



Dream Believe Achieve

TUANA EUROPEAN BEAUTY ACADEMY CATALOG

Volume 15, Jan 2023



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Certified True and Correct Content and Policies

**TO BE THE
BEST, LEARN
FROM THE
BEST!**

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Team Directory

Our team is a skilled team of experienced educators with knowledge of classic and contemporary techniques. Educators have met program licensing requirements and are trained in all aspects of hair, skin, nail esthetics, and related subjects.

Kazim and Mercan Tercan OWNERS, Denise Mitchell DIRECTOR/EDUCATOR, Candice Bay EDUCATOR.

DPOS: The School is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1600 Broadway, Suite 2200 Denver, CO 80202, 303-862.3001 or www.highered.colorado.gov/dpos.

NACCAS: Tuana European Beauty Academy is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin St. Alexandria, VA 22314 (703) 600-7600.

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Introduction

Welcome to the Tuana European Beauty Academy. Our private academy offers our students the ability to learn in a professional salon school atmosphere with superior training from our qualified and experienced instructors. Tuana European Beauty Academy, LLC is owned by top industry stylist Kazim Tercan and his wife, Mercan Tercan.

Kazim was trained in Europe by top European stylists and is an award-winning salon owner of Tuana Hair Design. He is a certified master hair colorist as well as a master hairstylist. Kazim has built an incredibly strong reputation for both his skill and creativity as a hairstylist. He was trained in Europe by top European hairstylists like Vidal Sassoon, Jacques Dessange, Saint Algue, Haute Couture Francis and has done hair shows in Paris, Berlin, Amsterdam, Rome, London, Vienna and Istanbul. He spent years travelling Europe teaching as a trainer and color educator for Wella, Schwarzkopf, and L'Oreal. He has trained many stylists who have gone on to win major awards and competitions, and to crown it all he has now achieved a superstar award. He finds his career very rewarding and stimulating, and has always given 100%. Kazim is a key member in some of the hair industry's most influential committees like Intercoiffure USA-Canada and has appeared on national television shows and magazines like Fox 31, Channel E!, Bloom Magazine and American Salon Magazine. After over 20 years with so many awards, fashion shows and trainings in the beauty field, Kazim Tercan's credits are many and varied. He continues to provide his clients with the latest European trends and styles. His unwavering commitment to his craft and art had labeled him as a professional's professional.

Mercan graduated from physics from the Ege University of Turkey and earned a master's degree in computer information systems at the College of Business at CSU. While she was working as a teaching assistant and tutor at CSU, she gained experience making learning accessible and engaging for students. She contributes to their success, and enjoys working with the staff and the students. In her spare time, you can find her hiking, cooking, doing yoga, or reading.

Tuana European Beauty Academy is dedicated to educating quality cosmetologists, hairstylists, manicurists, and estheticians—graduates who will meet the present and future demands of the beauty industry. Our small class sizes guarantee you one-on-one attention, which in turn will allow you to learn at your own pace and time. We offer a world-renowned education that is affordable. We give you 25 years of experience in the beauty and fashion industries.

Our goal is to provide each student with a specialized national education that prepares them for a career in cosmetology or stand-alone programs for hairstyling, esthetics, and nail technology by ensuring a strong foundation in accordance with the Colorado State Board of Cosmetology criteria. Our focus is to educate our students in the highest standards of business, ethics, and techniques that will set them apart from other cosmetology graduates.

Congratulations! And, thank you for allowing us the opportunity to be a part of your success.

Mr. and Mrs. Tercan

“YOUR PATHWAY TO A SUCCESSFUL CAREER IN BEAUTY.”



About Team

Tuana Academy team strives to stay current on industry trends.

Our goal at Tuana Academy is to help students pursue their goals of becoming beauty professionals. We are here for them every step of the way, from enrollment to graduation and beyond! A huge part of the process is our amazing admissions staff; they have experience as beauty professionals, salon owners, and educators. They know exactly what it takes to thrive in the beauty industry and can help students achieve their dreams. They bring their real-life experience to the classroom. Our educators strive to provide up-to-date information along with access to the latest technology. We design our curriculum to help make you marketable to future employers, not just to pass an exam.



**SUCCESS
BECOMES
You.**

Tuana Academy Mission

Tuana European Beauty Academy is dedicated to providing a post-secondary education that will prepare students for licensure, employment, and challenge each graduate to become an industry leader.

Why Tuana Academy?

