin Care Tool	Marianna #07317	
Premium Slanted Tweezer	Marianna #07295	
Eyebrow Scissors	Marianna #070973	
9"X12" Large Picture Mirror	Marianna #08301	
BT- Gear	Bio-Therapeutic	
Total Cost		\$400.00
Esthetics Book Bundle:		
Milady Hardcover Esthetics Book	ISBN-9781111306892	
NL61T Education Chromebook with IPS Touchscreen	ISBN-9781337676649	
MindTap Software	ISBN-9781337074964	
Microdermabrasion Book	ISBN-9781435438651	
Total Cost		\$600.00
Program Support Items:		
Fast Track Planner	ISBN-9780983096467	
Sugaring Manual	SugarMe	
Montana State Laws	Included on Chromebook	
Academy Name Badge	SPANB2	
Academy Book Bag	American Diversity	
MUD Fundamentals Medium Kit-Light	MUD	
MUD Small Travel Brush Kit	MUD	
Cynch Student Lash Kit	Cynch Cosmetics	
Total Cost		\$700.00
	Total Books/Kit Cost	\$1,700.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

MANICURING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

COURSE DESCRIPTION

The course teaches manicuring with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

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

Pass the State Board examination and gain entry-level employment in the manicuring profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform basic practical skills and the areas of manicures, pedicures, nail tips, and nail enhancements. Perform the basic analytical skills to determine proper nail services and nail shaping for the guest's overall image and needs. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in manicuring and related fields.

Montana Academy of Salons offers a 400-hour training course in manicuring that meets Montana State standards of which at least 40 hours is in theory, 400 hours distributed as follows:

COURSE HOURS | SUBJECT

60	Salon Management, business method, customer service, appointment book, professional ethics, and current state board laws and rules
55	Bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity
35	Manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements
10	Use of the electric nail file
140	application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art
100	These hours are at the discretion of the academy, provided that the hours are within the applicable curriculum

Total 400 Course complete when the student reaches 400 hours

Each manicuring student will complete a minimum of 110 hours of basic instruction prior to working or performing any service on the public

When a student has completed 90% of the course (360 hours), the student may take the NIC practical test and National written test

****A license in Manicuring in Montana who enrolls in cosmetology shall receive 150-hour credit toward the 1500-hour course for a cosmetology license****

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Manicuring course: the ability to sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for facials, waxing, and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although the academy utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus, as well as skin irritations and rashes. Students are responsible for wearing protective gear such as facemasks, disposable gloves and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

Course	Course Hours
Manicuring	400

MANICURING BOOKS/KIT COSTS

Program Tools & Equipment	Kit Item Number	Item Cost
Manicure and pedicure set (includes fingernail clippers, metal nail file, slanted tweezers, nail nippers, pointed cuticle pusher, rounded cuticle pusher, curved cuticle scissors)	Marianna #07357	
Marianna Toenail Clippers	Marianna #07221	
Americanails Round Sable Acrylic Nail Brush	Americanails	
Americanails Nylon Gel Nail Brush	Americanails	
Kolinsky Acrylic Nail Brush	Nail Supply Store	
Pedicure Set	Marianna 07180	
Acrylic Nail Tip Slicer	Marianna 07263	
Sanitizable Foot Nail Files (2)	Marianna #07245	
Total Cost		\$145.00
Nail Technology Book Bundle:		
Milady Softcover Nail Technology Book	ISBN-9780357483640	
Foundations Book	ISBN-9780357617151	
NL61T Education Chromebook with IPS Touchscreen	ISBN-9781337676649	
Total Cost		\$345.00
Program Support Items:		
MindTap Software	ISBN-9781337582834	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on Chromebook	
Academy Name Badge	SPANB2	
Academy Book Bag	American Diversity	
Academy Apron	American Diversity	
Total Cost		\$310.00
	Total Books/Kit Cost	\$800.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

MASSAGE THERAPY COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning:
Fundamentals of Therapeutic Massage | Touch & Movement | Getting Loaded, In the Beauty Business Student Guide.

COURSE DESCRIPTION

The course teaches Massage Therapy with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

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

Pass the MBLEX examination and gain entry-level employment in the massage therapy profession.

Describe your philosophy of the role of massage and bodywork in guest health and healing.

Create, implement and document personalized treatment plans through the integration of guest goals, assessment findings, knowledge of the human body, understanding of the effects of massage and bodywork, and intuition. Perform massage and bodywork safely, effectively, compassionately and in response to guest needs. Establish and maintain professional, therapeutic relationships with guests. Develop and implement strategies for attaining a satisfying, successful and ethical professional practice or employment situation. Develop and implement strategies for supporting a life-long practice, through self-care, self-reflection, professional development, and professional support and referral networks.

Because of our comprehensive approach, you will have an excellent opportunity to succeed in the exciting and growing field of massage and bodywork.

Montana Academy of Salons offers a 700-hour training course in massage therapy that meets and exceeds Montana State standards of which at least 200 hours is in theory as follows:

COURSE CLOCK HOURS | SUBJECTS

200 Hours of in-class and facilitator-supervised massage and bodywork assessment, theory, and application instruction;

125 Hours of instruction on the body systems (anatomy, physiology, and kinesiology);

40 Hours of pathology;

50 Hours of business and ethics instruction (a minimum of six hours in ethics); and

285 Hours of instruction in an area or related field that completes the massage Course of study

Total 700 Course complete when the student reaches 700 hours

Each massage therapy student will complete a minimum of 300 hours of basic instruction prior to working or performing any service on the public

(1) The National Certification Board for Therapeutic Massage and Bodywork is a program currently accredited by the National Commission for Certifying Agencies, and its curriculum guidelines meet or exceed the requirements of 37-33-502, MCA. Those curriculum guidelines are as follows:

(a) 200 hours of in-class and facilitator-supervised massage and bodywork assessment, theory, and application instruction;

(b) 125 hours of instruction on the body systems (anatomy, physiology, and kinesiology);

(c) 40 hours of pathology;

- (d) 10 hours of business and ethics instruction (a minimum of 6 hours in ethics); and
 - (e) 125 hours of instruction in an area or related field that completes the massage program of study.
- (2) Other curriculum guideline submissions will be evaluated by the board for compliance with 37-33-502, MCA, on a case-by-case basis.

COURSE ADDITIONAL HOUR RATIONALE

Montana Academy of Salons requires the completion of a total of 700 clock hours; however, only 500 clock hours are required by the Montana Board of Massage Therapy. The extra 200 hours are required by Montana Academy of Salons to provide additional training in business management and ethics as well as performing additional guest services in-house vs. outside of the academy, all of which are current industry demands and benefit the student by better preparing them for entry-level employment.

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:
Massage Therapy course: the ability to stand for multiple hours at a time; bend; reach; twist; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to, rock sauce, and barbicide. Students may also be exposed to skin irritations and rashes. Students are responsible for wearing protective gear such as disposable gloves and/or aprons.

Massage Therapy graduates completing 700 hours and all course work and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) will have the background and skills to pass the National Certification Exam for Therapeutic Massage and Bodywork, (NCETM\NCETMB) or the Massage and Bodywork Licensing Examination, (MBLEX).

MASSAGE THERAPY BOOKS/KIT COSTS

Program Tools & Equipment	Kit Item Number	Item Cost
Blades	Rock Tape	
Total Cost		\$200.00
Massage Book Bundle:		
Theory & Practice of Therapeutic Massage 6e Textbook Foundations Book A Massage Therapists Guide to Pathology NL61T Education Chromebook with IPS Touchscreen	ISBN- 9781285187587 INCLUDED ISBN-9780998266343 ISBN-9780357261415	
Total Cost		\$600.00
Program Support Items:		
MindTap Software for Theory & Practice of Therapeutic Massage	ISBN- 9781285187587	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on Chromebook	
Academy Name Badge	SPANB2	
Academy Book Bag	American Diversity	
Total Cost		\$200.00
	Total Books/Kit Cost	\$1,000.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

MICRODERMABRASION COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady's Aesthetician Series Microdermabrasion Book. Microdermabrasion is a course that is offered to licensed cosmetologists and estheticians. The Microdermabrasion Course leads to an endorsement on your current practitioner license.

COURSE DESCRIPTION

The course contains both theory and practical curriculum to prepare the licensed cosmetologist and or the licensed estheticians microdermabrasion. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

Upon completion of the course requirements, the licensee will be able to:

Perform the basic manipulative skills in the areas of microdermabrasion. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Montana Academy of Salons offers a 50-hour training course in microdermabrasion that meets and exceeds Montana State standards of which at least 25 hours is in theory as follows:

COURSE CLOCK HOURS | SUBJECT

- 25 Histology of the skin; bacteriology; guest consultation and protection; guest pre-care and post-care; product knowledge; theory of technical application of microdermabrasion; sanitation and safety; disposal of waste products;
- 25 Practical application and observation
Licensees shall submit to the board a notarized copy of a certificate of completion of training for each machine or device to be used by the licensee

Total 50 Course complete when the student reaches 50 hours

Licensees seeking to offer mechanical exfoliation or microdermabrasion services shall obtain an endorsement by the board prior to practicing.

