tuana™
european beauty academy

Dream Believe Achieve

TUANA EUROPEAN BEAUTY ACADEMY CATALOG

Volume 21, Oct 2026

ADDRESS

826 S. COLLEGE AVE.

FORT COLLINS, CO 80524

PHONE

970.472.2004

WEB

www.tuanaacademy.com

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TO BE THE BEST, LEARN FROM THE BEST!

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WEB: www.tuanaacademy.com

EMAIL: tuanaacademy@gmail.com

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, Loretta Gonzalez , Kari Young, Brittany Heiney, Kina Harding, Jazznique Rodriguez, Brandi Cordova EDUCATORS.

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 I stanbul. 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 support individualized attention within the Academy's scheduled programs. Tuana Academy provides industry-focused education informed by more than 25 years of experience in the beauty and fashion industries.

Our goal is to provide education that prepares students for careers in Cosmetology, Hairstyling, Esthetics and Manicuring, and to provide approved stand-alone courses in accordance with Colorado requirements. 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.

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, students receive individualized, one-on-one guidance in an intimate learning environment designed to support confidence, growth, and long-term success.
2. Our curriculum is progressive and thoughtfully structured, providing continuous supervision, hands-on instruction, and personalized support throughout the entire training experience. Classes are interactive, engaging, and rooted in real-world application—because learning should be both effective and inspiring.
3. Students benefit from advanced education led by experienced salon professionals, with the academy's European heritage and techniques woven into the foundation of our programs.
4. We offer both full-time and part-time program options to accommodate a variety of schedules and lifestyles.
5. Beyond technical skills, Tuana Academy emphasizes business, marketing, and professional development—equipping students with the tools needed to build sustainable, successful careers in the beauty industry.
6. For students who are ineligible for or choose not to pursue federal funding, flexible payment plan options are available.
7. Our programs include comprehensive mock board examinations that simulate the state licensing exam, ensuring students feel confident and prepared on exam day.
8. Students also have opportunities to develop interpersonal, branding, and marketing skills through participation in special events, charity partnerships, fashion events, and professional photo shoots.
9. At Tuana Academy, you'll build meaningful, lifelong relationships within a supportive community of artists who share your passion and vision.
10. Students are encouraged to build their professional portfolio through Instagram and other social media platforms, showcasing their work, creativity, and progress throughout their program

SUCCESS BECOMES YOU.

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.

Hands on Classes

We will have guest educators who are professionals in the industry come in to teach specialized classes on topics such as color, styling, cutting, facials, nails, and more.

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.

Portfolio & Content Creation

As part of your education with Tuana Academy, you will have opportunities to create professional-quality work for your portfolio. Students are encouraged to build and showcase their portfolios through platforms such as Instagram, where they can highlight their services, transformations, and growing skills. These portfolio activities help students gain experience in creating content, presenting their work professionally, and developing their personal brand in the beauty industry.

Master Series

Kazim Tercan, our Master Coiffure and owner of Tuana Hair Design, teaches advanced classes featuring 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.

Loans & Grants for Education

Sources of Financial Assistance: Monthly Payment Plans, Federal Student Aid, and VA Benefits.

In-House Financing : Monthly payment plans are available. Payments may be made by cash, check, money order, credit card or an approved payment plan. Payment amounts and due dates are stated in the enrollment agreement. 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 federal financial aid, monthly payment plans, VA benefits and other approved outside 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.

Scholarships and Fee Adjustments: Tuana Academy does not currently offer scholarships or tuition/registration-fee waivers. Approved used, partial or previously owned kits/books may receive a reduced or waived charge. Refunds and balances are based on the actual amount charged.

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 – $14,000.00 (Kits & Books Fee $2,000.00, Registration Fee $150.00) Total – $16,150.00

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 – $7,000.00 (Kits & Books Fee $1,600.00, Registration Fee $150.00) Total – $8,750.00

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 – $8,500.00 (Kits & Books Fee $1,500.00, Registration Fee $150.00) Total – $10,150.00

Hair Extensions

Instructor-based training on application, removal, care professionalism, safety and sanitation and client protection of human hair extensions. A certificate is awarded upon successful completion. If taking alone, must provide copy of valid Colorado Hairstylist or Cosmetology License.
8 Hours / Stand Alone Course