1. At Tuana Academy, you will have advanced classes offered by salon professionals and European techniques offered by Kazim.
2. At Tuana Academy, our students are given one-on-one guidance in a small class environment and receive the personal attention needed for success.
3. At Tuana Academy, we offer interactive, hands-on, fun and enjoyable teaching methods.
4. At Tuana Academy, we provide you a progressive curriculum and instructional plan, structured to provide continual individualized supervision and assistance during the complete length of student training.
5. At Tuana Academy, you can choose between Full Time or Part Time programs.
6. At Tuana Academy, we teach you business and marketing skills. You will learn the skills you need to be successful.
7. At Tuana Academy, we offer payment plans for students who are ineligible for federal funding or who have elected not to apply for it.
8. At Tuana Academy, our programs prepare you by including a "mock" board test that simulates the state license exam to best prepare our students for success.
9. At Tuana Academy, you can build your interpersonal and marketing skills by taking part in our special events. Tuana Academy supports numerous charities, fashion events and photo shoots.
10. At Tuana Academy, you can build life long relationships with artists just like yourself.

About Tuana Academy

As part of Tuana European Beauty Academy, you'll get a chance to experience hands on photoshoots, a chance to work with professional salons on fashion shows, and learning from guest educators to working in a real salon atmosphere.

Tuana Academy Experience

Tuana Academy`s program is instructor led and meets the DPOS standards based on clock hours. You will also get the experience of working in a real salon atmosphere and learn how to work with a client from a greeting to learning every step of a consultation, educating the client on products to checking them out.

Photoshoots

As part of your education with Tuana European Beauty Academy, you will get to work on a photo shoot with a professional photographer, gain experience as an editorial and fashion stylist and start your professional portfolio.

Lockers

Separate lockers are furnished for all individual students, you will be responsible for all belongings and you will need to provide your own locks. The lockers will be checked out to you during the time you are a student and checked out at the time of your exit interview. Tuana Academy reserves the right to inspect locker and contents.

Hands on Classes

We will have guest educators that will come in to give classes on various topics such as, color, styling, cutting, facials, nails etc...



Master Series

Kazim Tercan, our Master Coiffure and owner of Tuana Hair Design will be teaching advanced classes to show and teach you the European techniques.

**WE KEEP OUR
EYES ON
BEAUTY FOR
You.**

Hair and Makeup

At Tuana Academy, we help our community by volunteering at and hosting a variety of events each year! As a student of us, you will get a chance to experience and work on the fashion shows and fundraising events.

Resource Library

Tuana Academy has a full range of books, DVD's and learning materials in a separate room provided just for students to keep you up to date. The educators and team leaders are always available to respond to your questions and concerns.

Classrooms

Small, one on one, European techniques, self paced and hands on experience. This is just a small part of what makes Tuana European Beauty Academy so unique.

Location and Facilities

The school is located at 826 S. College Avenue, Fort Collins, CO. The director does have an onsite office in which confidential student records and materials are stored. Tuana European Beauty Academy has been outfitted to provide classrooms as well as tasteful salon areas. It is our goal that students learn in an environment that is conducive to the actual working environment of the Beauty Professional. Our classrooms are furnished with modern equipment. Visual diagrams, charts, demonstrations, videos, field trips and guest speakers to enhance classroom activities are available. We offer hands on training and one on one instructor interaction. Our business development portion of the academy's training is very extensive and valuable to the success of the cosmetology professional.

School Parking

Students must park in designated parking area. Any student parking in customer parking will be subject to disciplinary action.

Office Hours

Our administrative offices are open from 8:00 am to 2:00 pm, Monday, Tuesday and Thursday. Individuals desiring information on our cosmetology program are urged to contact us during those hours at 970- 472-2004 for an appointment with the Admissions Director and for a personal tour of our facilities.

We can also be contacted via email at tuanaacademy@gmail.com.

Loan & Grants for Education

Source of Financial Assistance: Monthly Payment Fee, Federal Student Aid, and VA Benefit.

In-House Financing : Monthly payment plans are available. A \$50 late fee/insufficient fund fee will be assessed to any tuition payment after the selected due date.

Financial Aid: Tuana European Beauty Academy is dedicated to maintaining a high-quality beauty education that is affordable for our students. We understand that finances can stop students from achieving their dreams. That's why we have a highly-skilled staff available to answer questions about financial aid, scholarships, and other forms of financial assistance.