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

Microdermabrasion Students: completing 50 hours and all course work and finish within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) will have the skill to get endorsed by the state board of Barbers and Cosmetologist. Microdermabrasion Students must be a Licensed Cosmetologist or Licensed Esthetician to get endorsed.

MICRODERMABRASION BOOKS/KIT COSTS

Microdermabrasion Book:		
Microdermabrasion Book	ISBN- 9781435438651	
Total Cost		\$50.00
Program Support Items:		
Academy Name Badge	SPANB2	
Montana State Law Printout		
Total Cost		\$10.00
	Total Books/Kit Cost	\$60.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

TEACHER TRAINING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

COURSE DESCRIPTION

The course teaches licensed practitioners teacher training with special emphasis on theoretical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic which offers guest services to the public.

COURSE OBJECTIVES

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

- Pass the State Board examination and gain entry-level employment in the teacher training profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice proper grooming and effective communication skills and visual poise. Understand employer-employee relationships and respect the need to deliver worthy service for value received. Perform the basic skills necessary for teaching, including writing lesson plans, performing aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintain required student records.
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, trends, and teaching methodologies to improve teaching skills.

Montana Academy of Salons offers a 650-hour training course in teacher training that meets Montana State standards of which at least 75 hours is in theory, 650 hours distributed as follows:

COURSE CLOCK HOURS | SUBJECT

245	Task analyses; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including practical theory classes; and practical demonstration classes, fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; and curriculum planning and development
75	General psychology including general principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations
115	Business methods, including recruitment; job analysis; student registration, withdrawal, and hours (tracking, completing, calculating, and verifying); ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules
75	Advanced theories of cosmetology, esthetics, manicuring, barbering or electrology, the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course
140	of instruction shall be at the discretion of Montana Academy
Total 650	Course complete when the student reaches 650 hours

When a student has completed 90% of the course (585 hours), the student may take the NIC practical test and National written test.

COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators), and testing.

GRADING

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

All theory, practical, and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

SAFETY REQUIREMENTS

The courses at the academy require physical stamina, including, but not limited to, the following:

Teacher Training course: the ability to stand or sit close to a student for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and having dexterity in fingers, hands, and arms for scissors, clippers combs, and brushes; and perform repetitive motions. Additionally, many products used in the esthetic and manicuring educational process and the field may contain harsh chemicals, including but not limited to, peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although the academy utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus, as well as skin irritations and rash. Many products used in the barbering and cosmetology educational process and the field may contain harsh chemicals, including but not limited to, metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. They are exposed to scalp irritations, rashes, cuts, disease, or infections. Teachers in Training are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

TEACHER TRAINING BOOKS/KIT COSTS

Master Educator Training Bundle:		
Master Educator Textbook	ISBN-9781133693697	
Total Cost		\$170.00
Program Support Items:		
MindTap Software		
Academy Name Badge	SPANB2	
Montana State Law Printout		
Total Cost		\$130.00
	Total Books/Kit Cost	\$300.00

KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy regardless of the form of payment, cash pay, or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Course	Clocked (actual) Hours
Barbering	450, 900
Supplemental Barbering	75
Cosmetology	450, 900, 1200
Esthetics	325
Manicuring	200
Massage	350
Microdermabrasion	25
Teacher Training	325

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule, to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Student schedules are built into the system when the student is enrolled. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Montana Academy will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

Maximum Time Frame Allowed						
Course	FT/PT	Hrs./Wk.	Course Hrs. /Wks.	Weeks	Hours	Weeks beyond contract
Barbering	FT	34.5	1100/32	38	1294	6
Supplemental Barbering	FT	34.5	150/5	5.5	177	1
Cosmetology	FT	34.5	1500/44	52	1765	8
Esthetics	FT	34.5	650/19	22.5	765	3.5
Manicuring	FT	34.5	400/12	14	471	2
Massage Therapy	FT	34.5	700/21	25	824	4
Microdermabrasion	FT	50.0	50/1.5	2	59	1.5
Teacher Training	FT	40.0	650/17	20	765	3

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour-based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum timeframe, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Montana Academy. Students must maintain a written grade average of 85% on a cumulative basis and take a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will review their SAP determination at the time of each of the evaluations. They may request a hard copy. Students deemed not maintaining SAP may have their Title IV Funding interrupted unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of financial aid probation.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

FINANCIAL AID PROBATION

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period will be placed on financial aid probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the SAP Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds. Students who are not eligible to receive Title IV funds can remain enrolled only by cash-paying.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the financial aid warning or probationary period, at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance on Friday or Saturday, as applicable to their schedule. Courses with limited facilitators may be restricted to certain, scheduled make up days when a substitute facilitator is available.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to the academy in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering the pursuit of a second program, they

must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within five (5) days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

TRANSFER HOURS

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

- **End of SAP Policy** -

OVER CONTRACT FEES AND EXTRA CHARGES

Academy will charge additional tuition for hours remaining after the calculated completion date, as stated on the enrollment contract at the below rates per hour, or any part thereof, payable in advance until graduation.

Course	Rate Per Hour
Barbering	\$15.00
Supplemental	\$15.00
Cosmetology	\$15.00
Esthetics	\$15.00
Manicuring	\$15.00
Massage Therapy	\$15.00
Microdermabrasion	\$15.00
Teacher Training	\$15.00

TRANSCRIPTS AFTER GRADUATION

Students who request transcripts and/or records after graduation or dropping a course will be charged a fee of \$10 per transcript and/or records.

LEAVE OF ABSENCE (LOA) POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during AN LOA. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at the time of taking the LOA.

A student may be granted an LOA when there is a reasonable expectation that the student will be returning. The LOA must be requested and approved in writing, and include the student's signature, prior to LOA occurring, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Academy, the student would not have been able to request the LOA in advance. The Montana Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Academy documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Academy to be the first date the student was unable to attend the Academy because of the accident.

In addition, the student is required to list the reason for the LOA on the form provided by the Academy. Emergency LOA, without prior written request, may be granted, provided the student completes the LOA form and returns it via mail or in-person within a reasonable resolution of the emergency to Montana Academy.

A student may be granted an LOA for any of the following reasons:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Issues
4. Staff Recommendation
5. Military Deployment
6. Mitigation Circumstances beyond the student's control
7. Curriculum Interrupt as a result of absenteeism

A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will not assess the student any additional institutional charges as a result of the LOA. Title IV loans will not be disbursed during the LOA.

The maximum time frame for an LOA is 180 calendar days and the minimum is five calendar days. Montana Academy of Salons permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within 12 months.

On the day the student returns from the LOA, the student is required to inform the office of the return and verify the information on the LOA Request Form & Enrollment Agreement Addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

If the student does not return from the LOA on the date scheduled to return, the student will be withdrawn from the Montana Academy of Salons. The student loans will go into repayment after 180 days from the last date of attendance.

A student without an approved LOA will be considered withdrawn after 14 consecutive calendar days without notifying the Academy. The last date of attendance will be utilized for the purposes of calculating a refund.

GRADUATION REQUIREMENTS/DIPLOMA

Montana Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course, Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy and Teacher Training when the student has successfully completed the course of study according to state requirements and including,

1. Required tests
2. Project Assignment Sheets
3. Has a minimum 85% attendance and 85% accumulative GPA
4. Taken a practical examination and received a passing score
5. Attended an Exit Counseling Interview and completed all exit paperwork
6. Made satisfactory arrangements for payment of all debts owed to the academy

LICENSING REQUIREMENTS

Students graduating from the Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, and Teacher Training may take the licensing exam to receive a license in Montana after completion of the course enrolled and payment of the required examination fee. All applicants

for licensure must be 18 years or older and be a high academy graduate or equivalent. Teacher Training applicants must hold a current active Montana Barbering, Cosmetologist, Esthetician, or Manicuring practitioner license that is in good standing. All applicants for licensure for the Supplemental Barbering Course must hold a current active Montana Cosmetology license. Additionally, students may apply to take their licensing examinations after completing 90% of their course hours.

Massage Therapy graduates complete 700 hours, and all course work will have the background and skills to pass the licensing examination. All applicants for licensure must apply for examination and fee; as well as evidence of 18 years of age; two letters attesting to good moral character sent directly to the board, and an Official Transcript from the academy attended sent directly to the board; proof of completion of Massage Therapy training.

Microdermabrasion Students completing 50 hours and all course work will have the skill to get endorsed by the State Board of Barbers and Cosmetologists. Microdermabrasion Students must be a Licensed Cosmetologist or Licensed Esthetician to get endorsed.

DISCLOSURES

Please see the Montana Code Annotated, Chapter 1 General Provisions, Part 2 Licensure of Criminal Offenders, Part 3 Uniform Professional Licensing and Regulation Procedures (Unprofessional Conduct) for reasons why an individual may not be permitted to be licensed as a Barbering, Cosmetologist, Esthetician, Manicuring, or Facilitator and therefore gainful employment in their chosen profession.

Additionally, please review the Montana State Board of Massage Therapy, Department and Board Statutes as it applies to "Non-routine Applicants" for reasons that may preclude an individual from being a gainfully employed licensed massage therapist.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or academy closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the academy shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the academy less than the registration fee in the amount of \$200.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the academy that he/she will not be returning. 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 institution that the student will not be returning.