Contact Hours: Theory – 3 hours; Practical/Lab – 5 hours; Total – 8 hours.
Required Schedule: 8 hours per week, completed in one instructional day.
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) and Registration Fee $150.00 Total – $2,050.00

Threading

Instructor-based training on hair removal utilizing the threading method. A certificate is awarded upon successful completion. If taking alone, must provide copy of valid Colorado Cosmetology or Esthetics License.
8 Hours / Stand Alone Course

Contact Hours: Theory – 3 hours; Practical/Lab – 5 hours; Total – 8 hours.
Required Schedule: 8 hours per week, completed in one instructional day.
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) and Registration Fee $150.00 Total – $950.00

Chemical Peels

Instructor-based training on Chemical Peels procedures and treatment. A certificate is awarded upon successful completion. If taking alone, must provide copy of valid Colorado Cosmetology or Esthetics License.
24 Hours / Stand Alone Course

Contact Hours: Theory – 5 hours; Practical/Lab – 19 hours; Total – 24 hours.
Required Schedule: 24 hours per week, completed in three instructional days.
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) and Registration Fee $150.00 Total – $950.00

Advanced European Cutting and Styling

Offering instructor-based training on European Advanced Haircutting. A certificate is awarded upon successful completion. If taking alone, must provide copy of valid Colorado Hairstyling or Cosmetology License.
30 Hours / Stand Alone Course

Contact Hours: Theory – 8 hours; Practical/Lab – 22 hours; Total – 30 hours.
Required Schedule: 5 hours per week for six weeks.
Type of Instruction – Hands-on and Theory participation.
Occupational Objective – To professionally train students in the European Advanced Haircutting.
Tuition – $1,200.00 (Practice Material Included) and Registration Fee $150.00 Total – $1,350.00

Advanced European Color

Offering instructor-based training on European Advanced Hair Color. A certificate is awarded upon successful completion. If taking alone, must provide copy of valid Colorado Hairstyling or Cosmetology License.
30 Hours / Stand Alone Course

Contact Hours: Theory – 8 hours; Practical/Lab – 22 hours; Total – 30 hours.
Required Schedule: 5 hours per week for six weeks.
Type of Instruction – Hands-on and Theory participation.
Occupational Objective – To professionally train students in the European Advanced Color.
Tuition – $1,200.00 (Practice Material Included) and Registration Fee $150.00 Total – $1,350.00

Stand-Alone Course Scheduling Note: Stand-alone courses are scheduled upon application, based on instructor and facility availability. Start and completion dates are documented in the student's enrollment agreement.

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.
- Student must provide a picture ID. (example: driver's license, passport, government issue photo ID)
- Applicants seeking federal student aid may be required to provide documentation of U.S. citizenship or eligible noncitizen status for Title IV eligibility.
- 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.

- Tuana European Beauty Academy does not admit Ability-to-Benefit students.

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. Approved used kits or books may result in a reduced or waived charge. The actual charge will be listed in the enrollment agreement. Transfer students will pay a registration 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. Re-admitted students will pay a $150 registration fee, tuition for remaining hours, and any required replacement kit or book costs, as listed in the enrollment agreement. 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. Any outstanding balance from the student's prior enrollment must be paid in full, or a satisfactory written payment arrangement approved by the Academy must be established, before re-enrollment.

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)

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Class Start Date & Holidays

2026 School Breaks
Spring Break: March 23– 29
Memorial Day: May 25
Summer Break: July 6 - 12
Labor Day: Sep 7
Fall Break: Nov 20 - 29
Winter Break: Dec 18 - Jan 3

Program Start Dates - 2026
January 26 (esthetics)
February 23 (manicuring)
March 30 (hairstyling)
April 27 (chemical services)
May 26 (esthetics)
June 29 (manicuring)
August 3 (hairstyling)
August 31 (chemical services)
September 28 (esthetics)
October 26 (manicuring)
November 30 (hairstyling)

2027 School Breaks
Spring Break: March 19– 28
Memorial Day: May 31
Summer Break: July 1 - 11
Labor Day: Sep 6
Fall Break: Nov 19 - 28
Winter Break: Dec 16 - Jan 2

Program Start Dates - 2027
January 11 (chemical services)
February 8 (esthetics)
March 8 (manicuring)
April 12(hairstyling)
May 10 (chemical services)
June 7 (esthetics)
July 12 (manicuring)
August 9 (hairstyling)
September 7 (chemical services)
October 4 (esthetics)
November 1 (manicuring)
December 6 (hairstyling)