The Free Application for Federal Student Aid or FAFSA is free and quick application that will allow you to access the Federal Financial Aid to pay for education. In-order to qualify for federal aid you will need to complete the FAFSA application online at www.fafsa.gov or the paper application available at the school. If you have any questions on FAFSA, feel free to contact our admissions staff with questions. We are here to help you understand financial aid! Our FAFSA School Code: **042859**

To Apply for FAFSA, please go to the website <https://studentaid.gov/h/apply-for-aid/fafsa>

Veterans: We have programs that are approved for veterans. More information is available at the Department of Veterans Affairs website, www.gibill.va.gov.

Tuition Waiver Policy: Tuana Academy Alumni, and Tuana Academy Students are eligible to apply for a 10% tuition discount on any Academy Programs.

Method of Payment: Credit card, money order, check, cash and loan.

For questions regarding any of our financial options, please call us at 970 472 2004.



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ABOUT PROGRAM

Programs & Courses

Cosmetology

Offering instructor based training on all phases of cosmetology.

1500 Hours / (Full time– 13 months, 30 hours a week, Part time– 21 months, 18 hours a week)

- Shampooing, Rinsing and Conditioning (48 Hours)
- Haircoloring (222 Hours)
- Haircutting (227 Hours)
- Hairstyling (190 Hours)
- Chemical Texture Services (96 Hours)
- Manicuring and Pedicuring (160 Hours)
- Application of Artificial Nails (113 Hours)
- Facials and Skin Care (159 hours)
- Facial Makeup (30 Hours)
- Hair Removal (69 Hours)
- Laws, Rules and Regulations (23 Hours)
- Management, ethics, interpersonal skills and salesmanship (23 Hours)
- Disinfection, sanitation and safe work practices (140 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, guest speakers/educators, industry shows and seminars, text books, handouts and lectures. Field trips and salon visits are part of our business building classes.

Occupational Objective – The graduate should be able to take State Cosmetology Exams to obtain a license to practice Cosmetology.

Tuition – \$17,995.00 (Kits & Books Fee \$2,250.00, Registration Fee \$150.00) Total – \$20,395.00

Hairstyling

Offering instructor based training on all phases of hairdressing.

1200 Hours / (Full time– 10 months, 30 hours a week, Part time– 17 months, 18 hours a week)

- Shampooing, Rinsing and Conditioning (60 Hours)
- Haircoloring (240 Hours)
- Haircutting (240 Hours)
- Hairstyling (210 Hours)
- Chemical Texture Services (120 Hours)
- Laws, Rules and Regulations (30 Hours)
- Management, Ethics, Interpersonal Skills and Salesmanship (30 Hours)
- Disinfection, Sanitation and Safe Work Practices (270 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, guest speakers/educators, industry shows and seminars, text books, handouts and lectures.

Occupational Objective – The graduate should be able to take State Hairstyling Exams to obtain a license to practice Hairstyling.

Tuition – \$11,500.00 (Kits & Books Fee \$1,950.00, Registration Fee \$150.00) Total – \$13,600.00

Esthetics

Instructor based training on all phases of skin care, makeup application, hair removal, management and professionalism, safety and sanitation and client protection.

600 Hours / (Full time– 5 months, 30 hours a week, Part time– 8 months, 18 hours a week)

- Facial and Skin Care (210 Hours)
- Facial Makeup (30 Hours)
- Hair Removal (90 Hours)
- Laws, rules and regulations (30 Hours)
- Sanitation, sterilization and Safe Work Practices (210 Hours)
- Management, ethics, interpersonal skills and salesmanship (30 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, guest speakers/educators, industry shows and seminars, text books, handouts and lectures.

Occupational Objective – The graduate should be able to take State Esthetic Exams to obtain a license to practice Esthetics.

Tuition – \$7,500.00 (Kits & Books Fee \$900.00, Registration Fee \$150.00) Total – \$8,550.00

Manicuring

Instructor based training on all phases of manicuring, pedicuring, artificial enhancement, gel polish, nail art, management and professionalism, safety and sanitation and client protection.

600 Hours / (Full time– 5 months, 30 hours a week, Part time– 8 months, 18 hours a week)

- Manicuring and Pedicuring (210 Hours)
- Application of Artificial Nails (150 Hours)
- Laws, rules and regulations (30 Hours)
- Management, ethics, interpersonal skills and salesmanship (30 Hours)
- Disinfection, sanitation, and Safe Work Practices (180 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, guest speakers/educators, industry shows and seminars, text books, handouts and lectures.

Occupational Objective – The graduate should be able to take State Manicuring Exams to obtain a license to practice Manicuring.