6. A student is expelled by the academy. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the academy administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the academy applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION ACADEMY SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- + All refunds will be calculated based on the students' last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the academy will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the academy will either provide a full refund of all monies paid or completion of the course. If the course is canceled after students have enrolled and instruction has begun, the academy shall provide a pro-rata refund for all students transferring to another academy based on the hours accepted by the receiving academy OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- + Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit, and books, products, unreturned academy property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the student's enrollment agreement.
- + If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the academy shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the academy and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- + The Enrollment Agreement specifies a separate charge for Program Tools & Equipment that the Student will use during the Cosmetology Program. If within 30 days following the date of the

Student's withdrawal the Student returns Program Tools & Equipment that are in good condition and that can be reused by the Academy, the Academy shall refund up to 50% of the charge for those Program Tools & Equipment paid by the Student. If the student fails to return the Program Tools & Equipment within 30 days following the date of the Student's withdrawal, the Academy may offset the cost of those Program Tools & Equipment against any refund. The Student shall be liable for the amount, if any, by which the cost for Program Tools & Equipment exceeds the refund amount. Supply products, used textbooks and workbooks are not refundable.

- + Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

DETERMINATION DATE/WITHDRAWAL DATE (OFFICIAL/UNOFFICIAL WITHDRAWAL):

The last date of attendance is the last day the student was physically in attendance at Montana Academy. A withdrawal determination date on a student who had been previously attending could be up to, but not to exceed, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify Montana Academy's administrative office of their intention to withdraw from Montana Academy. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying Montana Academy's administrative office.

RETURN OF TITLE IV FUNDS POLICY

The law specifies how the Academy must determine the amount of Title IV program assistance that you earn if you withdraw from Montana Academy. The Title IV programs that are covered by this law are Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your academy or parent received on your behalf) less assistance than the amount that you earned, you might be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the academy and/or you.

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

If you did not receive all of the funds that you earned, you might be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your academy must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your academy may automatically use all or a

portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the academy). The academy needs your permission to use the Post-withdrawal grant disbursement for all other academy charges. If you do not give your permission (some academies ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the academy to keep the funds to reduce your debt at the academy.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your academy or parent receive on your behalf) excess Title IV program funds that must be returned, your academy must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The academy must return this amount even if it didn't keep this amount of your Title IV program funds. If your academy is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your academy may have. Therefore, you may still owe funds to the academy to cover unpaid institutional charges. Your academy may also charge you for any Title IV program funds that the academy was required to return.

RETURN OF TITLE IV FUNDS BY MONTANA ACADEMY

Montana Academy must return the unearned aid for which Montana Academy is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

TITLE IV PROGRAMS

1. Unsubsidized /Direct Stafford Loan
2. Subsidized /Direct Stafford Loan
3. Parent Plus Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at studentaid.gov.

By applying for a Direct Loan, a borrower authorizes Montana Academy to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the academy that is allocable to the loan.

CALENDAR CLASS STARTS

Calendar Class Start Dates				
Barbering	02/9/2020	07/27/2020		
Supplemental Barbering	03/23/2020	08/24/2020		
Cosmetology	01/06/2020	02/03/2020	02/24/2020	03/23/2020
	04/20/2020	05/11/2020	06/08/2020	07/06/2020
	07/27/2020	08/24/2020	09/21/2020	10/12/2020
	11/09/2020	12/07/2020		
Esthetics	01/20/2020	04/06/2020	06/22/2020	09/07/2020
	11/23/2020			
Manicuring	01/06/2020	03/23/2020	06/08/2020	11/09/2020
	11/09/2020			
Massage Therapy	02/24/2020	08/03/2020		
Microdermabrasion	02/24/2020	05/11/2020	07/27/2020	10/12/2020
	12/28/2020			
Teacher Training	TBA			

HOLIDAYS & CLOSURES

Holiday & Closures	
New Year's	01/01/2020
Staff Training	01/13/2020
President's Day	02/15/2020-02/17/2020
Memorial Day	05/23/2020-05/25/2020
Independence Day	07/03/2020-07/04/2020
Labor Day	09/05/2020-09/07/2020
Thanksgiving	11/26/2020-11/28/2020
Christmas	12/24/2020-12/26/2020
New Year's 2021	12/31/2020-01/02/2021
Staff Professional Development	12/31/2020

SCHEDULE CHANGE

Holiday/Staff Training	
Staff Training	Scheduled Saturday 1/11/2020 attend Friday 01/10/2020
Staff Training	All students attend 01/14/2020 through 01/18/2020
President's Day (long weekend)	Scheduled Saturday 02/15/2020 attend Friday 02/14/2020
Memorial Day (long weekend)	Scheduled Saturday 05/23/2020 attend Friday 05/22/2020
Labor Day (long weekend)	Scheduled Saturday 09/05/2020 attend Friday 09/04/2020
Thanksgiving	All students attend 11/25/2020 9:00 am to 5:00 pm (early schedule)
Christmas	All Students attend 12/23/2020 9:00 am to 5:00 pm (early schedule)

NON-DISCRIMINATION POLICY

Montana Academy in its admission, education programs, activities, and graduation policies do not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, disability, or any other basis protected by the federal, state or local law. Montana Academy owner/administration is designated to coordinate Montana Academy's compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

OWNER

Montana Academy of Salons, 501 2nd ST S, Great Falls, MT 59405, 406-771-8772, is owned by LAM, LLC d/b/a Montana Academy of Salons.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The family educational rights and privacy act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. In addition, parents or guardians of dependent minors may have access.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Montana Academy receives a request for access. A student should submit to the FAO, a written request that identifies the record(s) the student wishes to inspect. The FAO will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Montana Academy to amend a record should write the FAO responsibly for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Montana Academy decides not to amend the record as requested, Montana Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Montana Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Montana Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to academy officials with legitimate educational interests. An academy official is a person employed by Montana Academy in an administrative, supervisory, academic, research, or support staff position, such as a disciplinary or grievance committee. An academy official also may include a volunteer or contractor outside of Montana Academy who performs an institutional service of function for which Montana Academy would otherwise use its own employees and who is under the direct control of Montana Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another academy official in performing his or her tasks. An academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Montana Academy.

Upon request, Montana Academy also discloses education records without consent to officials of another academy in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Montana Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office | U.S. Department of Education | 400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to academy officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining the prior written consent of the student

- + To other academy officials, including teachers, within Montana Academy, whom Montana Academy has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Montana Academy has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- + To officials of another academy where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34
- + To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Montana Academy's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- + In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- + To organizations conducting studies for, or on behalf of, Montana Academy, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- + To accrediting organizations to carry out their accrediting functions.
- + To parents of an eligible student if the student is a dependent for IRS tax purposes.
- + To comply with a judicial order or lawfully issued subpoena.
- + To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- + Information Montana Academy has designated as "directory information" under §99.37.
- + To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- + To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if Montana Academy determines the student is an alleged perpetrator of a crime of

violence or non-forcible sex offense and the student has committed a violation of Montana Academy's rules or policies with respect to the allegation made against him or her.

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Montana Academy, governing the use or possession of alcohol or a controlled substance if Montana Academy determines the student committed a disciplinary violation and Disability.

STATEMENT POLICY OF NON-DISCRIMINATION AND ACCOMMODATION

Montana Academy of Salons ("the Academy") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the Academy's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the Academy to comply with Section 504 and ADA.

ADA Compliance Coordinator:

Linda M. McPherson, 501 2nd ST S, 406-771-8772 x 3, linda@montanaacademy.edu

REQUESTS FOR ACCOMMODATION

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. Disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Reasonable Accommodations Form**, which is also available on the Academy's website under the disclosure tab. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	Ph.D. Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, Ph.D. Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD, who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Academy may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The Academy will make appropriate arrangements to ensure that a person with a disability is provided with other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

GRIEVANCE POLICY RELATING TO COMPLAINTS OF DISABILITY DISCRIMINATION

The Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Linda M. McPherson, 501 2nd ST S, 406-771-8772 x 3, linda@montanaacademy.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The Academy will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also

inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the Academy will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education’s Office for Civil Rights and/or a similar state agency.

NOTICE OF NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of Montana Academy of Salons (the “Academy”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The Academy has enacted the Sexual Harassment Policies & Grievance Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Academy’s website at www.montanaacademy.edu or obtained in person from the Title IX Coordinator (see below).

The Academy does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Academy’s education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Academy’s Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The Academy also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Name, Job Title – Lead Title IX Coordinator
Linda M. McPherson CEO
Office Location – Compliance Office
501 2nd St. S
Great Falls, MT 59405
Phone - 406-771-8772 Ext. 3
Email – linda@montanaacademy.edu

Name, Job Title – Deputy Title IX Coordinator
Dawn Zuris
Office Location - Admissions Office
501 2nd St. S
Great Falls, MT 59405
Phone - 406-771-8772 Ext. 5
Email - admissions@montanaacademy.edu

Inquiries or complaints concerning the Academy's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Seattle Office
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Telephone: (206) 607-1600
Facsimile: (206) 607-1601
Email: OCR.Seattle@ed.gov

Montana Academy of Salons desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Academy will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Academy.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the Academy's Title IX Coordinator, Deputy Title IX Coordinator, or to a Designated Academy Official. As set forth in the Policy, the Academy's Designated Academy Officials are the Chief Executive Officer and Chief Financial Officer. The Academy will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Academy will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the Academy investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Academy's Title IX Coordinator oversees the Academy's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Academy determines that the particular formal complaint is appropriate for such a process, the Academy will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Academy retains the discretion to determine which cases are appropriate for voluntary resolution.