2028 School Breaks
Spring Break: March 24– April 2
Memorial Day: May 29
Summer Break: June 30 - July 9
Labor Day: Sep 4
Fall Break: Nov 16 - 26
Winter Break: Dec 22 - Jan 7

Program Start Dates - 2028
January 17 (chemical services)
February 14 (esthetics)
March 13 (manicuring)
April 17 (hairstyling)
May 15 (chemical services)
June 12 (esthetics)
July 17 (manicuring)
August 14 (hairstyling)
September 11 (chemical services)
October 9 (esthetics)
November 6 (manicuring)
December 11 (hairstyling)
January 22, 2029 (chemical services)

*Cosmetology students may begin on any listed program start date. The term in parentheses identifies the curriculum block beginning on that date.

Full Time Students:
Monday - Tuesday - Thursday: 8:00 am - 6:30 pm

Part Time Students:
Monday - Tuesday - Thursday: Times may vary.
(These hours subject to change dependent upon student enrollment)

**The school may close for holidays, weather, or emergencies. These days are already included in the program's grace period and do not extend the student's contract end date, unless an additional published school break was not included in the original calculation.

2024 Annual Report Rates

Institution and Main Campus: Graduation: 96.67% Placement: 71.43% Licensure: 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 the applicable Diploma or Certificate of Completion:

1. Student must complete the hours in the course of instruction.
2. Student must meet minimum academic requirements.
3. Student must pay all financial obligations to the Academy in full or enter into a satisfactory written payment arrangement approved by the Academy for any outstanding balance.

Upon meeting all graduation requirements, graduates of Cosmetology, Hairstyling, Esthetics, and Manicuring receive a diploma. Graduates of stand-alone courses receive a certificate of completion. Graduates of Cosmetology, Hairstyling, Esthetics, and Manicuring may apply for the applicable state licensing examination. Upon obtaining a valid license, graduates may engage in their 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 clock hour for all contract hours not yet completed.

◊ If you do not complete all required practical services within your contracted hours, you will be charged $13 per clock hour for any additional hours required to complete those services.

◊ You will not graduate until all program requirements are met.

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 based on the percentage of scheduled hours in the Program/Stand-Alone Course through the official date of termination or withdrawal, as described in the table below.

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:

a. Whether the postponement is for the convenience of the school or the student, and;
b. 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 scheduled hours through the student's last date of recorded attendance.

Student is entitled to upon withdrawal/termination	Refund
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 actual hours and 15 academic weeks; 900 actual hours and 30 academic weeks; 1,200 actual hours and 40 academic weeks; 1,500 actual hours and 50 academic weeks.
- Hairstyling: 450 actual hours and 15 academic weeks; 900 actual hours and 30 academic weeks; 1,200 actual hours and 40 academic weeks.
- Esthetics: 300 actual hours and 10 academic weeks; 600 actual hours and 20 academic weeks.
- Manicuring: 300 actual hours and 10 academic weeks; 600 actual hours and 20 academic weeks.

*Each evaluation occurs when the student has successfully completed both the stated actual clock hours and academic weeks. Attendance and academic performance are evaluated on a cumulative basis at each established evaluation period. All Satisfactory Academic Progress evaluations will be completed within seven school business days following each established evaluation period. The Academy elects to omit the SAP evaluation at the conclusion of the final evaluation period when it coincides with program completion.
*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.

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain an academic 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 are notified of their Satisfactory Academic Progress determination at each evaluation. The results are reviewed with the student and maintained in the student's file. A copy is available upon request. Students not meeting SAP are notified in writing and acknowledge the determination by signature. A student who does not meet the minimum Satisfactory Academic Progress standards is no longer eligible for Title IV federal student aid unless the student is on SAP warning or has successfully appealed and been placed on 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 not met both the attendance and academic requirements, the student is no longer eligible for Title IV federal student aid unless the student successfully appeals the determination and is placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory academic progress during the probationary period only if the student appeals the determination and prevails upon appeal. The Academy must determine that the student can meet SAP standards by the end of the next evaluation period or establish an academic plan that, if followed, will allow the student to meet SAP standards by a specified point within the maximum time frame. 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 not met the SAP attendance and academic requirements or has not met the requirements of the academic plan, the student will be determined not to be making satisfactory academic progress and, if applicable, will become ineligible for Title IV funds. Students who lose Title IV eligibility are responsible for any unpaid tuition and fees.