Tuition – \$6,500.00 (Kits & Books Fee \$1,250.00, Registration Fee \$150.00) Total – \$7,900.00

Hair Extensions

Instructor based training on application, removal, care professionalism, safety and sanitation and client protection of human hair extensions. Certification upon completion. If taking alone, must provide copy of valid Colorado Hairstylist or Cosmetology License.

8 Hours / Stand Alone Course

Type of Instruction – Hands on and Theory participation.

Occupational Objective – To professionally train students in the art of Hair Extensions.

Tuition – \$1,900.00 (Practice Material Included) Total – \$1,900.00

Threading

Instructor based training on hair removal utilizing the threading method. Certification upon completion. If taking alone, must provide copy of valid Colorado Cosmetology or Esthetics License.

8 Hours / Stand Alone Course

Type of Instruction – Hands on and Theory participation.

Occupational Objective – To professionally train students in the art threading as hair removal.

Tuition – \$800.00 (Practice Material Included) Total – \$800.00

Chemical Peels

Instructor based training on Chemical Peels procedures and treatment. Certification upon completion. If taking alone, must provide copy of valid Colorado Cosmetology or Esthetics License.

24 Hours / Stand Alone Course

Type of Instruction – Hands on and Theory participation.

Occupational Objective – To professionally train students in the Chemical Peel Treatment.

Tuition – \$800.00 (Practice Material Included) Total – \$800.00

Advanced European Cutting and Styling

Offering instructor based training on European Advanced Haircutting. Certification upon completion. If taking alone, must provide copy of valid Colorado Hairstyling or Cosmetology License.

30 Hours / Stand Alone Course

Type of Instruction – Hands on and Theory participation.

Occupational Objective – To professionally train students in the European Advanced Haircutting.

Tuition – \$1,200.00

Advanced European Color

Offering instructor based training on European Advanced Hair Color. Certification upon completion. If taking alone, must provide copy of valid Colorado Hairstyling or Cosmetology License.

30 Hours / Stand Alone Course

Type of Instruction – Hands on and Theory participation.

Occupational Objective – To professionally train students in the European Advanced Color.

Tuition – \$1,200.00

Note: The school may charge a \$10.00 transcript fee for transcript requests.

Admissions Requirements

Tuana European Beauty Academy does not discriminate based on race, sex, age, color, religion, ethnic origin or disability. The school requires that each student enrolling must:

- Student must complete the enrollment application.
- Student will be subject to pay \$150 registration fee.
- Students must provide proper identification and proof of citizenship.
- Student must provide a picture ID. (example: driver's license, government issue photo ID)
- All Students must be 16 years of age or older to attend, any student under 18 must have parents consent and signatures of parents at the time of signing contracts. Tuana Academy admits as regular students only persons who are beyond the age of compulsory school attendance in the State in which the school is physically located.
- Student must provide a valid high school graduation with an official transcript with graduation date or GED or if home school, provide transcript, diploma and documentation that the home school program met the Colorado State requirements for home schools.

Tuana Academy evaluates the validity of a student's high school completion if we or the U.S. Secretary of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Foreign Diplomas: Must have evidence that verification of foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm the academic equivalence to a US high school diploma. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.

Once the student has completed the steps above, the admissions committee will review the application. The Prospective Student will receive notice of whether the application is accepted. If the application is accepted the prospective student must complete the following prior to enrollment:

- Student must sign the enrollment contract. If the parent(s) is paying for part or all of the student's education, the parent(s) will be required to sign the enrollment contract with the student and a parent commitment letter.

Transfer Students

Transfer students may complete their training at Tuana Academy in accordance with the state requirements. All transfer students must prove competency for the hours being transferred with written and practical evaluations. Tuana Academy also requires transcripts from your previous school that will be evaluated on a case-by-case basis by our faculty and state requirements. Tuana Academy does not guarantee that all hours will be accepted. The tuition cost for transfer students will be considered for the completion requirements for their particular program, plus any kit items or books that may be needed. Transfer students will pay an enrollment fee of \$150.00 as well as any required kit or book items. Tuana Academy does not guarantee the transfer of hours to another school without a written agreement between both schools.

Re-Admission

Students that are terminated or withdrawn may reapply 90 days after the official termination date. The student must submit a written explanation of the events surrounding the withdrawal and an action plan to successfully complete the program. The student will meet with the director for a final decision regarding reinstatement. The student will be subject to a \$150 registration fee. Beyond one year, new application fees apply. Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance, all hours expire, and the student must begin as a new student.

Enrollment Procedures

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course. If you're excited about the prospect of training at our academy, here's all you have to do to get started.