The Academy will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the written determination will include the sanctions to be imposed upon the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

SCHOLARSHIPS POLICIES

Please see the Admissions Office for available scholarships.

If the student receives other forms of financial assistance such as scholarships, it may reduce the student or the student's parent eligibility for Federal Aid. All scholarships are applied at the end of the contract. Scholarships are credited to the graduate student's ledger from Montana Academy.

OTHER AVAILABLE SERVICES

STUDENT HOUSING

Montana Academy does not offer on-campus student housing. Contact the admissions office concerning questions related to housing needs.

LICENSING /ACCREDITATION/ORGANIZATIONS

Montana Academy of Salons is licensed by Montana Board of Barbers and Cosmetologists,
PO Box 200513, Helena, MT, 59620 Phone 406-841-2335

Montana Academy of Salons is accredited by National Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, Virginia, 22314 Phone: 703-600-7600 Fax: 703-379-2200

The Montana Academy of Salons' Massage Therapy Program is governed by the Montana Board of
Massage Therapy

Montana Board of Licensed Massage Therapy
301 So. Park 4th floor P.O. Box 200513 Helena, Mt 59620-0513

Montana Academy of Salons is certified through the National Certification Board of Therapeutic Massage
National Certification Board of Therapeutic Massage
13333 Burr Ridge Parkway, Suite 200 Burr Ridge, IL 60527
Phone: 630-627-8000 or 1-800-296-0664

Note: All licensing, accrediting, and approval is posted at Montana Academy.

GENERAL INFORMATION

PURPOSE, VISION, AND INTENT

Purpose: To graduate leaders in the salon and spa industry.

Vision: Educating the next generation of salon and spa leaders in the latest industry trends and techniques.

Intent: To change the industry, one graduate at a time.

PREMIER REDKEN ACADEMY

Montana Academy is a Premier Redken Academy using Redken retail and professional products for Barbering and Cosmetology.

CATALOG RESPONSIBILITY

Each student who enrolls is responsible for knowing the information in this catalog. Montana Academy reserves the right to change or revise policies, books/kits, and curriculum.

ACCESSIBILITY

Montana Academy is wheelchair accessible. Most of our equipment can be adjusted to accommodate wheelchairs/disabilities.

CLASS SIZE

Montana Board of Barbers and Cosmetologists define class size as One (1) instructor to twenty-five (25) students. Montana Academy limits the monthly class size of all courses and therefore early enrollment is suggested.

ORIENTATION

All students have a complete orientation prior to the start of courses.

PHYSICAL DEMANDS ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both classes and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy-time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

FACILITATORS

Montana Academy of Salons' facilitators must have two (2) licenses to facilitate. The facilitator may have a Barbering, Cosmetology, Esthetic and or a Manicuring License and an Instructor License. All licensees at Montana Academy of Salons come with salon experience and knowledge in all aspects of the industry. Licensees must earn 15 hours of continuing education units per year with 4 of those hours devoted to teaching methodologies. Additional education is also provided for facilitators to ensure they stay current with trends, products and instructing techniques.

Montana Board of Massage Therapy licenses only the Massage Therapist practitioners and does not license Massage Therapy Instructors. All licensees at Montana Academy of Salons come with salon/spa experience and knowledge in all aspects of the massage industry.

SCHEDULES

Course	Hrs	Wk	Ft/Pt	Schedule	Hr/Wk
Barbering	1100	32	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Supplemental Barbering	150	5	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Cosmetology	1500	44	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Esthetics	650	19	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Manicuring	400	12	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Massage Therapist	700	21	FT	Mon.-Thur. E/O Fri. & Sat.	34.5
Microdermabrasion	50	1.5	FT	Mon. -Sat.	34.5
Teacher Training	650	17	FT	Mon.-Thur. E/O Fri. & Sat.	40.0

ATTENDANCE POLICY

Attendance is recorded by a biometric time clock. Daily attendance is monitored by staff and is the responsibility of all students to attend their full contracted schedule and to complete all curriculums, project sheets, and all state-mandated training. Students also monitor their attendance through SMART FLEX.

To continue your enrollment at Montana Academy, you must abide by the attendance policy that corresponds with the course in which you are enrolled.

You are encouraged to miss as few days as possible. Montana Academy allots a certain number of approved absences as part of the student's contracted end date. Any student going beyond this contracted end date will incur additional fees to graduate. In addition, a student must graduate within 118% (85%) of the contracted end date.

Students who go over their contracted graduation date and need additional time to complete their course will be charged \$15 per hour until the student completes the required hours and course work.

CALL-IN POLICY:

Students must call 406-771-8772 x 2 and leave a message 30 minutes or more before the start of each scheduled shift if the student expects to be tardy or absent.

TARDY: Defined as delaying or delayed beyond the right or expected time.

The following is considered a Tardy:

1. You arrived after your scheduled shift starts.
2. You are arriving late from meal breaks.
3. You are starting lunch early.
4. You are exceeding the allowed break time from the classroom or student clinic area.
5. You are leaving early on a scheduled shift.

Three tardies in a month will result in an occurrence.

ABSENCE: Defined as the state of being away from Montana Academy

The following is considered an absence:

- Any absence where the student was not in attendance during their scheduled shift
- Any absence where the student is not in attendance after one (1) hour of their scheduled shift

Montana Academy strongly recommends that no student be absent while attending Foundations in any course. It becomes a hardship for the student and Montana Academy to makeup theory and practical instruction. Course lesson plans are taught on a rotating schedule and are not repeated until eleven (11) weeks later. The State of Montana requires a minimum of clock hours in Foundations in each course before practicing on the public.

In addition, students in Foundations may only miss 3 consecutive days. Any further absence may require that the student be terminated and reapply to restart the course/program. Students should refer to the Refund Policy section of their Enrollment Agreement regarding tuition due for scheduled hours at the time of termination.

APPROVED ABSENCE: is defined as an RTO or the Call in Policy

UNAPPROVED ABSENCE:

- Failure to call out by stated times
- Calling in to say you'll be late, still considered a tardy, and then not showing up by the time designated in the message
- Leaving Montana Academy without permission. Leaving early means you have not finished your scheduled shift.
- No Call, No Show

NO CALL, NO SHOW

A no call, no show is when a student doesn't call in and doesn't show up for the scheduled day. A No Call, No Show will result in an occurrence.

MISSING STUDENT: Defined as a student who no-calls / no-shows for the class or a student who does not return from an approved Leave of Absence (LOA) or Requested Time Off (RTO).

OCCURRENCE: An incident, event, episode, or circumstance that a frequency of something is happening.

- Three tardies in a month will result in an occurrence
- A No Call, No Show will result in an occurrence
- No attending a scheduled mandatory Friday or Saturday will result in an occurrence

Exceeding three occurrences will result in the student receiving an in-house suspension.

If a student finds it necessary to be absent, the absence must be reported in one of two ways.

- Requesting time off in advance for prior know upcoming absences
- Call in according to the call-in policy for an absence without prior notice.

SUSPENSION: The temporary prevention of something from continuing or being in force or effect.

MAXIMUM SUSPENSIONS ALLOWED

There is a limit to the number of suspensions a student may incur before being terminated.

- Three Suspensions will result in the student dismissing themselves from the course.
- Any further incidents that would lead to a suspension will cause the student to be terminated.

MANDATORY: (REQUIRED AS RULES) FRIDAY AND SATURDAY

Scheduled Friday and Saturday attendance are mandatory. All students, including students currently in Foundations, must attend the full day on Friday or Saturday.

RTO is “requested time off” in advance (minimum seven (7) days before the RTO) for the upcoming absence. The RTO will be considered if the student is currently making SAP in grades and attendance. No RTO’s are offered in Foundations. The time can be made up before the RTO.

An exception to the 7-day requirement would be:

- + If you are involved with law enforcement. (To be excused you must provide a copy of the police report)
- + If a student is unable to attend due to inclement weather, an excused absence will be considered
- + Serious illness of self or family member
- + Submitting an RTO one day before the funeral
- + Incarceration

RTO is available for mornings, afternoons, and all day. See Requested Time Off Form available from facilitators.

The students will receive an “Over Contract Charges Acknowledgment” form that details:

- Student’s contract graduation date
- Student’s anticipated graduation date
- Estimated Over Contract fees, if any

A facilitator will coach students as to the importance of attendance in the academy and the workplace. Students have the opportunity to make up time according to the “Makeup Policy.”

MAKE-UP POLICY

The “Make-Up Policy” allows the student to make up assignments and tests that they have missed.

Students who missed a test due to an absence must make up the test on the first day returning to Montana Academy, to receive credit for the test. The student is responsible for making arrangements with the facilitator to schedule a time to make up the test. Missed tests post as a ZERO until the test is made up. Missed and failed tests will adversely affect the student’s Grade Point Average (GPA) and Satisfactory Academic Progress (SAP).

Students are made aware at the time of their contract signing that over contract fees will be charged for hours exceeding their calculated completion date. Students are provided with “SmartFlex”, a student portal, which allows students the ability to monitor their hourly attendance. Students have a monthly, “one on one” evaluation with a team facilitator throughout their training and are made aware of their hourly attendance.