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 institution 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)
Approximately 67 weeks - 201 days as a full-time student
Approximately 111 weeks - 333 days for less-than full-time student
HAIRSTYLING: 1200 Hours (1596 Max)
Approximately 53 weeks - 159 days as a full-time student
Approximately 89 weeks - 267 days for less-than full-time student
MANICURING: 600 Hours (798 Max)
Approximately 27 weeks - 81 days as a full-time student
Approximately 44 weeks - 132 days for less-than full-time student
ESTHETICS: 600 Hours (798 Max)
Approximately 27 weeks - 81 days as a full-time student
Approximately 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 temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Course incompletes, repetitions, and non-credit remedial courses do not apply and have no effect on Satisfactory Academic Progress. A student who withdraws or is terminated and later re-enters will return in the same Satisfactory Academic Progress status held at the time of withdrawal or termination. Readmission is governed by the Academy's published Re-Admission Policy.
Students who are unable to attend should contact the Academy as soon as possible. A telephone call or other notice during the 14-day absence period may begin the LOA process but does not constitute an approved LOA. If the student does not return and no LOA is approved by the end of 14 consecutive calendar days, the Academy will involuntarily terminate the student's enrollment for failure to attend. For refund and financial-aid purposes, the withdrawal date will be the student's last date of attendance.

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, they will be placed on academic probation, and deemed making satisfactory academic progress and 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 who drops below Satisfactory Academic Progress Standards, has excessive unexcused absences, fails to return from an approved Leave of Absence (LOA), fails to request an extension for an LOA, fails to attend for 14 consecutive calendar days without an LOA, faces disciplinary issues, or violates school rules of conduct is subject to termination. Students subject to termination will be notified through one or more of the following methods: in writing, by email, by phone call, or in person. Students may request a meeting with the director to discuss the reason for termination. Appeals must be submitted in writing within 10 calendar days of receiving the termination notice.

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 writing, signed and dated by the student, specify the reason for the leave, and be submitted to the Academy Director before the 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 medical, a family or personal emergency, military obligations, financial hardship, planned vacations, or other extenuating circumstances. 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 for unforeseen circumstances, document the reason(s) for its decision, and allow the paperwork to be submitted at a later date. 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. The 14-day minimum does not apply to extensions of the same leave. Extensions must be requested in writing on or before the approved leave ends and require school approval. Any revised Contract end date must be documented in an Enrollment Agreement Addendum signed by all parties.
5. There must be a reasonable expectation that the student will return from the 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 student's cumulative attendance percentage.
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 from the LOA, the student's 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 unapproved LOA or does not return from the LOA.
    A) The student's withdrawal date for purpose of calculating a refund will be the student's 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. Student information will not be released without appropriate written consent, except as permitted or required by applicable law, including FERPA. Students may obtain a release form from the office. Before releasing student information, the Academy requires the student's signed and dated consent specifying the records, purpose, and recipients, unless disclosure without consent is permitted or required by law.

Transcript Requests: The Academy may charge a $10.00 fee for each transcript request.

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

Employment Prerequisites and Industry Requirements

Graduates must meet applicable Colorado licensing requirements and comply with state laws and regulations. Employment may require a current license, professional conduct, sanitation and safety practices, the physical ability to stand for extended periods and perform repetitive hand and arm movements, and the ability to meet employer requirements.

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 ís 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 addended 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. Hours not properly clocked in and out cannot be credited toward the student's total hours. Any adjustments to the student's computer entries need to be corrected within one week.
- **Temporary Closure:** When unexpected closure occurs to 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 may publish, reproduce and use photographs or digital images of students and/or their work for advertising, websites, and printed or electronic promotional materials. Tuana Academy will obtain the student's permission before using identifiable student images.

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

Students attire is to be clean in good repair Monday and Tuesday. Black pants are required and no sweatpants are allowed Thursday is Jean day, jeans with big holes are not allowed. Dresses may be worn any day of the week as long as they are below the knee. No hoodies are allowed and flip-flops are not allowed. Tops may be any color but middrift must not show and must not have too low ofneckline.

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.