1. Schedule one-on-one tour with Academy Director.
2. Complete Enrollment Application.
3. Submit supporting documentation (Picture ID, SS Card, High School Diploma, etc)

Class Start Date & Holidays

2023 School Breaks

Spring Break: March 10– 19
 Memorial Day: May 29
 Summer Break: June 30 - July 9
 Labor Day: Sep 4
 Fall Break: Nov 17 - 26
 Winter Break: Dec 22 - Jan 7

Start Dates - Cosmetology 2023

January 16 (esthetics)
 February 13 (manicuring)
 March 20 (hairstyling)
 April 17 (chemical services)
 May 15 (esthetics)
 June 12 (manicuring)
 July 17 (hairstyling)
 August 14 (chemical services)
 September 11 (esthetics)
 October 9 (manicuring)
 November 6 (hairstyling)
 December 11 (chemical services)

2024 School Breaks

Spring Break: March 15– 24
 Memorial Day: May 27
 Summer Break: June 28 - July 7
 Labor Day: Sep 2
 Fall Break: Nov 22 - Dec 1
 Winter Break: Dec 20 - Jan 5

Start Dates - Cosmetology 2024

January 22 (esthetics)
 February 19 (manicuring)
 March 25 (hairstyling)
 April 22 (chemical services)
 May 20 (esthetics)
 June 17 (manicuring)
 July 22 (hairstyling)
 August 12 (chemical services)
 September 9 (esthetics)
 October 7 (manicuring)
 November 4 (hairstyling)
 December 9 (chemical services)

2025 School Breaks

Spring Break: March 14– 23
 Memorial Day: May 26
 Summer Break: June 27 - July 6
 Labor Day: Sep 1
 Fall Break: Nov 21 - 30
 Winter Break: Dec 19 - Jan 4

Start Dates - Cosmetology 2025

January 20 (esthetics)
 February 17 (manicuring)
 March 24 (hairstyling)
 April 21 (chemical services)
 May 19 (esthetics)
 June 16 (manicuring)
 July 21 (hairstyling)
 August 18 (chemical services)
 September 15 (esthetics)
 October 13 (manicuring)
 November 10 (hairstyling)
 December 15 (chemical services)

Full Time Students:

Monday - Tuesday - Thursday: 8:00 am - 6:30 pm
 Saturday-dependent on level

Part Time Students:

Monday – Friday : Times may vary.
 Saturday-dependent on level
 (These hours subject to change dependent upon student enrollment)

Annual Report Rates

| 2021 Annual Report | Graduation | Placement | Licensure |
|--------------------|------------|-----------|-----------|
| Cosmetology | 100 | 100 | 100 |
| Hairstyling | N/A | N/A | N/A |
| Esthetics | N/A | N/A | N/A |
| Manicuring | 100 | 100 | 100 |
| Overall | 100 | 100 | 100 |

Graduation & Licensing Requirements

Future professionals must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

1. Student must complete the hours in the course of instruction.
2. Student must meet minimum academic requirements.
3. Student must fulfill all financial obligations Tuana Academy.

Upon completion of the course of study and all graduation requirements, Tuana European Beauty Academy diploma will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Overtime Fees

- You must complete the program by your agreement end date to avoid overtime fees.
- Please read this next Section carefully and plan ahead to prevent additional fees for exceeding Enrollment Agreement end date.
- Please review your Enrollment Agreement to make sure you know your Agreement End Date.
- If you do not complete by your Agreement End Date, you will be charged an additional fee of \$13 per hour for all contract hours not yet completed.
- If you do not complete all program practical services within your contract hours, you will be charged for additional hours to complete all services. Additional hours will be charged at the current tuition rate.
- You will not graduate until all program requirements are met.

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Refund Policy

Tuana Academy will apply this policy to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

| Student is entitled to upon withdrawal/termination | Refund |
|---|------------------------------|
| Within first 10% of Program | 90% less cancellation charge |
| After 10% but within first 25% of Program | 75% less cancellation charge |
| After 25% but within first 50% of Program | 50% less cancellation charge |
| After 50% but within first 75% of Program | 25% less cancellation charge |
| After 75% (If paid in full, cancellation charge is not in applicable) | NO REFUND |

NOTE: Refund calculations are based on scheduled hours

- The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
- All refunds will be made within 30 days from the date of termination.
- The official date of termination or withdrawal of a student shall be determined in the following manner:
 - *The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - *The date on which the student violates published school policy, which provides for termination.
 - *Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- The policy for granting credit for previous training shall not impact the refund policy.
- Unofficial withdrawals for clock hour students are determined by monitoring hours weekly.
- If a program is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option provide a full refund of all monies paid or provide completion of the program.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - *Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - *Provide completion of the course and/or program; or
 - *Participate in a Teach – Out Agreement; or
 - *Provide a full refund of all monies paid
- In case of permanent school closure, students are entitled to a pro-rata refund or participate in a Teach out Agreement.