Students may come in during their unscheduled day of the week to make up missed hours. Montana Academy strongly recommends students making up missed hours as to prevent over contract fees. Courses with limited facilitators may be restricted to certain, scheduled make up days when a substitute facilitator is available.

A student must fill out a “Makeup Time Form”, to make up hours. Students will not be allowed to self-study without the supervision of a facilitator. A student may watch an instructional video with the supervision of a facilitator. This is not used as a replacement for class. The student/facilitator ratio will be upheld according to Montana State Laws. Students who schedule a makeup day, are required to attend without tardies or absences. This is a privilege and anyone who is tardy or absent may not be allowed to continue making up missed days. Opportunities to gain or make up hours are as follows:

- + **Student Clinic Area:** If a station is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- + **Manicure or Pedicure Clinic Area:** If a table or pedicure station is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- + **Esthetic or Massage Clinic Area:** If a treatment table is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- + **Dispensary and Laundry Clinic Area:** If there are no stations, tables, and rooms available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- + **Classroom:** Must be approved by the lead facilitator and the facilitator teaching the class.

TERMINATION POLICY

The Student’s enrollment may be terminated by Montana Academy for any of the following reasons: insufficient progress; non-payment of tuition; failure to comply with Academy Rules or Policies (including, but not limited to, refusal to follow directions of facilitators); violation of State Laws and Regulations; disruptive behavior and improper conduct; any action which causes or could cause bodily harm to a guest, a student, or employee of Montana Academy; willful destruction of Academy property; carrying a weapon, and theft or any illegal act.

In the case of termination by Montana Academy, the Student will receive a refund, according to the Refund Policy described in the Enrollment Agreement. Montana Academy will issue an Official Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork; attended an exit interview, and made the final payment of debts owed Montana Academy.

GRADING PROCEDURES

The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94.9%	Very Good
C	85 – 89.9%	Satisfactory
F	84.9% and Below	Unsatisfactory

Letters are given for practical skill evaluation. Evaluation is marked as a “Y” for completed steps or an “N” for not completed steps. A zero will be given in each step for refusal of a guest, service or sanitation. When a student is struggling in one or more areas of study or skill level, the facilitator will advise the student on how the incomplete skill can be successfully completed. 50% and below warrants the student returning to theory and removed from the Student Clinic Area.

10 steps completed	100%	9 steps completed	90%	8 steps completed	80%
7 steps completed	70%	6 steps completed	60%	5 steps completed	50%
4 steps completed	40%	3 steps completed	30%	2 steps completed	20%
1 step completed	10%	0 steps completed	0%		

COMPLETED

Students may receive a “Y” for completed, from a facilitator, when the student has completed a practical skill successfully.

NOT COMPLETED

Students may receive an, “N” for not completed, from a facilitator, when the student is attempting to learn a practical skill but needs additional time or practice to complete the work.

INADEQUATE GRADES

When a student is struggling in one or more areas of theory or practical skills, the facilitator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily.

CONDUCT

All parts of the Montana Academy of Salons should be viewed as a learning institution; the front desk is a teaching tool and a sales desk and should not be used to gather around. Out of respect for fellow students and their guests, students should not gather around student stations while they are working with a guest. Facilitators are an important tool for Montana Academy; Facilitators will assist and supervise each step of services provided. Swearing, inappropriate language, and/or degrading the academy or its staff will not be tolerated at Montana Academy of Salons and is cause for immediate termination.

GOSSIP/RUMORS

Negative and malicious gossip and rumors are unacceptable. Spreading malicious gossip and rumors creates discord and threatens harmony that is unacceptable. Students are to treat others with respect and to conduct themselves professionally at all times. Students are prohibited from making statements about Montana Academy, other students, guests, competitors, or others that may be considered harassing, threatening, libelous, or defamatory in any way including on social media.

ADMINISTRATIVE STAFF & FACULTY

Linda M. McPherson, Owner, CEO

Michael T. McPherson, Owner, CFO/FAO

Dawn Zuris, Admissions, FAA

FACILITATORS

Chris Cooper

Jeannie Cummings

Cierra Conner

Keri Kingland

Crystal Sevalstad

Jasmine Johnson

LICENSED IN

Barbering/Cosmetology

Cosmetology

Esthetics/Microdermabrasion

Massage Therapy

Cosmetology

Barbering/Cosmetology/Microdermabrasion

SUBSTITUTE FACILITATORS

Linda McPherson

Courtney Wolff

Cosmetology/Microdermabrasion

Massage Therapy

COST OF EACH COURSE

REGISTRATION FEE

A \$200 registration fee per course is due at the time of signing the Enrollment Agreement.

TUITION

Course	Registration Fee	Books/Kit	Tuition	Total
Barbering	\$200.00	\$1,900.00	\$13,000.00	\$15,100.00
Supplemental Barbering	\$200.00	\$1,200.00	\$1,700.00	\$3,100.00
Cosmetology	\$200.00	\$1,900.00	\$17,000.00	\$19,100.00
Esthetics	\$200.00	\$1,700.00	\$8,500.00	\$10,400.00
Manicuring	\$200.00	\$800.00	\$4,000.00	\$5,000.00
Massage Therapy	\$200.00	\$1,000.00	\$10,500.00	\$11,700.00
Microdermabrasion	\$200.00	\$60.00	\$1,100.00	\$1,360.00
Teacher Training	\$200.00	\$300.00	\$6,500.00	\$7,000.00

BOOKS/KIT POLICIES

Montana Academy textbook and kit items are available only through suppliers that sell to licensed professionals: Barbering/Cosmetology/Esthetics/Manicuring/Massage Therapy/Microdermabrasion and Teacher Training academies. Montana Academy pays wholesales costs for these books/kit items and then passes those savings along to the student. The kit may not be removed from the campus facility without permission and must be kept in the assigned locker.

Montana Academy of Salons has payment options available for the purchase of books/kit items. For those students using Title IV funds, the charge for books/kit items can be added to the institution charges and funds will be disbursed by the payment period. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of books/kit items and will not have to give written authorization for this purpose only. NOTE: The Student using Title IV funds (financial aid) only receives Title IV funds if the student is making satisfactory progress or has been placed on probation. For those students that are on a cash payment plan, a down payment of 20% of tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing the enrollment agreement.

The student may request to opt-out of including Program Tools & Equipment and/or the Cosmetology Book Bundle in the institutional charges and purchase such items elsewhere by submitting to the Academy's Admissions Office a "Request to Opt-Out" form. The Request to Opt-Out form is available from the Academy's Admissions Office.

The textbook and kit items are non-refundable. The costs for the textbook and kit items include shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective; Montana Academy will warranty the item for 30 days from the date the student received the item. The books/kit provided are to be used on Montana Academy guests and/or models as assigned, in order to develop required skills and speed. In order to keep learning materials current, Montana Academy, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit costs. The

kit items can be purchased from the Admissions Office. Borrowing kit items is not encouraged or tolerated.

ADDITIONAL COST, CLASSROOM MATERIAL LIST

Students will be given an apparel code for their course and must adhere to the guidelines. Esthetic Students will need to purchase a white lab coat, Barber and Supplemental Barber Students will need to purchase a black barber jacket and Massage Therapy Students will need to purchase black scrubs. For all courses, the student will be responsible for the additional cost of classroom materials. Please bring with you on the first day of attending the following: pens, pencils, highlighters, and a notebook. A folder type clipboard that opens will be needed in the student clinic area.

All backpacks, handbags, purses, lunch bags, or any other bags that are carried into/out of the academy must be clear, see-through material.

Students will be responsible for paying for licensing exams and extra materials needed to take the state board practical exam for their program.

REPLACEMENT COSTS

If a student needs to replace books/kit items at any time during his or her enrollment, these items may be purchased at cost at Montana Academy.

METHODS AND TERMS OF PAYMENTS

Cash, check, or credit cards are accepted for tuition payment. Title IV HEA Funding Financial Assistance may be available for Barbering, Cosmetology, Esthetics, Massage Therapy and Teacher Training courses and to those who qualify.

A down payment of 20% of tuition plus all books/kit and fees are due 30 days before the class starts. Then a monthly payment is due the first day of each month until training is complete.

Course	Down Pmts 20% of Tuition + Books/Kit	Monthly Pmts
Barbering	4500.00	1486.00
Supplemental Barbering	1540.00	600.00
Cosmetology	5300.00	1360.00
Esthetics	3400.00	1360.00
Manicuring	1600.00	1067.00
Massage Therapist	3100.00	1680.00
Microdermabrasion	280.00	880.00
Teacher Training	1600.00	1300.00

*This does not include registration fee or application fee.

PROGRAM DISCLOSURE AND CONSUMER INFORMATION

Program disclosure and consumer information can be found on our website at <http://www.montanAAcademy.edu>, or a hard copy is available in the admissions or financial aid office.

- + Net Price Calculator
- + Financial Aid Code of Conduct
- + Campus Crime Cutting Tool

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Montana Academy of Salons is committed to providing safety to all of its students and employees. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, students, employees and/or guests are encouraged to report the incident to the Chief Executive Officer or a Campus Security Authority immediately. That individual will assist the student, employee or guest in reporting the crime to the local police or other appropriate security force.

Montana Academy of Salons will provide students and employees with a copy of the Academy's Annual Security Report by October 1st of each year. Crime statistics will be gathered from the local police and compiled in this Annual Security Report. The report will show the number of incidents on campus, including the Montana Academy parking lot and public property adjacent to the Academy. Crime statistics information is published as part of the Academy's Annual Security Report, which can be obtained online at www.montanacademy.edu or in-person from the Montana Academy Admissions Office.

Although Montana Academy does not employ security Officers, Montana Academy of Salons has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police. When a victim of a crime elects to or is unable to make such a report, Montana Academy will accept reportable incidents from the closest source of the victim. Montana Academy does not have a working relationship with the State Authorities, it is unlikely they would get involved with this campus. The State Authorities have referred us to the local authorities for support.

PREPARATION OF DISCLOSURE OF CRIME STATISTICS

Linda McPherson, Chief Executive Officer (CEO) of the Montana Academy of Salons, prepares the Annual Security Report and crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Each year prior to October, the CEO emails the local law enforcement and requests verified crimes. The email then is reviewed and crimes verified by the geography, and in-house crimes, complaints, etc. The CEO gathers the information and all crime statistics are put together and assemble for the ASR. The full text of this report can be located on our web site at <http://www.montanAAcademy.edu>.

Campus crime, arrest and referral statistics include those reported to the Great Falls Police Department and Campus Security Authorities. Montana Academy does not have campus housing, campus police or a security department for daily crimes. Montana Academy refers all campus crime(s) to the Great Falls Police Department. In addition, Montana Academy does not keep a fire log.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access the Annual Security Report. Employees receive similar notification at the Academy's faculty meetings and Professional Development. All employees and potential students may obtain copies of the report online at www.montanAAcademy.edu or by

contacting the Montana Academy of Salons, 501 2nd ST S, Great Falls, MT 59405 in the Admissions Office or by calling (406) 771-8872 x 5.

CAMPUS SECURITY OF AND ACCESS TO CAMPUS FACILITIES POLICY

Montana Academy has three entrances/exits equipped with locks. They are located on the north side, south side, and west side of the building. The front entrance (south side) is monitored by the front desk staff when Montana Academy is open for business. The north side and west side entrance/exit remained locked at all times. These doors are unable to be opened from the outside but can be opened at any time from the inside. All employees have keys to all outside doors. Students only have access to enter the building by the south door.

The CEO and staff administer the maintenance of the campus facilities by doing a “walkabout”. The CEO oversees the property and equipment maintenance. Such maintenance consists of security cameras, overhead lighting, and station repairs. When the CEO is not available, the staff will “walkabout” and determine if such maintenance is warranted.

CRIMINAL ACTIVITY OFF-CAMPUS POLICY

The Montana Academy of Salons does not recognize student organizations. We do not provide law enforcement services or monitor criminal activity to off-campus properties. This policy statement applies to whether or not the criminal activity is monitored at off-campus locations.

COLLEGE NAVIGATOR

Montana Academy reports information to the National Center for Education Statistics (NCES), which is made available through the College Navigator website. Consumer information reported to the NCES can be found at <https://nces.ed.gov/collegenavigator/>

CONSUMER INFORMATION

Consumer Information is reported to NCES and can be found at <https://nces.ed.gov/collegenavigator>

FINANCIAL AID INFORMATION

Information relating to financial aid can be obtained by calling (406) 771-8772 x 4. Monday-Friday from 9:00 am - 5:00 pm.

FINANCIAL AID MECHANISM

Financial Aid is a mechanism that reduces out of pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the “cost of attendance”. Financial Aid is awarded to students who have “need”. “Need” is the difference in the amount of money that the family will be expected to contribute to meet student costs and the “Cost of Attendance” at this academy.

FINANCIAL AID PROGRAMS

The institution is approved for and participates in the following programs:

- Pell Grant
- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Direct Parent Loan (PLUS)

EDUCATION BENEFIT PROGRAMS OFFERED BY THE DEPARTMENT OF VETERAN AFFAIRS AND DEFENSE

If you served in Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for the transfer of the service member’s Post-9/11 GI benefits to you.

Please note that depending upon which VA Benefits a student might qualify for, there may be separate academic and attendance requirements, including academy reporting requirements as required by the government.

FINANCIAL AID ASSISTANCE STUDENT ELIGIBILITY REQUIREMENTS

- Have Financial Aid need
- High School Diploma
- GED or its equivalent
- Be a U.S. citizen or eligible non-citizen

- Be enrolled as a regular student in an eligible program, at least half time
- Make satisfactory academic and attendance progress
- Be registered with Selective Service or certify that there is no requirement to do so
- Agree to use any Federal Financial aid received solely for education purposes

The institution has been approved by the U.S. Department of Education, Office of Financial Assistance, and various state guarantee agencies for the following programs of financial assistance to assist eligible students to meet the expenses of their education of 600 hours or more.

MAXIMUMS

Federal Pell Grant	\$ 6195.00
Direct Subsidized Loan	\$ 3500.00
Direct Unsubsidized Loan	\$ 6000.00 (For an Independent Student) \$ 2000.00 (For a Dependent Student) *

*Please note that in the instance that a dependent student's parent(s) be denied a Parent Plus Loan, the student may be eligible for the additional \$4,000** May change 7/1/2020**

Direct Loans are subject to an Origination Fee as per the U.S. Dept. of Education

The programs listed above are based on the students' need for financial assistance and the forms for applying for such aids are available at the academy. The Financial Aid Advisor will explain the procedures and preparations of these forms.

Students receiving Financial Aid incur the following responsibilities:

- Students must maintain satisfactory academic and attendance progress in their course of study.
- Students enter into their repayment period for Direct Loans six months after completing the program, or six months after they are terminated/withdrawn.
- Direct Unsubsidized Loans and Direct Subsidized Stafford loans have the same repayment terms however; interest on the unsubsidized loans is the students' responsibility from the date of disbursement.
- *****The interest can be paid while you are in academy or may be added to the principal by your lender, at the students' request.**
- A parent of a dependent student may borrow up to the cost of education, less other expected financial aid, on the PLUS loan.

DETERMINING NEED

The Congressional Methodology (CM) Formula is approved by the U.S. Department of Education. This academy uses it to compute the ability of the family to contribute to the cost of the student's training. The expected family contribution (EFC) is subtracted from the cost of education to establish the student's need. The academy awards Financial Aid to cover as much of the student need as possible.

Formula: Cost of Attendance – (minus) Expected Family Contribution (EFC) = Financial Need

Procedures, Forms, and Disbursements

During a Financial Aid Interview, prospective students will complete a Free Application for Federal Student Aid (FAFSA) on the web and provide the necessary documentation. Based on the information provided on the application the Financial Aid officer will determine the students' need for Title IV Financial Aid assistance. The applicant will then complete the applications which apply, according to the individual's preference and eligibility.

TITLE IV APPLICATIONS USED BY THIS INSTITUTION ARE AS FOLLOWS:

Free Application for Federal Student Aid (FAFSA)

COST OF ATTENDANCE

Elements included in the budget are actual cost of tuition, registration fee, books, and supplies.

Additionally, an allowance for the monthly cost of living is considered based upon the students' specific circumstances, and the following costs are considered: room and board, transportation, and personal/miscellaneous.

REFUNDS

If you discontinue your training and an overpayment exists, the application of the refund will be made as follows; 1st to Student Loans, 2nd to Pell, 3rd to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the "Return of Title IV Funds." For specific information, contact the campus Financial Aid Administrator.

VERIFICATION PROCESS

Federal regulations require institutions to develop written policies and procedures for verification.

Montana Academy of Salons is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV Financial Aid Programs. Under the regulations, this campus will not disburse PELL to any student selected for verification until completion of verification.

WHO MUST BE VERIFIED

The policy of Montana Academy of Salons shall be to verify those students "selected for verification."

Applicants are "selected for verification" either by the Central Processing System (as evidenced by an asterisk (*) on the output document) or by the campus. If an application has been selected for verification, the Financial Aid Officer will request documentation of pertinent information as appropriate

ADMISSIONS INFORMATION

Information regarding enrollment can be obtained by calling the Admissions office at (406) 771-8772 x 5 or texting at 406-788-9712. Admissions office is open Monday-Friday.

GRADUATION, LICENSURE, & PLACEMENT RATES

Graduation Rate*	Licensure	Placement Rate
71%	90%	76%

Rates from the NACCAS 2019 Annual Report, uses 2018 data.

NACCAS' (data) annual report is derived from a single cohort of students – those scheduled to graduate.

NACCAS' graduation, placement, and licensure definitions are provided below:

- + **Graduation Rate:** based on all students scheduled to graduate from their program. Of those students scheduled to graduate, the percentage that actually graduated before November 30.

Note: The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, re-enrollments, and other contract changes have been accounted for).

- + **Graduate:** A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.
- + **Placement rate:** Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed prior to November 30.
- + **Eligible for Placement:** A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

a. The graduate is deceased

b. The graduate had a permanent or indefinite disability

c. The graduate was deployed for military service/duty

d. The graduate studied under a student visa and is ineligible for employment in the U.S.

e. The graduate continued his/her education at an institution under the same ownership

- + **Placement:** A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.
- + **Licensure Rate:** Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to November 30, the percentage that passed all required parts of the state/national exam before November 30.