**** Please note, that the refund policy is effective for all full pay students and payments that have been made in advance for training not yet received. Refunds will not be given for training already received and paid for.**

KITS & BOOKS FEES ARE NON REFUNDABLE, KITS & BOOKS ARE STUDENTS PROPERTY. All students will be issued a kits & books invoice at time of issue, it is students responsibility to check that all kit items are complete and in good working order. Once students have signed kits & books invoice, school takes no responsibility for student's personal kits & books property.

Postponement of Starting Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

VA Refund Policy

Students not accepted by the school and students who cancel the contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. If a student withdraws after three (3) business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid, including the registration fee in excess of \$10.

In the case of a student withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

| <u>Student is entitled to upon withdrawal/termination</u> | <u>Refund</u> |
|---|---------------|
| 10% of Program Completed | 90% Refund |
| 20% of Program Completed | 80% Refund |
| 30% of Program Completed | 70% Refund |
| 40% of Program Completed | 60% Refund |
| 50% of Program Completed | 50% Refund |
| 60% of program Completed | 40% Refund |
| 70% of Program Completed | 30% Refund |
| 80% of Program Completed | 20% Refund |
| 90% of Program Completed | 10% Refund |

NOTE: Refund calculations are based on scheduled hours

1. The student may cancel this contract at any time prior to the close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

Notes:

*The GI bill is a registered trade mark.

*Tuana Academy will not refuse any VA student from attending class, nor will Tuana Academy impose late fees or require the student to acquire additional funding due to the VA possible delayed disbursements under VA chapter 31 or 33.

KITS & BOOKS FEES ARE NON REFUNDABLE, KITS & BOOKS ARE STUDENTS PROPERTY. All students will be issued a kits & books invoice at time of issue, it is students responsibility to check that all kit items are complete and in good working order. Once students have signed kits & books invoice, school takes no responsibility for student's personal kits & books property.

NOTE:

"The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified."

"VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f)

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Tuana European Beauty Academy. 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:

- Cosmetology 450, 900, 1200 clocked (actual) hours
- Hairstyling 450, 900 clocked (actual) hours
- Esthetics 300 clocked (actual) hours
- Manicuring 300 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluation periods are based on actual contracted hours at the institution. Our school academic year is 900 clock hours / 30 weeks.

An institution calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. In making this calculation, the institution is not required to include remedial courses.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order 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. 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, the school will determine if the student has maintained at least 75% 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.

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. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading System

- ☐ 96% to 100% = A Excellent
- ☐ 88% to 95% = B above Average
- ☐ 80% to 87% = C Average
- ☐ Below 80% = F Failing

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students will be notified of their Satisfactory Academic Progress Determination at the time of each of the evaluations. If student is not meeting SAP, they will be notified during SAP evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student may continue to receive Title IV aid for one payment period during the warning period without an appeal. 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.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress 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 Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress 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 satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Maximum Time Frames

Fully executed Leave of Absence will extend the maximum time frame by the same number of days taken in the Leave of Absence. Transfer hours from another instructions that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

- The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

COSMETOLOGY: 1500 Hours (1995 Max)

not to exceed 67 weeks - 201 days as a full-time student

not to exceed 111 weeks - 333 days for less-than full-time student

HAIRSTYLING: 1200 Hours (1596 Max)

not to exceed 53 weeks - 159 days as a full-time student

not to exceed 89 weeks - 267 days for less-than full-time student

MANICURING: 600 Hours (798 Max)

not to exceed 27 weeks - 81 days as a full-time student

not to exceed 44 weeks - 132 days for less-than full-time student

ESTHETICS: 600 Hours (798 Max)

not to exceed 27 weeks - 81 days as a full-time student

not to exceed 44 weeks - 132 days for less-than full-time student

Full time students are scheduled 3 days per week. Full-time students are scheduled to attend 30 Hours per week and part-time are scheduled to attend 18 Hours per week.