GRIEVANCE (COMPLAINT) PROCEDURE POLICY

Montana Academy of Salons maintains an “open door” policy allowing students or other interested parties the opportunity to discuss any issues necessary. Most of these issues can be resolved at the Montana Academy level. Montana Academy will receive and process complaints that state facts that reasonably suggest that Montana Academy may not be in compliance with the Federal, State, or NACCAS standards and criteria.

Montana Academy will make every attempt to resolve any student complaints. Complaint procedures will also be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within five days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the CEO of the Academy.
3. The complaint will be reviewed by administration and a response will be sent in writing to the student within ten days of receiving the complaint. The initial response may not provide for the final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, administration will appoint a hearing committee consisting of one member selected by Montana Academy who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the academy, and another member who may not be employed by the academy or related to the academy owners. The hearing will occur within 30 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by Montana Academy's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. Montana Academy administration shall consider the report and either accept, reject, or modify the recommendations of the committee. Director of Academy shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. The institution maintains copies of all complaints and their resolution according to the institution's record-keeping policy.

Students or any member of the public may file a complaint against the Montana Academy with:

Montana Board of Barbers and Cosmetologists,
PO Box 200513, Helena, MT, 59620 Phone 406-841-2335

With respect to the Massage Therapy program, complaints may be filed with:

Montana Board of Massage Therapy
Montana Board of Licensed Massage Therapy
301 So. Park 4th floor P.O. Box 200513 Helena, Mt 59620-0513

and

The National Certification Board of Therapeutic Massage
National Certification Board of Therapeutic Massage
13333 Burr Ridge Parkway, Suite 200 Burr Ridge, IL 60527
Phone: 630-627-8000 or 1-800-296-0664

Students may also pursue complaints with the Montana Academy's accrediting agency, the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin St, Alexandria, VA 22314, Tel. 703-600- 7600, www.naccas.org. Complaint forms are available through NACCAS.

ADDITIONAL ACADEMY INFORMATION

STUDENT POLICIES & PROCEDURES

To succeed at Montana Academy, it is important to follow and adhere to Montana Academy's policies and procedures. Policies service as a guideline to provide structure and enhance Montana Academy training courses. Academy policies and procedures are subject to change.

A copy of the Student Policies and Procedures is given to each student prior to signing the enrollment agreement. The student will adhere to Montana Academy's standards of conduct, attendance, dress code and courtesy to all. All students must maintain Satisfactory Academic Progress (SAP). SAP is defined as an 85% average in both theory and practical grades and attendance. Students may track SAP electronically on their personal smartphone, tablet or home computers through an online SMART portal. This technology is to encourage students to be aware of their daily SAP attendance and grades.

ACADEMY STANDARDS

All students must abide by the Montana Board of Barbers and Cosmetologists and the Montana Board of Massage Therapy Rules. Unprofessional conduct (24.121.2301) and lack of integrity will not be tolerated and as a result, the student may be terminated. The following actions may result in termination:

- + breaching a contract with Montana Academy, if established as a final judgment in a court of law
- + failing to cooperate with an inspection or investigation conducted by Montana Academy
- + knowingly submitting false records or documents to Montana Academy
- + impersonating a licensee or representing oneself as a licensee for which one has no current license
- + filing a complaint with, or providing information to, Montana Academy which the student knows, or ought to know, is false or misleading
- + being convicted of a misdemeanor or any felony involving the use, consumption, or self-administration of any dangerous drug, controlled substances, alcoholic beverage, or any combination of such substances;
- + using any dangerous drug or controlled substance illegally or alcohol while providing services at Montana Academy
- + acting in such a manner as to present a danger to public health or safety, or to any guest including, but not limited to, incompetence, negligence
- + maintaining an unsanitary or unsafe academy, or practicing under unsanitary or unsafe conditions
- + performing services or using machines and devices outside of the student's area of training, expertise, competence, or scope of practice
- + damaging, destroying, or attempting to destroy property or equipment of Montana Academy or a member of the public in the academy
- + intentionally misrepresenting a student's type of licensure
- + advertising or otherwise implying that the student is providing treatment, healing, correcting, or diagnosing any medical condition
- + aiding or abetting unlicensed practice by intentionally or unintentionally encouraging, assisting, or failing to prevent the commission of unlicensed practice
- + failing to use implements, equipment, instruments, machines, devices, or products according to the manufacturer directions, with the exception of using only single-use plastic tips on microdermabrasion machines
- + unprofessional conduct is subject to discipline by Montana Academy

CHEATING POLICY

Students caught cheating will be subject to termination from the course.

STEALING POLICY

Students caught stealing will be subject to termination from the course.

DUTIES/SANITATION POLICY

The facilitators will assign duties and/or sanitation as a part of the daily routines. Your assigned duties and sanitation are a part of your training and grade. Facilitators will check all duties and sanitation.

SAFETY PROCEDURES/FIRST AID/BLOOD SPILL

First aid kits are conveniently located in the facilitators' office. For an emergency not requiring 911, if possible, a staff member may take you to the doctor. If a staff member is not available, your emergency contact will be asked to escort you to a doctor. In an emergency, a staff member will call 911.

TIME CLOCK POLICY

The electronic finger scanner (biometric time clock) records your hours in minutes. The time is securely recorded and protected by Montana Academy for records purposes. Each scheduled day, you are to clock in and out using the electronic finger-print scanner. This is a condition of your enrollment. If an error has occurred while clocking in or out, seek a facilitator for assistance.

HOOR POLICY

Montana Academy is open Monday through Saturday plus evenings. Schedules are pre-determined which defines the student's hours of attendance. Students will be in the classroom every day through Foundations. The facilitator will instruct an "hour" of education which is equal to 50 minutes of instructional time during f The student's clinic area, and the classroom schedule will be given at the time of enrollment. Hours required are a condition of the course you are currently enrolled in. Your schedule is part of the enrollment agreement and is subject to change

LOCKER POLICY

The locker should be used to store student books/kits and any personal belongings. It is your responsibility to keep your locker clean and free of open food or drinks. A locker is provided to keep your books/kit safe and undamaged. You are to use your locker at all times and never leave your books/kit in classrooms, stations, or anywhere unattended. Kits must be left at the academy.

PADLOCK POLICY

During orientation, you will be provided with a padlock for your locker to use during your attendance at Montana Academy. Padlocks must be returned in working condition, or a fee will be charged.

LUNCH POLICY

Lunches are scheduled, and if returning late, the tardy policy will apply.

FOOD AND BEVERAGE POLICY

Please keep all eating and drinking in the student lounge. Beverages in bottles are allowed in the classroom during class. No beverages or food are allowed at styling stations or in the clinic area.

GUEST SERVICE POLICY

Students are never to leave a guest unattended. It is unprofessional and could be dangerous to the guest.

DESIRED STUDENT CHARACTERISTICS

Successful students share certain characteristics when interested in the service of Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, and Teacher Training.

- + Adaptability
- + Creativity
- + Customer service
- + Good grooming habits
- + Pleasant personality
- + Ability to visualize ideas
- + Good dexterity
- + High standards in safety and health

LEARNING

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from a facilitator. Our goal is to assist your learning. Take advantage of learning while you are here. Your goal is to learn as much as you can. Learning and memorizing is not the same. Learning means you take what is covered in your thinking and can use it. Memorizing is short term and will not last.

STUDENT RESOURCE CENTER POLICY

A library of industry magazines, books, audio, and video materials are provided for the student in relation to the course of study. Montana Academy has computers accessible to students to research areas of interest to the Barbering, Cosmetology, Esthetics, Manicuring and Massage Therapy industry. Facilitators may limit the Student Resource Center to 30 minutes.

DRESS CODE POLICY

Montana Academy apparel is office professional and all black for all students in each course except for Esthetic Students will need to purchase a white lab coat. Barber and Supplemental Barber Students will need to purchase a black barber jacket, and Massage Therapy Students will need to purchase black scrubs. Blacktops must meet or overlap the waistline, be in good condition, clean, wrinkle-free, no bra straps and no cleavage. No hoodies. Classrooms can be cool at times; we suggest bringing a black sweater or shawl for your comfort. Black bottoms including leggings, must be in good condition, appropriate, hemmed, clean and wrinkle-free. If wearing

leggings, tops must cover the derriere. No shorts, short skirts, short dresses. Socks, hose or tights must be black or neutral in color.

Optional **Friday/Saturday** Dress Code. Students may wear a Montana Academy logoed shirts.

Shoes must be all black, clean, and have black or brown soles. If toes are exposed, they must be well-manicured. All shoes must have a back or strap. The following are not acceptable: flip flops, Uggs, Birkenstock Sandals, slippers or Crocks.

A name badge is provided and is to be worn always. If not wearing the name tag, the student will be expected to purchase a new one from the front desk the same day or clock out to go retrieve it and return in a timely manner.

Nails must be clean and manicured always. Hair must be clean, dry, and finished in a style prior to arriving at Montana Academy. Hair and jewelry accessories are acceptable in any color.

At a facilitator's discretion, if you are in violation of any of the above and/or if you are inappropriately dressed, you will be asked to clock out, change into appropriate attire, and return in a timely fashion.

Students must adhere to the dress code, look professional every day, and practice personal hygiene, (24.121.1521) while attending Montana Academy (See Dress Code).

1. Licensees and students shall keep their hands and fingernails clean, and wear clean, professional attire. Shoes shall be worn at all times.
2. Licensees and students shall thoroughly wash their hands:
 - a. before and after every client; and
 - b. immediately after using the restroom.
3. The use of an instant, waterless, antibacterial hand sanitizer may be used in place of handwashing before and after servicing each client but does not void the requirement in (1).
4. A fresh pair of nonsterile, latex, nitrile, or disposable vinyl gloves must be worn during treatments when contact with blood or other potentially infectious materials, mucous membranes, and nonintact skin could occur.

PARKING POLICY

Student Parking is provided on the premise of Montana Academy for your safety. It is mandatory you park in the parking lot provided. Park south of the "No Parking" sign in the parking lot, allowing guests closer accessibility into Montana Academy.

BREAK POLICY

A student lounge is available to all students and is the only place that students are allowed to eat and drink. During classroom sessions, beverages in sealed containers are allowed. No other beverages or food are allowed without a facilitator's permission. No beverages or food are allowed in the clinic area, with no exceptions.

SMOKING POLICY

Smoking is not allowed in Montana Academy. Outside Montana Academy there is a designated smoking area; it is your responsibility to clean up this area. No “vapor” cigarettes of any kind are allowed at Montana Academy. Smoking may occur prior to the start of instruction, at lunch, and after clocking out.

PHONE POLICY

Cell phone use is restricted to breaks and lunch periods. Cell phones may only be used in the student lounge or outside of Montana Academy. Students may be granted permission to use cell phones for educational purposes both in the classroom and in the clinic area. Cell phones may be confiscated if the above is violated. Montana Academy phones are not for personal calls.

BUSINESS GOAL POLICY

As a part of your enrollment, Montana Academy places a “Fast Tracker” in your kit. The Performance Goals are part of Montana Academy’s business course and are practiced daily. On the first day, all students will be taught aspects of the tracker. Daily you will “track” referrals, re-books, repeats, and retail. Practicing all aspects of the tracker will ensure your success after graduation.

COMPUTER POLICY

Montana Academy provides computer(s) for student’s use, to further their business knowledge. Students are taught how to schedule their guests and check-in their guests. Part of the “Fast Tracker” is learning how to schedule, “refer, and “rebook” guests. Students caught deliberately falsifying, changing, deleting, moving appointments and/or scheduling fictitious guests and services will be asked to clock out for the day due to falsely altering their daily service schedule. Continuous falsifying schedules may lead to termination of the student from the course.

BUSINESS LEVEL JUMPS POLICY

Monthly students are acknowledged and awarded for accomplishing a level of business. During the celebration, students are “PINNED” for accomplishing levels of referrals, re-books, repeats, and retail. Students who reach and maintain a Level 4 in all courses will graduate with HONORS. Honorees will have an “honoree seal” on their diploma. Students who reach a Level 3 will be given the Summit Salon “Intelligent Verbiage” CD. Students who reach a Level 4 will be given the Summit Salon “Get Smart” CD set and be assigned a big locker.

STUDENT OF THE MONTH POLICY

A student is selected monthly based on the following criteria; qualifying or jumping, no tardies, highest GPA, and highest attendance. At Celebration, The Student of the Month will be announced and awarded a designated parking spot.

The runner-up is selected monthly based on the same criteria, and awarded a designated parking spot.

GRADUATION POLICY

Montana Academy hosts a Graduation Celebration for those who have rung the bell, honoring students. The cap, tassel, gown, stole, and cords are an important accomplishment. We ask each graduate to “bestow” the stole to someone who supported them during their time at Montana Academy and share their experience with all in attendance. Students who have achieved the

highest business levels in their course (L4) will proudly wear red cords. This tradition at Montana Academy proudly announces to students, staff and guests, and you've "GRADUATED."

ENROLLED STUDENTS

The student understands that they are enrolling as a student at the Montana Academy of Salons with the goal of obtaining sufficient clock hours to qualify for licensure in the State of Montana. The student will not be considered an employee of the Academy and should have no expectations of such. The student understands that as part of their training, among other things, they will be required to perform clinic services on a member of the public who will pay the academy a fee for that service. The student understands that these services, and other tasks that may be assigned to perform, are designed to allow the student to learn the trade by practicing skills on paying customers and learning in a simulated salon environment. The student will not be paid a wage for any time spent enrolled at the Academy.

ADDITIONAL EDUCATION POLICY

Montana Academy often offers extra educational seminars that all students and alumni are invited to attend. When the opportunity arises, all students and foreseeably, all alumni are notified in advance through social media about the educational event.

GUEST SPEAKER POLICY

Guest speakers are integrated into the curriculum to allow the students to experience the salon/spa industry before graduation.

STUDENT PERSONAL SERVICE POLICY

Students earn a \$40 personal service, after Foundations, for each month; they maintain an 85% grade average and an 85% attendance average with no tardies or occurrences. At Celebration, the Student Personal Services List is given to the front desk. The student has until the next Celebration to utilize the service.

Fellow students perform student services. Trained students may only perform services. The services must be scheduled and performed all at one time and approved by a salon clinic facilitator. The services cannot exceed two and a half hours.

Personal Services may not be performed after 5 pm or scheduled on Friday or Saturday. The facilitators will schedule your service. The student providing the service will fill out the ticket, have it signed, and checked by a facilitator. You are the guest while receiving the services; therefore, your student service provider will receive grades throughout the process. If the services exceed the \$40 service credit, the student is responsible for the remaining balance. Personal services are not transferrable from month to month, to another student or other persons, and are used before the next Celebration.

Additional services can be performed on a Friday or Saturday when the student is not on the clock. Services are discounted 50% for all current students. The discounted service will become void if you take a leave of absence (LOA), Requested Time Off, (RTO) drop from the course, or graduate.

RETAIL CLUB POLICY

Students are informed on monthly retail specials. Students are mentored on "how to" recommend retail products to guests. This exercise develops good sales in leadership. Monthly, through retail sales, students are acknowledged for their retail accomplishments and awarded a name plaque. We do this because businesses hire for retail skills.

EMPLOYER EXPECTATIONS

Through the policies and procedures, Montana Academy is preparing students, one at a time to:

- + Be on time, have good attendance/ good work ethic
- + Dress professionally/fashionably
- + Follow directions/ have a strong guest and retail skills
- + Don't talk on your cell phone when working/ strong skill levels
- + Maintain a positive attitude at all times/ team player/ avoid conflict
- + Treat your facilitator, and co-students with respect and courtesy
- + Take your responsibilities seriously. Get rid of "that's not my job", "I'm not making the company money", mentality

CONTINUED EDUCATION

It is important to understand the role you play at Montana Academy and to trust and respect that others play a role that is just as important as yours and works just as hard as you do, even if they work differently. Understanding this will promote positivity and lead to a more satisfying learning atmosphere for everyone.

Soft Skills relate to how you work. They are just as important as your education or experience, and paying attention to them will take you a long way. Soft Skills ultimately can determine if you get hired or can be the main reason for being fired. Soft skills relate to how you interact with others and to your overall attitude on the job.

- + Motivation
- + Dedication
- + Time-Management Skills
- + Positive Attitude
- + Communication Skills
- + Creative Problem-Solving Skills
- + Ability to be a Team-Player
- + Confidence
- + Flexibility
- + Working Well Under Pressure
- + Ability to Take Criticism and Improve

FIRE EXTINGUISHER POLICY

Fire extinguishers are in the student clinic area, in the laundry room, and in the locker area by the exit door.

OSHA REQUIREMENT PROCEDURE

In compliance with the United States Department of Labor Occupational Safety and Health

Administration requirements, the academy advises its students of the chemicals used in training. During the course work, the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Barbering, Cosmetology, Esthetics, Manicuring, and Massage Therapy or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available at the front desk. Montana Academy endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products.

Montana Academy does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

STUDENT COUNCIL POLICY

Each team will elect a representative who is SAP to attend the Student Council Meeting.

The Student Council gives the student body a voice through their team representative and an overall positive atmosphere in Montana Academy. The representatives are given an opportunity to bring suggestions to the meeting. The representatives will act as the liaison between the student body and the Montana Academy Staff. The representatives are asked for topics from their team so that they can discuss with the staff leaders wins and successes, projects and charitable events, Monthly Student Celebration ideas and graduation.

In turn, the Montana Academy Staff can inform the representatives of new policies, procedures, state regulations, NACCAS requirements, DOE regulations. We ask the representatives to support Montana Academy's policies and procedures.

The overall objective is to strengthen the relationships between the students and staff. We desire to have less conflict and more solution to a working team. The Student Council keeps the staff and owners up to date of student body ideas and concerns for better communication between the staff, owners and student body.

The Student Council will meet the last Wednesday of each month with either owner and/or staff.

RECORDING DEVICES & ELECTRONIC EAVESDROPPING POLICY

Electronic eavesdropping is the use of an electronic transmitting or recording device to monitor conversations without the consent of the parties being monitored. Montana Academy does not permit any recordings or videoing with cell phones, Tablets, or any other electronic devices without the consent of the person being recorded. This includes the facility, students, facilitators, guests, or any other persons within Montana Academy.