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

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporary interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as that the time of withdrawal. Additionally, students can't withdraw from a course or have incompletes. If a student does not attend class for a period of 14 consecutive calendar days without any documentation or has not applied for a formal leave of absence, the school will withdraw the student. (Documentation may be a call to the school in which the school makes a note in the students file, or a formal written statement that the student will be out for a brief period of time). Students may be re-admitted if the student left in good standing and met the requirements of Satisfactory Academic Progress prior to their withdrawal.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include 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 school 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 7 calendar 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 school's satisfactory academic progress standards.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. School does not guarantee the transferability of its credits to another institution unless there is a written agreement with another institution.

Termination

Any student that drops below the Satisfactory Academic Progress Standards, have excessive unexcused absences, have disciplinary challenges, or are in violation of rules of conduct are subject to withdrawal/termination.

Leave of Absence Policy

If a Student desires to take a leave of absence from his/her studies, then the student must follow this policy:

1. The request must be made in signed writing and reasons for the leave must be specified and then submitted to academy director prior to first day of leave.
 - A) LOA's will be granted on a case by case basis, student must show just cause for requesting LOA, examples of reasons for LOA are illness, unexpected emergency, planned vacations. Academy director will approve LOA request on a case by case basis.
 - B) If a student is unable to submit a request prior to taking their leave, Tuana Academy may approve the LOA on a case by case basis, with proper documentation, with the reason(s) for its decision and allow the paperwork to be submitted at a later date for unforeseen circumstances. The beginning of the leave will be determined as the first date the Student was unable to attend the school.
2. The student must fill out and sign an LOA Request Form.
3. The LOA may not exceed 180 calendar days in a 12 month period. A "12-month period" begins on the first day of the student's initial leave of absence.
4. The LOA may not be less than 14 calendar days.
5. There must be a reasonable expectation that the student will return for LOA.
6. The LOA may affect the student's eligibility for financial aid.
7. A student returning from an LOA will return at the same progress status as prior to leaving.
8. Time lapsed during the LOA will extend the student contract end date by the same number of calendar days taken in LOA, and will not be included in the students cumulative attendance percentage. All parties must sign and initial Contract Addendum reflecting new contract end date.
9. A student will not be assessed additional fees as a result of the LOA.
10. Any student granted a LOA is not considered to have withdrawn and no refund will be calculated at that time.
11. If a student fails to return for the LOA, the students last day of attendance will be considered the withdrawal date.
12. LOA will be denied if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any twelve-month period.
13. Student will be withdrawn from the program if the student takes an unproved LOA or does not return from the LOA
 - A) The students withdrawal date for purpose of calculating a refund will be the students last date of attendance.
14. If the student is a title IV, HEA program loan recipient, the institution explains to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

Record Access

Students and parents/guardians of dependent minors have the right to review the Student's educational, financial and attendance records to ensure they are accurate, factual and do not violate the Student's privacy or other rights. Tuana Academy provides access to student and other school records to its accrediting agency. No information will be given in regards to a student without the written permission of the student. Parents/guardians of a minor student must submit written permission in the event a third party desires individual file records. The student/parent/guardian may obtain a release form from the office which must be completed, signed and returned to the office prior to releasing any information regarding the student.

ABOUT STUDENT

Placement Assistance

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students will also receive training in professionalism and job search skills including how to write a resume. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. When possible, the School will notify students regarding job openings via phone or email.

Career Opportunities

| Salon/Spa Industry | Education & Other Fields |
|--------------------------|-------------------------------|
| Professional Stylist | Private School Instructor |
| Skin Care Specialist | Public School Instructor |
| Makeup Artist | Product Representative |
| Nail Technician | Director of Education |
| Platform Artist | School Administrator |
| Product Representative | Platform Artist |
| Salon Owner or Manager | School Owner/Manager |
| Hair coloring specialist | Education Consultant /trainer |
| | State Board Member/Examiner |

Standards

Tuana Academy students are training to become industry leaders and top artists. Our students take pride in their academy and their education. We expect our students to maintain a productive and positive learning environment.

Attendance Policy

Students are required to maintain a minimum attendance of 75%. Students are allowed to make-up missed time during make-up hour(s). Students that drop below 80% attendance will be put on an attendance plan and will meet weekly with the director.

- **Tardiness:** Students are considered tardy at 8.15am. If the student is more than 15 minutes late, it is the discretion of the director if student will be allowed to join class. Excessive tardiness may lead to suspension/termination.
- **Excused / Unexcused Absences:** Excused Absence: A student is considered excused if he/she calls in by 8:00am, or has notified the Academy prior to the absence. The absence will be considered unexcused if the student fails to alert the Academy of the absence. Unexcused absences will result in disciplinary actions including suspension and possible termination.
- **Attendance Exceptions:** If a student as a court mandated appearance (ex: jury duty) their contract end date will be added to reflect the missed days.
- **Early Release:** Students leaving early without permission will be subject to disciplinary actions including suspension and possible termination.
- **To Clock Rules:** Attendance is recorded on the computer. Students must clock in by using their middle finger on the time device. You must also use the computer to clock in and out for lunch and any time that you leave the building. Students are responsible for accurately signing in and out. Failure to accurately sign in and out or falsify documents will result in termination. Any adjustments to the student's computer entries need to be corrected within one week.
- **Temporary Closure:** When unexpected closure occurs due to extraordinary conditions such as inclement weather, instructor illness; students will be notified as soon as possible by phone, text, email and/ or on social media.

Release of Images

Tuana European Beauty Academy reserves the right to publish reproduce and use photographs and/or digital images of students and/or their model work, for use in advertising, websites, printed or electronic promotional materials, or in any other context. Names may or may not be revealed in descriptive text or commentary in connection with the image.

Search Policy

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

Copyright Material Policy

All material in this program is, unless otherwise stated, the property of Tuana Academy. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

Social Network Policy

Tuana European Beauty Academy encourages the use of social media as a tool for networking and building reputation. We respect the rights of students to use social media. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, MySpace, Twitter, You Tube, Friendster, etc.) Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with Tuana Academy culture. Tuana Academy does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that is unbecoming of a Future Professional. Tuana European Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

Internet Policy

Tuana Academy provides free wireless Internet in various locations across the school. This service is intended to allow Students limited access to the Internet. As the configuration of each manufacturer's device is unique, please refer to your documentation for connection instructions. Tuana Academy and staff cannot be responsible for assisting you in making changes to your devices.

Make Up Policy

A student can attend an extra day on top of their weekly schedule in order to make-up hours missed, or the student feels like they need extra training in a particular area. Students are not permitted to utilize this policy in order to excel through the program at a faster pace and graduate prior to their expected graduation date stated on the enrollment agreement. Additionally, students may not change their schedules and attend makeup hours instead of their regular schedule. Exceptions to this rule will be reviewed by the Institute Director and be considered on a case-by-case basis. The student must get prior authorization from the Director, for any make-up day.

The students can only makeup hours during scheduled school breaks or on a school off days if an educator will agree to come in on those days, both the educator and the student must meet with the Director for approval. The educator will get with you prior to your makeup day and come up with a lesson plan, for that day. You must show up for the make-up day, only extenuating circumstances will be accepted. If you fail to show up, you will not be allowed to do any make-up days.

Student Services

All student services must have a Student Service Form signed by an educator and pay any fees prior to beginning service.

Designated Areas

To ensure that each student receives consistent and comprehensive instruction in the classroom and clinic floor, students must remain in assigned areas or receive educator permission to be in unassigned areas.

Personal Property

Tuana European Beauty Academy is not responsible theft or damage of any student's personal property to include books, kit items, personal clothing/items and vehicle. If you park your vehicles in the school parking lot, you are responsible for any damage that may occur.

Stealing

Stealing, cheating, defacing or damaging property will result in termination and require monetary restitution.

Drug Policy

Any student caught engaging in the consumption of alcohol, marijuana, or drugs on school property will immediately terminated.

Dress Code

Student attire is to be clean and in good repair. Tops, jackets and sweaters worn in the classroom or salon, bottoms and dresses must be black. Shorts and skirts must be no higher than 2 inches above the knee, no midriff, and conservative neckline are required. Accessories (scarves, jewelry, etc.) and shoes may be any color. No flip/flops. Dress code may be altered for special occasions with directors approval.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Suspension

The Director of Education may temporarily suspend any student whose conduct is disruptive, aggressive, or disrespectful. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Grievance Procedure

Student Complaint Policy: The student should first bring the issue to their current educator. If the student doesn't feel the issue has been appropriately handled, he/she should schedule a formal meeting with Academy Director. Student should be prepared by having any supporting document or information substantiating the complaint. If the issue is unresolved at this point, the student request should be submitted in writing to the Academy President. A meeting will be scheduled with the student.

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://highered.colorado.gov/dpos>, 303-862-3001.

NOTICE:

Tuana European Beauty Academy reserves the right to make any changes in the catalog/handbook rules and regulations at any time. All students will be notified of any changes made to these rules. Students are expected to read and comprehend the information in this catalog before class begins.